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This manual implements AFD 16-1, Operations Support, *International Affairs*. It provides guidance and procedures for validating, approving, and preparing essential parts of international affairs and security assistance programs. It applies to all Air Force personnel who perform duties under the umbrella of international affairs and security assistance. To ensure a full understanding of the international affairs and security assistance processes, users of this manual should familiarize themselves with DoD Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*, January 2001; DoD Regulation 7000.14-R, Volume 15, *Department of Defense Financial Management Regulation (Security Assistance Policy and Procedures)*, February 2000; Secretary of the Air Force Order 114.1, *Organization and Functions of the Office of the Deputy Under Secretary of the Air Force (International Affairs)* (Current Edition); the Foreign Assistance Act (FAA), Title 22 U.S.C., beginning with Section 2151; and the Arms Export Control Act (AECA), Title 22, U.S.C., beginning with Section 2751, AFI 16-105, *Joint Security Assistance Training (JSAT)*, AFI 16-110, *USAF Participation in International Armaments Cooperation*.

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Chapter 1

INTRODUCTION

1.1. Purpose.

1.1.1. International relationships are an important part of the United States (US) commitment to global peace and security. International affairs and security assistance programs are a means of pursuing US national security goals and objectives. This manual outlines procedures for planning, developing, implementing, and administering the Air Force portions of these programs.

1.2. Waivers to Procedures.

1.2.1. Within each major command (MAJCOM), one organization serves as the focal point for security assistance policy and procedures. This organization is responsible for coordinating the official positions, processes, and procedures of its MAJCOM. Requests for waivers or deviations from the procedures contained in this manual must be sent in writing to Deputy Under Secretary of the Air Force (International Affairs), Security Assistance Policy Division (SAF/IAPX) unless otherwise specified. Requests must include specific reference to the provision to be waived or deviated from, and full rationale. These requests must represent a MAJCOM-coordinated position and shall be treated as such. Requests received from an office or individual other than the MAJCOM focal point office will be returned without action.

1.2.2. Customer requests for waivers to Air Force policy must be sent through the SAF/IA Country Director to SAF/IAPX for approval. Requests for financial policy waivers will be coordinated with SAF/IAPX and the Office of the Assistant Secretary (Financial Management and Comptroller), Deputy Assistant Secretary (Budget), Directorate of Budget Investment, Assistant for Security Assistance (SAF/FMBIS).

1.2.3. Customers should send requests for waivers to Department of Defense (DoD) policy directly to the Defense Security Cooperation Agency (DSCA), with informational copies to the SAF/IA Country Director, unless DoD Manual 5105.38-M, *Security Assistance Management Manual* (SAMM), 2 January 2001, specifically states that requests must go to the appropriate military department (MILDEP).

1.3. Supplements to AFMAN 16-101. SAF/IA, MAJCOMs, the Air Force Security Assistance Center (AFSAC), and the Air Force Security Assistance Training (AFSAT) Squadron may develop handbooks or other publications to supplement this manual. Copies of supplements shall be sent to SAF/IAPX for information.

1.4. Acronyms and Terms Explained.

1.4.1. **Attachment 1** defines the acronyms and additional terms used in this manual.

1.5. Organizational Responsibilities and Relationships.

1.5.1. This manual provides detailed responsibilities for individual programs and actions in the chapters discussing those programs. In addition, this manual establishes the following general responsibilities and authorities.

1.5.2. SAF/IA. SAF/IA develops, implements, manages, and supervises the Air Force's international affairs, international technology transfer control, International Armaments Cooperation (IAC), and security assistance programs. To fulfill these responsibilities, SAF/IA will perform the following duties.

1.5.2.1. Ensure that programs are consistent with US government and Air Force policy, executive orders, etc. and with other Air Force programs.

1.5.2.2. As a minimum, maintain liaison with Department of State (DoS), Department of Commerce (DoC), Office of the Assistant Secretary of Defense, International Security Affairs (OASD/ISA), Joint Staff, Defense Security Cooperation Agency (DSCA), Defense Threat Reduction Agency (DTRA), other MILDEPs, and Air Force MAJCOMs on matters of security assistance, international technology transfer control, and politico-military policy and planning.

1.5.2.3. Develop Air Force politico-military and security assistance policy and planning guidance.

1.5.2.4. Initiate, develop, and coordinate the Air Staff position on security assistance objectives, policies, plans, and allied force structures as referred by the Joint Staff.

1.5.2.5. Chair Security Assistance Management Reviews (SAMR).

1.5.2.6. Recommend prioritized foreign country lists when security assistance requirements exceed Air Force capabilities.

1.5.2.7. Provide representation, as required, on security assistance teams dispatched to review, evaluate, and resolve security assistance policy and plans issues.

1.5.2.8. Determine releasability of classified National Security Information and Unclassified Controlled Information under the National Disclosure Policy (NDP); develop the final Air Force position on all international technology transfer matters involving commercial export licenses, commodities jurisdiction cases, and Military Critical Technology List additions and deletions; negotiate final international export policies in multi-agency forums; approve official visits; and approve information disclosures of both classified and unclassified military information to customers.

1.5.2.9. Coordinate through Air Staff and other defense agencies as required, and obtain approval for major weapon systems documents and any documents requiring special management considerations.

1.5.2.10. Manage the Air Force participation in the Defense Attaché System (DAS) to include the approval of nominations for assignment to attaché duty (see AFI 36-2110, *Assignments*). In addition, SAF/IA performs the following duties.

1.5.2.10.1. Serves as the focal point for DoD, Joint Chiefs of Staff (JCS), and Defense Intelligence Agency (DIA) matters involving Air Force interests in the DAS.

1.5.2.10.2. Coordinates and monitors Air Force logistical, administrative (including specialized training support), and other assistance provided to Air Force personnel assigned to the DAS.

1.5.2.11. Conduct quarterly security assistance staff visits to MAJCOMs security assistance organizations to review and resolve security assistance policy, procedures, and training issues.

1.5.2.11.1. Support MAJCOM conducted security assistance visits as appropriate.

1.5.2.12. Establishes, writes, and implements certain foreign military sales and other security assistance programs involving major weapon systems or requiring special management consideration (e.g., leases).

1.5.2.13. Responsible for policy and administering the International Personnel Exchange Program (PEP) in accordance with DoD Directive 5230.20, *Visits, Assignments, and Exchanges of Foreign Nationals*, and AFI 16-107, *International Personnel Exchange Program (PEP)*.

1.5.2.14. Directs policy for establishing and sustaining the Air Force Foreign Area Officer (FAO) program in accordance with DoDD 1315.17, *Service Foreign Area Officer Programs*, and AFI 16-109, *Foreign Area Officer Program*.

1.5.2.15. Provide emitter database support of FMS programs.

1.5.3. SAF/FMB. The Office of the Assistant Secretary (Financial Management and Comptroller), Deputy Assistant Secretary (Budget) (SAF/FMB) is the office of primary responsibility (OPR) for providing guidance, direction, and supervision related to financial management for security assistance. The focal point for security assistance matters is SAF/FMBIS. SAF/FMBIS will coordinate on all financial issues to ensure consistency and adherence to statutes, regulations, international agreements and other authorities.

1.5.4. SAF/GCI. The Secretary of the Air Force, Office of the General Counsel, Deputy General Counsel for International Affairs (SAF/GCI) is responsible for providing legal advice on security assistance programs.

1.5.4.1. Secretariat and Air Staff offices shall obtain SAF/CGI coordination on all matters that may involve legal issues to ensure consistency with statutes, regulations, international agreements, and other authorities. Specifically, Secretariat and Air Staff offices shall obtain SAF/CGI review and/or coordination on the following:

1.5.4.1.1. LOAs, LOA Amendments, LOA Modifications, Purchaser sole source requests, leases, loans, draw-downs, and international agreements.

1.5.4.1.2. Establishment and implementation of a working forum involving any Secretariat or Air Staff personnel, a Foreign Purchaser(s) and US industry. The term "working forum" includes initiatives, whether FMS, direct commercial sale (DCS) or a combination FMS/DCS. These initiatives may result in an LOA, or other form of written or oral presentation to a foreign government or international organization in response to a foreign request for proposals, invitation for bids, or request for tenders. The term "working forum" also includes all Air Force initiatives which may result in an FMS, DCS or FMS/DCS presentation about the sale of, or offer to sell, defense articles or defense services, regardless of whether the Air Force or other organization makes the presentation.

1.5.4.1.3. All Air Force efforts and initiatives, not otherwise described above, to sell, lease, loan or otherwise provide defense articles or defense services to a foreign government or international organization.

1.5.4.2. SAF/GCI provides guidance to MAJCOM and base level Staff Judge Advocates (SJA) on security assistance programs as well as related issues such as export regulations, disclosure guidance, protection and use of information, etc.

1.5.4.3. MAJCOMs shall ensure the Office of the Staff Judge Advocate is fully informed on MAJCOM international and security assistance actions and involvement, whether CONUS or OCONUS, including all actions described in paragraph **1.5.4.1.**, above.

1.5.4.4. AFSAC shall obtain legal advice from the Air Force Material Command Legal Office (AFMC LO/JA) on legal issues arising under, or related to, security assistance programs. AFMC/LO/JA coordination will be obtained on all matters that may involve legal issues, including all actions described in paragraph **1.5.4.1.**

1.5.4.5. AFSAT shall obtain legal advice from the Air Education and Training Command Staff Judge Advocate (AETC/JA) on legal issues arising under, or related to, security assistance programs. AETC/JA coordination will be obtained on all matters that may involve legal issues, including all actions described in paragraph **1.5.4.1.**

1.5.5. HQ USAF/DP. The Deputy Chief of Staff for Personnel (HQ USAF/DP) will perform the following duties.

1.5.5.1. Process adjustments to the FYDP in support of FMS programs as approved by the AF Corporate Structure in the Program Objective Memorandum (POM) process per MAJCOM and SAF/IA submissions.

1.5.6. HQ USAF/XO. The Deputy Chief of Staff for Air and Space Operations (HQ USAF/XO) will perform the following duties.

1.5.6.1. Judge the impact of foreign customer requests on Air Force operations.

1.5.6.2. Be responsible for Air Force operations in foreign countries.

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

1.5.6.4. Review contractor requests for the use of Air Force aircraft to promote FMS and to support international air shows.

1.5.6.5. Validate operationally-related requests (e.g., participation in Air Force exercises, aircraft ferrying, etc).

1.5.7. HQ USAF/XP. The Deputy Chief of Staff, Plans and Programs (HQ USAF/XP) will perform the following duties.

1.5.7.1. Notify the Deputy Under Secretary of the Air Force (International Affairs), Weapons Division (SAF/IARW) of aircraft that exceed the Air Force's inventory requirement and work with SAF/IA to consider these aircraft for FMS.

1.5.7.2. Prepare AF Form 913 to facilitate movement of aircraft.

1.5.7.3. Review and coordinate on all FMS cases or leases involving aircraft.

1.5.8. HQ USAF/IL. The Deputy Chief of Staff for Installations and Logistics (HQ USAF/IL) assesses the impact of security assistance requirements on logistics support of Air Force assets. HQ USAF/IL coordinates on the documents transferring these assets to customers.

1.5.9. SAF/AQ. The Assistant Secretary of the Air Force for Acquisition (SAF/AQ) is the Senior Corporate operating official for acquisition, the Air Force Acquisition Executive (AFAE), the Senior Procurement Executive (SPE) for overseeing Air Force acquisition activities, and Chief Information

Officer (CIO) responsible for acquisition policy, program management responsibility, and execution of all FMS acquisition sales cases. SAF/AQ will work with SAF/IA to accomplish the following.

- 1.5.9.1. Review customer requests for system sales cases.
 - 1.5.9.2. Support the Military Critical Technologies Program.
 - 1.5.9.3. Consider FMS potential in Air Force acquisition programs.
 - 1.5.9.4. Consider cooperative development and production programs
 - 1.5.9.5. Prepare Program Management Directives (PMD) for Program Implementation.
- 1.5.10. MAJCOMs. All MAJCOMs involved in security assistance will perform the following duties.
- 1.5.10.1. Set up and maintain reports, controls, and management procedures to meet Air Force security assistance obligations.
 - 1.5.10.2. Manage security assistance manpower assets among declining programs and new requirements. If requirements cannot be met within existing MAJCOM FMS FYDP, submit out year shortfalls via POM process. Extend manpower resources on the Unit Authorization File (UAF) in excess of the allocated FYDP level in the execution and budget years.
 - 1.5.10.3. Administer funds provided for management of security cooperation programs.
 - 1.5.10.4. Maintain a Foreign Disclosure Office (FDO) for liaison with the Deputy Under Secretary of the Air Force (International Affairs), Foreign Disclosure and Technology Transfer Division (SAF/IAPD) to ensure that effective foreign controls are in place, and that release of Air Force information and materiel is in accordance with DoD Directive 2040.2, *International Transfers of Technology, Goods, Services, and Munitions*, 17 January 1984, and AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*.
 - 1.5.10.5. Conduct price and availability (P&A) and letter of offer and acceptance data (LOAD) studies.
 - 1.5.10.6. Ensure that articles are inspected before they are shipped and that services performed meet Air Force standards.
 - 1.5.10.7. Ensure that the Air Force is reimbursed for all allowable costs.
 - 1.5.10.8. Ensure that delivery and performance transactions in the Security Assistance Management Information System (SAMIS) and Case Management Control System (CMCS) are reported to the Defense Finance and Accounting Service in a timely manner, and that proper financial reconciliation action is taken, as appropriate.
 - 1.5.10.9. Ensure that the Office of the Staff Judge Advocate is fully informed on MAJCOM international and security assistance actions and involvement, whether continental/contiguous US (CONUS) or outside the continental US (OCONUS).
- 1.5.11. AFSAC. The Air Force Security Assistance Center (AFSAC) will:
- 1.5.11.1. Be responsible for oversight and advocacy of Air Force international policies and issues within HQ AFMC. As such, will review, implement, and provide HQ AFMC guidance on DSCA, SAF/IA, and Air Force policies and develop the plans, objectives, and systems required to support the HQ AFMC international affairs program.

1.5.11.2. Integrate the efforts of all HQ AFMC activities to ensure HQ AFMC's international affairs activities (including security assistance, international armaments cooperation programs, international technology transfer, and foreign disclosure) are carried out in a timely and efficient manner.

1.5.11.3. Request the System Program Director (SPD) to appoint a Security Assistance Program Manager (SAPM) for each individual FMS acquisition sale that is implemented and executed by HQ AFMC.

1.5.11.4. Advocate HQ AFMC activities' validated requirements for resources (manpower and budget) necessary to support their portion of international affairs programs.

1.5.11.5. Oversee the HQ AFMC country programs, serve as the Air Force focal point for supply discrepancy reports (SDRs) for security assistance, and maintain the Air Force portion of the Military Articles and Services List (MASL).

1.5.11.6. Ensure that the Office of the Staff Judge Advocate (HQ AFMC/JA) is informed about international and security assistance policies, plans, programs and objectives administered by AFSAC.

1.5.11.7. Obtain legal advice from the Air Force Material Command Law Office (HQ AFMC LO/JA) on legal issues arising under, or related to, security assistance programs administered by AFSAC. HQ AFMC LO/JA coordination will be obtained on all matters that may involve legal issues, including Letters of Offer and Acceptance (LOA), LOA Amendments, LOA Modifications, leases, drawdown actions and sole-source requests.

1.5.11.8. Establish, write, implement, and manage Air Force Letters of Offer and Acceptance (LOA), with the exception of "T" cases.

1.5.11.9. Provide centralized automated data processing (ADP) support through the Security Assistance Management Information System (SAMIS), Case Management Control System (CMCS), Security Assistance Technical Order Distribution System (SATODS) and the Defense Security Assistance Management System (DSAMS).

Work with HQ AFMC Headquarters, product and logistic centers, and other agencies to improve Air Force security assistance processes and policies..

1.5.12. AFSAT. The Air Education and Training Command (AETC), Air Force Security Assistance Training Squadron (AFSAT) manages all Air Force security assistance training as specified in AFJI 16-105, *Joint Security Assistance Training Instruction*. AFSAT serves as the training consultant for SAF/IA. AFSAT will perform the following duties.

1.5.12.1. Write training cases, including those for Extended Training Services Specialist (ETSS) and Technical Assistance Field Teams (TAFT), using FMS case designator "T."

1.5.12.2. Manage the International Military Education and Training (IMET) program.

1.5.12.3. Manage the training portion of system sales to include developing the acquisition strategy for training and coordinating with the SAPM on equipment and support requirements. (Does not include CONUS-based dedicated training programs, which are managed at the respective MAJCOM.)

1.5.12.4. Develop budgets, validate costs, and serve as the Air Force executive agent (Operating Agency Code (OAC) 88) responsible for administering training reimbursements.

1.5.12.5. Manage the DoD Informational Program for the Air Force in accordance with AFJI 16-105 and DoD Directive 5410.17, *Informational Program for International Military and Civilian Students in the United States*, 27 November 2000.

1.5.12.6. Provide centralized automated data processing (ADP) support through the Case Management Control System (CMCS), Defense Security Assistance Management System (DSAMS), and Training Control System (TRACS).

1.5.12.7. Obtain legal advice from the AETC Staff Judge Advocate (AETC/JA) on legal issues arising under, or related to, security assistance programs administered by AFSAT. AETC/JA coordination will be obtained on all matters that may involve legal issues, including Letters of Offer and Acceptance (LOA), LOA Amendments, LOA Modifications, leases, drawdown actions and sole-source requests.

1.5.13. ACC/DOTS. Air Combat Command, Aerospace Operation Directorate, Flight Operations Division, Security Assistance Branch (ACC/DOTS) is the ACC focal point for all security assistance issues. This includes acting as SAPM and Line Manager for dedicated training programs on ACC installations and foreign participation in exercises. ACC/DOTS also provides user input, curriculum development assistance for advanced aircraft training, and electronics countermeasure support. ACC/DOTS is the command focal point for all ACC foreign disclosure issues and foreign visits.

1.5.13.1. Obtain legal advice from the Air Combat Command Staff Judge Advocate (ACC/JA) on legal issues arising under, or related to, security assistance programs administered by ACC.

1.5.14. ACC AOS/AOD. Air Combat Command, Air Operations Squadron, Aircraft Delivery Flight (ACC AOS/AOD) is the focal point for aircraft ferrying.

1.6. Security Assistance Managers.

1.6.1. Each customer (either a foreign country or an international organization) is assigned a SAF/IA Country Director to oversee its overall security assistance program. Each FMS case is assigned a Case Manager, which may include one or more Line Managers. Cases that are weapon system specific or require major and complex integration/coordination efforts of multiple commands or centers will also be assigned a SAPM. One person may be assigned to more than one of these management positions. Early communication among all managers and continuing throughout the life of the case is necessary to ensure successful implementation of security assistance programs.

1.6.2. Country Director. A Country Director is the Air Force focal point for all issues involving his or her assigned country. Country Directors are only assigned within SAF/IA. A SAF/IA Country Director will perform the following duties.

1.6.2.1. Oversee all politico-military affairs; security assistance programs, technology and information transfer, application of disclosure policy, attaché affairs, international armaments cooperation, foreign visits, and other international programs with the assigned country or international organization.

1.6.2.2. Recommend and implement policy guidance, and conduct military-to-military contacts.

1.6.2.3. Represent the Air Force in interagency and staff community processes, and at applicable meetings and conferences.

1.6.2.4. Formulate the Air Force position on joint, interdepartmental, and interagency international matters involving the security of the assigned country or organization.

1.6.2.5. Serve as the Air Force point of contact for the Joint Staff, other MILDEPs, Department of State and other US government agencies on international security issues involving the assigned country or organization.

1.6.2.6. Oversee integration of Air Force and US government objectives regarding international base rights, access agreements, Status of Forces Agreements (SOFA), and other treaty negotiations.

1.6.2.7. Coordinate and obtain approval on issues, such as disclosure release, technology release, and acquisition strategy as they relate to all major weapons sales.

1.6.2.8. Manage leases and any other cases requiring special management consideration.

1.6.2.9. Perform other security assistance actions related to the execution of Foreign Assistance Act (FAA) Section 506 drawdowns and third-party transfer coordination, as required and instructed.

1.6.3. Security Assistance Program Manager (SAPM). The SAPM is the program execution interface with the customer. The SAPM position normally resides in the organization having the most case-implementation responsibilities. The SAPM is responsible for assisting in evaluating the LOR, gathering LOAD, and executing the program as stated in the International Program Directive (IPD) or Program Management Directive (PMD). The SAPM's authority and responsibilities end when a Notice of Supply/Services Completion (NSSC) has been submitted for every line in a case.

1.6.3.1. The SAPM is responsible for day-to-day execution of the program. The SAPM directs and coordinates the efforts of all Line Managers, including those managers external to the SAPM's own organization or command. The SAPM ensures that the Case Manager is informed of program progress and problems, and knows of all program reviews and meetings involving the customer.

1.6.3.2. The SAPM informs the Case Manager of program progress and problems, including all changes in cost, performance, schedule, source of supply, program additions, modifications, deletions, management plan ([Attachment 2](#)), and any other actions requiring a change to the LOA document.

1.6.4. Case Manager. DoD Manual 5105.38-M (SAMM) defines a Case Manager's authority, responsibilities, accountability, and control. The Case Manager is responsible for the case from receipt of validated LOR through final case closure.

1.6.4.1. The Case Manager directs case actions needed to satisfy the Purchaser or Lessee requirements.

1.6.4.2. The Case Manager ensures that case documents and payment schedules are written and updated, issues implementing directives, directs funds distribution to Line Managers, and monitors contractual and financial actions to execute and close the case.

1.6.4.3. The Case Manager will determine if a SAPM is required based on criteria in paragraph 1.6.3. of this manual. If a SAPM is not assigned, the Case Manager is also responsible for duties described in paragraph 1.6.3. of this manual.

1.6.4.4. Air Force Case Managers reside primarily within AFSAC or AFSAT; however, SAF/IA may, on an exception basis, act as Case Manager for selected unique cases.

1.6.5. Line Manager. The Line Manager receives direction from the SAPM (or Case Manager if no SAPM is assigned). Line Managers will perform the following duties.

1.6.5.1. Direct actions needed to provide all articles and services within a specific line of a case and work directly with supporting activities to meet these responsibilities.

1.6.5.2. Direct the distribution of funds for their lines, process and initiate orders for articles and services, monitor contractual and financial actions to achieve proper execution and line closure, and advise the SAPM/Case Manager, with information copy to the Case Manager, when the issuance of a case amendment, notice, or other action is required.

1.6.5.3. Refer unresolved problems to the SAPM, with information copy to the Case Manager.

1.6.5.4. A Line Manager will perform other security assistance actions related to the execution of Foreign Assistance Act (FAA) Section 506 drawdowns.

1.6.6. HQ AFMC Command Country Manager. The HQ AFMC Command Country Manager (CCM) will ensure HQ AFMC support for all FMS sales contracts, and other security assistance and international activities for a particular country(s).

1.6.6.1. CCMs review all requests for P&A or LOAD for AFSAC-managed cases, integrate new case workload with existing programs, and identify concerns to be elevated to SAF/IA Country Directors. The CCM does not direct SAPM activities, but may assist in obtaining resources, solving problems, and integrating SAPM activities into the overall country program.

1.6.6.2. The CCM is a member of the Integrated Product Team (IPT) for FMS system acquisitions. The CCM collects and organizes information about country program scope, performance, and status of finances and reports to the SAF/IA Country Director on a regular basis.

1.6.6.3. The CCM manages the case through reviews, visits, surveillance reports, and correspondence. The CCM is responsible for all formal interfaces with the customer with respect to cases managed (e.g., scope changes, modifications to LOA, etc.). The CCM ensures timely resolution of problems forwarded by the SAPM or Line Manager and coordinates the activities of supporting organizations.

Chapter 2

GENERAL PROCEDURES FOR INTERNATIONAL AFFAIRS AND SECURITY ASSISTANCE

2.1. Standards of Conduct.

2.1.1. DoD Regulation 5500.7-R, *Joint Ethics Regulation*, 12 December 1997, prescribes standards of conduct for Air Force military and civilian personnel. It prohibits, among other things, conflicts of interest between official duties and personal conduct. This includes unauthorized personal use of US government funds or property. Likewise, unauthorized use of foreign funds and property is prohibited. Consult AFJI 16-104, *Administrative and Logistical Support of Overseas Security Assistance Organizations (SAO)*.

2.2. Foreign Disclosure.

2.2.1. All disclosures and releases of military information and materiel to foreign nationals resulting from international affairs and security assistance activities must be authorized in accordance with AFPD 16-2, *Operations Support, Disclosure of Military Information to Foreign Governments and International Organizations*.

2.3. Communications within DoD.

2.3.1. Implementing commands, agencies, SAPMs, Case and Line Managers, and customers may communicate directly with each other on security assistance issues. They must refer unresolved policy and procedural matters through the appropriate MAJCOM to SAF/IA for resolution.

2.4. Communications with Contractors.

2.4.1. The MILDEPs implement FMS cases from DoD stocks or procurement from contractors. Customers may procure directly from contractors through a direct commercial sale (DCS). The US government may also sell defense articles to US companies for incorporation into end-items that are the subject of direct commercial sales (under the terms of Arms Export Control Act (AECA), Section 30).

2.4.2. In all cases, Air Force personnel must comply with all ethics and contracting regulations, as well as the policies and procedures in DoD Manual 5105.38-M (SAMM).

2.4.3. For direct commercial sale inquiries, the contractor should be directed to the Department of Commerce (for trade issues and information) and the Department of State (for arms export issues and information).

2.4.4. When release of information about a defense article is under National Disclosure Policy (NDP) review, Air Force personnel will not discuss or provide any information regarding releasability to contractors until a final decision is made. The contractor may be informed only that the sale is currently under review.

2.4.5. Air Force personnel will not solicit or recommend sole-source procurement.

2.5. Customer Participation at Contract Negotiations. Only the US government negotiates terms and conditions of procurement contracts to meet case requirements. Customer representatives usually are not allowed to take part in US government contract price negotiations

2.6. Visits by Foreign Nationals.

2.6.1. Self-Invited Visits. All requests for visits by foreign nationals pertaining to a current or proposed security assistance case must be sent to SAF/IAPD. For most visits, the customer should send the information through its embassy in Washington, DC to SAF/IAPD at least 30 days before the arrival date of the visitors. International organizations send their requests directly to SAF/IAPD. These procedures apply to visits of Air Force or contractor facilities. The customer pays all travel and visit expenses for its representatives.

2.6.2. Air Force-Sponsored Visits. The Chief of Staff, Air Force may invite foreign nationals to take part in distinguished visitor tours. These visit requests do not need to go through US diplomatic channels because the Office of the Vice Chief of Staff, Foreign Liaison Division (HQ USAF/CVAI) arranges these tours. Other visits by foreign representatives invited by the DoD must be approved by SAF/IAPD in advance of the visits.

2.6.3. Wearing of uniforms. All foreign nationals visiting DoD installations, as approved by SAF/IAPD, or assigned under the International Personnel Exchange Program (PEP), as approved by SAF/IAPA in coordination with SAF/IAPD, shall be issued badges or passes that clearly identify them as foreign nationals. All foreign nationals participating in a PEP must wear their military uniforms during duty hours on DoD installations, except as directed by their in-country US supervisor.

2.7. US Government Personnel Travel.

2.7.1. US military and civilians on security assistance travel (whether financed by FMS administrative funds, FMS case funds, or other security assistance funds) must follow the policies and procedures outlined in the *Joint Federal Travel Regulation (JFTR)*, Volume I, *Uniformed Service Personnel* and Volume II, *Department of Defense Civilian Personnel*; AFI 65-601, Volume 1, *Budget Guidance and Procedures*; AFI 33-328, *Administrative Orders*; and AFI 24-101, *Passenger Movement*. Travel will be held to the minimum needed for effective management. Wherever possible, use alternative methods of communication such as video teleconferencing and conference calls.

2.7.2. Carrier and Class. The security assistance traveler must use the same carrier, routings, and class of service required of other DoD travelers.

2.7.2.1. The LOA shall not contain a requirement or an authorization to use a designated foreign air carrier and shall not require or authorize a class of service other than economy for DoD personnel travel associated with the case. Waivers for security assistance travelers are the same as those for other DoD travelers.

2.7.2.2. The Secretary of the Air Force approves exceptions to transportation and travel policy for premium class air travel. Request for premium class air travel will be submitted in accordance with AFI 24-101. The office that arranges premium air travel will ensure first-class travel procedures are complied with, and after travel is completed, prepares the First Class Air Accommodations Report, IRCN:0167-GSA-SA.

2.7.3. Air movement to, from, within, and between overseas areas. First consideration is given to AMC-procured channel airlift services. If AMC-procured channel airlift does not meet security assistance mission requirements, travelers must request authorization from their servicing Traffic Management Office (TMO) to use other transportation sources.

2.7.3.1. If the request is approved, the travel office will issue tickets for commercial airlines in the following order of precedence:

2.7.3.1.1. General Services Administration (GSA) airlift contracted through the city-pair program. This rate is not authorized for international students when the Defense Security Cooperation Agency has authorized payment of student transportation and living allowances under a Foreign Military Sales case.

2.7.3.1.2. Other US Civil Reserve Air Fleet (CRAF) carriers.

2.7.3.1.3. DoD-approved, non-CRAF US Flag carriers.

2.7.3.1.4. Scheduled service on US air carriers that are neither DoD-approved nor -disapproved.

2.7.3.1.5. DoD-approved foreign flag carriers. Foreign flag air carriers will only be utilized when US air carriers are not available, to meet mission requirements.

2.7.3.1.6. Scheduled service on foreign air carriers that are neither approved nor disapproved by the DoD.

2.7.3.1.7. Other US military organic lift, when available, within and between overseas areas.

2.7.3.2. For CONUS travel, the travel office selects the commercial service (giving first consideration to government contract carriers) that meets the traveler's mission requirements for the lowest overall cost.

2.7.4. Request to Remain Overnight (RON). RONs may be authorized during overseas travel in accordance with the *Joint Federal Travel Regulation (JFTR)*, the *Joint Travel Regulation (JTR)*, and AFI 24-101, *Passenger Movement*. A RON cannot be authorized when an employee chooses to travel by an indirect route. The use of non-contract carriers or use of matching "government fares" to permit a RON is a breach of contract between the US government and the contracted air carriers. Advance travel planning will help facilitate coordination of the most economical travel arrangements consistent with mission requirements.

2.7.5. Country Clearances. Official visitors to foreign nations must adhere to the requirements of AFJI 24-405, *DoD Foreign Clearance Guide*, including coordination with the in-country SAO. The SAPM/Case Manager is responsible for obtaining overseas country, special area access, and theater clearances for anyone traveling in support of the program, including contractors.

2.7.6. SAO Travel. SAO personnel travel should not be FMS case funded unless:

2.7.6.1. Travel is solely in support of an FMS program.

2.7.6.2. The SAO is performing or supporting program management functions for either the US government or the customer.

2.7.6.3. The customer, the case manager, or the SAPM has requested the SAO's presence.

2.8. Quality of Support.

2.8.1. All security assistance program management must meet the same high standards of efficiency and conduct that apply to Air Force activities. The Air Force supports US foreign policy objectives by delivering high-quality articles and services in a timely manner, and at a reasonable price.

2.8.2. Delivery schedules are set for system end-items to ensure effective logistics support and training. Security assistance customers should understand the requirement for lead-time, including procurement, for articles and services.

2.8.3. The DoD priority system and the peculiarities of certain articles and services will affect lead-time. Air Force security assistance personnel must stress these factors during each transaction, to ensure common understanding between the Air Force and the customer on delivery of articles and services.

2.9. Disposal of Case-Funded Office Equipment.

2.9.1. Office equipment (e.g., personal computers) may be purchased with case funds in support of a particular FMS program including both individual country programs and programs involving multiple participating countries such as the Technical Coordination Group (TCG)/International Engine Management Group (IEMG) and Electronic Combat International Security Assistance Program (ECISAP).

2.9.2. The customer retains title to the equipment, but possession resides with the purchasing organization responsible for its protection and accountability. An inventory of FMS case-purchased office equipment must be maintained by Air Force offices, citing applicable case lines and funding documents.

2.9.3. When the equipment purchased becomes obsolete or no longer functions, the Air Force purchasing organization will contact an appropriate customer for disposition instructions. If the customer directs the equipment to be turned over to the FMS country, the purchasing Air Force organization will package and ship the equipment according to directions provided by the customer. All associated packaging and shipping costs will be charged to the FMS case.

2.9.4. If the customer does not direct the equipment to be returned, disposal action can be initiated. In deciding appropriate disposal action, the fair market value of the equipment should first be determined. If the market value is less than the administrative cost of disposal (in terms of Air Force purchasing organization processing cost plus Defense Reutilization and Marketing Office (DRMO) service cost), then the property may be provided to community institutions using local donation procedures. Records should be maintained to reflect fair market value determination and disposition of the equipment.

2.9.5. If the market value exceeds the administrative cost of disposal, then the equipment should be processed through the local DRMO. Twenty percent of the sales proceeds will be reimbursed to DRMO to cover its processing costs. The remaining eighty percent of sale value will be refunded to the customer's trust fund in those instances where a single country case was used to fund the purchase. In those instances where multiple country cases were used to fund purchases, the eighty percent of sales proceeds will be reinvested into continuing FMS support operations to defray future program expenses.

2.10. Condition of Air Force Articles.

2.10.1. Article condition codes for FMS, if applicable, must be in the LOA. Paragraph 2.b. of the LOA information sheet, attached to each LOA, describes these codes.

2.10.2. Articles supplied to the customer from Air Force inventory or excess stock must meet the serviceability standards in the applicable technical instructions or orders, unless otherwise specified in

the LOA. Costs to upgrade items to these standards will be charged to the customer in the LOA. While articles from stock must be serviceable, they may or may not be new and unused.

2.10.3. If the Air Force agrees to sell only new and unused articles under FMS, this must be indicated in the LOA. Requisitions for new and unused articles must have a "6P" advice code and cannot be placed against blanket-order "FMSO II" cases.

2.10.4. Bare-item inspection is not done for Technology Repair Center (TRC), repair contractor investment items, and serviceable customer returns. These items will be inspected to the same degree as shipments to other Air Force bases. Bare-item inspection requirements will be done only for FMS acquisition advice code "6P" items requiring new or unused material; problem or suspect items; or manufacturer packs (new material) that have been opened or damaged or over 24 months old.

2.10.5. The Air Force may transfer certain articles on an "as-is, where-is" basis. The Air Force is not responsible for the repair, support, or movement of these articles, unless the LOA indicates otherwise. The customer should inspect the articles to be transferred before document preparation. Any US government cost involved in the inspection should be included in the LOA. The LOA must show the condition of the articles, work to be done, and an estimate of the associated costs in separate line items.

2.11. Combined FMS and Commercial Programs.

2.11.1. Customers normally will receive a better product when there is a single manager of the total program. Programs split between FMS and direct commercial sales do not provide this single manager. The Air Force will not encourage such a split program unless DSCA authorizes it.

2.12. Items Managed by Other Agencies.

2.12.1. The Air Force implements security assistance for defense articles and services under its cognizance, including articles stocked, stored, issued, and procured by the Air Force. The Air Force may support FMS for items available from other MILDEPs, DoD components, or US government agencies. Sustainment support items should come from the DoD component controlling the item.

2.13. Nonstandard and PROS Items.

2.13.1. The Air Force can provide nonstandard articles, initial logistics support, and sustainment logistics support for nonstandard items.

2.13.2. The following items may be supplied on an FMS case through the Parts and Repair Ordering System (PROS) program, administered by AFSAC.

2.13.2.1. Items that are no longer in the DoD inventory but are still used by the customer. (**NOTE:** *This is on an exception basis for "difficult-to-support standard items."*)

2.13.2.2. Customer-unique parts never used by the Air Force.

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

2.13.3. Sustainment logistics support may include buying and delivering nonstandard items, repairing or overhauling nonstandard items, and revising or updating Country Standard Technical Orders (CSTO). A system sale LOA must state specifically what support will be given.

2.13.4. Initial country requests for nonstandard systems should be sent to the SAF/IA Country Director. The SAF/IA Country Director will staff the request, as appropriate, with DSCA for final approval.

2.13.5. LOAs should state the scope of the rights for data (limited or unlimited) sought by the Purchaser, and that the US government has the same rights to the data as the Purchaser. This means that the US government has the right to furnish technical orders (TO) and data to future FMS Purchasers (as allowed by the contract) without the permission of the original FMS Purchaser.

2.13.6. The Air Force does not sell or support a commercial system unless the customer uses it as a defense article or service. If a Purchaser wants to buy a commercial system of any kind, the Purchaser should deal directly with industry.

2.13.7. A country-peculiar part number and corresponding NSN shall be assigned to any line replaceable units (LRU) that contain classified data when like US LRUs or other countries' LRUs have different data that is sensitive to the individual country's security. This country-peculiar coding process provides the capability to readily identify and transport classified LRUs to the proper country.

2.14. Obsolete or Deactivated Items.

2.14.1. Obsolete Items. The Air Force must advise customers when articles are subject to Diminishing Manufacturing Sources (DMS), or are becoming obsolete in order for the customer to participate in parts buy-outs, or take other measures for future support.

2.14.2. Items for Systems Deactivated by the Air Force. The Air Force will provide item support on deactivated systems in accordance with AFMAN 23-110, Volume IX, *Security Assistance Program Procedures*, Section 14C.

2.15. FMS Development Programs.

2.15.1. The Air Force will decide on a case-by-case basis whether to sell systems and equipment involving significant research, development, test, and evaluation (RDT&E). DSCA must approve all FMS developmental programs. These programs are managed according to DoD 5000 and Air Force 63-series directives and instructions.

2.15.2. Systems in the RDT&E acquisition cycle may be sold by either commercial or FMS methods (subject to OUSD (AT&L) approval). Because these systems have not completed operational testing and evaluation, Purchasers are encouraged to buy those systems already in the Air Force inventory.

2.15.3. Purchaser requests for FMS developmental programs must be sent to the SAF/IA Country Director. Requests must include detailed information on the Purchaser's specific requirements. These requests should be in accordance with Air Force Statements of Need (SON), AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures*.

2.15.4. The SAO may assist the customer with developing requests for developmental programs. These requests will be processed through the same channels as requests for standard FMS cases.

2.15.5. FMS developmental program plans approved by DSCA are sent through the SAO to the Purchaser. The developmental program plan must include a schedule for preparing the LOA. Air Force will provide P&A data (LOAD) only when the Purchaser requests it. After the Purchaser approves the FMS developmental program plan, SAF/IA will prepare the LOA.

2.16. Quality Assurance Inspection.

2.16.1. The US government provides quality assurance inspection for Purchaser's direct acquisitions only under Defense Contract Management Agency (DCMA) LOAs. DCMA has overall responsibility

and has designated the Defense Contract Administration Services Region (DCASR) as the central control point.

2.17. Conversion to Contractor-Furnished Equipment (CFE).

2.17.1. FMS articles may be converted from government-furnished equipment (GFE) to contractor-furnished equipment (CFE) only if needed to perform the program in a timely manner. An LOA modification may be required to change the source of supply and cost.

2.18. Use of Air Force Equipment/Personnel to Support International Air Shows and Trade Exhibitions.

2.18.1. Air Force Aircraft, Articles, or Services. Contractors should send requests for the use of Air Force aircraft to the respective HQ AFMC aircraft program office, which will notify SAF/IAG. SAF/IAG will provide policy after coordination with the Air Staff. The Assistant Secretary of the Air Force for Acquisition, Deputy Assistant Secretary (Contracting), Policy Division (SAF/AQCP) will coordinate the request within the Air Staff. AFI 64-103, *Leasing USAF Aircraft and Related Equipment to Non-government Organizations*, contains policy and procedures for leasing DoD aircraft to manufacturers for air shows. SAF/AQC is responsible for these processes. In addition, DoD Instruction 7230.8, *Leases and Demonstrations of DoD Equipment*, 16 February 1995, outlines policy and responsibility for leasing and demonstration of DoD equipment to defense contractors at international air shows or trade exhibitions.

2.18.2. Air Force Personnel. After obtaining policy direction from SAF/IAG on the level of DoD participation at a specific international air show and trade exhibition, the MAJCOM or assigned office in Air Force will approve or disapprove requests for Air Force personnel attendance. Air Force personnel attending these shows will follow the standards of conduct in DoD 5500.7-R. The level of involvement by Air Force personnel at specific exhibitions depends on whether OSD policy allows for direct participation as defined in DoD Instruction 7230.8.

2.18.2.1. Direct DoD Participation. The static display, demonstration (aerial or live), or manning by DoD personnel of defense equipment, including displays providing information on DoD systems and technology, and the transportation of equipment that will be part of a DoD exhibit or otherwise employed by the DoD itself at an international trade exhibition. Manning by DoD employees includes operating equipment, standing by displayed equipment, and answering questions on the equipment. Direct DoD participation also includes the presence of DoD personnel as official speakers or panel members at international trade exhibition. However, direct DoD participation does not include DoD employees who attend international trade shows and exhibitions as observers or in other capacities not directly related to the transportation, display, demonstration, or manning of defense equipment.

2.18.2.2. International Air Shows and Trade Exhibitions. International Air Shows and Trade Exhibitions are events held outside the United States that are organized primarily for promoting the sale of aerospace and other defense products. Events consisting only of the demonstration or display of aircraft and other defense equipment for public enjoyment and community relations, including aerobatic demonstrations and static displays held on specifically designated public days of international air shows or trade exhibitions are governed by DoD Directive 5410.18, *Community Relations*, 3 July 1974, DoD Instruction 5410.19, *Armed Forces Community Relations*, 19 July 1979, *International Traffic in Arms Regulation (ITAR)*, (22 CFR 120-130) as of 22 June

1999, and DoD Directive 2040.2, *International Transfers of Technology, Goods, Services and Munitions*, 17 January 1974.

2.19. Marketing Guidelines.

2.19.1. When considering discussing articles, services, and capabilities with potential customers, it is important to distinguish who initiated the discussion. Air Force personnel must be aware that the ITAR, Section 130.17 (Export) specifically identifies what constitutes exporting information, data, technology, or end-items. It is important to note and remember that the oral, visual, or other disclosure of information or data regarding certain technologies or end-items to any foreign person, embassy, agency, or subdivision of a foreign government (for example, its diplomatic mission) may constitute exportation requiring an approved export license or exemption. Severe penalties exist for violating the ITAR requirements for the unauthorized export of technology or related data, information, or end-items. There are five situations in which Air Force personnel should exercise special caution in discussions with potential or actual customers, as listed below.

2.19.1.1. Air Force personnel cannot promote new sales to customers in new areas. If a country has not purchased a system and has not asked for information concerning that system, US government representatives should not initiate discussions concerning the system, depot capabilities, etc.

2.19.1.2. Representatives from the DoD must not give the impression that they have the authority to decide whether a sale will take place. The AECA gives the State Department the authority to approve all sales of defense articles and services to foreign countries. DoD Manual 5105.38-M (SAMM) defines the SAO as "the principal point of contact for most US defense industry representatives marketing defense equipment in US missions." Any US government entity wishing to discuss available services and capabilities with customers should do so through the SAO. This allows the SAO to guard against false expectations that the US government is prepared to sell items being discussed.

2.19.1.3. Representatives from the DoD cannot appear to favor one US competitor or product over another US competitor or product. Representatives must limit themselves to factual descriptions of systems and system capabilities without appearing to endorse one US system over a competitive US system. This is not to inhibit endorsement of US products or capabilities over foreign products or capabilities.

2.19.1.4. DoD personnel may encourage foreign governments to purchase US defense-related products when such sales are consistent with US national security and foreign policy interests and the products have been authorized by the US government for international marketing or export.

2.19.1.5. When a purchaser has acquired a US defense product, DoD personnel can discuss potential follow-on support and maintenance requirements with purchaser representatives. This provision includes improvements in product capabilities that the Air Force is pursuing, planning, or has fielded.

2.20. Negotiating Guidelines.

2.20.1. Air Force agencies and individuals must obtain SAF/IA approval prior to initiating any negotiations with foreign-owned, -controlled, or -influenced entities (government and commercial) that may commit the Air Force to new sales or leases of defense articles or services, Cooperative Research and Development Agreements (CRDA), training programs, personnel exchange programs, and Inter-

national Cooperative Research, Development, and Acquisitions (ICRD&A). SAF/IA prior approval is not required for initial, informal, or exploratory discussions in which agencies provide information regarding systems, facilities, and capabilities already approved for release. Neither is prior approval needed for talks about potential training or sustainment support for existing sales or leases. In appropriate cases, the requirement for SAF/IA approval will be satisfied through normal processes for case development, disclosure clearances, licensing, etc. In cases where negotiation approval of an "international agreement" within the scope of AFI 51-701, *Negotiating, Concluding, Reporting and Maintaining International Agreements*, is sought, the procedures of that instruction will apply. The SAF/IA Country Director or Deputy Under Secretary of the Air Force (International Affairs) Armaments Cooperation Division (SAF/IAPQ) should be contacted as appropriate.

2.21. Air Force-Sponsored Exercises, Competitions, Evaluations and Foreign Unit Deployments to USAF Units.

2.21.1. Many Air Force-sponsored exercises, competitions, and evaluations involve international participation. The following list is representative (not all-inclusive) of Air Force-sponsored events that involve potential international participation (with MAJCOM Sponsor listed in parentheses).

2.21.1.1. Red Flag (ACC/DO).

2.21.1.2. Air Warrior (ACC/DO).

2.21.1.3. Combat Archer (ACC/DO).

2.21.1.4. Combat Hammer (ACC/DO).

2.21.1.5. Readiness Challenge (AFCESA) (Air Force Civil Engineer Support Agency/Field Operating Unit).

2.21.1.6. AMC RODEO (AMC/DOV).

2.21.1.7. Cope Thunder (PACAF/XP).

2.21.2. Focal Point: SAF/IARW is the established SAF/IA focal point for interfacing with MAJCOMs on selected exercises/evaluations (e.g., Red Flag, Cope Thunder, etc.). SAF/IA focal points for other exercises are determined based on exercise, competition, and evaluation requirements.

2.21.3. Program Goals.

2.21.3.1. USAF-sponsored exercises, competitions, evaluations, and foreign unit deployments to US units are an excellent opportunity for both USAF and international participants to enhance operational capabilities, interoperability, and coalition operations. The following policy guidance pertains to USAF-sponsored exercises, competitions, evaluations, and foreign unit deployments which take place in US-controlled airspace. This does not include JCS or Allied (Allied or joint US/Allied) sponsored events outside US-controlled air space.

2.21.3.2. The USAF security assistance (SA) community's primary goals are to effectively support sponsoring MAJCOMs (i.e., to enable MAJCOMs meet event/program requirements) and participating international air forces (AFs) (e.g., developing Letters of Offer and Acceptance (LOAs)). Some key sub-goals/requirements include:

2.21.3.2.1. Goals. The following are general goals and may not be appropriate for all exercises, competitions, evaluations:

2.21.3.2.1.1. SAF/IA country directors will announce opportunities for participation in USAF exercises, competitions, and evaluations to appropriate foreign air forces and/or prioritized if required (e.g., limited quotas) to support MAJCOM participation requirements.

2.21.3.2.1.2. International participation conforms to applicable FMS legislative requirements (e.g., legitimate costs for international participation are properly recouped through FMS cases).

2.21.3.2.1.3. Applicable FMS cases are processed/coordinated/signed well in advance of exercise/competition dates.

2.21.3.2.2. Requirements. Ensure that:

2.21.3.2.2.1. MAJCOM Sponsors establish and advise SAF/IA country directors/ AFSAC of prerequisites for international participants. SAF/IA country directors will ensure participating countries are made aware of established prerequisites while MAJCOM sponsors enforce the established prerequisites. Prerequisites for aircrews will include experience requirements, normally based on minimum requirements for USAF personnel, and English language fluency. For pilot/co-pilots and AWACS controllers directly managing air and ground assets, English language fluency requirements will be a minimum of English Comprehension Level (ECL) 85 for events conducted in a highly dynamic flying environment (e.g. Red Flag) and a 80 minimum for all other flying events. MAJCOM's will establish appropriate English language fluency standards, if required, for other aircrew members and exercise participants. International participants not meeting the minimum ECL may participate in flying events if they achieve an Oral Proficiency Interview (OPI) score of 1+ in speaking and 1+ in listening skills. MAJCOM Commanders may waive the minimum ECL at their discretion or may delegate this authority to the general officer responsible for the exercise.

2.21.3.2.2.2. Only those English speaking countries exempt from both in-country and CONUS language testing under the annual SECDEF/USDP/DSCA message identifying ECL and OPI testing waivers are exempt from language testing. SAF/IAPX will publish this annual message under a SAF/IAPX policy memo. For all other countries, language testing will be conducted in-country prior to arrival at the location of the exercise/ flying event. Testing must be completed Not Earlier Than (NET) 105 days and provided to the sponsoring command Not Later Than (NLT) 30 days from exercise start date.

2.21.3.2.2.3. MAJCOM Sponsors must ensure foreign participants meet the established prerequisites.

2.21.3.2.2.4. International visit requests are properly submitted 30 days before, and approved well in advance of, exercise/competition dates.

2.21.3.2.2.5. Munitions required for participation in an exercise is the responsibility of the international participant, and normally will not be provided through an exercise case. Countries must supply the required munitions from their national stock or from an established munitions case. If munitions are requested under the LOA, the Sponsoring MAJCOM will determine availability during the planning conference

2.21.3.2.2.6. COMBAT ARCHER evaluations require a separate SAF/AQ managed line in the LOA. SAF/AQ in conjunction with AFMC, controls drone assets.

2.21.4. Key Process Areas. While actual processes will vary for each event, the following key process areas highlight Air Force SA community involvement in supporting both MAJCOMs and the international participants.

2.21.4.1. Invitation/announcement process. MAJCOMs normally coordinate announcements and invitations through SAF/IA to ensure legitimacy (e.g., validate vs. FMS suspensions/political-military concerns). Country Directors will be expected to concur in MAJCOM-proposed attendees, and may also be expected to forward event announcements to applicable Security Assistance Officers (SAOs)/foreign counterparts to determine interest and/or distribute actual invitations. A courtesy copy of the invitation will be provided to the sponsoring MAJCOM OPR. Participation in some exercises/competitions (e.g., AMC RODEO, Readiness Challenge, etc.) will be determined simply by the acceptance of the foreign air force. Other exercises/competitions (e.g., Red Flag) may require a selection process (SAF/IARW OPR) to resolve conflicting participation interest (e.g., two allies competing for same exercise mission type).

2.21.4.2. Selection process. Selection processes may vary slightly depending on the event; however, the following selection process (established for Red Flag) is typical.

2.21.4.2.1. ACC/DO announces exercise dates and periods.

2.21.4.2.2. SAF/IA announces opportunities to embassies (attachés).

2.21.4.2.3. Countries submits request to participate.

2.21.4.2.4. SAF/IA and ACC/DO match countries' participation request to Red Flag dates and openings.

2.21.4.2.5. ACC/DO approves final schedule with allied participation.

2.21.4.2.6. SAF/IAR country director notifies foreign counterparts in writing of invitation to participate to include type/number of aircraft, mission, participant prerequisite, and other details. An information copy of the notification will be provided to ACC/DOTS and AFSAC/GB.

2.21.4.2.7. Countries accept invitation and submit Letter of Request (LOR) to AFSAC/GB (Command Country Manager).

2.21.4.2.8. Exercise planning conference is held.

2.21.4.2.9. AFSAC presents Letter of Offer and Acceptance (LOA).

2.21.5. LOA development. AFSAC develops LOAs to recoup all FMS costs associated with international air force participation in Air Force-sponsored exercises, competitions, evaluations and deployments. FMS cases written to support international participation in such activities are normally N-cases.

2.21.6. Event-planning conferences/documents. In conjunction with MAJCOM POCs, SAF/IA Country Directors ensure that their foreign air force counterparts are aware of, and participate in the applicable planning conference.

2.21.7. Program performance measurements. SA community performance measures associated with Air Force-sponsored exercises include the following.

2.21.7.1. Selection/invitation process. Country selection not later than (NLT) six months prior to event.

2.21.7.2. FMS regulations. All applicable programs/events are properly supported with FMS cases.

2.21.7.3. Letter of Request (LOR). Country selected to participate in the exercise must submit an LOR 30 days prior to the exercise planning conference.

2.21.7.4. Letter of Offer and Acceptance (LOA) Offer. AFSAC must offer the requested LOA NLT 30 days after the planning conference.

2.21.7.5. LOA signatures. Country LOA signature NLT 30 days prior to event (foreign units attempting to deploy to an event prior to LOA signature are an indication of inefficient case processing by the Air Force and/or foreign air forces).

2.21.7.6. Visit requests. Visit requests are properly submitted as soon as possible (ASAP) but NLT 30 days prior to arrival of the first personnel (planning conference(s)/event (Air Force coordination/approval to follow ASAP)).

2.21.7.7. MAJCOM event success indicator. MAJCOM POCs submit/elevate no issues for resolution prior to event or in after-action reports (i.e., SAF/IA ensures successful country participation in accordance with MAJCOM requirements).

Chapter 3

SECURITY ASSISTANCE SURVEYS

3.1. Security Assistance Survey Teams (AECA Sec 26).

3.1.1. Teams consisting of US government personnel, Purchaser representatives, and commercial contractors conduct surveys in-country at the Purchaser's request. A comprehensive survey of a country's military capabilities may be requested any time a new program is initiated in order to develop a program baseline. More often, surveys are conducted in the context of ongoing programs to address specific needs. DoD Manual 5105.38M (SAMM) Chapter 4, Table 400-1 provides general guidance for survey teams.

3.2. Types of Surveys.

3.2.1. Site Survey. A site survey focuses on the proposed physical location for a new system. It addresses a wide range of issues concerning the supportability of the system, facility requirements, infrastructure support, etc.

3.2.2. Training Survey. A training survey addresses a customer's specific training needs and training conditions. Training survey teams may evaluate generic training requirements (such as basic flight training) or more specific training needs for a particular equipment installation and its associated mission.

3.2.3. Logistics Survey. A logistics survey concentrates on the support requirements of a system, equipment, or capability.

3.2.4. Technical Survey. A technical survey evaluates a customer's need for technical assistance or system modifications (e.g., engineering change proposal (ECP)).

3.3. Roles and Responsibilities.

3.3.1. A site survey is normally required when a Purchaser is new to US support or is developing a new system. Perform the site survey as early as possible, because site conditions vary considerably around the world and can have significant impact on system supportability and cost. Specialized teams may be formed to conduct a training, logistical, or technical survey.

3.3.2. The Case Manager must reflect the site survey results in the subsequent LOA.

3.3.3. All costs for the site survey must be recouped in an LOA.

3.3.4. The site survey team (SST) will prepare a report and brief the Purchaser. Physical, logistical, and informational security requirements of the system will be included in the report. In-country team and SST will determine the applicability of the existing host country agreement, for example, logistics support agreements, acquisition, and cross-servicing agreements (ACSA).

3.3.5. The site survey team chief is normally from SAF/IA; however, SAF/IA may delegate this responsibility. Contractors may be included as associate team members under the control of the team chief.

3.4. Congressional Interest.

3.4.1. Congress requires a quarterly summary report (RCS: DSCA 1137, Security Assistance Surveys) on all security assistance surveys authorized or conducted during the previous quarter. The report is due to DSCA no later than 30 days after the end of the reporting quarter (paragraph 9.1.4.).

3.5. System Planning Team (SPT).

3.5.1. SAF/IA may set up a system planning team (SPT) for major systems still under development when a potential FMS sale can have a direct impact on an Air Force program. Costs for the SPT must be covered by a line item in an LOA.

3.5.2. The SPT consists of one or more representatives from Air Force organizations involved in the system development program and sale. Organizations represented may include SAF/IA (as team chief), SAF/AQC/AQX, HQ USAF/IL, HQ AFMC, ACC, AETC, the System Program Office (SPO), AFSAC, AFSAT, an appropriate representative from the Mission Area Directorate, and the MAJCOM system users. The team includes experts in all functional areas to be surveyed, including systems, operations, maintenance, facilities, logistics, supply, transportation, training, cultural, linguistic, and other areas as required. If the SPO concludes that contractors are needed and SAF/IA approves, contractors may be included as associate team members under the control of the team chief.

3.5.3. The SPT must consider both the Air Force's and the Purchaser's needs in surveying the following areas.

3.5.3.1. Acquisition and FMS procedures and the effect on Air Force development.

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

3.5.3.3. Procurement lead-time.

3.5.3.4. Financing.

3.5.3.5. International Engine Management Program (IEMP), Aircraft Structural Integrity Program (ASIP), Technical Coordination Program (TCP).

3.5.3.6. Packing, preservation, transportation, licensing, embedded INFOSEC, test, measurement, and diagnostic equipment (TMDE).

3.5.4. The SPT report should include all items in the Site Survey Team report, plus considerations unique to the SPT (e.g., effect on the Air Force programs).

Chapter 4

PREPARATION AND PROCESSING OF FOREIGN MILITARY SALES (FMS) CASES

4.1. Types of FMS Cases.

4.1.1. There are three basic types of cases – system sales, sustainment, and training. A complete listing of case types (to be used as the first position of a case designator) and the responsible organization for development and management can be found in [Attachment 3](#). These cases may include articles from production, Air Force inventory, or excess stores of the Air Force or Department of Defense. Services may be procured or organic. Letters of Request (LOR) submitted by customers will identify the requirement only, not the specific case category to be used to support the requirement. The case manager will determine the appropriate case category to use in supporting each requirement.

4.1.2. System Sale Cases. System sale cases implement the total package approach and include major end-items plus all articles and services necessary for delivery and initial support. System sale cases provide aircraft; missiles; command control, communication, computer, and intelligence (C⁴I) systems and radar; and complex services. System sale designators are “D” for C⁴I systems and radar; “S” for aircraft systems; and “Y” for missiles. All training under system sales cases will be identified under a training MASL and will be managed by AFSAT to insure all congressional reporting and student screening requirements are met in accordance with U.S. law and DoD guidance.

4.1.3. Sustainment Cases. Sustainment cases provide articles and services necessary to support a system after completion of system activation. These cases provide support equipment, spares, technical publications, technical services, maintenance, ammunition, etc. Sustainment may be defined (identified quantities or services) or blanket-order (defined by dollar value alone).

4.1.4. 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, engineering technical services (ETS), Technical Assistance Field Teams (TAFT), extended training services specialists (ETSS), and other technical or specialist training from both the US government and contractor sources. These cases utilize a “T” designation. Dedicated training programs, which include multiple command requirements related to training, will be written and managed by AFSAT in coordination with the applicable MAJCOM responsible for the base on which the dedicated training program is located. Due to U.S. law which require 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.

4.2. LOA Lifecycle Quality Control.

4.2.1. The quality, accuracy, and timeliness of all finished products begins with the initial review of the Letter of Request (LOR) and continues through to the Air Force’s proposal to DSCA for counter-signature. Quality control of documents is the highest priority during the preparation and processing of all sales, whether for spares, technical orders, training, or major weapons systems.

4.2.2. All LOA documents are legal instruments between the US government and its customers. As such, they should be treated and developed with the utmost dedication and detail. Failure to provide

customers accurate and timely data may result in schedule delays, cost overruns, and less-than-optimal performance.

4.2.3. To ensure that documents are of the highest quality, preparation is limited to three organizations within the Air Force: SAF/IA, AFSAC, and AFSAT.

4.3. Initiating and Validating FMS Requests.

4.3.1. Customers initiate FMS cases by communicating their interest in defense articles or services by submitting an LOR. Each LOR must meet the following requirements.

4.3.1.1. An eligible Purchaser must forward a request through channels as described in DoD Manual 5105.38-M (SAMM). Requests from an ineligible Purchaser will be forwarded to DSCA for appropriate action.

4.3.1.2. The preponderance of articles or services in the request must be under Air Force control or in support of an initial system acquisition. The customer will submit requests for articles and services under Army, Navy, or other DoD component control to the appropriate activity.

4.3.1.3. Requests for nonstandard articles or services that DSCA has not approved or directed for sale will be sent through the SAF/IA Country Director to DSCA for approval.

4.3.1.4. Requested articles or services must be authorized for sale according to National Disclosure Policy (NDP) (see AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*, and AFI 16-201, *Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations*).

4.3.1.4.1. Send requests for articles and services not authorized for sale under current NDP guidelines to the appropriate SAF/IA Country Director who in turn will coordinate with the Disclosure Division to determine releasability.

4.3.1.4.2. If an exception to NDP is required the SAF/IA Country Director, in conjunction with the in-country SAO and Regional Commander in Chief (CINC), will:

4.3.1.4.2.1. Develop the appropriate politico-military justification.

4.3.1.4.2.2. Request DSCA to coordinate the justification with the Office of the Assistant Secretary of Defense, International Security Affairs (OASD/ISA), Secretary of State, and the White House, as appropriate.

4.3.1.4.2.3. Provide SAF/IAPD with the necessary justification for processing the NDP exception. If the Air Force does not recommend release, SAF/IAPD will forward the requests to DSCA for final action.

4.3.1.4.2.4. Return requests for articles or services restricted from sale by statute or policy to the requester; explain the restrictions and indicate that exceptions should be requested through DSCA.

4.3.1.5. The request must include all data required by DoD Manual 5105.38-M (SAMM). Hold incomplete requests, and send a letter or a message to the requester asking for the missing data.

4.3.1.6. In all instances, notify the requester of action taken and indicate if the action will cause delay.

4.4. Processing Valid FMS Requests.

4.4.1. Requests that meet all requirements in Section 4.3. of this document must be processed using the following procedures.

4.4.2. Price and Availability (P&A) Data Requests.

4.4.2.1. Customers who request P&A data must state that the information is for planning purposes only. The request for P&A data should be sent directly to the appropriate case writing organization (SAF/IA, AFSAC or AFSAT). The case writing organization should ensure the P & A data is validated by the appropriate foreign disclosure office.

4.4.2.2. P&A data will be formulated using available information, including standard Air Force factors and formulas. P&A responses should be developed from historical P&A or LOA data. Request for P&A data will not be tasked through Defense Security Assistance Management System (DSAMS). Do not contact contractors for P&A data studies except in unusual circumstances.

4.4.2.3. P&A data is for planning purposes only and should not be used for Purchaser budget programming or used for preparing an LOA. The following disclaimer clause must be included when furnishing P&A data to the requesting Purchaser:

4.4.2.3.1. "This P&A data is for planning purposes only. If the Government of (insert the appropriate foreign country) is interested in pursuing this potential purchase, it must request a Letter of Offer and Acceptance," (DoD Manual 5105.38-M (SAMM))."

4.4.2.4. P&A data should be provided to the customer within 45 days of receipt of the LOR.

4.4.3. Letter of Offer and Acceptance (LOA) Requests.

4.4.3.1. For an LOA request, the Case Manager initiates the case in DSAMS. The initial DSAMS input will contain the required information in accordance with DoD Manual 5105.38-M (SAMM) and as described herein.

4.4.3.2. Concurrent requests from the same Purchaser for the same type of articles or services may be combined into one case; there is no requirement for an LOA for each individual LOR.

4.4.3.3. Identifying FMS Cases. On initialization of a new FMS case in DSAMS a case identifier is assigned to identify the customer and the articles or services being sold. A case identifier (for example, AT-D-AAA) contains three elements: 1) a two-position code indicating the purchasing country or activity (e.g., AT for Australia), 2) a "D" indicating Air Force as the implementing agency, and 3) a three-position case designator (e.g., AAA).

4.4.3.3.1. The first position of the case designator shows the type of case. (**Attachment 3**) DSAMS automatically assigns the next available case designator.

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

4.4.3.4. Identifying FMS cases requiring congressional notification. If congressional notification is required under AECA section 36(b), the case is processed and handled as though it were classified. A pseudo-identifier must be used until the notification is complete. DoD Manual 5105.38-M (SAMM) provides the details associated with the 36(b) notification process.

4.4.3.5. Identifying classified FMS cases. When a Case Manager receives a request for an LOA, which will be classified under DoD Manual 5105.38-M (SAMM), the Case Manager will initialize an unclassified pseudo-case in DSAMS. Pseudo-codes will be obtained from the appropriate document preparation sections for use by each organization. The LOR must provide explicit instructions and designations as to what is and is not classified. If the Purchaser has not clearly distinguished classified from unclassified information, the LOR should be returned to the Purchaser immediately with appropriate instructions. Additionally, the LOR must provide justification for processing a classified case. The Air Force will not process an LOA in which all data is identified as classified or without sufficient justification for a classified case.

4.5. Preparing Letter of Offer and Acceptance Data (LOAD).

4.5.1. The purpose of LOAD is to give the Purchaser the best available estimate of costs and delivery times. LOAD are valid for use on an LOA.

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

4.5.2.1. LOAD pricing should include a valid expiration date.

4.5.2.2. Detailed LOAD studies are not done for Air Force-managed spare parts, Defense Logistics Agency (DLA) and General Services Administration (GSA) items, or for blanket order cases.

4.5.2.3. The LOAD will always be released in LOA format. Any deviation requires written approval from SAF/IAPX.

4.5.3. LOAD Taskings.

4.5.3.1. The responsible security assistance manager will validate LORs to ensure that information is sufficient to develop valid and accurate LOAD estimates. If information provided by the Purchaser is not adequate for preparing quality LOAD, the Purchaser will be requested to provide additional information.

4.5.3.2. LORs for major system acquisition cases will be coordinated by the SAF/IA Country Director with SAF/IAPD/IAPQ/IARW/IAPX, and the cognizant SAF/AQ mission area directorate prior to sending the request to the SAPM for pricing. SAF/AQ will provide copies of the request to the appropriate AF Program Execution Officer or Designated Acquisition Commander.

4.5.3.3. The designated SAPM is responsible for coordination of the preparation of LOAD, in conjunction with the Case and Line Managers. DSAMS is the required method for gathering LOAD. If Line Managers lack access to DSAMS, the SAPM should contact the Case Manager for resolution. Contractors may help prepare LOAD when required in accordance with the Defense Federal Acquisition Regulation Supplement (DFARS).

4.5.3.4. Replies to LOAD tasking should be completed within 30 calendar days of the tasking date. Replies will be forwarded through DSAMS to AFSAC/COMW for review. AFSAC/COMW will forward the LOAD to the appropriate case manager. The case manager will validate and forward to the case writing organization.

4.5.3.5. If a LOAD tasking cannot be completed within the prescribed time period, the LOAD preparing office must request a delay from the Case Manager and justify the delay. If the LOAD

response is less than 30 calendar days, the request must state the date the information is required and justify the urgency.

4.5.4. General LOAD requirements. The SAPM must ensure that the following information (as appropriate) is included in the LOAD package:

4.5.4.1. Identification of dangerous, hazardous, classified and unclassified, distribution-limited, outsized air cargo, and information systems security (INFOSEC) items. The LOAD requester must be told of all INFOSEC items not identified in the LOAD request. Foreign Disclosure and Technology Information Systems (FORDTIS) reports must be made for all LOAD requests on classified and non-releasable articles or services.

4.5.4.2. Identification of potential problems, such as starting up closed production lines, diverting items from Air Force inventory, nonstandard items and non-availability of follow-on support.

4.5.4.3. Identification of Joint Staff- and Air Force-controlled items ("AF" in the Catalog Management Data File, issue, and fund control column indicates that the item is Air Force-controlled).

4.5.4.4. Availability of US government personnel--both those who will be on temporary duty (TDY) and those who will be assigned under permanent change of station (PCS).

4.5.4.5. Availability of contract personnel in place of US government employees, civilian and military, for any service overseas.

4.5.4.6. Deviations or waivers required.

4.5.4.7. Interim contractor support (ICS) needs.

4.5.4.8. Source information for commercial and commercially available articles and services. Also identify any articles or services approved by DSCA for contractor preference for direct commercial sales.

4.5.4.9. Federal equipment condition code if the equipment is in long supply or excess.

4.5.4.10. Training requirements and costs.

4.5.4.11. Travel requirements and costs. Travel costs must be estimated using [Attachment 8](#) as a guide.

4.5.4.12. Security access requirements for personnel in the program.

4.5.4.13. Site survey team and system planning teams requirements.

4.5.4.14. Generic code, MASL identifier, and major defense equipment (MDE) code.

4.5.4.15. Date through which data are valid.

4.5.4.16. In addition to submitting LOAD, the designated agency must prepare the draft FMS management plan and send copies to the Case Manager.

4.5.4.17. Program Management Lines. AFSAC and AFSAT will provide documentation for program management lines to SAF/IAPX and must receive approval prior to presenting LOA for MILDEP signature. Documentation guidance for manpower requirements is in Section [4.6](#).

4.5.4.17.1. Per DoD Manual 5105.38M (SAMM), 70201.B.4.c., program management lines may not include any cost lines incurred overseas by PCS personnel. Therefore, Air Force manpower required outside the continental US (OCONUS) to support an FMS case will not be

approved on program management lines. All costs required to provide this type of defense service will be included in a separate technical assistance or services line.

4.5.5. Availability and lead-times.

4.5.5.1. Availability dates are based on the LOA offer expiration date (OED).

4.5.5.2. Availability is stated in months where "(1)" is the first month after the LOA OED. When determining availability, administrative, procurement or production, and other lead-times must be considered, including start-up time for closed production lines.

4.5.5.3. On a major system sales case, articles and services with lead-times in excess of the major end-item delivery must be definitized at the time the LOA is prepared, and the long lead-time item list should be attached unless the availability of the end-item is adjusted to encompass the longest lead-time article. The LOA must also include a statement that long lead-time items must be bought immediately and without Purchaser's definitization, and that acceptance of the LOA by the Purchaser authorizes the US government to start immediate action.

4.5.6. Cost information.

4.5.6.1. LOAD must show all applicable FMS elements of costs. See DoD 7000.14-R, Volume 15 for detailed security assistance financial procedures. AFI 65-503, *Air Force Cost and Planning Factors* provides escalation rate factors.

4.5.6.2. Basic cost estimates for principal and major items to be procured should come from contractors through the procurement activity.

4.5.6.3. Itemize cost data when it is needed (unit costs include these costs), such as: patent or royalty rights; nonrecurring costs; sales commissions and contingent fees; provisioning documentation and effort (PD&E); factors for general economic trends; contract administrative services and contract audit costs; government-furnished services such as packing, crating, handling, and transportation (PCH&T); technical documentation; cost factor for government-provided engineering services; test and evaluation costs; audit of claims costs; warranty costs; etc.

4.5.6.4. Include other direct costs, such as personnel and travel if applicable. See Section 4.6. of this manual for detailed information on preparing manpower data.

4.5.7. Aircraft ferry LOAD requirements.

4.5.7.1. If the Purchaser requests to have aircraft delivered by the Air Force, the LOAD must include the following data:

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

4.5.7.1.2. Number of flights needed for delivery.

4.5.7.1.3. Cost of ferrying aircraft from the manufacturer to the disassembly point for preparation for air shipment.

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

4.5.7.1.5. Transportation from the crew's present duty station or location to point of aircraft pickup in the CONUS. Return transportation of crew priced at commercial rates from the point

of delivery in-country to the crew's present duty station or location. If the duty station is not known at the time of the LOAD study, estimate the price for the return based on a midpoint in the CONUS.

4.5.7.1.6. Petroleum, oil, and lubricants (POL) costs (POL flying-hour rate for the aircraft times the number of flying hours required for delivery) and en route ground servicing costs.

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

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

4.5.7.1.9. Estimated cost of the Special Assignment Airlift Mission (SAAM) flights and any support mission.

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

4.5.7.1.11. Prorated costs for Air Force shipping fixtures.

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

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

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

4.5.7.2. If DSCA approves surface delivery of aircraft, coverage and supplemental conditions must be in the LOA. The LOAD study must consider the following:

4.5.7.2.1. Delivery to port of embarkation or preparation facility point of US government acceptance or storage.

4.5.7.2.2. Preparation for shipment.

4.5.7.2.3. Cocooning or crating.

4.5.7.2.4. Port-handling costs.

4.5.7.2.5. Types of surface transportation.

4.5.7.2.6. Destination port handling.

4.5.7.2.7. Uncocooning or uncrating.

4.5.7.2.8. Reassembly.

4.5.7.2.9. Transportation to airfield.

4.5.7.2.10. Functional check flight (FCF).

4.5.7.2.11. FCF support.

4.5.7.2.12. Caretaker, if needed.

4.5.7.3. The Purchaser may take responsibility for "destination port handling" through "transportation to airfield." If the Purchaser asks for a FCF by an Air Force crew, a caretaker is mandatory.

4.5.8. Inventory aircraft, missiles, and helicopters LOAD requirements. DoD Regulation 7000.14-R, Volume 15 contains policy for pricing articles supplied from the Air Force inventory. SAF/IAPX computes prices of inventory aircraft, missiles, and helicopters for the Air Force based on historical cost data and data provided by the Case Manager using a "Request for Inventory Aircraft, Missiles, and Helicopter Pricing" checklist.

4.5.8.1. The Case Manager is responsible for obtaining LOAD. Aircraft, missile, and helicopter availability are obtained from SAF/IARW. If availability is based on the items being excess or if a diversion of assets is required under DoD Manual 5105.38-M (SAMM), the Case Manager must coordinate with HQ USAF/XP.

4.5.8.2. The Case Manager will obtain required information from the owning activity in coordination with the system SPD.

4.5.8.3. SAF/IAPX will provide historical acquisition value and compute the estimated transfer value for reporting to DSCA and Congress. If the sale is made with cash or repayable credit, the Case Manager must request final pricing from SAF/IAPX after the items have been transferred. These prices will be used for a final billing to the Purchaser.

4.5.8.4. HQ AFMC is the OPR for inventory engine pricing, and ALC engine managers are the OPRs for inventory engine availability. Engine managers provide the estimated price to HQ AFMC for coordination and approval, before submittal to the AFSAC Line Manager. The AFSAC Line Manager must ensure that the engine manager's estimated price has been coordinated and approved with HQ AFMC before submitting it to the Case Manager. HQ AFMC will ensure the estimated engine pricing has been performed as specified in DoD 7000.14-R, Volume 15, and reflects adjustment for age or condition.

4.5.9. Federal Contract Research Center (FCRC) LOAD requirements. SAF/IA must provide the following information (required when LOAD is developed) to SAF/AQ on a case-by-case basis when FCRCs are being considered:

4.5.9.1. A brief description of the program and the proposed FCRC involvement.

4.5.9.2. A statement indicating the estimated totals of FCRC manpower, time, and dollars required to support the program and the source of the funds.

4.5.9.3. Whether or not the FCRC is a directed source. Discuss the availability of other contractors, their technical qualifications, expertise, and timing considerations.

4.5.9.4. Private sector reactions to the proposed FCRC involvement.

4.5.9.5. The impact of the proposed FCRC FMS effort on the FCRC support to DoD programs (including the impact on the FCRC ceiling).

4.5.10. INFOSEC LOAD requirements.

4.5.10.1. Requests for LOAD for INFOSEC items (National Communications Security (COMSEC) Instruction (NACSI) 6001, *FMS of Communications Security and Services to Foreign Governments and International Organizations*, Annex A) are sent to AFSAC for tasking. Tasking usually is directed to Electronic Systems Center, Cryptologic Systems Group (ESC/CPSG) for defense articles and to AFSAT for training.

4.5.10.2. Classified articles are transported by the Defense Transportation System (DTS), Defense Courier Service (DCS) or registered and certified mail. Applicable transportation cost must be identified for appropriate accessorial charges. Controlled cryptographic items (CCI) must be transported by NSA approved method. LOAD will identify whether or not each article and service is classified, CCI, or unclassified.

4.5.10.3. When possible, the transfer of articles should be made at the Purchaser's embassy, mission in CONUS, or designated INFOSEC account in CONUS. The embassy, mission, or other location must have adequate and proper INFOSEC storage and an established INFOSEC account. Classified items may also be shipped to freight forwarders who have been cleared to receive classified shipments. Delivery instructions will be coordinated with the Purchaser and detailed in the LOA supplemental conditions.

4.5.10.4. Use of Air Post Office (APO) or Fleet Post Office (FPO) mail and State Department pouch services is not permitted. Exceptions will be approved by DSCA on a case-by-case basis. DCS services are only available to Status of Forces Agreement (SOFA) countries or international organizations.

4.5.10.5. When an article must be obtained from an agency outside the Air Force, that agency should be requested to furnish the LOAD through appropriate agency channels (ESC/CPSG) as a separate line item.

4.5.10.6. The LOAD must state whether or not each article or service has been approved for release to the Purchaser. Instructions must be included for submitting orders or requisitions for blanket order lines.

4.5.11. Reviewing LOAD.

4.5.11.1. Organizations preparing LOAD will establish an internal review process. LOAD must be fully coordinated prior to replying to the tasking.

4.5.11.2. The SAPM should not change prices or schedules provided by a Line Manager without first coordinating with the appropriate Line Manager. If differences remain, the SAPM should forward the disagreement to the Case Manager for resolution.

4.5.11.3. Before preparing the LOA, the Case Manager should discuss the accuracy and completeness of data with the SAPM or Line Manager as appropriate. The Case Manager should not change prices or schedules provided by the SAPM without notifying the SAPM/Line Manager.

4.6. Preparing Manpower Data.

4.6.1. General.

4.6.1.1. Air Force military and civilian personnel perform program management activities and provide defense services in support of FMS cases. Security assistance manpower requirements compete with Air Force and DoD programs during the budgeting and programming process and

are accommodated within the approved Air Force budget and applicable end-strength ceilings. As such, the use of military resources is subject to the same military end-strength ceiling governing other Air Force programs. In instances when military resources are not available due to Air Force military end-strength ceilings, FMS manpower requests should consider civilian or contractor alternatives or identify military offsets (by Program Element Code).

4.6.1.2. AECA Section 42(f), requires contractor personnel be used to the maximum extent possible to perform defense services in foreign countries. Additionally, Air Force policy requires contractor personnel be used to the maximum extent possible to perform non-inherently governmental FMS work in CONUS.

4.6.1.3. Case funded manpower will be revised when changes result in an increase or decrease of requirements. If an LOA change results in a decrease or increase of requirements, a manpower authorization change notice will be prepared and forwarded through appropriate Manpower channels (e.g. servicing Manpower office, MAJCOM/XPM) to SAF/IAPX to make the appropriate adjustments.

4.6.2. Determining general manpower requirements and funding sources.

4.6.2.1. During the development of an LOA the case manager, in conjunction with the SAPM, may determine execution of the case requires dedicated manpower resources. Manpower resources are managed by a cooperative process involving SAF/IAPX and the MAJCOM Manpower and Organization Office. The processes used to determine SA manpower requirements are the same as those for the Air Force (see AFI 38-201, Determining Manpower Requirements). Exceptions will be made only when the workload required for the customer is not governed by Air Force manpower standards. In addition, historical data (evaluation of current and past workload) may be used to validate new manpower requirements. All case funded manpower requirements must be documented by the development of a Manpower Requirements Package (MRP) ([Attachment 4](#)) or Manpower Change Notice ([Attachment 5](#)).

4.6.2.2. FMS manpower requirements must be categorized based on the duties performed. The categories determine the funding source. Category definitions are provided in [Attachment 6](#).

4.6.2.3. Guidelines for determination of Program Management lines are outlined in the SAMM. Separate program management line items (e.g. MASL line: (R6B) 076200PROGMGT) are used to cover the costs of system or program management efforts the Air Force must undertake to successfully deliver the article purchased by the customer. Program management lines must be approved by SAF/IAPX prior to LOA signature. Program management lines may also cover costs for non-routine administrative management services, as identified in [Attachment 7](#) Category II and 0, Case Related Manpower Activities and Associated Costs Matrix. Program Management Administration (PMA) costs are included in the Program Management Line. Older system sale cases included case management lines (e.g. MASL line: (L8A) 018100CASEMGT) for this purpose. Case management lines may not be used on new cases or lines, but may remain on existing cases until those cases are closed.

4.6.2.4. Manpower to support special services at the request of the Purchaser should be included on a services or technical assistance line as appropriate. In those incidents that support pre-LOA requirements, the effort should be identified as a Study and Analysis Line. These efforts should be categorized IAW [Attachment 6](#).

4.6.2.5. Approval of manpower requirements does not include civilian grades. The servicing civilian personnel office will determine the grade during the classification process. Civilian grades provided during the development of the LOA and MRP are used as estimates only.

4.6.2.6. Manpower funded by the FMS administrative surcharge budget will be reviewed and reconciled annually by SAF/IAPX. Requests for additional out-of-cycle FMS administrative surcharge requirements should be captured and coordinated in a manpower requirements package (MRP), in accordance with existing policies and procedures.

4.6.2.7. MAJCOMs will review and analyze the execution of FMS administrative funds to determine if out-of-cycle requirements can be funded within their budget. If funding is available but additional manpower authorizations are not, the MAJCOMs will submit an out-of-cycle request to SAF/IAPX. This request must include a statement of funding availability and why manpower could not be realigned (e.g., difference in actual lapse rate versus projected lapse rate; difference in actual case funds reimbursement versus projected). Requests for additional administrative surcharge funded manpower and FMS administrative surcharge funding must be processed IAW with established policies and procedures.

4.6.3. Manpower Requirements Package (MRP).

4.6.3.1. The functional OPR (SAPM/Case Manager/Line Manager) and the local manpower office will jointly develop the MRP IAW the Manpower Requirements Package ([Attachment 4](#)).

4.6.3.2. The SAPM/Case Manager will validate and consolidate multiple MRPs for the same case before forwarding to the MAJCOM Manpower and Organization Office.

4.6.3.3. Undefined (blanket order) lines that contain manpower requirements must have a period of performance for the manpower.

4.6.3.4. The SAPM/Case Manager will notify the MAJCOM Manpower and Organization Office and SAF/IAPX when the country has accepted the LOA and the case has been implemented (initial deposit received by DFAS). LOA documents written by AFSAC and AFSAT will not be presented for DSCA counter-signature until the MRP has been reviewed and approved by SAF/IAPX.

4.6.4. LOA Manpower and Travel Data Sheet (MTDS):

4.6.4.1. The MTDS is a DSCA mandated document ([Attachment 8](#)) and must accompany all LOAs that require case funded manpower or case funded travel. Counter-signature may be delayed if the MTDS does not accompany the LOA when it is submitted to DSCA.

4.6.4.2. An MTDS is required for any LOA line(s) containing case funded manpower (USG or contractor), travel or personnel support costs (e.g. equipment, Permanent Change of Station (PCS) costs). The MTDS is required for all basic LOAs, Amendments and Modifications with cost or period of performance increases (not necessary if there is no cost change or cost decrease). For all Program Management Lines, the MTDS should reflect the exact costs reflected in the LOA line; for all other LOA lines that have manpower, any differences in MTDS/LOA lines should be detailed in section E of the MTDS.

4.6.5. SAPM/case manager responsibilities. The SAPM/case manager will fulfill the following responsibilities.

- 4.6.5.1. Review and validate requirements submitted by other organizations (e.g., all requirements are included, workload is adequately described and justified, and the manpower period of performance is sufficient to meet program requirements).
 - 4.6.5.2. Ensure the MRP reflects the manpower requirements needed to support the workload as stated in the LOA; justify the essentiality for military authorizations or the need for in-country “blue suit” presence, in accordance with AFI 38-204, *Programming USAF Manpower*; and reflect all dedicated and shared authorizations. Identify and coordinate military offsets when military resources not available.
 - 4.6.5.3. Reconcile proposed requirements with actual program requirements among the line managers.
 - 4.6.5.4. Finalize the MRP (**Attachment 4**), obtain coordination from all affected organizations’ servicing manpower and organization offices, and sign and date the MRP.
 - 4.6.5.5. The SAPM/case manager will notify his or her MAJCOM manpower and organization office and SAF/IAPX by email when the FMS case has been accepted and the initial deposit has been processed by DFAS/DE.
- 4.6.6. Servicing Manpower and Organization Office responsibilities. The servicing Manpower and Organization office will fulfill the following responsibilities
- 4.6.6.1. Provide Manpower and Organization policy and guidance to supported organizations.
 - 4.6.6.2. Assist in determining manpower requirements, capturing essential manpower requirement data and validating supporting documentation in accordance with existing Manpower policies and procedures.
 - 4.6.6.3. Review and forward MRPs and associated attachments to the MAJCOM Manpower and Organization Office for appropriate action.
- 4.6.7. MAJCOM responsibilities. MAJCOMs will fulfill the following responsibilities.
- 4.6.7.1. Validate security assistance manpower requirements in support of FMS workload. This will be accomplished each time a requirement is established or changed.
 - 4.6.7.2. Ensure that military essentiality criteria are applied when validating security assistance manpower requirements. Advise requesting organizations to consider alternatives (civilian, contractor) or identify offsets when Air Force end-strength ceilings restrict the use of military resources.
 - 4.6.7.3. Review MRPs prior to submission to SAF/IAPX for completion and ensure required attachments are included with the package. Forward packages with supporting documentation to SAF/IAPX for action.
 - 4.6.7.4. Identify and track security assistance manpower authorizations through the Manpower Data System (MDS).
 - 4.6.7.5. Comply with Air Force manpower policy and instructions on a documented, consistent basis.
- 4.6.8. SAF/IA responsibilities. SAF/IA will fulfill the following responsibilities.>`

- 4.6.8.1. Coordinate with Air Force Directorate of Manpower and Organization (HQ USAF/DPM) and other staff functions to ensure manpower resources for security assistance are programmed as approved by the AF Corporate Structure in the POM process per MAJCOM and SAF/IA submissions.
- 4.6.8.2. Obtain approval from the Air Force Deputy Chief of Staff for Air and Space Operations, Operations and Training (HQ USAF/XOOT) for rated officer positions in support FMS requirements ([Attachment 9](#)).
- 4.6.8.3. Review MTDS and approve manpower requirements submitted in support of Air Force-written LOAs, including shared manpower requirements and administrative surcharge funded requirements (annually) to ensure adequate funding is available.
- 4.6.9. Manpower data for technical assistance field teams (TAFT) and extended training services specialist (ETSS) cases.
- 4.6.9.1. TAFT and ETSS manpower performs technical services or specialized training either requested by the customer or necessary to support a major system sale.
- 4.6.9.2. SAF/IA, Country Directors have primary responsibility for ensuring AFSAC/AFSAT Case/Line Managers are fully aware of current Air Force-rated manpower constraints (e.g., to include existing SAF/IA/USAF/XO agreements concerning international requirements/allocations).
- 4.6.9.3. Country Directors and Case Managers will also ensure that FMS customers understand Air Force-rated manpower constraints prior to LOR submission so that alternatives (e.g., contractor support) can be fully considered.
- 4.6.9.4. SAF/IA Country Directors are responsible for processing requests for new or extended Air Force-rated manpower positions through applicable channels, via the Air Force Deputy Chief of Staff for Air and Space Operations, Operations and Training (HQ USAF/XOOT).
- 4.6.9.5. Country Directors, AFSAC, and AFSAT Case/Line Managers must monitor training programs to ensure that they do not exceed established expiration date. It is imperative that open communications be established and maintained between the various organizations and the SAOs/ETSS teams. The objective is to identify or correct program problems before they cause ETSS teams to exceed the program expiration date.
- 4.6.9.6. A minimum one-year lead-time is required for rated positions. This one-year period commences on approval of the requirements by USAF/XOOT.
- 4.6.9.6.1. Non-rated manpower requirements. All requirements stated in paragraph [4.6.2](#) apply. A minimum lead-time is required for non-rated manpower requirements. This one-year period commences on acceptance of the LOA by the customer.
- 4.6.9.6.2. After receipt of an LOR indicating manpower requirements:
- 4.6.9.6.2.1. AFSAT will prepare a manpower justification summary ([Attachment 10](#)) and forward it to the AETC Manpower and Organization Office. The package will include the following items.
- 4.6.9.6.2.1.1. A copy of the LOR.
- 4.6.9.6.2.1.2. Manpower summary for TAFT/ETSS (see [Attachment 10](#)).

4.6.9.6.2.1.3. DSCA LOA Manpower and Travel Data Sheet (see [Attachment 8](#)).

4.6.9.6.2.2. On conclusion of the AETC approval process, the package will be forwarded to SAF/IAPX for final approval and allocation.

4.6.9.6.3. AFSAT will notify the AETC Manpower and Organization Office and SAF/IAPX by email when the FMS case has been accepted and the initial deposit has been processed by DFAS/DE.

4.6.9.7. Rated manpower requirements.

4.6.9.7.1. After receipt of an LOR for rated manpower requirements, the Case Manager will prepare and forward a manpower package addressing requirements to the appropriate SAF/IA Country Director.

4.6.9.7.2. The package will include the following items.

4.6.9.7.2.1. A copy of the LOR.

4.6.9.7.2.2. Background information as outlined in the Security Assistance Rated Officer Requirement Analysis Checklist ([Attachment 9](#)).

4.6.9.7.2.3. Manpower summary for TAFT/ETSS ([Attachment 10](#)).

4.6.9.7.2.4. DSCA LOA Manpower and Travel Data Sheet ([Attachment 8](#)).

4.6.9.7.2.5. AF Form 480, **Aircrew AFSC/Active Flying Justification**, for each rated position.

4.6.9.7.3. The Country Director will:

4.6.9.7.3.1. Review the justification.

4.6.9.7.3.2. Prepare and forward a Staff Summary Sheet (SSS) to HQ USAF/XOOT (OPR for Air Force rated manpower management) for approval.

4.6.9.7.3.3. Include an impact assessment and supporting documentation in the package, as outlined in paragraph [4.6.9.7.2](#).

4.6.9.7.3.4. Include the Security Assistance Rated Officer Requirement Analysis Checklist as a supporting document.

4.6.9.7.3.5. Include SAF/IAPX (Manpower Section) in the coordination process at a minimum.

4.6.9.7.4. Air Force-rated manpower requirements may only be included in LOA after HQ USAF/XOOT approval.

4.6.10. Manpower data for LOA amendment, modification, or cancellation.

4.6.10.1. When processing LOA amendments and modifications that decrease line value, a manpower impact statement must be included in the case file unless the action is to NSSC a line or draw the line down for closure. If the amendment or modification is not a result of a change in workload, the supporting documentation will state there is no manpower impact. However, if workload is a factor, the supporting documentation will identify which manpower positions are no longer required for the case. The Case Manager will notify SAF/IAPX when the amendment or modification is accepted.

4.6.10.2. Amendments and modifications that increase funds, period of performance or manpower on LOA lines containing manpower must be justified using the same procedures as the original LOA, which is the MRP or Manpower Change Notice process. Manpower extensions covered in period of performance extensions should be documented in an updated MRP, in accordance with existing policies and procedures.

4.6.10.3. Upon case amendment, modification or cancellation, the Case Manager will forward written notification to the MAJCOM Manpower and Organization Office advising that the case manpower is no longer required. MAJCOM Manpower and Organization Office will in turn request SAF/IAPX take appropriate action to adjust the FYDP.

4.7. Processing letters of intent (LOI).

4.7.1. An LOI may be used to finance procurement of long-lead articles and services prior to issuance or acceptance of an LOA. LOI procedures are outlined in DoD Manual 5105.38-M (SAMM), and LOI documents will be processed through DSAMS utilizing the LOI functionality.

4.7.2. An LOI will only include those lines which require action prior to LOA acceptance. Line numbers on the LOI will mirror those on the LOA. For example, if line 003 on the LOA requires advance procurement via an LOI, it should appear as line 003 on the LOI even if lines 001 and 002 are not included. The lines on the accepted LOA will supercede lines designated on the LOI.

4.7.3. LOIs and LOI amendments must receive the same review and coordination as the corresponding LOA. See [Attachment 11](#) for minimum coordination requirements.

4.8. Releasing Draft LOA Documents.

4.8.1. Draft documents may be provided to the customer upon request, provided coordination is accomplished. Only DSAMS-produced draft response documents will be provided to the customer. No other format is authorized under any circumstance.

4.9. Processing Requests for Excess Defense Articles (EDA).

4.9.1. General.

4.9.1.1. The term Excess Defense Article (EDA) is defined as “the quantity of defense articles owned by the US government (USG) which is in excess of the Approved Force Acquisition Objective (AFAO) and Approved Force Retention Stock inventory of all DoD components.” Each MILDEP is responsible for ensuring EDA items are also excess to other MILDEPs, Defense Agencies, Reserve Components, and National Guard before being proposed for transfer to foreign countries or international organizations.

4.9.1.2. The Air Force generally offers only significant military equipment (SME) articles to approved foreign customers as EDA. All other Air Force EDA lesser items are turned in to the Defense Reutilization and Marketing Office (see paragraph [4.9.9.](#)).

4.9.1.3. EDA is offered at reduced cost or no cost to eligible foreign recipients on an “as is, where is” basis. EDA is priced as a percentage of original acquisition value depending on age and condition in accordance with DOD Financial Management Regulations (DoD 7000.14-R, Volume 15, Chapter 7, Section 070304).

4.9.1.4. Each transfer of EDA requires a determination by DSCA that the transfer will not adversely impact the US technology and industrial base, and will not reduce the opportunities of US industry to sell new or used items to the proposed EDA recipient country.

4.9.1.5. All grant EDA items transferred by ocean carriers must follow US cargo preference requirements (Cargo Preference Act of 1954, as amended). Recipient countries must use US flag vessels unless a non-availability waiver has been issued by the Maritime Administration (MARAD). MARAD will assist in monitoring these statutes. Cargo preference requirements must be considered when drafting LOAs .

4.9.1.6. The Purchaser is responsible for the cost of repair, removal from storage, preparation for flight, movement and delivery, and any other expense associated with preparing the EDA for movement. The recipient country normally bears all packing, crating, handling, and transportation costs associated with the transfer of EDA items. The LOA must state these conditions in separate line items. See DoD 5105.38-M, Chapter 10 for exceptions to this policy.

4.9.1.7. Prohibited Items from EDA Grant/Sales.

4.9.1.7.1. Construction Equipment. FAA Sec 644(g) prohibits the transfer of construction equipment (tractors, scrapers, loaders, graders, bulldozers, dump trucks, generators, and compressors) as EDA.

4.9.1.7.2. Fire Fighting Equipment. Fire fighting equipment (pumpers, fuel and water tankers, crash trucks, utility vans, rescue trucks, ambulances, hook and ladder units, and other miscellaneous fire fighting equipment) can be transferred only if the President declares an emergency or if no other federal agency, state government, person or entity eligible to receive the items under the Federal Property and Administrative Services Act of 1949 submits a request for these items to DRMS. DRMS performs the appropriate screening.

4.9.2. EDA Coordinating Committee.

4.9.2.1. This Committee, co-chaired by DSCA and Department of State/PM, with representatives from the Department of Commerce and DoD regional and functional policy offices recommends the allocation of EDA to potential recipients. Meeting of the Committee is only required when requests from countries exceed available assets. The Air Force cannot offer or commit EDA to a recipient country before the congressional notification has been completed.

4.9.3. EDA Grants. Congress approves the list of countries authorized to receive grant EDA; however, eligibility does not guarantee that all EDA offers will be made on a grant basis. Priority is given to the following countries.

4.9.3.1. North Atlantic Treaty Organization (NATO) countries on the southern and southeastern flank of NATO and to non-NATO allies on the southern and southeastern flank of NATO. Countries currently eligible for priority are Egypt, Greece, Israel, Jordan, Portugal, and Turkey.

4.9.3.2. Second priority is given to countries eligible for assistance authorized by the NATO Participation Act of 1994. As of 1 January 1997, these countries include Poland, Hungary, the Czech Republic, and Slovenia.

4.9.4. EDA grant process. Authority to transfer EDA items on a grant basis is governed by Section 516 of the Foreign Assistance Act (FAA). The annual Congressional Presentation for Foreign Operations is the primary means for justifying EDA grant eligibility. However, eligibility does not guarantee

that all offers of EDA will be made on a grant basis. Each transfer is considered on a case-by-case basis.

4.9.4.1. Congressional notification requirements. Proposed grants that contain significant military equipment (SME) or whose original acquisition value is \$7 million or more require a 30-calendar-day notification (FAA Section 516(f)). Notifications shall include:

4.9.4.1.1. The purposes for which the article(s) is provided to the country, including whether the article(s) was previously provided to the country.

4.9.4.1.2. The impact on the US Forces military readiness.

4.9.4.1.3. The impact on the national technology and industrial base and the impact on opportunities of this base to sell new or used equipment to the country.

4.9.4.1.4. The current value and original acquisition value of the article(s).

4.9.4.1.5. As required, an estimate of PCH&T funds needed for transfer of the articles to be transferred.

4.9.5. EDA sales.

4.9.5.1. Authority to sell EDA items is governed by Section 21 of the Arms Export Control Act (AECA). All FMS eligible countries may purchase EDA.

4.9.5.2. Proposed EDA sales require, as a minimum, a 15-calendar day congressional notification prior to offer in accordance with the Foreign Operations, Export Financing and Related Programs Appropriations Act. Proposed sales that contain SME or whose original acquisition value is \$7 million or more require a 30-calendar day notification (FAA Section 516(f)). Notifications shall include:

4.9.5.3. The purposes for which the article(s) is provided to the country, including whether the article(s) was previously provided to the country.

4.9.5.4. The impact on the US Forces military readiness.

4.9.5.5. The impact on the national technology and industrial base and the impact on opportunities of this base to sell new or used equipment to the country.

4.9.5.6. The current value and original acquisition value of the article(s).

4.9.5.7. As required, an estimate of PCH&T funds needed for transfer of the articles to be transferred.

4.9.6. Authorization to offer.

4.9.6.1. For all grant transfers, DSCA will notify SAF/IA to officially offer the items to the proposed country. DSCA will assign a Record Control Number (RCN) for tracking costs in the DSCA 1000 system.

4.9.7. Processing requests for SME EDA.

4.9.7.1. Requests for SME EDA are submitted through the appropriate SAF/IA Country Director to SAF/IARW. **NOTE:** Requests for EDA other than SME is addressed in paragraph 4.9.9).

4.9.7.2. The requestor must provide the national stock numbers (NSN) of the requested EDA to expedite processing the request.

4.9.7.3. AFSAC will screen the requests to determine the availability of the EDA and provide the following information to the SAF/IA Country Director with an information copy to SAF/IARW.

4.9.7.3.1. Quantity available as EDA and date available.

4.9.7.3.2. Quantity requested.

4.9.7.3.3. Original acquisition value(s).

4.9.7.3.4. Condition code(s).

4.9.7.3.5. Current transfer value(s).

4.9.7.3.6. Storage costs.

4.9.7.3.7. Storage location.

4.9.7.3.8. Other costs (e.g., preparation, transportation, etc.).

4.9.7.3.9. Other impacts or limiting factors (e.g., deadline to move the items, deadline to accept the offer, etc.).

4.9.7.3.10. The DSAMS case designator (as initiated in DSAMS by AFSAC).

4.9.7.3.11. The SAF/IA Country Director will prepare the data for congressional notification on all EDA cases and submit it to DSCA even if the excess articles are being provided without cost (grant EDA). On completion of congressional notification, the SAF/IA Country Director will inform the AFSAC EDA focal point, who will take appropriate action.

4.9.7.3.12. The SAF/IA Country Director will issue the initial response to EDA requests within 20 days of receipt of the requests. Responses should state which items are available or not available as EDA. If the requested EDA is not available the response should also indicate, if known, the fiscal year such items might become available.

4.9.7.3.13. If the assets are available, the SAF/IA Country Director will submit the required information within 30 days to DSCA for coordination, approval, and congressional notification prior to an official offer to the country. If the requests exceed available assets, SAF/IARW will submit a proposed allocation plan to DSCA. DSCA will convene an EDA Coordinating Committee meeting to discuss the proposed allocation plan and recommend a "final" allocation plan.

4.9.7.3.14. EDA LOAs.

4.9.7.3.14.1. Within 60 days of receiving approval to offer the EDA from DSCA, an LOA should be submitted for an EDA sale or an LOA for PCH&T costs associated with a grant transfer. The LOA should provide a "drop dead" date by which the items must be accepted or moved. LOAs are not used to provide EDA on a grant basis. For grant EDA there will usually be an associated LOA for the PCH&T costs. The LOA may also include additional equipment and services in order to provide a total package. If no associated LOA is required for a grant EDA transfer the SAF/IA Country Director will ensure that the country representative completes a Material Inspection and Receiving Report (form DD 250) as official documentation of delivery and acceptance of the EDA. EDA grant support LOAs will include information in paragraph [4.9.7.3.](#)

4.9.7.4. LOA preparation.

4.9.7.4.1. LOAs for EDA sales. Separate LOAs or LOA line items containing the following information should be initiated for EDA sales.

4.9.7.4.1.1. Source-of-supply code E should appear in column (5) of the LOA for the EDA line(s).

4.9.7.4.1.2. As the last words in the item description field for the EDA items, the LOA must state, "EXCESS DEFENSE ARTICLES. Acquisition value is \$_____". .

4.9.7.4.1.3. The following LOA NOTE should be added.

"LOA NOTE #___ EXCESS DEFENSE ARTICLES

a. Equipment in line items _____ is offered in "as is, where is" condition and may not meet serviceability standards normally prescribed by the US military for sale to security assistance purchasers. Items may be missing basic issue items and accessories; may be in excess of hour/mileage standards; and may not have applicable publications/records. Acceptance of this Letter of Offer and Acceptance (LOA) does not imply or commit the US government to accept separate requests for rehabilitative services, supply of shortages, future supportability, or training. These services will be provided only if available within the resources of the US military at the time a request is made by the purchaser and at the purchaser's expense.

b. Standard Form 364 cannot be submitted against the equipment in line items ____."

4.9.7.4.2. LOAs Associated with Grant EDA.

4.9.7.4.2.1. LOAs are not used to transfer grant EDA; however, there can be an associated LOA for the transfer of PCH&T costs. Such services, defined as above-the-line charges, are based on the item acquisition value in accordance with the Financial Management Regulation (FMR) (DoD 7000.14-R). These LOAs may also include additional equipment and services (e.g., refurbishment, publications, training, etc.) to provide a total package approach. Since the EDA items do not appear as an LOA line, the following note and attachment should be added to the LOA.

"LOA NOTE #___ EDA PCH&T COST

a. This LOA provides funds for packing, crating, handling, and transportation (PCH&T) of the equipment listed in Attachment 1 which is being provided on a grant basis under the Foreign Assistance Act of 1961, Section 516.

b. Attachment 1 equipment is offered in "as is, where is" condition and may not meet serviceability standards normally prescribed by the US military for sale to security assistance purchasers. Items may be missing basic issue items and accessories; may be in excess of hour/mileage standards; and may not have applicable publications/records. Acceptance of this Letter of Offer and Acceptance (LOA) does not imply or commit the US government to accept separate requests for rehabilitative services, supply of shortages, future supportability, or training. These services will be provided only if available within the resources of

the US military at the time a request is made by the purchaser and at the purchaser's expense.

c. Any Standard Form 364 submitted against this LOA is limited to services provided under the case and cannot be submitted against the material listed on Attachment 1.”

4.9.7.4.2.2. Attachment 1 to the LOA must contain the following EDA information.

4.9.7.4.2.2.1. Item/Nomenclature.

4.9.7.4.2.2.2. Quantity.

4.9.7.4.2.2.3. Acquisition Cost.

4.9.7.4.2.2.4. Current Value.

4.9.7.4.2.2.5. Location.

4.9.7.4.2.3. If a grant EDA does not have an associated LOA, then the implementing agency is required to complete a Material Inspection and Receiving Report (DD 250 or equivalent) as official documentation of delivery.

4.9.7.4.2.4. LOA Note for Storage Charges. If storage charges are included, they must be clearly stated in an LOA note (see example below).

“LOA NOTE #___ STORAGE CHARGES

If the Government of _____ does not arrange to remove the material at Attachment #1 within 60 days after implementation of the LOA, a storage charge will be determined by applying 1.5 percent annually (.125 percent monthly) against the original acquisition value of the material. Storage charges will commence with the material release order date. These costs will be recouped by adding a storage line to this LOA via modification.”

4.9.7.5. EDA blanket-order LOAs: Because Air Force EDA is generally limited to SME, blanket-order LOAs are not applicable for Air Force EDA sales.

4.9.8. Joint visual inspection. Recipient countries are encouraged to perform a joint visual inspection (JVI) of the EDA materiel condition before accepting it. Except for DRMS items, JVIs will not occur prior to transfer approval unless DSCA/P³-PPD has granted an exception. A blanket exception is granted when the EDA is held by the Defense Reutilization and Marketing Service (DRMS) (see paragraph 4.9.9.). In this case JVIs can be performed prior to approval due to the nature of the DRMS disposal procedures, which allow for physical screening of the items.

4.9.9. Defense Reutilization and Marketing Service transfers. Air Force excess items may also be purchased through the Defense Reutilization Marketing Service (DRMS). Matches of country needs and MILDEP-held excesses are usually limited to SME items. Other EDA, including secondary items, are transferred to a DRMO when it becomes excess. DRMO-held EDA are listed on the DLA web page <https://www.drms.dla.mil/> and a computerized inventory searching service is provided to provide information on all stock-numbered items in the DRMS inventory. To purchase items through DRMS, interested parties should establish an FMS case with DLA. This can be done on-line via an email (FMS@drms.dla.mil) or by sending an LOR to DRMS/FMS, 74 North Washington Ave., Battle Creek, MI 49017. DLA will provide instructions on requisitioning procedures once the country has established the DRMS/FMS case.

4.10. Returning Repairable Articles Under the FMS Repair Program.

4.10.1. AFMAN 23-110 contains procedures for FMS materiel returned for repair or replacement.

4.11. Scope of FMS Cases.

4.11.1. The Air Force provides initial and sustainment support covering the full range of logistics (including support equipment, spares, repair parts, maintenance, engineering, technical assistance, acquisition data, and transportation) and training.

4.11.2. System Sale Cases.

4.11.2.1. The scope of a system sale may have different meanings to different Purchasers, and the needs of a Purchaser for items and support in a system may vary.

4.11.2.2. The Purchaser is encouraged to participate in discussions, including those pertaining to the development of the LOA.

4.11.2.3. The scope of a system sale case should be limited to articles and services required for initial activation.

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

4.11.2.5. The applicable DSAMS Notes associated with a system sale case must state that sustainment support and training are not part of the LOA. A Note must be included to state that the Purchaser agrees to negotiate for sustainment spares through AFSAC under CLSSA, if the Air Force is to provide the support. If the LOA contains no provision for initial support, this fact must be documented in the LOA. An estimate must be provided to the Purchaser identifying the scope and period of recommended sustainment after initial system activation. The estimate should be for a period of 12 to 24 months depending on the requirements of the Purchaser.

4.11.2.6. Program management line items are limited to a period not to exceed eighteen months after full system activation, unless otherwise approved in writing through appropriate channels to SAF/IAPX.

4.11.3. Sustainment Case.

4.11.3.1. The Case Manager and the Security Assistance Program Manager (SAPM) must ensure that the Purchaser is aware of the need to have sustainment cases in place to avoid lapses in Air Force support. In some extreme cases, sustainment may be provided through an initial system sale; however, a waiver must be obtained through the appropriate Security Assistance Policy Office.

4.11.4. Training Cases.

4.11.4.1. 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, engineering technical services (ETS), technical assistance field teams (TAFT), extended training services specialists (ETSS), and other technical or specialist training from both the US government and contractor sources. These cases utilize a "T" designation.

4.11.4.2. AFSAT will prepare training cases, including cases for dedicated training squadrons.

4.11.4.3. In addition, AFSAT will provide all LOA data (LOAD) for training to support cases for systems sales; training will not be imbedded in nontraining lines.

4.12. Sole-Source Requests.

4.12.1. Purchasers may request that a specific contractor source be designated to provide specific articles and services. The request must be made in writing and include the contractor's name, specific items and services, the basis and adequate justification for the sole-source requirement, and should preferably cite the applicable Security Assistance Management Manual (SAMM) provision (DoD Manual 5105.38-M, Chapter 8, Section 801, Paragraph 80102, sub-paragraph 80102.B.1.a. through e.). **NOTE:** US government personnel may not solicit sole-source requests from potential customers. Once a Purchaser decides to submit a sole-source request, US government representatives must remain objective in providing options to the purchaser and cannot recommend one contractor over another.

4.12.2. A Purchaser's sole-source request that has an electronic signature or that is transmitted via e-mail, fax, or form letter may be accepted as valid. Customers are encouraged to utilize letterhead stationary to transmit sole-source requests. Case managers are responsible for ensuring that the Purchaser's requesting official has authority to request sole-source items or services.

4.12.3. Any information or supporting documentation must be provided with the request. An FMS case will be initialized in DSAMS prior to submitting the request for approval. The case identifier must be annotated in the request. If the request contains incomplete data elements or insufficient justification, the US government representative (SAF/IA Country Director, Case Manager, or Security Assistance Organization) should return the request to the customer for resubmission.

4.12.4. SAO Responsibilities. To the maximum extent possible, the SAO will review the sole-source requests, advise the country about needed changes, and subsequently forward the request with any necessary comments or recommendations to the appropriate Case Manager.

4.12.5. Case Manager Responsibilities. Upon receipt of a sole-source request from a Purchaser, the Case Manager will accomplish the following.

4.12.5.1. Review the request against the criteria in DoD Manual 5105.38-M, subparagraph 80102.B.1.a through e.

4.12.5.2. Prepare a cover letter that endorses the Purchaser's request and send the request package through appropriate channels for coordination if the request meets criteria in DoD Manual 5105.38-M.

4.12.5.3. Return the request to the Purchaser if the request does not meet the criteria in DoD Manual 5105.38-M (SAMM).

4.12.6. Approval Authority. SAF/IA is the approval authority for sole-source requests for all SAF/IA- and AFSAT-written cases. AFSAC/CC (or AFSAC/CV in the absence of AFSAC/CC or AFSAC/CD in the absence of both AFSAC/CC and AFSAC/CV) is the approval authority for all FMS purchasers' sole-source requests written and managed by AFSAC (with the exception of those requests determined to be militarily or politically sensitive, which must be forwarded to SAF/IAPX for review and approval). This authority may not be further delegated, unless otherwise approved in writing by SAF/IA.

4.12.7. Disapprovals. All proposed recommendations for disapproval of FMS sole-source Purchaser requests must be processed to SAF/IAPX for review, recommendation of approval, return, or disapproval. SAF/IAPX will coordinate all formal sole-source disapprovals with DSCA per DoD 5105.38-M, Chapter 8, Section 801, paragraph 80102.B.2.

4.13. Preparation of FMS Cases.

4.13.1. DoD Manual 5105.38-M (SAMM) gives general instructions for preparing LOAs. Each activity preparing documents must issue detailed preparation guidance ensuring maximum possible standardization. All requests for waiver to policy in this manual or to those in DoD Manual 5105.38-M (SAMM) must be approved by or through SAF/IAPX.

4.13.2. Formats. Air Force LOAs will be prepared in the DoD 5105.38-M (SAMM)-prescribed format using DSAMS.

4.14. Coordination and Distribution of FMS Cases.

4.14.1. **Attachment 11** lists mandatory coordination requirements for all LOAs, LOIs, and leases. LOAs, LOIs, and leases must undergo legal, policy, and financial reviews prior to MILDEP signature. These reviews determine the adequacy of the document under existing laws and regulations, including the AECA, DoD directives, Standard Terms and Conditions, and the Federal Acquisition Regulation (FAR). Further, they consider pricing, nonrecurring recoupment charges, etc., as well as possible impacts to administrative funding requirements due to increased workload. Documents that cannot be given a legal review at the issuing activity must be forwarded to SAF/IAPX with supporting data for SAF/GCI coordination.

4.14.2. **Attachment 12** lists the minimum distribution required for security assistance documents.

4.15. Changes to FMS Cases.

4.15.1. Pen-and-ink changes. Once a case is written and coordinated by the Air Force and has been countersigned by DSCA, it is in "offered" status. Pen-and-ink changes may be made to offered LOAs and amendments in accordance with DoD Manual 5105.38-M (SAMM).

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

4.15.1.2. Pen-and-ink changes must be minor in nature and must be completed on or before the offer expiration date (OED). If the required changes are not minor in nature, the case should be "restated." The preamble will clearly identify that the document is a restated version, to include which document was superseded, and the specific changes included.

4.15.1.3. Pen-and-ink changes must be distributed using the LOA distribution list.

4.15.1.4. Pen-and-ink changes will be kept to a minimum.

4.15.2. Reinstatements of Offer.

4.15.2.1. Extensions to the OED must be requested and granted prior to that date or the offer will terminate. If the OED has passed, but the Purchaser desires to accept, the case may be reinstated if the following conditions are met.

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

4.15.2.1.2. The pricing data are still valid.

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

4.15.2.2. A reinstatement may be accomplished using a pen-and-ink change as outlined in paragraph **4.15.1**.

4.15.3. Amendments and modifications. Once the Purchaser has signed the LOA, the case is in "accepted" status. After DFAS Denver receives the required initial deposit, the case will be in "implemented" status. Pen-and-ink changes are not authorized for accepted or implemented documents. After the document has been accepted and implemented, changes can only be made by preparing an amendment or modification (described in **Chapter 5**).

4.16. Standard Security Assistance Files.

SAF/IA Country Directors and Case and Line Managers must maintain standard files within their areas of responsibility in accordance with Air Force Manual 37-139, *Records Disposition Schedule* and DoD 7000.14-R, *Department of Defense Financial Management Regulation, Volume 15, Security Assistance Policy and Procedures*, February 2000.

Chapter 5

FMS CASE PERFORMANCE

5.1. Case Acceptance.

- 5.1.1. An LOA or an amendment is accepted when all of the following conditions are met.
- 5.1.2. An authorized representative of the Purchaser signs the document on or before the expiration date.
- 5.1.3. If the terms of the LOA state "Cash With Acceptance" or "Initial Deposit," a check is deposited with the Defense Finance and Accounting Service, Denver Center, Deputy for Security Assistance (DFAS-DE/AW) or a wire transfer is made to the US government. If the Purchaser's funds are on deposit at DFAS-DE/AW (a trust fund account), these funds may be used in place of a check or a wire transfer, if written authority is attached to the accepted offer or sent to DFAS-DE/AW before the expiration date.
- 5.1.4. The DSCA Comptroller receives notice of acceptance within 10 calendar days of the LOA expiration date.
- 5.1.5. DFAS-DE/AW and the issuing Air Force agency each receives one signed copy before expiration.
- 5.1.6. Written authority to exercise these options is to be provided as directed by the LOA (if option lines were included on the LOA).
- 5.1.7. There are no Purchaser conditions or counter offers to the acceptance.

5.2. Case Implementation.

- 5.2.1. The Air Force will implement security assistance programs in the same manner as Air Force programs as much as possible. Certain functions, however, are not inherent in DoD and Air Force programs, such as support of foreign policy, direct dealings with foreign representatives, training of personnel using English as a second language, and the placement of US assets into foreign-controlled and operated environments. These differences must be recognized, and standard Air Force practices modified when required.
- 5.2.2. International program directive (IPD).
 - 5.2.2.1. The Case Manager is responsible for issuing an IPD ([Attachment 13](#)) directing the applicable Air Force Command or Agency to implement one or more line items of an FMS case. The IPD should be sent to the implementing agencies within five workdays of case implementation. The implementing agency (e.g., Line Manager) may, in turn, delegate line management responsibility by internal written direction.
 - 5.2.2.2. Implementing agencies must not take implementing action (e.g., delivering articles, performing in-house services, contracting for an article or service, etc.) until the IPD is received and the obligational authority (OA) is approved. If OA is not yet approved when the IPD is issued, the Case Manager will notify Line Managers when OA is approved and lines may be implemented.
 - 5.2.2.3. If the Case Manager makes changes to LOA data (LOAD) submitted by implementing activities, the IPD will specifically identify these changes. All pen-and-ink changes and reinstatement

ments to the LOA must be attached to the IPD. An IPD cannot exceed the scope of the LOA and all acquisition action must be within the scope of the IPD.

5.2.2.4. IPDs identify all lines that include non-recurring costs (NRC)

5.2.2.5. Line Managers must provide this information to the accounting activities responsible for monitoring these charges.

5.2.2.6. The Case Manager can control the release of OA by limiting the total amount of funds available on a line item of the LOA. The withholding of OA will only be used on an exception basis (usually with the concurrence of the SAPM and the Line Manager) and must be identified in the IPD. The IPD may also require the Line Manager to report commitments at a percentage level (e.g., 80 percent, 90 percent, etc.).

5.2.2.7. The implementing agency must tell Purchaser when an FMS case has been received for implementation and must provide the address that it may be contacted at for routine matters or for technical information.

5.2.3. IPD amendments. IPD amendments implement all changes to LOAs (modifications and amendments), Letters of Intent (LOI), and other security assistance documents. IPD amendments may also provide internal instructions not contained in a formal modification or amendment.

5.3. Management Reviews.

5.3.1. Every effort will be made to plan, coordinate, and conduct Air Force-sponsored FMS reviews in an efficient, responsive manner that conserves both Air Force and customer resources.

5.3.2. Air Force offices of primary responsibility (OPR) for planning and chairing Air Force-sponsored FMS reviews should use common sense to adhere to the following general guidelines while also accommodating customer FMS review expectations or requests.

5.3.2.1. Determine that each review has a defined objective and a desirable outcome before the review is scheduled.

5.3.2.2. Reduce the number of reviews to the extent possible.

5.3.2.3. Limit the number of US government attendees at FMS reviews to the extent possible, while ensuring that the reviews themselves are conducted in an effective and efficient manner.

5.3.2.4. Ensure that each US government attendee at FMS reviews has a distinct and active role, is fully prepared and knowledgeable, and is empowered to make decisions.

5.3.2.5. Subscribe to the FMS review funding guidelines.

5.3.2.6. Standardize preparation and follow-on requirements.

5.4. Amendments and Modifications.

5.4.1. Once an LOA has been implemented, amendments and modifications are used to document program changes during the life of the case. These changes may include price changes, schedule adjustments, scope changes, shifting funds, source of supply adjustments, etc.

5.4.2. Requests for adjustments are prepared by Line Managers in the implementing command and sent through the SAPM to the Case Manager. Requests for changes must be sent using the following

format (See **Figure 5.1**): (*NOTE*: Line items and dollar values provided are for sample purposes only.)

Figure 5.1. Sample LOA Amendment/Modification Change Request.

Line Item	Current Availability/ Source of Supply	Revised Availability/ Source of Supply	Current Line Value	Cost Change	Revised Cost
003	P(24)	No Change	\$55,000	+\$1,000	\$56,000
005	P(12)	X(12)	\$ 2,000	-\$ 326	\$ 1,674
007	P(12)	P(15)	\$ 1,000	No Change	\$ 1,000

5.4.3. The name, office symbol, and telephone number of the Line Manager and the financial manager providing the cost adjustment verification to the Line Manager, and the source documents for the fund adjustment must be listed.

5.4.4. The Case Manager will not process the request without all of the above information. After the information has been furnished, the Case Manager shows all changes (availability, source of supply, cost changes, etc.) on an LOA amendment or modification. Any proposed cost changes that would reduce the LOA line item value below the OA, obligations, commitments, expenditures, or deliveries in the Case Management Control System (CMCS) are referred to the Line Manager for resolution.

5.5. Procurement From Sources Outside the United States (Offshore Procurement).

5.5.1. When the US government contracting officer procures from an offshore source, the articles must be moved to the continental US (CONUS) freight forwarder or country representative as shown by the Freight Forwarder Code in the LOA. As an exception to policy, the customer may authorize the following actions.

5.5.1.1. A freight forwarder, authorized to do business in the same country as the offshore contractor, to arrange transportation from the offshore contractor's facility to the customer's consignee.

5.5.1.2. A representative to arrange transportation from the offshore contractor's facility to the customer's consignee.

5.5.2. The Line Manager will notify the customer of articles to be procured offshore by the contract award date. The Line Manager's notice must state that the articles will be moved to the CONUS freight forwarder unless the customer requests delivery of the articles at the offshore contractor's facility. The customer's request must be made within 20 calendar days of the offshore procurement notification date.

5.5.3. The AECA, Section 42(c), specifies restrictions on offshore procurement if credit or grant funding is used.

5.6. Insurance for FMS Materiel.

5.6.1. Purchasers who require insurance should obtain coverage from a commercial source. However, if this is not possible, a request may be initiated to the appropriate Case Manager for coverage to be included in the LOA at the Purchaser's expense.

5.6.2. The request must state why the Purchaser cannot obtain insurance from a commercial source and must designate the Air Force as the Purchaser's agent. This allows the Air Force to obtain insurance quotes and to purchase insurance coverage. The request should identify the articles or services to be insured and the coverage needed.

5.6.3. Insurance is entered on the LOA as a separate line item. LOAs that include insurance coverage must specify in the line item description the lines covered.

5.7. Required Availability Date (RAD).

5.7.1. The required availability date (RAD) is the number of months from the date of case implementation, that the requested item will be available for release to the Purchaser. It is used to help the Air Force meet delivery commitments to the customer for system activation. It also gives dates for the support of end-items of Air Force origin.

5.7.2. On defined-order cases, place the RAD on Air Force-generated requisitions in routing positions (RP) 63 and 64. It does not apply to requisitions made under blanket order cases (e.g., "KB," "R," and "E" cases). Air Force Manual (AFMAN) 23-110, Volumes I, III, and IX contain details for RAD control.

5.7.3. When a RAD is not met, the Purchaser must be informed of the new estimated delivery date. The notice is provided in a Military Standard Requisitioning and Issue Procedures (MILSTRIP) status transaction.

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

5.8.1. Priority requirements for spares are filled from blanket order cases ("K" or "R"). NMCS requirements for spares are sent by priority requisition, based on force activity designator (FAD) and urgency-of-need designator (UND), for the exact quantity (AFMAN 23-110). A Purchaser may need an item already on requisition and may not want to buy an alternate item. In this case, the priority of the item or requisition may be upgraded and identified as NMCS. The Purchaser's records are updated by status reports provided automatically from the Air Force supply system.

5.8.2. Priority requirements for cartridge-activated devices and propellant-actuated devices (CAD/PAD) are filled using "C" cases. If the item is not on the "C" case, and additional funds have not been provided for emergencies, the case may be amended to add the emergency need. A Purchaser may order urgently-needed CAD/PAD items by sending a message to AFSAC stating the exact quantity needed to meet the NMCS condition. The message must also include the item description, aircraft serial numbers, and the accepted "C" case for delivery and billing.

5.8.3. Purchasers should submit a new requisition or upgrade a current one by sending a MILSTRIP requisition modifier. Only the NMCS quantity should be changed. In the automated Air Force supply system, messages and letters are much slower than MILSTRIP transactions and should be used only as a last resort.

5.9. Purchaser Follow-up Actions.

5.9.1. The Purchaser uses MILSTRIP for follow-up actions on an item-by-item basis (see AFMAN 23-110). Administrative actions may be sent by message or letter.

5.9.2. AFSAC provides a quarterly requisition report on 31 March, 30 June, 30 September, and 31 December of each year to all customers who request it. This report gives the status and estimated shipping dates for all open requisitions. It includes status, method, and serial number for all items shipped during the preceding quarter. The report also lists cancellations and reasons for them during the previous quarter.

5.9.3. If a follow-up is needed on items bought by AFSAC and reported on the RCS: SAF-IAX(AR)7801, Foreign Military Sales (FMS) Program Status, the Purchaser will give case and request information to the SAPM or Case Manager.

5.10. FMS Supply Discrepancies Reports (SDRs).

5.10.1. The DoD requires a high level of quality control on FMS shipments and documentation. The Air Force must give prompt attention to a Purchaser's questions and make every effort to find a fair solution. Active programs are maintained for funding, analyzing, and ending discrepancies. Joint Service Instruction DLAI 4140.55, *Reporting of Supply Discrepancies* outlines DoD policy and procedures for processing supply discrepancy reports (SDR) against security assistance (SA) shipments. Supplementation is permitted. AFMAN 23-110, Volume 9, *Security Assistance Program Procedures*, contains Air Force policy and procedures for SDRs.

5.10.2. Purchaser Responsibilities. When receiving FMS articles, Purchasers should:

5.10.2.1. Instruct their freight forwarders to ensure that supporting Air Force documentation is included in the shipment to the in-country address.

5.10.2.2. Carefully inspect material against shipping documentation and due-in records.

5.10.2.3. Pay special attention to partial and consolidated shipments.

5.10.3. SDRs. Standard Form (SF) 364, **Report of Discrepancy**, is used to report deficiencies or other discrepancies in shipping, packaging, services, billings, and product quality relating to SA shipments. SF 364 is the source for financial adjustments to the Purchaser for approved SDRs. All SF 364s and substantiating documentation must be forwarded to the Air Force Security Assistance Center (AFSAC/COSD) within the timeframes established in the Letter of Offer and Acceptance (LOA).

5.10.3.1. AFSAC responsibilities with regard to SDRs. AFSAC performs the following tasks relating to the processing of SDRs.

5.10.3.1.1. Approve SDRs less than \$50,000.00 in value.

5.10.3.1.2. Controls each SDR.

5.10.3.1.3. Sends the SDR to the proper agency for causative research.

5.10.3.1.4. Verifies credit or debit determinations made by Air Force activities.

5.10.3.1.5. Makes sure credits or debits are made to the correct SA case.

5.10.3.1.6. Obtains HQ AFMC legal opinion prior to forwarding SDR to SAF/IAPX.

5.10.3.1.7. Advises DFAS-DE/I of the authorized credit for final adjustment to the Purchaser's holding account, if an SDR is approved after the case is closed.

5.10.3.1.8. Maintains SDR records by country, international organization, agency category, and dollar value.

5.10.3.1.9. Makes recommendations for improving SDR processing procedures and supply operations.

5.10.3.1.10. Submits management evaluation reports required by AFJMAN 23-215, *Reporting Of Supply Discrepancies*, to SAF/IAPX.

5.10.3.2. Billing or Financial Discrepancies. Billing errors include those where materiel is received as ordered (and with proper accompanying documentation) but billings per individual shipment are incorrectly reflected, omitted, or duplicated in either the SA delivery listing or billing statement. Financial discrepancies include those where an incorrect administrative or below-the-line accessorial charge appears on the customer's billing statement.

5.10.3.3. Damaged or Improperly Packaged Shipment. Damaged or improperly packaged shipments are received in a damaged condition because of improper preservation, packing, marking, unitization, handling, transportation, or storage.

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

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

5.10.3.6. Item Shortages. A shortage occurs when the quantity received is less than the quantity shown on the shipping document. To determine whether a shortage exists (and before submitting the SF 364), the Purchaser should verify that the carrier or freight forwarder did not receive expected materiel.

5.10.3.7. Duplicate Shipments. A duplicate shipment occurs when materiel of a certain quantity is shipped and billed under the same document number and in the same quantity as materiel previously sent.

5.10.3.8. Erroneous Shipments. An erroneous shipment is either a misdirected shipment or an incorrect item.

5.10.3.8.1. A misdirected shipment is a delivery to a destination other than the consignee on the shipping document.

5.10.3.8.2. An incorrect item may be one received in place of a requisitioned item, is due to shipper error, and is not an intended substitute or interchangeable item. An incorrect item may also be an unauthorized substitute item or a substitute item intentionally sent despite the fact that the requisition prohibited such substitution (advice codes "2B" or "2J").

5.10.3.9. **Non-receipt of Materiel.** If a Purchaser is billed for an item not received and no receipt record can be found, the Purchaser should check with the freight forwarder before submitting the SF 364 to make sure the materiel was not received or is not on the way.

5.10.3.10. **Credit for Items Returned.** Credit is given after the shipping activity receives proof of turn-in. This action must be within 180 days from the date the Purchaser was given disposition instructions. To obtain credit for materiel returned to the US government, the Purchaser must provide a copy of the DD Form 1348-1A, **Issue Release/Receipt Document**, showing a US government representative's signature.

5.10.3.11. **Contested SDRs.** For reconsideration of a denied SDR, the Purchaser may resubmit a request within 90 days of the date of the first denial. The SDR is considered unresolved or contested if the Purchaser is unsatisfied with the disapproval of the second SDR. The contested SDR, with any additional documentation, must be received by AFSAC/COSD within 180 days of the second SDR response date. AFSAC/COSD forwards contested SDRs with supporting documentation, to SAF/IAPX for final resolution.

5.10.3.12. **SDRs in Excess of \$50,000.** Resolution of SDRs in excess of \$50,000 must be forwarded to SAF/IAPX for resolution. The following procedures apply.

5.10.3.12.1. AFSAC/COSD forwards a request to SAF/IAPX recommending the use of FMS administrative funds to settle the SDR (IAW DoD Manual 5105.38-M (SAMM)).

5.10.3.12.2. SAF/IAPX reviews the SDR and coordinates with SAF/GCI for an Air Force legal opinion and SAF/FMBIS for a financial review. These organizations coordinate to determine US government liability and formulate recommendations.

5.10.3.12.3. SAF/IAPX forwards the Air Force recommendation to DSCA for final disposition.

5.10.3.12.4. If DSCA approves the claim, SAF/IAPX notifies AFSAC/OMSD and SAF/FMBIS to use FMS administrative funds to settle the liability claim.

5.10.3.12.5. If SAF/GCI or DSCA do not confirm US government liability or deny the use of FMS administrative funds, the SDR is returned to AFSAC/COSD for compliance with the HQ SAF/GCI or DSCA instructions.

5.10.4. **Deficiency Report (DR) Submission.** DRs, as defined in TO 00-35D-54, USAF Materiel Deficiency Reporting and Investigating Systems, 1 April 2001, are only investigated when required by an LOA. The TCP and IEMP are the central points of contact for investigating; analyzing and resolving required action on deficiency reports. Countries not participating in either the TCP or IEMP must file a SDR for resolution.

5.11. Notice of Supply and Service Completion (NSSC).

5.11.1. When all ordered articles and services of a line have been delivered or performed, the implementing command notifies the Purchaser by sending an NSSC. The NSSC will be sent even when contracts remain open or financial reconciliation is incomplete. An information copy is provided to the Case Manager and the SAPM. An NSSC is required for all lines of a case unless the line is canceled before implementation or the line is deleted using an amendment or modification.

5.11.2. If the case/line is for a personnel requirement, the Line Manager must state on the NSSC that personnel will no longer be used to support the case/line. A copy of the NSSC is sent to the MAJCOM manpower office.

5.11.3. When all lines of a case are supply/services complete, the Case Manager issues a case-level NSSC to the Purchaser. A case-level NSSC is required for all cases unless the case is canceled before implementation.

5.12. Case Closure.

5.12.1. Two methods are available to close a case: accelerated case closure (ACC) (for participating customers) and standard case closure (for customers who do not participate in ACC). The country's preference and the type of case funding determine which method is used. Cases are identified in CMCS as closure type 1 (non-participating), closure type 2 (accelerated, interim closure), and closure type 3 (accelerated, final closure). Cases identified for closure under the accelerated method will receive priority over those to be closed using the standard method. Under the accelerated method, the oldest supply/services complete cases will be closed first. Exceptions to these priorities will be made by DSCA.

Chapter 6

TRANSPORTATION OF SECURITY ASSISTANCE MATERIEL

6.1. Military Assistance Program Address Directory (MAPAD).

6.1.1. DoD Manual 4000.25-8-M, *Military Assistance Program Address Directory (MAPAD) System*, 1 July 1995, is the directory of clear-text addresses for moving materiel and distributing documents for security assistance programs. Purchaser representatives are responsible for the clear text addresses and the address codes required by Defense Automatic Address System Center (DAASC) for publication in the MAPAD, Sections B and C, and for timely submission of changes.

6.2. Freight Forwarder.

6.2.1. The shipper arranges for the movement of FMS articles to the Purchaser's designated location (usually the freight forwarder). The majority of shipments are sourced from "stock-fund" inventories where the price of the material includes the cost of transportation to the Purchaser's freight forwarder or continental US (CONUS) port of embarkation (POE). Therefore, the stock fund account pays transportation costs to the freight forwarder or POE. Collect commercial bills of lading (CCBL) may be used for the remaining amount of non-stock fund shipments, provided the requisition reflects delivery term code (DTC) "4." In either instance, the Purchaser is responsible for all transportation costs onward from the freight forwarder or POE.

6.2.2. The Security Assistance Management Information System (SAMIS) provides information on shipments moving through the customer's freight forwarder, based on inputs from the inventory control point, the freight forwarder, and the customer. It tracks reparables being returned to the CONUS as well as items moving to the customer. SAMIS produces status products for management review. To participate in the freight-tracking program, customers and their freight forwarders are responsible for generating the appropriate transactions and transmitting them to SAMIS.

6.2.3. HQ AFMC/LGTT will perform annual assistance visits to freight forwarder.

6.3. Offer Release Code (ORC).

6.3.1. The ORC determines how a shipment will be released. It is required for each materiel line item on the LOA and indicates whether a notice of availability (NOA) (DD Form 1348-5) should be sent by the shipper before shipping the materiel.

6.3.2. The NOA (DD form 1348-5) is a document by which a US shipping activity notifies the customer's freight forwarder that materiel is ready for shipment. The data to be entered on the NOA describes the shipment unit and will contain type pack, pieces, weight, cube, security classification, date NOA is transmitted, national stock number (NSN), and the control number assigned to the shipment. The NOA will be forwarded to the recipient specified in the MAPAD (Type of Address Code (TAC) "3" for unclassified shipments; the country representative on the front page of the Country's MAPAD for classified shipments). For complete instructions on how an NOA is prepared, refer to DoD Manual 4000.25-1M.

6.3.3. Materiel with an ORC "A" is released automatically for shipment. When a "Z" ORC is assigned, articles being supplied from a DoD depot will incur a storage fee if the formal response to the NOA exceeds 15 calendar days from the date the original NOA is sent. The storage fee is 0.125

percent of the article cost per month (or portion thereof). When ORC "Y" is assigned, articles will be automatically released for shipment after 15 calendar days have elapsed and no response to the NOA has been received.

6.3.4. If the ORC assigned is "A"-coded and the shipment is classified, sensitive, hazardous, explosive, oversized, or requires special handling, then disregard the ORC "A" and send an NOA under the guidelines for ORC "Y."

6.4. Delivery Term Code (DTC).

6.4.1. The DTC identifies the point within the transportation cycle where responsibility for movement passes from the US government to the Purchaser. A numeric code is used for one-way transportation from the source of supply to the customer country. An alpha code (DTC) is used exclusively for FMS repair/return shipments.

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

6.5. Evidence of Shipment.

6.5.1. All FMS materiel shipments must be traceable. The following documents are acceptable proof of shipment.

6.5.2. For shipment by CCBL, a copy of the signed CCBL and the DD Form 250, **Materiel Inspection and Receiving Report**, DD Form 1348-1A, **DoD Issue Release/Receipt Document**, or DD Form 1149, **Requisition and Invoice/Shipping Document**.

6.5.3. For shipments by small parcel carrier, a copy of the pickup record/shipping manifest showing the tracking number and a copy of the DD Form 250, DD Form 1348-1A or DD Form 1149.

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

6.5.5. For shipments by commercial bill of lading (CBL), a copy of the CBL accompanied by a copy of the DD Form 250, DD Form 1348-1A or DD Form 1149.

6.6. Proof of Delivery Criteria for Repairable Shipments to DoD Depots.

6.6.1. Proof of delivery establishes transfer of custody and liability from the customer to the DoD. The following are required as valid proof of delivery.

6.6.1.1. Copy of the carrier's delivery receipt containing legible data and name (or signature) of individual who signed for the materiel at the repair facility.

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

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

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

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

6.7. Transportation of Classified, Hazardous, and Explosive Materiel.

6.7.1. Classified materiel is packaged and marked according to DoD 5200.1-R, *Information Security Program*, January 1997; AFI 31-401, *Information Security Program Management*; MIL-STD-129/N, *Standard Practice for Military Marking*; and MIL-STD 2073/1D, *Standard Practice for Military Packaging*.

6.7.2. Shipments of classified FMS articles usually move through the Defense Transportation System (DTS) or the customer's Defense Security Service (DSS) cleared freight forwarder, or country-arranged pilot pickups (Delivery Term Code "8"). DTS (DTC "7" or "9") is the preferred method for providing the needed security and enables the Air Force to maintain control and custody of the materiel until final delivery to the Purchaser.

6.7.3. Only freight forwarders granted an appropriate DSS facility security clearance may receive, process, and store US classified materiel. Freight forwarders with an assigned Type of Address Code (TAC) of "C" or "D" in the MAPAD are authorized to receive and process classified material with a security classification of CONFIDENTIAL. Freight forwarders with an assigned TAC of "A" or "B" in the MAPAD (DoD 4000.25-8-M) are authorized to receive and process classified material with security classifications through SECRET.

6.7.4. If the freight forwarder cannot accept classified materiel, or the materiel is sensitive, explosive, or for some other reason cannot be shipped to the freight forwarder according to the assigned DTC, the shipper must obtain new shipping instructions from the Case/Line Manager. The request must provide the following information.

6.7.4.1. Requisition number.

6.7.4.2. FMS case identifier.

6.7.4.3. Quantity and item description.

6.7.4.4. NSN.

6.7.4.5. Number of pieces, total weight, and cube.

6.7.4.6. Security classification.

6.7.4.7. Hazardous materiel classification.

6.7.5. Classified materiel requires continuous accountability from the source of supply to the consignee in the purchasing country. Accountability and protective custody may be provided by the US government, by authorized representatives of the Purchaser, or by a combination of both US government and Purchaser. Service by Air Mobility Command (AMC) meets required security requirements and is the preferred method for the delivery of classified materiel.

6.7.6. If, during LOA processing, the Purchaser wishes to take delivery and custody of classified materiel in the US and use its own facilities and transportation for shipment in-country a transportation plan must be developed and approved. It is the responsibility of country directors, country case managers, command country managers and system program offices to ensure transportation plans are accomplished and approved in a timely manner. The Purchaser or its designated representative must submit a transportation plan in accordance with the following procedures:

6.7.6.1. The plan must be comprehensive and meet the requirements of DoD Manual 5105.38-M (SAMM), and DoD 5200.1-R, and must provide continuous accountability and protective custody.

6.7.6.2. The plan must be reviewed and approved by the applicable MAJCOM that executes the sale, in coordination with their security officials.

6.7.6.3. SAF/IAPX, in coordination with AF/XOFI, will review and approve transportation plans for LOAs with multiple MAJCOM involvement.

6.7.6.4. SAF/IAPX will provide a copy of the approved transportation plan to all parties involved in the movement of the classified materiel. This should include, at a minimum, the cognizant Defense Security Service (DSS) Industrial Field Representative and the Defense Contract Management Agency (DCMA) (when the point of origin is a US contractor facility).

6.7.6.5. If a freight forwarder is to be used in processing, the freight forwarder must be provided a copy of the approved transportation plan.

6.7.7. Unless the plan is approved as submitted, or is modified to meet US security standards, shipment by other than the US DTS shall not be permitted.

6.7.8. Presentation of the LOA will not be delayed pending completion of the transportation plan. However, the Case Managers will ensure proper safeguards are in place to prevent release of classified items for shipment prior to approval of a transportation plan (i.e. suspension of line(s), withholding of obligation authority, etc.).

6.7.9. Transportation of Hazardous and Explosive Materiel.

6.7.9.1. Hazardous and explosive materiel are shipped according to AFI 24-201, *Cargo Movement*, DoD 4500.9-R, *Defense Transportation Regulation, Part II, Cargo Movement*, December 2000, and AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment*.

6.7.9.2. Firearms, explosives, lethal chemicals, and other explosive or hazardous materiel usually move through the DTS to a CONUS water port of embarkation (WPOE) or aerial port of embarkation (APOE) controlled by the DoD. They will be on-loaded to a Purchaser-owned, -operated, or -controlled aircraft or surface vessel for onward movement.

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

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

6.7.9.3.2. DTC 9 - Purchaser accepts delivery at the AMC aerial port of debarkation (APOD) or Military Sealift Command (MSC) water port of debarkation (WPOD).

6.7.9.3.3. DTC 6 - Purchaser accepts delivery at overseas WPOD and is permitted to and capable of off-loading their own materiel from the vessel (no overseas port handling charges will be accessed).

6.7.9.3.4. DTC 7 - US government provides onward transportation to the Purchaser's consignee.

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

6.7.9.5. When the customer's freight forwarder arranges transportation for hazardous materiel an NOA is sent to the address indicated by the type-of-address code "3" in the MAPAD. The items are held and follow-up NOAs are sent every 15 days until a response is received. The NOA will require the freight forwarder to indicate whether International Air Transport Association (IATA) or International Maritime Commission (IMC) certification is needed.

6.7.9.6. CCBLs are not authorized for hazard class/division 1.1, 1.2, 1.3, and 1.4 (unless the 1.3 and 1.4 is non-sensitive e.g., controlled inventory item code (CIIC) other than 1, 2, 3, or 4). Shipments of non-sensitive explosive and hazardous materiel to Canada will use DTC "4" and shipments will be made on a CCBL. An NOA (ORC "Z") is required.

6.7.9.7. Hazardous materiel scheduled for movement aboard foreign-owned or -controlled aircraft must be packaged, marked, labeled, and certified according to Title 49 Code of Federal Regulations (CFR), IATA and International Civil Aviation Organization (ICAO) regulations. Commercial air carriers must obtain the exemption required by Title 49 CFR. Competent Authority Approval (CAA) is required by the US Department of Transportation (DoT) whenever hazardous class/division 1.3 or 1.4 non-sensitive explosive or hazardous cargo is shipped via a commercial gateway by an overseas commercial carrier. Purchasers can obtain CAA letters through their own competent authority or from the Transportation Air Munitions Control Point (USAF/TACP) at Hill AFB UT. The transportation officer/air terminal officer at the on-load base is responsible for the compatibility of hazardous materiel moved on foreign-owned or -controlled aircraft and must comply with the following:

6.7.9.7.1. Non-compatible hazardous materiel cannot be shipped by commercial carrier.

6.7.9.7.2. Non-compatible hazardous materiel may be shipped by the customer's military aircraft provided approval to ship non-compatibles is obtained from the customer and forwarded to HQ USAF/ILTT.

6.8. Exceptions to Standard Transportation.

6.8.1. When the Air Force determines shipment by CCBL is impractical or improper, the Air Force will arrange for transportation. Exceptions to the CCBL method are: prepaid small parcel shipments, and those shipments authorized to move through the DTS.

6.8.2. When the DTS ships an item (GBL or small parcel carrier) to a customer, including a recipient freight forwarder, and loss or damage occurs, the recipient must file a claim with the carrier. If resolution with the shipper is unsuccessful, recipient may submit qualifying Supply Discrepancy Reports (SDRs) to request additional shipment or billing information or to obtain USG assistance in resolving the discrepancy. The USG has responsibility for filing and processing claims with carriers when shipment is made on a prepaid basis to locations where DoD personnel or other USG representatives have primary responsibility for receipt, inspection and acceptance. When the USG files the claim, the benefits will be reimbursed to the Purchaser.

6.8.3. Embedded computer system software is shipped according to TO 00-5-17, *Air Force Computer Program Identification Numbering System (CPIN)*. Priority deliveries may be made by any means approved for transit or transmission of classified material. Examples of approved methods include use of freight forwarder certified to handle classified, point-to-point Secure Telephone Unit data transmissions approved by the National Security Agency (NSA), mailing to the SAO, or authorized hand-carrying.

6.9. Small Package Shipments.

6.9.1. The Air Force must document shipment of this materiel to the FMS Purchaser. For small parcel shipments, a small package carrier receipt or US Postal Service (USPS) special service receipt (i.e., insured, certified, or registered mail) that shows proof of delivery into the transportation network will constitute proof of shipment.

6.9.2. When the USPS is used for delivery of FMS materiel the items must be registered. USPS-registered mail may be used to ship small parcels to Canada. If international mail is used, it must be specified in the LOA.

6.9.3. Except for classified or hazardous items, NOA procedures will not be used for small package shipments.

6.10. Shipments Moved in the DTS Which Terminate in a Third Country.

6.10.1. If the Purchaser has indicated an APOD or WPOD in the appropriate column of the MAPAD, and the DTC obligates the US government to transport the item to APOD/WPOD, the shipper may release the materiel into the DTS without further coordination with the consignee.

6.10.2. If no APOD/WPOD is indicated in the MAPAD, the shipper must advise the Case/Line Manager that the materiel cannot be shipped. The Case/Line Manager will advise the country representative that an APOD/WPOD in the purchaser's country or in a third country must be identified and included in the MAPAD before the materiel will be shipped.

6.10.3. The Purchaser will make all arrangements for the movement of materiel from the APOD/WPOD to the MARK FOR address.

6.11. Return of Purchaser Materiel to the CONUS for Repair.

6.11.1. Repairables are returned to the CONUS according to AFMAN 23-110. Alpha DTCs are used to indicate two-way transportation. Normally, the US government has no responsibility for moving repairable materiel, and DTC "E" freight forwarder-arranged transportation applies.

6.11.2. When the customer is responsible for all transportation (DTC "E"), the customer should consign the shipment to the CONUS freight forwarder or Purchaser representative at the US port of entry. When DTC "C," "D," "E," "H," or "J" is used, the freight forwarder or customer representative is responsible for obtaining and providing all documents necessary for clearing inbound US customs. These include, but are not limited to, the following.

6.11.2.1. DD Form 1348-1A.

6.11.2.2. Department of State Form 61 (DSP-61), **Application/License for Temporary Import of Unclassified Defense Articles** or a Form DSP-85, **Application/License for Permanent or**

Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data.

6.11.3. Under DTC "E", shipping instructions need only direct the reparable materiel to the designated repair facility. It is the responsibility of the customer or freight forwarder to clear customs and deliver materiel to the designated repair facility at no expense to the US government.

6.11.4. When the US government has transportation responsibility, the detail instruction represented by the assigned DTC must be provided to the FMS customer. The Transportation Account Code (TAC), transportation appropriation, and the applicable POE and POD must also be provided. AFMC/LGTT maintains the TAC Edit System for AF FMS.

6.11.5. The US government accepts only custodial responsibility, not title, for reparable items being transported in the US DTS and while transported outside the US DTS after they are received at the repair facility. If a reparable item is lost while in the DTS, the customer has no claim against the US government.

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

6.11.6.1. Retrograde materiel transported on a returning SAAM flight is specifically covered in the FMS case under which the SAAM is authorized. The customer must provide the total weight, cube, number of pieces, and arrangements for materiel movement to the final CONUS destination. This must be included in the LOA for approval by DSCA and coordination with the Deputy Under Secretary of Defense (Logistics, Materiel Readiness), Assistant Deputy Under Secretary of Defense, Transportation Policy (PDUSD-L/ADUSD-L/TP).

6.11.6.2. To use the return segment of the SAAM after LOA acceptance, the Purchaser must provide the total weight, cube, and number of pieces. The Purchaser must arrange for movement in CONUS, with DSCA approval and PDUSD-L/ADUSD-L/TP concurrence. If approved, the implementing instructions are changed to show all needed information on the returned cargo.

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

6.11.6.4. Additional flying hours for retrograde materiel are charged to the customer.

6.11.6.5. Information on reparable materiel to be transported on the returning segment of the SAAM must be included on the original SAAM request sent to AMC by the SAAM validator. The SAAM validator for the Air Force FMS is the HQ AFMC Traffic Management Division (HQ AFMC-LSO/LOT).

6.12. Preservation, Packing, and Marking.

6.12.1. AFI 24-202, *Preservation and Packing*, AFJMAN 24-204, and MIL-STD-2073/1D, *DoD Standard Practice for Military Packaging*, contain Air Force instructions for packaging security assistance articles. FMS materiel shall be packaged in accordance with MIL-STD-2073/1D. Military preservation and Level B packing per MIL-STD-2073/1D is required for overseas surface shipments. All FMS shipments shall be marked in accordance with MIL-STD-129 and also include: FMS case identifier, TCN, transportation priority, project code, if applicable, "ship-from" address, "ship-to" address and ultimate consignee "mark-for" address. Multi-packs/consolidations will only contain items for the same US sponsoring service, recipient country, "mark-for" address, freight forwarder code, FMS case

designator, project code (if applicable), and priority designator. Grant Aid may be consolidated into shipment units if under the same US service code, recipient country, "mark-for" address, project code (if applicable), and priority designator.

6.13. Export Documents.

6.13.1. The Purchaser/freight forwarder is responsible for all export documentation and clearances if shipments are not made through DTS.

6.14. Uniform Materiel Movement and Issue Priority System (UMMIPS).

6.14.1. The US government issues articles and provides services under the UMMIPS according to the force activity designator (FAD) assigned by the Joint Staff and the urgency of need designator (UND). Security assistance shipments are subject to the same UMMIPS time standards as DoD shipments.

6.14.2. Purchasers should evaluate each requirement and select the correct UND for the circumstances. Purchasers should show the UND-on requests for defined order cases. Regardless of the priority, items are issued only if on-hand stock is above the control point, unless the Purchaser has pre-funded FMS sustainment support under a Cooperative Logistics Supply/Support Arrangement (CLSSA). The inventory management specialist (IMS) determines whether Air Force support will be adversely affected.

6.14.3. UMMIPS timeframes apply to materiel moved through the DTS. For materiel shipped to a Purchaser's freight forwarder, only the timeframes applicable to depot processing are captured for analysis. However, the transportation mode selection is made with a carrier that will otherwise meet UMMIPS standards.

6.15. FMS Transportation Charges.

6.15.1. Pricing and billing procedures are contained in DoD Regulation 7000.14-R, Volume 15. For stock fund items, transportation costs are included in the standard price. For non-stock-funded items, transportation costs are based on the value assigned and computed by DTC as shown in block 11 of the LOA. The transportation bill code (TBC) reported in the DD-COMP(M)1517 report overrides the DTC and automatically corrects transportation charges when the shipper does not ship the item according to the DTC.

6.15.2. Transportation lookup table. The transportation lookup table consist of approved defense articles (low-density, high-value) maintained by DFAS in the Defense Integrated Financial System (DIFS). When these items are reported on the DD-COMP(M)1517 report, the transportation cost estimate in the lookup table is charged to the customer. To keep the table current, inland transportation, port loading, trans-ocean (sea and airlift), and port unloading cost for each item is submitted annually by HQ AFMC/LGTT to SAF/IAPX. These updates as well as recommended new items for the table are provided to SAF/IAPX by 15 April each year.

6.15.3. Estimated Actual Charges. An estimated actual transportation cost is based on the carrier's actual tariffs. The charge must be directed or approved by DSCA and recoups total transportation costs. The charge appears in the LOA and the transportation cost lookup table maintained at DFAS-DE/AW. When not covered by the transportation cost lookup table or transportation billing for grant aid/MAP countries, the implementing agencies use "NX" to report estimated actual transportation charges.

6.16. Loading and Unloading Foreign-Owned or -Controlled Aircraft at Air Force Bases.

6.16.1. The loading or unloading of foreign country-owned or -controlled aircraft will be charged directly to the customer. Billing should include all military direct and civilian labor and for lubricants, oxygen, aircraft parts, and fuel supplied. This requirement applies to customer aircraft unless exempted by existing agreements between the US and the customer involved. The air terminal activity that performs these services submits an invoice to the base Financial Management Office.

Chapter 7

SPECIAL PROGRAMS AND ACTIVITIES

7.1. Command Levy.

7.1.1. A command levy is a diversion of assets from an operational Air Force command to support an FMS agreement with replacement (generally) to the Air Force unit. A command levy is a last resort and must not be used as a source of supply.

7.1.2. Command levy may be requested when all of the following conditions apply.

7.1.2.1. The materiel and services are mission-essential. Mission-essential materiel or services are defined as those required to achieve the minimum operating capability of the system. The system program director (SPD), prime contractors, and operating commands determine the materiel and services needed for minimum operating capability.

7.1.2.2. The materiel and services will not be available to meet the activation need date of the FMS agreement. The activation need date is the date of first system delivery in-country or to another Air Force approved operational site.

7.1.2.3. The actions in paragraph 7.1.4. have been considered.

7.1.2.4. Command levy is the only alternative.

7.1.3. Approval for command levy. The Director, DSCA must approve diversion, except for moving articles from one user to another or for accelerating deliveries, using the procedures below. All situations having an adverse impact on Air Force combat readiness requires congressional notification through DSCA.

7.1.4. HQ AFMC responsibilities. The SPD, SAPM, and AFSAC Country or Case Managers must ensure the delivery of the required spares and support equipment and services in a timely manner using normal requisitioning and procurement procedures. This effort should include continual review of program data (specifically mission essential materiel delivery schedules) to identify potential problem areas. If normal requisitioning and procurement procedures are not sufficient to deliver the required materiel on time, the following exceptional procedures should be considered.

7.1.4.1. Workaround procedures.

7.1.4.2. Accelerated procurement with premium funds.

7.1.4.3. Sole-source procurement.

7.1.4.4. Accelerated delivery of on-order country materiel with premium funds.

7.1.4.5. Inventory manager (IM) query of Air Force activities to determine excess assets that may be redistributed.

7.1.4.6. Redistribution of on-hand and on-order Air Force wholesale stocks, if this will not adversely affect the Air Force or other programmed requirements.

7.1.4.7. Diversion of other FMS countries' on-order stocks, with their permission or with DSCA concurrence (see AFMAN 23-110, Volume IX).

7.1.4.8. Redistribution of FMS country-owned materiel as a result of previous sales.

7.1.4.9. Direct commercial purchase by the FMS country.

7.1.4.10. AMARC and base closures considered as a source of supply.

7.1.5. Command Levy Procedures.

7.1.5.1. Note that timeframes are the minimum to ensure timely delivery. These timeframes may be compressed to meet high-priority, time-sensitive US government commitments.

7.1.5.2. The SAPM will identify potential command levy candidates in a critical item tracking list as part of the FMS Management Plan and update the list quarterly.

7.1.5.3. The SAPM will get the SPD's endorsement and send the list of potential command levy candidates to the applicable MAJCOM/LG for assessment, 180 days before the activation need date. Information copies should be sent to HQ USAF/ILMM/ILMS/ILMY; SAF/IAPX; HQ AFSAC/IA; HQ AFMC/DR; and the appropriate SAF/IA and AFSAC regional divisions.

7.1.5.4. Within 30 days, the MAJCOM/LG will respond to the SAPM (with information copies as indicated in paragraph 7.1.5.3.) with their concurrence or non-concurrence with the proposed command levy. If the Air Force concurs with the diversion, the following information must also be provided.

7.1.5.4.1. The suggested locations from which to take the assets, and the quantity and condition of the materiel if the Air Force approves the command levy.

7.1.5.4.2. The effect of the command levy on the unit's ability to perform its mission (i.e., its ability to generate sorties and on its mission capability rate).

7.1.5.5. The SAPM will send the request for command levy to the CCM and HQ AFMC/DR, to arrive not later than 120 calendar days before activation need date. The request must be signed by the SPD and contain the following information. (If any of the information cannot be determined, the SAPM will supply a best estimate and identify it as such.)

7.1.5.5.1. National stock number (NSN), name, and requisition document number (part number and support equipment recommendation data (SERD) number, if known.)

7.1.5.5.2. The minimum quantity required.

7.1.5.5.3. The activation need date.

7.1.5.5.4. Prior actions taken to improve delivery.

7.1.5.5.5. Justification for the command levy in terms of the country's initial operational capability with the purchased system.

7.1.5.5.6. The MAJCOM's concurrence or non-concurrence and the effect the command levy will have on their capability to perform their mission.

7.1.5.5.7. The location, quantity, and condition of potential command levy materiel.

7.1.5.5.8. The materiel replacement date.

7.1.5.5.9. The current estimated shipping date (ESD) of the FMS materiel on order.

7.1.5.6. The CCM and HQ AFMC/DR must return the request, with their coordination, to the SAPM/SPD within 30 days. The SAPM will then send the coordinated request, signed by the SPD, to SAF/IAPX with an information copy to HQ AFSAC/IA, HQ AFMC/DR, and the CCM to

arrive not later than 90 days prior to the activation need date with a recommendation for approval or disapproval.

7.1.5.7. SAF/IA, in coordination with HQ USAF/ILMM/ILMY, will approve or disapprove the command levy request 60 calendar days before the activation need date and will notify the SAPM/SPD, the AFSAC CCM, HQ AFSAC/IA, AFMC/DR, and the applicable MAJCOMs. SAF/IAPX will return disapproved command levy requests stating the reasons for disapproval.

7.1.5.8. Upon notification of approval, the SAPM will provide the MAJCOM and unit with the following shipping instructions.

7.1.5.8.1. The appropriate ship-to addresses, both freight forwarder and in-country.

7.1.5.8.2. Instructions on how to ship the materiel. Normally a CCBL is used. If a government bill of lading (GBL) is used, the SAPM will provide the proper transportation fund cite to charge transportation costs to the FMS case.

7.1.5.8.3. Instructions that PC&H costs incurred should be billed to the country's case.

7.1.5.8.4. Instructions to provide the shipping information (date, mode, carrier) to the SAPM and AFSAC manager.

7.1.5.9. Not later than 30 calendar days after receiving the shipping information from the SAPM, the owning activity will ship the materiel and provide shipping information to the SAPM and AFSAC CCM. The shipping information will be filed by the SAPM/SPD for case management and possible audit purposes. Security Assistance Management Information System (SAMIS) narrative capability will be used to identify command levy items and document the process.

7.1.5.10. Air Intelligence Agency (AIA), the National Security Agency (NSA), and HQ USAF/SC must approve the command levy of any information security (INFOSEC) items.

7.1.6. Transportation Costs.

7.1.6.1. First destination transportation costs are included in the cost of the item. The country will be required to pay any costs for transportation beyond the first destination. Items identified for command levy that are at an operational base in the CONUS will be considered at their first destination regardless of previous shipping history. For items levied from outside the CONUS, the customer country will also pay for the pre-positioning costs associated with getting those items to the overseas base. Transportation costs for the replacement items, those included in the cost of the item and pre-positioning costs, will be charged to the FMS case.

7.1.6.2. Replacement of Command-Levied Materiel.

7.1.6.3. Levied items will be replaced in the most expeditious means available. The preferred method is to deliver the materiel directly to the Air Force base. The SAPM will monitor the process to ensure proper delivery and reporting occurs.

7.1.6.4. Extended payback dates or changing circumstances may dictate other payback procedures. In these circumstances, the item manager, in coordination with the Air Force base and the SPD, will determine the appropriate method of payback. Under the stock funding of reparable concept, delivery of the materiel to the depot for re-requisitioning by the base will not be appropriate.

7.1.6.5. The supporting MAJCOM/LG will report open command levy paybacks to SAF/IAPX quarterly until all items are replaced or their status is otherwise closed.

7.2. Draw-downs Under Foreign Assistance Act (FAA), Section 506(A).

7.2.1. The FAA, section 506(A) authorizes special authority for the draw-down of articles from stock and non-contractual services and training from DoD resources in an aggregate value not to exceed \$100,000,000 in any fiscal year. This section of the law does not authorize new procurement or contracting in order to provide or replace the materiel, services, or training. It does not provide funds or contract authority. Authorized exceptions will be included in the execute order.

7.2.2. The Department of State initiates the presidential determination (PD) and forwards it to DSCA for action. The appropriate DSCA Geographic Regional Directorate formulates a program plan, obtains cost estimates, and initiates an implementing message to the MILDEPs providing the following information.

7.2.2.1. Draw-down directions.

7.2.2.2. Overall authorization.

7.2.2.3. Line item authorizations.

7.2.2.4. Project directive numbers.

7.2.2.5. Reporting requirements.

7.2.3. DSCA will monitor the program plan and advise the MILDEPs of additional draw-down requirements and authorized revisions. DSCA will use the customer's requirements to determine line item categories.

7.2.4. DSCA/COMPT maintains official accounting and reporting responsibilities and establishes project directives in the DSCA 1000 system. They also provide the MILDEPs with a block of record control numbers (RCN) to be used for each country and in-country destination. DSCA/COMPT monitors project directive ceilings and consolidates report control symbol (RCS) reports for monthly submittal to Congress.

7.2.5. SAF/IA receives the Execute Order from DSCA and issues an Air Force 506(A) Execute Order message ([Attachment 14](#)). SAF/IA will request a project codes if not provided by DSCA and tasks AFSAC to establish the RCNs in SAMIS. The AFSAC Case Management Division (AFSAC/COM) will maintain a case or RCN register and issue case identifiers and RCNs to the Case Managers for all Air Force actions. Case designators will be in the "U" series and RCNs in the AM00-AW99 series. AFSAC/COM will input all Air Force RCN actions into the DSCA 1000 system.

7.2.6. AFSAC will input requisitions for draw-down of articles from stock in accordance with DSCA and SAF/IA instructions. Requisitions against blanket-order RCNs will be processed through SAMIS as programmed, on a "fill or kill" basis, in accordance with the FAD established in the execute order. Country/Case Manager will manually process requisitions for munitions, equipment, and end-items with the inventory management specialist (IMS). AFSAC/COM monitors funding, accounting, and financial reporting.

7.2.7. Articles furnished under Section 506(A) are considered Military Assistance Program (MAP)-provided materiel. When these assets become excess to the country's requirements, they are treated as MAP redistributable property and may be reported as excess to country requirements

according to AFMAN 23-110. The cost of redistributed items is still charged against the country's ceiling and the applicable appropriation is not credited for returned or redistributed items.

7.2.8. All costs incurred for non-contractual services, and supplies used to support a Section 506 draw-down, are to be identified against an Air Force Emergency and Special Program (ESP) code for future reimbursement. SAF/FMBIS assigns the ESP code. Each performing agency must establish open accounts receivables for incurred costs against the assigned ESP code.

7.3. Electronic Combat International Security Assistance Program (ECISAP).

7.3.1. The ECISAP is an Air Force management concept designed to provide FMS and SA customers a single management focal point for the installation and sustainment support of electronic combat (EC) equipment. The ECISAP will be established as a separate MASL line item in a system sale LOA or as an individual LOA. The ECISAP is managed by SAF/IARW with the executive agent at Warner-Robins Air Logistics Center, Electronic Warfare Directorate, International (WR-ALC/LNI). WR-ALC/LNI will coordinate ECISAP efforts among WR-ALC; SAF/IA; the Air Force Air Warfare Center (Air Force AWC), 36 & 68 Electronic Warfare Squadron (36 EWS/68EWS); Air Force Director of Intelligence, Surveillance, and Reconnaissance (HQ USAF/XOIE and HQ USAF/XOIIA); ACC/DO; Air Force Information Warfare Center (AFIWC), and other agencies as determined by the LOA. Detailed information on ECISAP is located in the Program Management Plan (PMP) and the Computer Resources Life Cycle Management Plan (CRLCMP).

7.3.2. Electronic Combat (EC) Equipment.

7.3.2.1. The terms EC and electronic warfare (EW) are used interchangeably in this document. There have been several major changes to this terminology. In general, EC or EW is any military action involving the use of the electromagnetic (EM) spectrum and directed energy to control the EM spectrum or to attack the enemy. The three major subdivisions of this function are electronic attack (EA), electronic protection (EP), and electronic warfare support (ES). EA includes EM jamming, EM interference, and EM deception systems and directed energy, anti-radiation missiles (ARM), lasers, radio frequency, and particle beam weapons. EP includes protection of personnel, equipment, and facilities via such measures as EM hardening and frequency deconflictions. ES includes identification and location of EM sources for the purpose of immediate threat recognition and use of this information for other actions such as threat-avoidance (radar warning receivers and missile warning systems), targeting, and homing. ECISAP products currently consist of EA, ES, and integrated EA/ES systems.

7.3.3. ECISAP Products and Services.

7.3.3.1. An ECISAP MASL line item or individual LOA will encompass products and services necessary to support an EC equipment sale. These products and services may include the following items or services, depending upon releasability criteria and other conditions of sale.

7.3.3.2. ECISAP Products.

7.3.3.2.1. ECISAP products are those items purchased or created by an ECISAP agency that are deliverable to a customer as either an end-item or incorporated within a deliverable end-item. They include the following.

7.3.3.2.2. EC Systems including software and technical documentation.

7.3.3.2.3. Support equipment (common and peculiar) including software and technical documentation.

7.3.3.2.4. Intelligence data.

7.3.3.3. ECISAP Services.

7.3.3.3.1. ECISAP services are those functions performed that enable the products described above to be created, procured, delivered, maintained, modified, and supported. They include the following.

7.3.3.3.1.1. Program management, including logistics support, configuration management, production management, item management, funds management, technical management, and facility management.

7.3.3.3.1.2. Systems engineering, including design engineering (including software engineering), sustaining engineering (including software engineering), technical assistance, intelligence data analysis and assessment, and emergency reprogramming service.

7.3.3.3.1.3. Training and system familiarization, including annual worldwide military reprogramming exercises utilizing the rapid reprogramming capability (SERENE BYTE); monthly communications connectivity checks and quarterly exercises; in-country technical reviews, modifications, and overview of system changes and operational impacts; and in-country mobile training team support.

7.3.3.4. ECISAP Benefits. These benefits include the following.

7.3.3.4.1. Air Force information systems and experience data, such as the Material Improvement Program (MIP) and the Material Deficiency Report (MDR) program.

7.3.3.4.2. Air Force software technology, rapid-reprogramming process, and cyclic software updates and enhancements.

7.3.3.4.3. Air Force improvements in maintenance practices or overhaul instructions.

7.3.3.4.4. US government intelligence support.

7.3.4. ECISAP Program Participation.

7.3.4.1. ECISAP program participation is encouraged for initial sale of Air Force-reprogrammable EC systems. There are two types of participation available: full-service and hardware-only. A full-service participation encompasses total system support, both hardware and software, to provide optimum performance of the applicable electronic combat system. The hardware-only service provides continuing technical support, hardware modification management, and engineering services for problem resolution to customers who do not require software.

7.3.5. Nonparticipation in ECISAP. ECISAP products and services may be delayed for those international customers who are eligible to participate in the ECISAP program but elect not to participate. Priority is given to ECISAP program participants who have active ECISAP cases as outlined in para **7.3.4.1.** above.

7.3.6. ECISAP Budget and Associated Charges. ECISAP organizations will develop and follow financial management plans that discuss annual budgets, determine buy-in and additive charges to new customers, and assess all charges for products and services to ECISAP members. Annual budgets will include costs incurred for facilities operation and for the investment in facilities/equipment. A

copy of each ECISAP organization's financial management plan and annual budget will be submitted for review to SAF/IARW. No expenditure of Air Force-appropriated funds is allowed.

7.3.6.1. ECISAP Initial Customer Charges. For new ECISAP customers or for existing ECISAP customers purchasing new types of EC equipment, the type of EC equipment purchased determines the level of initial support. The impact of an additional customer on the current loading of resources in supporting current ECISAP systems, training requirements, and releasability criteria will determine costs.

7.3.6.2. ECISAP front-end capitalization fee. As new systems are added to ECISAP, costs are incurred to develop the capability to support the new system. The initial customer for whom the support capability is developed is charged for the development expense. When subsequent customers desire support of the same system and are supported from the previously-developed facility, they must reimburse the initial investor a share of that initial investment. This charge is referred to as the front-end capitalization fee. The goal is for each participant in the facility to pay an equal share of the facility development cost. Shares are assessed and billed as customer's initial support case is implemented to the ECISAP.

7.3.6.3. ECISAP additive charge. If additional facilities and equipment are needed to support a new customer's requirements or to support new requirements by a current ECISAP customer, an additive charge is assessed. All ECISAP facilities are fully supported by the ECISAP budget.

7.3.6.4. ECISAP initial services charges. The initial development or procurement of hardware or software for an EC system and its related technical data, inventory management, spares definitization and provisioning, training, support equipment, site surveys, and any other country-specific efforts are examples of the types of initial service that may be assessed and charged to the initial or new ECISAP member.

7.3.6.5. ECISAP sustainment support charges. Sustainment support includes maintenance of software modules, enhancements to threat data software tables, contingency operations and emergency reprogramming, technical services, management of repair/return contracts, and any other efforts that benefit only the program covered by a particular case. Included in the cost of all these efforts is the cost of maintaining the facilities that support these functions.

7.3.6.6. ECISAP Software Support Services Charges. Sustainment support for a reprogrammable EC system consists predominantly of modifying software modules to incorporate changes to threat data, correcting software errors, implementing FMS or security assistance customer operational change requests and incorporating Air Force improvements (when releasable). This work is accomplished on a cyclic basis due to extensive changes and expanded information available on various EC system threats provided by Air Force intelligence agencies. These cyclic updates are referred to as "block cycle" updates. The complexity of the software changes determines the total block cycle schedule and delivery date. A detailed discussion of software support is provided in following sections.

7.3.6.7. ECISAP Service Charges. Service charges are based on actual man-hours expended for services. Actual man-hours expended are determined by a man-hour accounting system. Pro-rata charges based on the number of installed EC systems will not be assessed. All services are to be fully supported by the ECISAP budget; no expenditure of Air Force-appropriated funds is allowed.

7.3.7. Releasability. ECISAP organizations and regional offices will coordinate with SAF/IARW to ensure compliance with SAF/IAPD release policy before LOA presentation. WR-ALC/LNI and Air Force AWC/36ETS will coordinate with the appropriate disclosure authority (that is, the local Foreign Disclosure Office (FDO)), on all restrictions regarding the release of any technology or information to security assistance or customers. The delegation of disclosure letter (DDL) provided by SAF/IAPD will be consulted before releasing any engineering change proposals (ECP), modifications, or other data to a security assistance or customer. A proposal of release beyond an existing DDL is sent through disclosure channels to SAF/IAPD for resolution. The release of ECISAP software updates will be staffed by the Air Force Deputy Chief of Staff Operations (HQ USAF/XO) through HQ USAF/XOIIA and SAF/IA through SAF/IAPD.

7.3.8. Security. ECISAP facilities are configured to receive, store, analyze, process, and issue up to SECRET data. A security document peculiar to each member's country or system is distributed to the applicable agency within each country. It provides a basis for evaluating the degree of protection necessary to safeguard classified information pertaining to these systems. Users of the security document must understand that each document or material must be classified based on its own merit, consistent with DoD 5200.1-R, *Information Security Program*, January 1997, AFI 10-1101, *Operations Security*, and each country's applicable security document.

7.3.9. ECISAP objectives. The ECISAP serves as the single focal point of initial (pre-aircraft-delivery) and sustainment (post-aircraft-delivery) support of FMS and security assistance EC systems. Program objectives include the following.

7.3.9.1. System changes. Identify and develop change requirements for hardware and software deficiencies and enhancements. The ECISAP will manage, from inception to final resolution, all FMS and security assistance customer-generated material deficiency reports (MDR), software problem reports (SPR), and operational change requests (OCR). Air Force-releasable changes that apply to FMS and security assistance systems will be sent to the potential user for review, approval, and funding. The ECISAP will ensure that member countries are notified of releasability and applicability.

7.3.9.2. System Software Support. ECISAP provides software support for all FMS and security assistance EC systems. FMS software support process will mirror the Air Force support process if feasible. Exceptions require SAF/IARW, SAF/IAPD and HQ USAF/XOIIA approval. This software support includes Operational Flight Program (OFP), mission data (MD) or threat data, support tool software, and selected maintenance equipment software. The ECISAP will provide periodic updates to this software incorporating OCRs, SPRs, and other releasable upgrades received by a formalized freeze date and approved by a Technical Coordination Meeting (TCM). The ECISAP will provide changes to the above software through their rapid reprogramming capability during contingencies.

7.3.9.2.1. The responsible ECISAP organization (WR-ALC/LNI or Air Force AWC36ETS) develops MD files, either through source code manipulation or with a MD editor/generator, and produces MD object code compatible with members' OFPs. All MD and OFP sets are combined and tested for proper operation, and subjected to an independent software quality assurance test before release. All software to be installed in integrated ES/EA systems is similarly tested in an integrated configuration (usually on an Integrated Support Station) before release.

7.3.9.2.2. The responsible ECISAP organization (WR-ALC/LNI and/or Air Force AWC/36ETS) develops and ships Country Standard Technical Orders (CSTO) and/or manuals reflecting the country-peculiar data in support of MD, OFP and support equipment software. During contingencies, these products may be transmitted electronically to those countries with appropriate communications equipment.

7.3.9.3. Technical Services. The ECISAP will provide analysis and technical assistance to participating countries as stated in their ECISAP LOA. The same services are available to any FMS customer on a case-by-case basis when requested through SAF/IA and funded by a technical services case.

7.3.9.4. Country Standard Technical Orders (CSTO). The ECISAP will maintain CSTOs for each EC system and support equipment configuration supported by the program.

7.3.9.5. Configuration Management. The responsible ECISAP organization will maintain configuration management of the products provided to an ECISAP customer.

7.3.9.6. Kit-proofing. ECISAP provides kit-proofing of software updates. In-country kit-proofing verifies that the software update operates properly in the country. Equipment specialists and engineering personnel from WR-ALC/LNI and/or the USAF AWC/36ETS conduct the in-country kit-proofing to ensure the country has a complete understanding of changes and its implementation is accurate and consistent. Technical data, technical orders, and other documentation are verified.

7.3.9.7. Changes. Reported deficiencies (MDRs, OCRs, or SPRs) by the customer or Air Force create a need for technical change requirements to the EC system. The country Operational/Support Configuration Management Procedure (O/S CMP) or the Computer Resources Life Cycle Management Plan (CRLCMP) outlines how applicable changes will be implemented. A screening panel, consisting of ECISAP engineers, the system logistics manager, the system equipment specialist, and (when permitted) the country EC representative, convenes a technical coordination meeting (TCM) to establish the total planning of a system software update. The screening panel will review all deficiencies for priority, applicability, and feasibility of inclusion in the current software update cycle or block cycle. On acceptance, the panel presents the total update package, with cost and schedule, to gain approval before beginning the engineering task.

7.3.9.8. ECISAP Reviews. Because the nature of EC system discussions generally are classified and country confidentiality is a prime goal, reviews normally will consist of specific country-to-ECISAP dialogue. TCMs concerning country programs will be held at Robins AFB, Georgia, and in-country during kit-proofing visits. These TCMs provide opportunities for specific system reviews and when used with PMRs, SAMRs, etc., allow the desired ECISAP-country interface.

7.3.10. ECISAP Responsibilities.

7.3.10.1. HQ USAF/XOI serves as the focal point for emitter data. Threat data requests are reviewed by HQ USAF/XOI and passed to the appropriate US government agency. The resulting database is provided to the ECISAP organizations to support software development.

7.3.10.2. WR-ALC/LNI and Air Force AWC/36ETS provide the MD code for FMS and security assistance EC systems. This code is based on inputs from the customer and from US intelligence,

operational, test and support agencies. WR-ALC/LNI also provides corresponding OFP, support tool software, support equipment software, and documentation to the ECISAP member.

7.4. International Engine Management Program (IEMP).

7.4.1. The IEMP is an Air Force program under which individual groups (International Engine Management Groups (IEMG)) manage or monitor engine follow-on logistics and engineering technical services. It only applies to Air Force-managed engines and to security assistance countries that choose to participate in the program.

7.4.2. General IEMP Information.

7.4.2.1. The purchase price of an engine does not include IEMP costs. IEMP cost is for the management of sustainment technical and engineering services and logistics support. IEMP membership is on a shared-cost basis, depending on the number of engines the member possesses as of 1 January of the program year.

7.4.2.2. Security assistance customers do not have to take part in the IEMP to purchase engines, but are encouraged to join. IEMP members benefit from the experience of users worldwide through the US government Component Improvement Program (CIP) and security assistance-dedicated sustainment support management.

7.4.2.3. Because the IEMP is a sustainment logistics and engineering support program, it is applicable to engines currently owned by member customers.

7.4.2.4. To ensure smooth transition from acquisition to sustainment support, customers are encouraged to join the IEMP prior to the transfer of engine management from the Aeronautical Systems Center (ASC) to the Air Logistics Center (ALC).

7.4.3. IEMP managerial responsibilities. The IEMP is a SAF/IA program, delegated to HQ AFMC/IA for implementation and execution.

7.4.3.1. SAF/IAPX responsibilities include the following.

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

7.4.3.1.2. Providing program oversight.

7.4.3.2. HQ AFMC/IA responsibilities include the following.

7.4.3.2.1. Establishing policy.

7.4.3.2.2. Approving waivers or deviations to established policy.

7.4.3.2.3. Providing program direction and oversight.

7.4.3.2.4. Defining the scope of each program.

7.4.3.2.5. Conducting annual program reviews.

7.4.3.2.6. Observing annual International Engine Management Group (IEMG)/CIP reviews.

7.4.3.3. IEMG Chief responsibilities include the following.

7.4.3.3.1. Programming performance and financial management of their program.

7.4.3.3.2. Requesting waivers or deviations to established policy from HQ AFMC/IA with info copy to SAF/IAPX.

7.4.3.3.3. Supervising the IEMG staff.

7.4.3.3.4. Being responsible for office equipment, resources, supplies.

7.4.3.3.5. Financial management of FMS case funds.

7.4.3.3.6. Providing the AFSAC case manager with an excess funds drawdown letter no later than 90 days of the case expiration date.

7.4.3.4. Internal Services. The IEMGs are organic elements of HQ AFMC and are authorized to interact administratively and technically with all staff agencies within HQ AFMC, the ALCs, ASC, AFSAC, and applicable engine contractors.

7.4.3.5. CIP Contract Services. The Air Force CIP manager manages the CIP on behalf of the propulsion product group manager (PPGM) for aircraft engines owned by both the Air Force and FMS customers. The CIP funds follow-on engineering efforts to improve engine safety, reliability, maintainability, and serviceability (improved parts, maintenance techniques, increased inspection intervals, modifications, etc.).

7.4.3.6. Other Services. The IEMG manages the CIP for proven aircraft engines owned by security assistance customers for proven systems. The Air Force CIP manager provides contract administration services.

7.4.4. IEMG Organization.

7.4.4.1. Because the IEMG is funded by FMS members, the IEMG will be readily identifiable, both by name and function, within the ALC organizational structure. The IEMG is a separate organization dedicated exclusively to the service of customers. This ensures proper utilization of foreign-owned material, assets, and funds.

7.4.4.2. The IEMG has a dedicated chief.

7.4.4.3. The IEMG staff is composed of logistical, technical, and clerical personnel. O&M-funded personnel will not be assigned to the IEMG. Dedicated IEMG personnel will not be matrixed out.

7.4.4.4. The IEMG has authority to directly interface with other ALC branches and appropriate engine managers.

7.4.4.5. Only personnel assigned to the IEMG, or certified by the IEMG chief as directly augmenting the IEMG, are authorized to use line item case funds. Under no circumstances will any costs relating to the IEMG be borne by the US government, nor will the customer bear any cost related to Air Force activity.

7.4.4.6. Direct communications between the IEMG and member countries are authorized and encouraged. IEMGs will ensure that Case Managers are advised as appropriate.

7.4.4.7. HQ AFMC/IA will conduct an annual review of each IEMG. Periodic status reports may be requested as required. In addition, major issues (e.g., fleet groundings that affect foreign aircraft, etc.) will be reported to HQ AFMC/IA with an information copy to SAF/IAPX as soon as they occur, with updates every thirty days until the issue is resolved.

7.4.5. IEMG Functions. The IEMG is the security assistance member's single point of contact for technical and logistical sustainment support, to include the CIP. The IEMG monitors logistics support and takes action to correct problems. The IEMG will ensure that customer requests, for which the IEMG is not responsible, are forwarded to the proper office of primary responsibility (OPR) for action.

7.4.5.1. Engine CIP.

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

7.4.5.1.2. CIP benefits are available only to IEMP participants. US government CIP information will not be available to countries that purchase engines through a direct commercial sale unless they take part in the IEMP.

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

7.4.5.1.4. The nature and function of each engine CIP requires that the program be conducted on a long-term basis, because of continuous engine improvement requirements. All engine operators benefit from the resultant analyses, testing, user reports, etc.

7.4.5.2. IEMG Services. The IEMG, through the propulsion management staff and the CIP, accomplishes the following.

7.4.5.2.1. Coordinates and interacts with the applicable offices in HQ AFMC, ASC, and the ALCs and AFSAC to support its members.

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

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

7.4.5.2.4. Provides a full range of HQ AFMC support services to members.

7.4.5.2.5. Provides a mechanism to allow the exchange of information between the US government and members. Any exchange and release of information must comply with the provisions of US and DoD policy.

7.4.5.2.6. Resolves engine support problems reported to the IEMG. The IEMG and AFSAC/CO determine current status of critical item requisitions and, if possible, start action to expedite delivery. Deficiency reports (DR) are processed through the IEMG to ensure response and time compliance.

7.4.5.2.7. Receives requests for TO revisions and improvement reports on behalf of member countries.

7.4.5.2.8. Assists customers in developing Country Standard Technical Orders (CSTO) as required. IEMG may assume responsibility for the provision of TO updates for a system no longer used by the DoD. This service may be done contractually under an additional line item.

7.4.5.2.9. Maintains total financial management responsibility of each member's case funds implemented to the IEMP.

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

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

7.4.5.2.12. Notifies members about safety problems. The IEMG ensures that each program member has a current address to which it may report safety hazards or other problems.

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

7.4.5.2.14. Resolves flight safety problems.

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

7.4.5.2.15.1. Deficiency Reports (DR) (IAW Chapter 5, TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*).

7.4.5.2.15.2. Accident and incident reports.

7.4.5.2.15.3. Reports to contractor representatives.

7.4.5.2.15.4. Reports from Weapon System Logistics Officers (WSLO).

7.4.5.2.15.5. Other Air Force personnel, written or oral reports through the IEMG chief.

7.4.5.2.15.6. Written or oral reports given at engine reviews.

7.4.5.2.16. Ensures engines will perform to model specifications.

7.4.5.2.17. Reviews opportunities and implement changes in order to accomplish the following objectives.

7.4.5.2.17.1. Increase time between inspection and overhaul intervals.

7.4.5.2.17.2. Improve engine maintainability, durability, and reliability.

7.4.5.2.17.3. Reduce logistics costs.

7.4.5.2.17.4. Improve engine parts.

7.4.5.2.18. Ensures engineering integrity of needed modifications.

7.4.5.2.19. Develops new or improved maintenance procedures and techniques. The IEMG will, at members' request, help to develop maintenance management programs.

7.4.5.2.20. Provides information for TO revisions.

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

7.4.5.3. Functions Not Provided. The IEMP does not provide the following functions or services.

- 7.4.5.3.1. Increased basic engine performance beyond that found in the engine model specification (for example, thrust, specific fuel consumption, and weight).
 - 7.4.5.3.2. Labor beyond that necessary for CIP service evaluation testing, unless specifically funded by the LOA.
 - 7.4.5.3.3. Engineering support for the engine production process.
 - 7.4.5.3.4. Data necessary for the manufacture of engines or changes to them.
 - 7.4.5.3.5. Training requirements. Requests for training should be made to AFSAT/CC, 315 J Street West, Randolph AFB, Texas 78150-4302.
 - 7.4.5.3.6. Routine requisition follow-up. AFSAC provides requisition follow-up.
 - 7.4.5.3.7. CIP data for non-IEMP members.
 - 7.4.5.3.8. TO status information. A customer's request for TO status information should be sent to the OC-ALC/TILUF TO publications case line manager, in accordance with TO 00-5-19, *Security Assistance Technical Order Program (Technical Manual)*.
 - 7.4.5.3.9. Configuration control. It is the purchaser's responsibility to manage configuration of its engines.
- 7.4.6. Engineering project and proposal process. When a reported engine problem needs to be corrected, the contractor prepares an engineering project description (EPD). The EPD must include a brief description of the problem and a general description of proposed corrective measures.
- 7.4.6.1. The CIP manager will review the contractor's EPDs and will approve the engineering work needed to prepare the engineering change proposal (ECP). The IEMG will inform program members of releasable ECPs. Program members should send their comments and recommendations for ECPs to the applicable IEMG. The SSM/DSM approves all ECPs except those ECPs that are member-unique. If requested, the SSM/DSM reviews member-unique ECPs and provides technical approval and recommendations to members through the IEMG.
 - 7.4.6.2. The engine CIP can address purchaser-unique problems. However, depending on the scope and complexity involved, the resolution of country-specific problems may require a separate LOA to fund the effort.
 - 7.4.6.3. If a member requests the development of an ECP, the IEMG will determine whether the change applies to other members and, if so, will encourage the development of the ECP on a cost-sharing basis. Program members who accept an ECP and provide separate spares funding may benefit from reduced acquisition costs as a result of consolidated procurement. As a rule, the Air Force does not stock parts to support engine changes that are not in Air Force engine inventory.
 - 7.4.6.4. Program members have final acceptance authority for implementing ECPs in their fleet after the SSM/DSM approves the CIP ECP and the IEMG releases the ECP.
 - 7.4.6.5. Air Force-published time compliance technical orders (TCTO) are issued after a retrofit ECP is approved. Routine changes are issued for part numbers that are attrited due to ECPs that have been accepted for use in Air Force engines.
- 7.4.7. Technology Restrictions and Foreign Disclosure. The IEMG will coordinate with the local Foreign Disclosure Office (FDO) if technology restrictions are applicable to advanced engines, engineer-

ing change proposals, or modifications. The FDO will review the delegation of disclosure authority letter (DDL) and other releasability guidelines. If no guideline or letter exists, a request for determination will be processed through AFSAC/IAD. SAF/IAPD will make final determination on all IEMG disclosure issues when requested by AFSAC/IAD.

7.4.8. IEMP Reviews. There are two types of review: individual in-country reviews and within-CONUS reviews. The agenda will include a review of projects and their results, financial statuses, common technical problems and goals, and ways of improving the program.

7.4.8.1. CONUS reviews will occur on an as-required basis. The Air Force CIP manager and IEMG will host the review. All members are invited to attend US government-sponsored reviews. Security assistance members are responsible for their own travel costs. Travel expenses for customers cannot be included in LOAs.

7.4.8.2. Individual country reviews are held in a member's country when requested. In-country reviews are encouraged because they provide cross-feed of information at the working level. Air Force participation is funded through the appropriate IEMG LOA or through a separate LOA.

7.4.9. FMS cases for IEMP.

7.4.9.1. For engines managed by ASC that are still in the early stages of production, fielding/deployment, and operational support, participation in the CIP will be a condition of sale and will be included in the supporting "S" case.

7.4.9.1.1. Members can comment on ECPs or similar program items; however, only the DSM may approve ECPs.

7.4.9.2. For engines under the cognizance of the ALC, participation in the IEMP is encouraged. If a customer chooses to take part in the IEMP, the LOA should be processed as a "G" case.

7.4.9.3. AFSAC will request the LOAD from the IEMG no later than 7 months before the expiration date of the current case. AFSAC will in turn prepare a new LOA for current members applicable to follow-on cases upon receipt of LOAD. The customer must accept the LOA no later than 2 months before the expiration date of the current case. This action is necessary to allow time to obtain funding for CIP contracts. Timely acceptance and implementation is critical to maintain an equitable cost-sharing relationship among IEMP members and to ensure uninterrupted support.

7.4.9.4. LOAs will include a statement telling each member that it is responsible for travel and per diem expenses necessary for their representatives to be at CONUS IEMP reviews, regional IEMP reviews, or in-country IEMP reviews.

7.4.9.5. Supplemental conditions in IEMP LOAs explain the services available to the customer under the IEMP, and state Air Force and member responsibilities. These conditions will also state any special requirements of the member.

7.4.9.6. LOAs will have the following lines.

7.4.9.6.1. Line 001: CIP - Contractor Services.

7.4.9.6.2. Line 002: Internal Services - IEMG salaries, benefits, supplies, equipment, CONUS travel, etc.

7.4.9.6.3. Line 003: Studies and Surveys - Funds for IEMG personnel travel to, in, and from the member's country to conduct engine business, e.g., IEMP reviews. This line is at the mem-

ber country's option and is not a requirement to participate in the program. Only personnel assigned to the IEMG or providing temporary direct support to the IEMG may use these funds. This line is not intended for travel to CONUS of any in-country personnel, SAO personnel, contractors, etc., in support of their individual country.

7.4.9.6.4. Line 004: Nonstandard Technical Data - Funds for the accumulation of technical order data, printing, and distribution.

7.4.9.6.5. Line 005: Contract Services - Funds for engineering or technical assistance that exceed the IEMG internal capability, which may include contractor travel to technically augment the IEMG. Services such as engineering or technical investigation and printing and reproduction of data may also be funded under this line item. This line is an option and is included at the discretion of the purchaser.

7.4.9.6.6. Line 006 Software Support - Funds for engine software, software for engine support equipment, supporting data products, and Air Force technical support.

7.4.9.6.7. IEMG participation is assumed to be a continuing requirement unless the country's LOA signatory authority notifies the AFSAC Case Manager (information copy to the IEMG) that they will no longer participate. The notification period is 180 days prior to expiration of the current LOA to allow sufficient time to adjust pro rata shares for remaining countries. A statement to this effect will be included in the supplemental conditions for each IEMG LOA.

7.4.9.6.7.1. Customers are encouraged to request multiyear participation in the IEMP to ensure non-interruption of support.

7.4.10. IEMP inventory and cost determination.

7.4.10.1. IEMP inventory determination. Individual IEMG chiefs are responsible for annually verifying respective member countries' engine inventories as the basis for developing LOAs. The individual IEMGs will request that their members (current and potential) provide a listing (to include engine serial numbers, model numbers, etc.) in writing, reflecting anticipated inventories at the start of each program year. The pro-rata share of a given IEMP or CIP for a specific program year is based on the total quantities of that engine in the inventory at the start of each program year.

7.4.10.2. The criterion for including an item in the current year LOA inventory is that the engine or engine module is either currently capable or could in the future be capable of receiving the benefit from IEMP membership. Engines in the following statuses are deemed incapable of receiving benefit from IEMP membership and will be excluded from the inventory.

7.4.10.2.1. Destroyed engines/modules.

7.4.10.2.2. Static engine/module displays.

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

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

7.4.10.3. The IEMG chief is the final authority on whether an engine will be included in a member's chargeable inventory. If inventory quantities are not provided by a member in a timely manner, the previous year's inventory, plus or minus any documented changes, will be used.

7.4.10.3.1. Members may request adjustment to inventory quantities during the year by writing to the IEMG chief, stating a justification for the adjustment (e.g., destroyed in mishap, transferred to another country, etc.).

7.4.11. Determining IEMP Membership Cost.

7.4.11.1. CIP. The CIP rate per engine is determined by dividing the approved DoD CIP budget for each type, model, and series (TMS) of engine by the DoD inventory for each TMS engine for a given year. This valuation method is depicted in the formula below.

7.4.11.1.1. $(\text{DoD TMS CIP Budget}) / (\text{DoD TMS Inventory}) = \text{DoD rate per TMS of engine.}$

7.4.11.2. A customer's share is calculated by multiplying the DoD rate per TMS of engine by the customer's inventory for each TMS of engine for the given period.

7.4.11.2.1. $(\text{DoD rate per TMS of engine}) \times (\text{customer's TMS inventory}) = \text{customer's share of CIP cost.}$

7.4.11.3. The total CIP cost for a given year is the sum of the DoD budget plus customers' contributed share.

7.4.11.3.1. Non-Participation in IEMP. The following applies to eligible purchasers that do not join the IEMP:

7.4.11.3.1.1. The Air Force may reject requisitions for engine parts and components improved by the CIP.

7.4.11.3.1.2. Engine parts superseded by parts improved or changed by IEMP efforts are not restocked by the Air Force to support the previous configuration.

7.4.11.3.1.3. The overhaul of security assistance customer engines is dependent on their participation in the respective IEMG. Overhauled engines usually receive the latest improvements resulting from that engine TMS's CIP. Because CIP components (parts or kits) are not available to non-IEMP members, and because old parts may no longer be stocked, there may be overhaul delays until an LOA is signed to fund the purchase and installation of CIP components.

7.4.11.3.1.4. Non-participants are not eligible for the following benefits.

7.4.11.3.1.4.1. Non-participants are not authorized to receive distribution of updated TOs that result from IEMP. TO supplements, changes, or revisions that result from the IEMP will not show a non-participant's engine configuration. Non-participants may require development of CSTOs that exclude IEMP changes. Development of CSTOs requires a separate case line item.

7.4.11.3.1.4.2. Non-participants will not receive TCTOs and kits developed by the IEMP.

7.4.11.3.1.4.3. Non-participants will not receive IEMP technical data, including ECPs and IEMP meeting minutes.

7.4.11.3.1.4.4. Non-participants will not receive data for new or improved maintenance practices, or extension of inspection and overhaul intervals developed by the engine CIP.

7.4.11.3.1.4.5. Non-participants will not receive technical assistance that is routinely provided under IEMP.

7.4.11.3.1.4.6. Non-participants cannot attend engine reviews.

7.4.11.4. Engine Safety. All non-hostile engine purchasers are informed of engine flight safety hazards by the SSM/DSM. However, safety TCTO kits and repair procedures are only sent to member countries by the IEMG. The IEMG chief will ensure that Security Assistance Organizations (SAO) are included as information addressees on all safety of flight TCTO messages in their respective countries. The intent is to keep the SAOs informed of the status of aircraft, engines, and missiles owned by their customers.

7.4.11.5. Suspended Customers. Customers that are suspended (but non-hostile) will normally be provided safety of flight information unless direction to the contrary is issued by SAF/IA. Suspended customers may receive safety-of-flight information only; they cannot receive items, including kits to correct a safety problem, or other services. There can be no contact at all with hostile countries.

7.4.11.6. Engine Contractors. If an IEMG non-member goes directly to a contractor to purchase CIP-type services, the contractor will not provide CIP information developed under the US government CIP or IEMP. The IEMG will inform prime engine and engine overhaul contractors about Air Force IEMP policy.

7.5. Leases, Loans, and Temporary Custody of Air Force Equipment.

7.5.1. Leases are authorized to customers under Chapter 6, AECA, when it is determined that there are compelling foreign policy and national security reasons for providing such articles on a lease, rather than a sales, basis, and the articles are not needed for US use during the proposed lease period. DoD Manual 5105.38-M (SAMM), Chapter 12, provides guidance for the preparation, coordination, and implementation of a lease agreement. Leases are written and managed by SAF/IA.

7.5.2. FMS Lease Support Cases. Leases are not FMS transactions and are not entered into the DSCA 1200 System. A lease will not be provided on an LOA, but a support LOA will be used for packing, crating, handling, transportation, and inspection of the articles (for shipment and on return) and associated restocking fee, and sale of associated articles and services, including refurbishment of the defense articles required prior to, during, or after the lease period. The support LOA will be used to recover applicable costs if an article is lost, damaged, or destroyed during the lease period.

7.5.3. Lease Data. The SAF/IA Country Director will coordinate with the appropriate Systems Program Office (SPO) and the cognizant Air Staff agencies to determine availability, normal life, and acquisition cost of articles to be leased. HQ USAF/XPP determines availability of aircraft and missiles. HQ USAF/ILX approves the release of war reserve materiel (WRM). SAF/FMBIS determines the rental cost. Lease data and files will be maintained and managed through DSAMS.

7.5.4. Lease Coordination. Leases must be coordinated with the following offices.

7.5.4.1. SAF/IAPX, SAF/GCI, SAF/FMBIS (all leases).

7.5.4.2. HQ USAF/IL and HQ USAF/XO (if any adverse impact on Air Force readiness is expected).

7.5.4.3. SAF/AQ and HQ USAF/IL and HQ USAF/XO (if significant combat equipment is included).

7.5.4.4. SAF/IAPD (for foreign disclosure approval of the article to be leased).

7.5.4.5. HQ USAF/XP for all aircraft to be leased.

7.5.5. Lease Processing. The Case Manager prepares the lease and determination according to the format in DoD Manual 5105.38-M (SAMM). A "Z" case designator for identification and control is obtained through DSAMS. If the lease involves INFOSEC, the designator will be established in the "ZO" series. Once the lease has been signed, the Case Manager will issue an IPD to implement the program.

7.5.6. Lease Duration. Leases shall be for a fixed time not to exceed five years and shall provide that, at any time during the leasing period, the US government may terminate the lease and require the immediate return of the defense article(s).

7.5.6.1. Lease amendments may be used to renew or change existing leases. Changes such as payment schedules, Schedule A items, or periods of performance are authorized.

7.5.7. Congressional notifications. The AECA, Sec 62(a) requires that leases of one year or longer must be reported to Congress not less than 30 days before entering into or renewing an agreement. If a lease for less than one year is renewed (amended), so that the total period of the original lease and the renewal or renewals equals or exceeds one year, the renewal causing the one year period to be reached or exceeded must be reported to the Congress 30 days before being entered into. However, the notification period for NATO, NATO member countries, Australia, Japan, and New Zealand is not less than 15 days. Subsequent renewals require a new notification.

7.5.8. Lease closure. The appropriate country director will notify DFAS-Denver that a lease can be closed. DFAS will make the final determination whether the lease can be closed, and will take appropriate action.

7.5.9. Loans of Air Force equipment.

7.5.9.1. Loans of Air Force defense articles to any friendly country or international organization may be arranged under exceptional circumstances by the authority of Section 503 of the FAA.

7.5.9.2. Section 65 of the AECA authorizes the loaning to NATO member countries and countries allied with NATO of material, supplies, or equipment for the purpose of carrying out a program of cooperative research, development, testing, and evaluation. The acceptance of a loan or a gift by NATO countries or countries allied with NATO is also authorized for such purposes.

7.6. Section 30 Sales.

7.6.1. The AECA, Section 30, permits the sale of government-manufactured defense articles, government-furnished equipment (GFE), government-furnished materiel (GFM), and related defense services to US companies under certain conditions.

7.6.2. LORs for Section 30 sales. The US company should send the LOR to SAF/IAPX. SAF/IAPX will forward the request to SAF/GCI for a legal opinion on whether the proposed sale is eligible under AECA, Section 30. If approved, SAF/IAPX will assign a two-place US company code (numeric plus alpha) and assign a regional division to handle the sale. The Case Manager will assign a pseudo-case

identifier using the US company code and case designator. No entries will be made in the DSCA 1200 System.

7.6.2.1. The Case Manager will ensure that the LOR is in accordance with AECA Section 30 and DoD Manual 5105.38-M (SAMM) before further processing, which includes submitting a copy of the export license, if required. If there are competing foreign requests, the Case Manager will obtain a DSCA decision on allocation of assets.

7.6.3. LOAD for Section 30 sales. The Case Manager will request LOAD as is done normally for FMS. LOAD requests must ask for information on Air Force appropriation to be reimbursed and for breakout of cost elements.

7.6.4. Sales Agreements. The Case Manager prepares and processes sales arrangements in the same format as a DSAMS-produced LOA. The Case Manager will include in the sales agreement only one cost, which will include administrative charges; packing, crating, handling, and transportation (PCH&T) charges (FMS accessorial rates for PCH&T); and other applicable costs.

7.6.4.1. If accepted, the Case Manager will implement with an IPD and will perform the following functions.

7.6.4.1.1. Ensure that the check received from the US company is sent to the implementing command's accountable Air Force office for processing.

7.6.4.1.2. Ensure that, if more than one command or agency is involved in implementation, the check is sent to the 11 SPTW/FM for deposit and for processing of proper vouchers to each command or agency. The IPD should show the proportionate share of the administrative charge and how these charges will be allocated to each command or agency.

7.6.4.2. Any changes to the sales agreement, such as financial delivery-performance, must be reported to the Case Manager.

7.7. Security Assistance Organization (SAO) Personnel Selection and Training.

7.7.1. A Security Assistance Organization (SAO) is located in a foreign country and performs assigned responsibilities related to the execution of security assistance management functions under Section 515 of the FAA. The personnel selected to staff these organizations must meet the criteria described herein.

7.7.2. Selection procedures. SAO assignment qualification criteria, selection procedures, and selection approval authority are listed in DoD Directive 2055.3, *Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel*, and AFI 36-2110. SAF/IA will approve or disapprove all Air Force personnel nominated for key SAO billets and will perform all military service responsibilities in accordance with DoD Directive 2055.3. The International Airmen Division (SAF/IAPA) is the SAF/IA focal point for all issues concerning Air Force personnel assigned to SAOs and will nominate and process SAO assignments.

7.7.3. Pre-departure training for security assistance duties. Once approved, selected personnel will be scheduled for appropriate language training, management training, pilot qualification, and other training as required. The SAO Tailored Training Approach Handbook, published by the Defense Institute of Security Assistance Management (DISAM), shall be used as a guide in scheduling preparatory training.

7.7.3.1. The pre-departure mandatory training requirements may be waived only by the Director, DSCA. The only exception is Unified Command training, which may be waived by the Commander of the Unified Command.

7.7.3.2. Travel and per diem costs associated with pre-departure training will be paid by Air Force appropriations in accordance with AFI 65-601V1, *Budget Guidance and Procedures* and AFI 36-2201, *Developing, Managing, and Conducting Training*.

7.8. Special Defense Acquisition Fund (SDAF).

7.8.1. DoD Manual 5105.38-M (SAMM) contains instructions for the SDAF. The Air Force develops proposals for SDAF item procurements, receives and executes military interdepartmental purchase requests (MIPR) for Air Force-managed items, monitors programs, manages and reports on inventories of delivered items, coordinates with DSCA on proposed sales of SDAF assets, and prepares LOAs when sales are approved.

7.9. Aircraft/Missile Technical Coordination Program (TCP).

7.9.1. The TCP is an Air Force program under which individual technical coordination groups (TCG) provide follow-on technical services for aircraft, missiles, Low-Altitude Navigation & Targeting Infrared for Night (LANTIRN) pods and related equipment. The TCP does not expand the basic performance (mission, design, and series) of a given type of system beyond that performance stated in its configuration item specification, except when permitted by SAF/IAPX. The TCP is a HQ AFMC program; AFSAC/IA establishes policy, provides program direction and oversight, and conducts annual program reviews. SAF/IAPX provides final approval for forming, revising, and disbanding the program group. Each TCG is responsible for program performance and financial management of the program. Since the TCP is a sustainment technical support program, it is applicable to aircraft, missile, and LANTIRN systems after delivery to the customer or as otherwise directed. Requests for waivers or deviations to policy should be sent in writing to HQ AFSAC/IA.

7.9.2. General TCP Information.

7.9.2.1. The purchase price of aircraft, missiles, LANTIRN pods does not include TCP follow-on technical support costs. TCP cost covers the management of sustainment technical and engineering services and logistics support. TCP membership exists on a shared basis, depending on the number of aircraft, missiles, and/or LANTIRN pods a member possesses as of 1 January of that program year.

7.9.2.2. Security assistance customers do not have to join the TCP to purchase aircraft, missiles, LANTIRN pods, but are encouraged to do so. The TCP aids its members in improving the serviceability, maintainability, and reliability of covered items (improved parts and maintenance techniques, improved inspection and overhaul intervals, modifications, etc.).

7.9.3. TCP Managerial Responsibilities. The TCP is a SAF/IA program, delegated to AFSAC/IA for implementation and execution.

7.9.3.1. SAF/IA will perform the following TCP functions.

7.9.3.1.1. Provide final approval for forming, revising, and disbanding programs.

7.9.3.1.2. Overseeing the program.

7.9.3.2. HQ AFSAC/IA will perform the following TCP functions.

7.9.3.2.1. Establish policy.

7.9.3.2.2. Approve waivers to or deviations from established policy.

7.9.3.2.3. Provide program direction and oversight.

7.9.3.2.4. Define the scope of each program.

7.9.3.2.5. Conduct annual program reviews.

7.9.3.2.6. Observe annual reviews conducted by the TCGs.

7.9.3.3. The TCG chief performs the following functions.

7.9.3.3.1. Program performance of his/her program

7.9.3.3.2. Request waivers or deviations to established policy from AFSAC/IA with informational copy to SAF/IAPX.

7.9.3.3.3. Supervise the TCG staff.

7.9.3.3.4. Responsible for office equipment, resources, supplies.

7.9.3.3.5. Financial management of FMS case funds.

7.9.3.3.6. Provide the AFSAC case manager with an excess funds drawdown letter no later than 90 days of the case expiration date.

7.9.4. TCG Organization.

7.9.4.1. Because the TCG is funded by FMS members, the TCG will be readily identifiable, both by name and function, within the ALC organizational structure. The TCG is a separate organization dedicated exclusively to the service of customers. This ensures proper utilization of TCG member-owned materiel, assets, and funds.

7.9.4.2. The TCG has a dedicated chief.

7.9.4.3. The TCG staff is comprised of engineering, logistical, technical, and clerical personnel. O&M-funded personnel will not be assigned to the TCG. Dedicated TCG personnel will not be matrixed out.

7.9.4.4. The TCG has authority to directly interface with other ALC activities and managers.

7.9.4.5. Only personnel assigned to the TCG, or certified by the TCG chief as directly augmenting the TCG, are authorized to use line item case funds. Under no circumstances will any costs relating to the TCG be borne by the US government, nor will the customer bear any cost related to Air Force activity.

7.9.4.6. Direct communications between the TCG and member customers is authorized and encouraged. TCGs will ensure that Case Managers are advised as appropriate.

7.9.4.7. AFSAC/IA will conduct an annual review of each TCG. Periodic status reports may be requested. In addition, major issues (e.g., fleet groundings that affect foreign aircraft, etc.) will be reported to AFSAC/IA with an information copy to SAF/IAPX as soon as they occur, with updates every thirty days until the issue is resolved.

7.9.5. TCG Functions. The TCG is the security assistance member's single point of contact for technical sustainment support in maintaining, modifying (including repair assistance and contracting for actual repairs), and operating its aircraft, missiles, and LANTIRN systems. Issues concerning aircraft engines or electronic warfare devices will be referred to the International Engine Management Program (IEMP). The TCG will ensure that country requests for which the TCG is not responsible are forwarded to the proper office of primary responsibility (OPR) for action. In addition, the TCG performs the following functions.

7.9.5.1. Coordinates and interacts with the applicable offices in HQ AFMC, ASC, and the ALCs and AFSAC to support its members.

7.9.5.2. Notifies members of safety problems. The TCG ensures that each program member has a current address to which it may report safety hazards or other problems.

7.9.5.3. Researches and recommends solutions to flight safety problems.

7.9.6. TCG services. The TCG provides the following common services. Member countries desiring additional services must submit an LOR and bear any additional associated costs.

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

7.9.6.2. Deficiency reports (DR) (in accordance with Chapter 5, TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*) for applicable items and related equipment.

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

7.9.6.4. Modifications. Development of individual implementation plans (in coordination with members) for released modifications. Approved modifications offer cost-effective ways to improve weapon systems or to correct materiel deficiencies. Specifically, modification can improve system performance, reliability, and maintainability, or adapt systems to meet new or changing threats.

7.9.6.5. Technical data. The maintenance of a library of its members' Country Standard Technical Orders (CSTO).

7.9.6.5.1. TCGs may assume management responsibility for TOs and TO updates no longer used by the DoD. The transfer of responsibility will be made by agreement with the system SPD and the TCG Chief.

7.9.6.5.2. TOs managed by the TCG may be contractually supported under an additional case line item.

7.9.6.5.3. The TCG will ensure that all interim, operational, and safety technical orders are provided to member countries.

7.9.6.6. AFTO Form 22. The TCG processes and evaluates Air Force Technical Order (AFTO) Forms 22 that are applicable to country standard items. AFTO Forms 22 that affect both the Air Force and TCG participants are coordinated with the prime Air Force operating command.

7.9.6.7. Configuration status accounting. On request, the TCG will assist member countries in establishing a configuration management system. The system will enable an audit of TCTO com-

pliance, by aircraft and LANTIRN serial number, based on data provided by the purchaser. Configuration accounting is not applicable to missiles.

7.9.6.8. Technical Problem Resolution. The TCG will evaluate and recommend solutions to problems identified by the members. The TCG will communicate such information directly to members for problem prevention or correction. The TCG investigates, analyzes, and resolves service-revealed difficulties or problems reported by the TCG members user. TCG accepts problems identified by the following means.

7.9.6.8.1. Deficiency reports (DR) (IAW Chapter 5, TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*).

7.9.6.8.2. Accident and incident reports.

7.9.6.8.3. Reports to contractor representatives.

7.9.6.8.4. Reports from Weapon System Logistics Officers (WSLO).

7.9.6.8.5. Other Air Force personnel, written or oral reports through the TCG chief.

7.9.6.9. Functions not provided. The TCP does not provide the following functions.

7.9.6.9.1. Production or modification hardware kits or maintenance labor.

7.9.6.9.2. Engineering support to the production process.

7.9.6.9.3. Training requirements. Requests for training should be sent to AFSAT, 315 J Street West, Randolph AFB, Texas 78150-4302.

7.9.6.9.4. P&A or LOA data studies for modifications, unless requested through DSAMS.

7.9.6.9.5. Releasability of data not currently a configuration of the member country's account.

7.9.6.9.6. Configuration control. It is the purchaser's responsibility to manage configuration.

7.9.6.9.7. TO status information. A customer's request for TO status information should be sent to OC-ALC/TILUF, Midwest City, Oklahoma, TO publications case line manager, in accordance with TO 00-5-19, *Security Assistance Technical Order Program (Technical Manual)*.

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

7.9.7. Technology Restrictions and Foreign Disclosure. If there are technology restrictions or other restrictive guidance on engineering change proposals (ECP) or modifications, TCG personnel must consult the delegation of disclosure authority letter (DDL) and other releasability guidelines. If no written guidance exists, consult with the local Foreign Disclosure Office (FDO) and/or the Deputy Under Secretary of the Air Force (International Affairs) Disclosure Division, Munitions License Branch (SAF/IAPD) for international technology release guidelines.

7.9.8. TCP Reviews. There are two types of review: worldwide reviews (WWR) and individual in-country reviews. The agenda will include a review of projects and their results, financial statuses, common technical/maintenance problems and goals, and ways of improving the program.

7.9.8.1. The WWR will occur on an as-required basis. The TCG will host the review. All members are invited to attend US government-sponsored reviews. Security assistance members are responsible for their own travel costs. Travel expenses for customers cannot be included in LOAs.

7.9.8.1.1. Disclosure Policy for TCG WWRs. TCG WWRs are US government-sponsored meetings. The TCG chief is responsible for the review and approval of briefings given at WWRs and for appropriate contractor participation during WWRs. Responsibility for compliance with foreign disclosure policy remains with each TCG chief through the local Foreign Disclosure Office (FDO). If the TCG chief wishes to allow a non-US government-sponsored forum for contractors to brief or have discussions with customers, the following conditions must be met.

7.9.8.1.1.1. The US government-sponsored meeting must be separate and distinct from the non-US government-sponsored meeting.

7.9.8.1.1.2. Foreign attendees must be made aware through a disclaimer, or other means, of what is US government-sponsored and what is not sponsored by the US government.

7.9.8.1.1.3. Contractors must ensure that they have an export licenses for each attending customer or that their legal departments have determined that the information to be briefed, discussed, and provided on handouts does not require an export license. A copy of the determination will be provided in writing to the TCG prior to the meeting. The TCG chief will maintain a file of letters from participating contractors that they are in compliance. An agenda for the WWR will be provided to AFSAC/IA no later than two weeks prior to the meeting. AFSAC/IA will not be responsible for clearing the agenda but will be available for consultation upon request.

7.9.8.2. Individual country reviews are held in a member's country when requested. In-country reviews are encouraged because they provide cross-feed of information at the working level. Air Force participation is funded through the appropriate TCG LOA line item. As determined by the TCG chief, Air Force personnel may be funded to participate on in-country reviews if deemed necessary to augment the TCG team. These reviews are encouraged. They provide for a maximum number of country personnel to attend and benefit from the reviews, as well as actively contribute to the program.

7.9.9. FMS Cases for TCP.

7.9.9.1. TCG Case. TCG LOAs are typically "G" cases, prepared, implemented, and administered by AFSAC. However, these services may be provided as line items on other types of cases (i.e., "S" or "Q"). Each TCG is responsible for conducting and financially managing the program. Any case or line where services are administered by the TCG will be implemented to the TCG only.

7.9.9.2. When a TCG member buys additional aircraft/missiles managed by the TCG, a new FMS case for the TCG is not required. Instead, a statement will be included on the attachment to the LOA stating the purchaser agrees to continue participation in the aircraft/missile TCG.

7.9.9.3. LOAs for aircraft/missiles/LANTIRN TCGs will include the following items.

7.9.9.4. Internal Services (line 001) includes personnel costs, facilities, supplies, CONUS travel, technical publications, and equipment for the exclusive technical support of the participating security assistance countries. The TCG is responsible for accountability of equipment.

7.9.9.5. Contract Services (line 002) is to fund projects that exceed the TCG's internal capability when requested by the customer. Services such as contractual engineering, technical investigation supports, printing, and reproduction of data may be funded under this line item.

7.9.9.6. Studies and Surveys (line 003) funds the OCONUS travel expenses of the TCG personnel as requested by and in support of a member. Expenses of other Air Force technical personnel augmenting the TCG, including salaries, are also reported on this line item. This line is the member's option and is not required to participate in the program. Only personnel assigned to the TCG or providing temporary direct support to the TCG may use these funds. This line is not intended for travel to CONUS of any in-country personnel, SAO personnel, contractors, etc. in support of their individual country.

7.9.9.7. Lines for engineering drawings, aircraft structural integrity program (ASIP), software, etc., may be added when approved by the TCG chief and implemented to the TCG.

7.9.10. LOAs for TCGs.

7.9.10.1. AFSAC will request LOA data from the TCG no later than 7 months before start of the country's program year and ensure the LOA is offered and accepted by the country in a timely manner. This is necessary to ensure uninterrupted support.

7.9.10.2. The LOA will state that it is each member country's responsibility to budget for travel and per diem expenses for their personnel to attend both CONUS and in-country TCG reviews. These funds cannot be part of the LOA.

7.9.10.3. The LOA will include an attachment in the supplemental conditions to the LOA that briefly explains the services provided to the country under the TCG, including Air Force responsibilities and Purchaser's responsibilities to the program and requirements that are unique to the Purchaser's program.

7.9.10.4. TCG participation is assumed to be a continuous requirement unless the member country's LOA signatory authority notifies the AFSAC Country Manager (information copy to the TCG, AFSAC/IAS, the SAF/IA Country Director, and SAF/IAPX). Notification to terminate TCG membership must be made no later than 180 calendar days prior to expiration of the current LOA. An LOA Note will be included in the TCG LOA outlining this requirement.

7.9.10.5. Customers are encouraged to request multiyear participation in the TCG to ensure uninterrupted support.

7.9.11. TCG Costs. TCG members must share program costs on a proportional basis. A participant's share of TCG cost is based on the total quantity of aircraft/missiles/LANTIRN possessed by a member at the beginning of the program year.

7.9.11.1. TCP Inventory and Cost Determination. Individual TCG Chiefs are responsible for annually verifying respective member countries' aircraft, missiles, and LANTIRN pod inventories as the basis for developing LOAs. The individual TCGs will request their members (current and potential) to provide a written list reflecting anticipated inventories at the start of each program year. The country confirmation will consist of a listing (e.g., aircraft tail numbers or number of missiles) and configuration for accounting traceability. The pro-rata share of a given TCG for a specific program year is based on the total quantities in the member's inventory at the start of each program year. If inventory quantities are not provided in a timely manner, the previous year's inventory, plus or minus any documented changes, will be used.

7.9.11.2. The criterion for including an item in the current year LOA inventory is that the aircraft, missile, or LANTIRN pod is currently capable or could in the future be capable of receiving ben-

enefit from TCG membership. Systems in the following statuses are deemed incapable of receiving benefit from TCG membership and will be excluded from the inventory.

7.9.11.2.1. Destroyed units.

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

7.9.11.2.3. Units in non-recoverable storage (units not protected against deterioration).

7.9.11.2.4. Units designated for long-term parts cannibalization.

7.9.11.3. Systems undergoing modification/PDM will continue to be charged pro rata since the country may require assistance from the TCG. The TCG Chief is the final authority on whether a unit should be included in the LOA chargeable inventory.

7.9.11.4. TCG participation will also include aircraft, missiles, or LANTIRN pods produced in a foreign country under license agreement with a US manufacturer. Items produced under license agreement with a US manufacturer and supported by Air Force-managed TCGs are considered part of the worldwide TCG inventory.

7.9.12. Inventory adjustments. Countries may request adjustments to inventory quantities during the year by writing to the TCG Chief, stating the justification for the adjustment (e.g., destroyed in mishap, transferred to another country, etc.). Information must be included on the disposition of the aircraft, missiles, or LANTIRN pods (e.g., destroyed in mishap, transferred to another country, etc.). Financial adjustments to program cost will be adjusted as they occur.

7.9.13. Non-participation in TCG. Eligible purchasers who decide not to take part in TCGs will not receive the following benefits.

7.9.13.1. Will not receive TO supplements and revisions that result from TCG efforts (are not shown in the non-participant's aircraft/missile configuration).

7.9.13.2. Will not receive TCTOs developed through the TCG for country-standard equipment, except to document safety-of-flight hazards.

7.9.13.3. Will not receive TCG technical data, including ECPs and TCG meeting minutes.

7.9.13.4. Will not receive TCG technical assistance. Non-member countries that request technical assistance or support from the TCG will be encouraged to join the TCG. However, if the country does not join the TCG, it will be referred to the SPD for support. A case may be required to provide the requested support that will be fully funded by the country.

7.9.13.5. Are not authorized to receive distribution of updated TOs that result from TCP activities. Development of CSTOs requires a separate case line item. Release of TO updates will be at the discretion of the SPD.

7.9.13.6. Cannot attend TCG reviews.

7.9.13.7. Will not receive data for new or improved maintenance practices, or extension of inspection and overhaul intervals developed by the TCG.

7.9.14. Safety. The TCGs will inform all non-hostile countries of safety-of-flight hazards. The TCG Chief will ensure that SAOs are included as information addressees on all safety-of-flight TCTO messages for their respective countries.

7.9.15. Suspended countries. Countries that are suspended (but non-hostile) will normally be provided safety-of-flight information unless direction to the contrary is issued by SAF/IA. Suspended countries may receive safety-of-flight information only; they cannot receive items, including kits to correct safety problems, or other services. There will be no contact at all with hostile countries.

7.10. Worldwide Warehouse Redistribution Services Program (WWRS).

7.10.1. The Air Force provides, through WWRS, a materiel listing and transfer service for materiel held by customers and international organization to fill other FMS or US government requirements consistent with US law. This function is provided under the AECA, 22 U.S.C 2761, Section 21, which provides for the sale of defense services, and subsection (m), which allows for the return of non-significant military equipment (non-SME) categorized defense articles. Non-SME (as defined in the AECA) transfers under WWRS rules do not constitute a third-party transfer; rather, transfer process outlined in subsection (m) is used, and consists of two separate two-party transfers.

7.10.2. Purchaser participation. All customers are automatically considered participants as buyers in the WWRS program. If AFSAC is not advised, any eligible FMS requisition could be filled by the WWRS. Purchasers of WWRS materiel utilize their existing FMS blanket order requisition cases to order WWRS-listed materiel. The WWRS program interfaces with the Cooperative Logistics Supply Support Arrangement (CLSSA), the Parts Repair and Ordering System (PROS), and the Air Force FMS Retention programs in order to select the best method of support for the customer. Customers can decline using the WWRS program as a method of supply by so advising AFSAC.

7.10.3. Seller Participation. In order to participate as a materiel seller, the customer must establish an LOA for WWRS services with AFSAC.

7.10.3.1. Seller's WWRS Case. WWRS cases are usually "Q" cases, with the LOAs prepared, implemented, and administered by AFSAC. The WWRS LOA is written as a blanket-order value-controlled services case. The LOA, when written as a stand alone case, contains special financial terms and arrangements for the automatic transfer of funds from the customer's trust fund to the WWRS LOA. A WWRS line may be added to a new or existing case, provided the case designator allows for custom commitment and requisition input; however, adding a line to an existing case may impact the special financial terms.

7.10.4. Financial Policy. Requisitions with an extended value of less than \$2,500 are assessed a minimum transfer fee.

7.11. Missile Technology Control Regime (MTCR) Program.

7.11.1. The MTCR is an informal international political arrangement designed to control the proliferation of rocket and unmanned air vehicle systems (and their associated equipment and technology) capable of delivering weapons of mass destruction. It was formed in 1987 and has since been expanded to include 32 member countries. The regime controls are applicable to such rocket and unmanned air vehicles as ballistic missiles, space launch vehicles, sounding rockets, unmanned air vehicles, cruise missiles, drones, and remotely-piloted vehicles capable of delivering a 500-kilogram (1102-pound) payload at least 300 kilometers (186 miles).

7.11.2. General MTCR Information.

7.11.2.1. Although the regime is voluntary on the part of each signatory country, various countries, including the US, have passed laws restricting the export of MTCR-controlled items (see

AECA -- 22 U.S.C. 2792-2797(b)(2)). In this regard, both the Department of State (DoS) and the Department of Commerce (DoC) have a role in regulating the export of MTCR-controlled items. The Department of Defense (DoD) assists these agencies by identifying MTCR-controlled items that foreign customers have requested to purchase through FMS. As part of the MTCR LOA review process, LOAs will be reviewed for potential MTCR-controlled items during the their development and prior to their coordination for MILDEP signature.

7.11.2.2. The DoD, through the Defense Security Cooperation Agency (DSCA), is responsible for reviewing LOAs for possible MTCR-controlled items. These established review procedures serve to expedite LOA processing times, while ensuring compliance with MTCR legislation.

7.11.3. MTCR LOA Review Process. Two separate reviews of LOAs for MTCR-controlled items will be conducted during the pre-LOA work-up and during final coordination of the LOA for MILDEP signature.

7.11.3.1. First Review. Letters of Request (LOR) are received at the appropriate case-writing activity, (i.e., SAF/IA, AFSAC, or AFSAT) for validation and processing of LOA data (LOAD) requests to sources of supply.

7.11.3.1.1. The System Program Office (SPO), program manager (PM), or equivalent-level office shall perform a technical review of each LOAD request, as early in the LOA development process as practical. This review will identify any possible MTCR-controlled items contained in the LOAD request or envisioned to be part of the associated program. In order to ensure a standard quality technical review, MTCR reviews must be accomplished either by personnel who have completed the DSCA-approved Missile Technology Proliferation Course, or who have equivalent experience in the area of the MTCR and ballistic missile proliferation. SAF/IA, AFSAC, and AFSAT are required to maintain a roster of personnel qualified to perform MTCR reviews and shall forward an updated roster to SAF/IAPX within 30 days after personnel have completed MTCR training.

7.11.3.1.2. If no possible MTCR-controlled items are found, the LOAD request shall be processed as normal. A statement will be added to the LOAD submission, stating that an MTCR compliance review was conducted and that no MTCR-controlled items were identified.

7.11.3.1.3. If possible MTCR-controlled items are found, the reviewer shall transmit a draft of the LOAD to the MTCR POC so that these items can be reviewed, while the formal LOAD continues to be processed.

7.11.3.1.4. A list of the following items shall be forwarded at the earliest opportunity to the SAF/IA, AFSAC, or AFSAT MTCR POC for appropriate action.

7.11.3.1.4.1. Complete case identifier.

7.11.3.1.4.2. A general case description, identifying major associated systems.

7.11.3.1.4.3. Military Article and Services List (MASL) number of the item(s) (if known).

7.11.3.1.4.4. Nomenclature of each item.

7.11.3.1.4.5. Full and detailed description of each item, to include manufacturer (if known).

7.11.3.1.4.6. Reason articles are identified as potential MTCR-controlled items.

7.11.3.1.5. Upon receipt of the list from the SPO the cognizant MTCR POC will advise the Director, Weapons Division, Defense Security Cooperation Agency (DSCA) of the identified articles. A courtesy copy will also be provided to SAF/IAPX.

7.11.3.1.6. DSCA shall forward a memo to Deputy Director, Regional Security and Arms Transfer Directorate, Bureau of Political/Military Affairs, Department of State for an expeditious determination of releasability of the MTCR items. Processing of the case will continue during the DoS review.

7.11.3.2. Second Review. During the final preparation of an LOA, the MTCR POC will review the LOA to ensure that an MTCR technical review was conducted. The final coordination of all LOAs must include a requirement for an MTCR review prior to MILDEP signature.

7.11.3.2.1. The MTCR POC shall review each LOA to ensure that a technical review was conducted by personnel trained and/or knowledgeable with MTCR legislation and compliance requirements. The LOA transmittal memorandum to DSCA must contain a statement that a qualified individual accomplished an MTCR review prior to MILDEP signature. If no MTCR items were identified, the transmittal memo should so state. If possible MTCR-controlled items were identified in the LOA, the transmitting agency shall confirm that the list of possible MTCR-controlled items was previously forwarded to DSCA. Additionally, a statement that the LOA contains possible MTCR-controlled items will be included in the transmittal memorandum, and a copy of the MTCR memo shall be attached.

7.11.3.2.2. In the case of blanket-order cases for the sale of materiel to support end-items previously sold to a customer (via FMS or DCS), a detailed review will not be necessary. It is assumed that any possible MTCR-controlled items associated with this system would have been identified and reviewed in the end-item LOA. However, to ensure against diversion of any delivered items, the blanket-order LOA shall include the following as a standard note: "Items ordered under this LOA may only be used for the maintenance of major end items previously transferred via Foreign Military Sales or Direct Commercial Sales. The customer agrees not to divert these items to any other use to include but not limited to ballistic missile and weapons of mass destruction programs without the expressed written consent of the United States Government (USG)."

Chapter 8

SERVICES PROVIDED IN-COUNTRY

8.1. Security Assistance Team (SAT).

8.1.1. SATs consist of US military and DoD civilians sent to a foreign country on temporary duty (TDY) or permanent change of station (PCS) status to provide technical assistance or training. Types of SATs include, but are not limited to, the following.

8.1.2. Technical Assistance Team (TAT). TATs consist of US DoD personnel deployed to a foreign country on TDY to place in operation, maintain, or repair equipment provided under security assistance programs. TATs will not be used to provide technical training or instruction (except for incidental, over-the-shoulder opportune training) in conjunction with their primary mission.

8.1.3. Technical Assistance Field Team (TAFT). TAFTs help install, operate, maintain, and support weapons systems and equipment purchased from the US government. While doing these tasks, they may also provide incidental, over-the-shoulder opportune training. On-the-job training (OJT) is not permitted. TAFTs are deployed on a PCS basis.

8.1.4. Weapon System Logistics Officer (WSLO). WSLOs represent the SPD and help the support base and user activities in resolving weapon system logistics support problems. These individuals may also provide incidental, nonessential, opportune, over-the-shoulder training in logistics. WSLOs are deployed on a PCS basis.

8.1.5. Mobile Education Team (MET). METs are teams of DoD personnel on TDY in foreign countries for the purpose of educating foreign personnel in defense-related areas and subjects.

8.1.6. Mobile Training Team (MTT). MTTs train personnel to operate, maintain, and use weapon systems and support equipment, or help train personnel in other special skills related to military functions. MTTs are deployed on a TDY basis.

8.1.7. Extended Training Service Specialist (ETSS). An ETSS provides advice, instruction, and training in installing, operating, and maintaining weapons, equipment, and systems. This includes Language Training Detachments (LTD). ETSS personnel are deployed on a PCS basis.

8.1.8. Other. Other Air Force personnel may provide services in-country under an LOA line item (i.e., logistic support groups).

8.2. Relationships and Responsibilities.

8.2.1. The chief of the diplomatic mission supervises the in-country activities of SATs through the Chief, Security Assistance Organization (SAO). AFSAT is the implementing command for TAFTs, ETSSs, LTDs, and MTTs. The MAJCOM providing personnel resources acts as implementing command for TATs, WSLOs, and PMOs.

8.2.2. Unified Command. The Unified Command will accomplish the following.

8.2.2.1. Command and supervise SAOs in their area of responsibility (AOR), but not in matters that are functions or responsibilities of the Chief of the US Diplomatic Mission.

8.2.2.2. Provide necessary technical assistance and administrative support to SAOs to ensure the efficient and effective oversight of SAT activities.

- 8.2.2.3. Determine the level of support (quality of life (QOL) and mission sustainment (MS)) for all DoD personnel in its AOR, including SATs.
- 8.2.2.4. Determine where medical and dental support not available at the SAT duty station will be provided.
- 8.2.2.5. Specify who will provide logistic support, including the issue of special clothing and equipment to the SAT.
- 8.2.2.6. Decide where personnel records support for PCS SAT personnel will be located.
- 8.2.3. SAO chief. The SAO chief will accomplish the following.
 - 8.2.3.1. Exercise disciplinary authority and routine administration over in-country SATs.
 - 8.2.3.2. Coordinate the team's activities to ensure compatibility with other DoD elements.
 - 8.2.3.3. Ensure that SATs comply with directives lawfully issued by the Chief of Mission and keep the unified command informed on SAT activities and progress.
- 8.2.4. SAO. The SAO will accomplish the following.
 - 8.2.4.1. Submit a Two Year Training Plan, which identifies future SAT requirements from Air Force resources.
 - 8.2.4.2. Estimate in-country housing, leasing, and other in-country support costs, and informally coordinate PCS team requirements with the Chief or Deputy Chief of Mission and the embassy administrative officer to identify and address any concerns.
 - 8.2.4.3. Arrange and approve housing and leasing for team through contracting personnel.
 - 8.2.4.4. Establish a Foreign Area Administrative Support (FAAS) Agreement, where required.
 - 8.2.4.5. Set up an agreement with the host country on the personnel status of SAT members.
 - 8.2.4.6. Submit requisitions and AF Form 1780, **Request to Establish/Change Foreign Language Designated Positions (LDP)**, In-Place Consecutive Overseas Tours (IPCOTS), and extensions to the Air Force Military Personnel Center (AFMPC) with information copy to the line manager for PCS SAT military personnel.
 - 8.2.4.7. Request call-up of TDY personnel.
 - 8.2.4.8. Confirm in-country support and resources are available before team arrival.
 - 8.2.4.9. Provide administrative and clerical support.
 - 8.2.4.10. Establish and review team property and inventory records.
 - 8.2.4.11. Review and approve requests for, and disposition of, QOL and MS items.
 - 8.2.4.12. Review and approve TDY requests for team personnel who are required to travel to perform the team mission. Note that SAT case funds are not authorized to support SAO TDY requirements.
 - 8.2.4.13. Review team requests for annual funding to verify that they are reasonable.
 - 8.2.4.14. Review team petty-cash funds.
 - 8.2.4.15. Establish procedures for payment of local-hire personnel that support SAT personnel.

- 8.2.4.16. Provide administrative support of SAT personnel through the team chief, when required.
 - 8.2.4.17. Identify passport and visa requirements, and coordinate SAT country clearances.
 - 8.2.4.18. Submit quarterly financial report for permanent change of station (PCS) teams as specified in DoD Regulation 7000.14-R, Volume 15.
- 8.2.5. SAT chief. The SAT chief is usually the senior team member and will accomplish the following.
- 8.2.5.1. Assign duties and responsibilities to team personnel as provided in the specific program.
 - 8.2.5.2. Be responsible to the Air Force Case and Line Manager for accomplishing the SAT mission and expending funds designated for team use.
 - 8.2.5.3. Request and justify QOL and MS items to the SAO before purchase, and maintain accountability records for these items.
 - 8.2.5.4. Justify and request SAO approval of TDY required to accomplish the team mission.
 - 8.2.5.5. Prepare SAT reports as specified in paragraph 8.6. of this manual.
- 8.2.6. Line manager. The line manager for SATs will accomplish the following.
- 8.2.6.1. Coordinate with the Air Force Personnel Center (AFPC) to ensure that pre-departure training meets the needs of the team member.
 - 8.2.6.2. Provide the team chief with oral and written instructions concerning responsibilities.
 - 8.2.6.3. Ensure that personnel requisitioning is timely and within the scope of the LOA.
 - 8.2.6.4. Confirm that in-country support has been arranged prior to team deployment.
 - 8.2.6.5. Review payment vouchers to ensure that expenditures are based on current directives.

8.3. SAT Support.

- 8.3.1. The level and quality of support for team personnel will be equal to support provided to other DoD personnel of equivalent grade in-country (e.g., SAO personnel). AFJI 16-104 provides guidance for the administrative and logistical support for overseas SAOs and should be used to determine SAT support. The customer must pay for SAT support costs or provide aid-in-kind (AIK). If the customer fails to provide AIK as agreed in the LOA, case funds will be used (with approval of the Line Manager).
- 8.3.2. Quarters. Quarters for SAT personnel must be equivalent to US standards for the country involved.
- 8.3.3. Quality-of-life (QOL) support. QOL items are articles or services that will have a positive effect on the living and working environment of the deployed SAT. Factors to be considered in determining specific QOL item requirements include availability of suitable entertainment, climate, geography, security, local language, and recreational facilities. QOL items and support do not include charges for consumables, memberships, lessons, etc. QOL items include, but are not limited to, magazines, athletic equipment, camping equipment, equipment repair, etc. The SAO chief must approve expenditures for and disposition of QOL items.

8.3.3.1. QOL items for SATs, funded by non-refundable credit or International Military Education and Training (IMET), will be funded by the Air Force and not from funds provided to the SAO or unified commands.

8.3.3.2. If Air Force funds are inadequate to meet QOL requirements, FMS case funds may be used if specifically authorized in the LOA.

8.3.3.3. QOL items cannot be funded under IMET, but IMET funded teams may use existing in-country SAT stocks of such items.

8.3.3.4. QOL items are procured for the team rather than for individual use and are owned by the customer. TV and VCR equipment can be purchased only for use in a dayroom type of situation. Individual families are not authorized TV or VCR support.

8.3.4. Mission Sustainment (MS) Support. MS items are articles and services that are essential for the successful accomplishment of the SAT mission. The Air Force may provide these items to deploying teams, or the teams may acquire them in-country. The cost of MS items will be charged to the FMS case or IMET program. Examples of MS items include, but are not limited to, housing, dependent education, medical support and evacuation, security guards, drivers, physical conditioning equipment, and environmental and morale leave. The SAO chief must approve expenditures for and disposition of MS items.

8.3.5. Environmental Morale Leave (EML). EML travel for military and DoD civilian personnel under FMS cases will be limited to levels currently authorized by DoD policy.

8.4. Letter of Request (LOR) for SATs.

8.4.1. **LOR Format.** The amount of detail available during early phases of an SAT call-up affects the quality of the service provided by that team. An LOR for an SAT must include information on the requirement, support arrangements, reporting instructions, etc. See [Attachment 15](#) for Technical Assistance Team (TAT) and Technical Assistance Field Team (TAFT) worksheet format and [Attachment 16](#) for the SAT checklist. The Purchaser (or the SAO on behalf of the requester) prepares the worksheet. The SAO will verify that administrative, financial, and contracting support (such as signing leases or rental car agreements) is available at this time. All assumptions will be identified in the LOR.

8.4.2. LOR lead-times. Purchasers must send LORs for SATs to the Air Force agency responsible for preparing the FMS case at least 12 months before the team is needed. The need for a foreign-language-qualified individual may increase lead-time requirements by an additional year. If prerequisite training is needed to qualify people for SAT duty, the call-up date may be delayed. Requests for team extensions or sustainment LOAs will be submitted at least 12 months before the existing case expires.

8.5. LOAs for SATs.

8.5.1. TAFTs and PCS training teams are provided under a "T" case prepared by AFSAT or under a training line in LOAs for system sales. SATs for non-training services are provided under a "D", "G", "S" or "Y" case.

8.6. SAT Reporting Requirements.

8.6.1. TDY Teams. The team chief prepares the initial SAT report 30 days after arrival (0), a final report ([Attachment 18](#)) upon mission completion, and progress reports immediately on encountering difficulties that may impact the success and timeliness of the mission. When the TDY lasts less than 9 weeks, the initial and final reports may be combined and submitted at the end of the mission. The team chief must also debrief the SAO on mission completion.

8.6.2. PCS Teams. The team chief prepares the initial report 30 days after arrival ([Attachment 17](#)). During out-processing, the team chief must submit an end-of-tour report ([Attachment 18](#)). In addition, the team chief will submit progress reports immediately on encountering difficulties or as directed by the SAO chief. The SAO will provide quarterly financial reports according to DoD Regulation 7000.14-R, Volume 15. The team chief must debrief the SAO on completion of the tour and will debrief the Line Manager or Case Manager on request.

8.7. Replacement of SAT Personnel.

8.7.1. If SAT personnel must be replaced, the transportation cost for replacement personnel is charged to the FMS case or IMET program. The Line Manager makes sure replacement action meets the scope of the program.

8.8. Contractor Training Teams.

8.8.1. See AFJI 16-105 for guidance unique to training teams, including processing requests for training teams under the IMET program.

8.9. Contractor Engineering Technical Services (CETS).

8.9.1. Policy and procedures for CETS are specified in AFI 21-110, unless separately addressed in the following paragraphs. CETS personnel provided under security assistance programs will be assigned to the SAO for administrative support. CETS consist of technical support, advice, and instruction in the installation, operation, and maintenance of weapons systems and equipment. CETS personnel should receive some form of anti-terrorism training and local orientation training.

8.9.2. Training CETS. AFSAT is responsible for CETS when the primary task is training. Lines for these services are identified as FMS training services under generic code "N00" in a system sale or "T" case.

8.9.3. Other CETS. AFSAC is responsible for CETS when the primary task is other than training. When CETS taskings include training, AFSAT will be consulted to ensure proper development of the contract SOW. Non-training CETS are provided under a non-training line item in a system sale or "G" case. If an LOR is received which requests both training and non-training CETS positions, the training positions will be identified under a training line and assigned to AFSAT.

8.9.4. Relationships and Responsibilities.

8.9.4.1. SAO. The SAO will accomplish the following.

8.9.4.1.1. Identify CETS requirements.

8.9.4.1.2. Assist country in preparing the LOR (which includes detailed information on the requirement for CETS). See [Attachment 19](#) for a CETS checklist.

- 8.9.4.1.3. Ensure that adequate facilities and resources to accomplish the mission are available before arrival of CETS representatives in-country.
- 8.9.4.1.4. Coordinate support functions for CETS personnel with the applicable organization in-country including logistics support (lodging, transportation, communications equipment, facilities, etc.) if such support is part of the CETS contract, before initiating CETS call-up.
- 8.9.4.1.5. Initiate call-up of personnel for the CETS.
- 8.9.4.1.6. Monitor CETS to ensure that personnel are used for the functions described in the LOA, task work specification (TWS) (**Attachment 20**) or statement of work (SOW), and certify the monthly certificate of service (COS) through the MAJCOM contracting office.
- 8.9.4.1.7. Brief all CETS personnel on local security matters.
- 8.9.4.1.8. Issue AF Form 1293, **Request and Authorization for Temporary Duty - Contractor Personnel**, for CETS personnel for TDY required when in country to accomplish the CETS mission.
- 8.9.4.1.9. Investigate serious incidents involving CETS personnel, including incompetence, and forward results to the Case and Line Manager.
- 8.9.4.1.10. Evaluate effectiveness of CETS at the end of the mission and provide feedback to the case and line managers.
- 8.9.4.1.11. Obtain an agreement with the host country on the diplomatic status of team personnel.
- 8.9.4.1.12. Give administrative and clerical support.
- 8.9.4.1.13. Obtain an agreement with the American Embassy for any administrative and logistics support to be provided to CETS personnel (leasing housing, rental vehicles, etc.).
- 8.9.4.2. Line manager. The line manager for CETS will accomplish the following.
 - 8.9.4.2.1. Obtain and provide LOAD for CETS through the MAJCOM contracting office.
 - 8.9.4.2.2. Ensure the requesting country or SAO provides sufficient information on the CETS requirement, including tasks to be accomplished by CETS personnel.
 - 8.9.4.2.3. Ensure that the TWS or SOW is clear, to ensure that the mission is accomplished.
 - 8.9.4.2.4. Identify and schedule pre-departure orientation or training for CETS personnel, as required.
 - 8.9.4.2.5. Request amendments or modifications to the FMS case.
 - 8.9.4.2.6. Resolve any CETS issues that arise with the contractor, through the MAJCOM contracting office.
- 8.9.5. Privileges and Support.
 - 8.9.5.1. Contractor personnel providing field services under IMET will receive the same privileges and logistics support as contractor field services (CFS) funded by Air Force appropriations. Support under FMS will not exceed that authorized in AFI 21-110 and will be limited to that included in the additional terms and conditions of the LOA. The TWS, administrative data section,

will reflect the privileges and logistics support to be provided to the CETS. The Purchaser must pay all costs for the support of CETS.

8.9.6. LORs.

8.9.6.1. The Purchaser will send to AFSAT all LORs for CETS that are predominantly training, and will send to AFSAC sustainment CETS for other-than-training. LORs for systems cases may include a request for a CETS line item. Purchasers should submit LORs for CETS at least 11 months before the desired in-place date and the anticipated technical pre-deployment training time.

8.9.7. LOAs.

8.9.7.1. LOA Preparation. The TWS or SOW will be retained in the case file and a copy attached to the IPD, which is sent to the implementing command and SAO. The LOA must include supplemental conditions addressing safeguards for Air Force contractor personnel.

8.9.7.2. LOA Implementation.

8.9.7.2.1. While the Purchaser is processing the LOA for acceptance, the MAJCOM program office OPR prepares the purchase request (PR), AF Form 255a, **Technical Services Requirements**, and the TWS or SOW based on data from the Purchaser. The package is submitted to the MAJCOM contracting office for procurement action when the IPD is received.

8.9.7.2.2. PRs will be submitted to the MAJCOM contracting office to allow a minimum of 180 days lead-time to effect contractual coverage. Distribution of the resultant contract and call-up of personnel for CETS will not occur until the LOA has been accepted, the obligation authority approved, and the IPD received.

8.9.7.2.3. The line manager will issue implementing instructions to the SAO within 60 days of receipt of the IPD. A copy of the TWS or SOW will be attached. Copies of the implementing instructions will be provided to the applicable SAF/IA Country Director. The SAO must verify the availability of in-country support to be provided (which is addressed in the TWS or SOW).

8.9.7.2.4. The SAO will initiate call-up of personnel for the CETS not less than 30 days before the desired in-place date.

Chapter 9

MANAGEMENT INFORMATION SYSTEMS AND REPORTS

9.1. Security Assistance Reports.

9.1.1. Security assistance reports provide data on FMS programs for Congress, the Department of State, the National Security Council, Office of the Secretary of Defense, the Air Force, and Purchasers. Following is a list of reports and their uses.

9.1.2. RCS: DSCA (Q) 1112, Recoupment of Non-recurring Costs on Sales of USG Products and Technology (DoD Directive 2140.2. and DoD 7000.14-R, Volume 15). Quarterly report to DSCA. Input from HQ AFMC. OPR is SAF/FMBIS.

9.1.3. RCS: DSCA (Q) 1118, Reporting Excess Defense Articles (EDA) Sold to Foreign Governments or International Organizations at Acquisition Cost. The AECA and DoD Manual 5105.38-M (SAMM) require a quarterly report on excess defense articles sold to customers. The information submitted is as of the last day of the quarter and tracks EDA sales against the Air Force allocation of the annual ceiling limitation in the AECA, Section 31. SAF/IA regional divisions and AFSAC divisions send feeder reports to SAF/IAPX, which consolidates and sends them to DSCA by the 15th day of the following month after the end of each quarter. OPR is SAF/IAPX.

9.1.4. RCS:DSCA (A) 1121, Number of US Officers and Employees Engaged in Services to Foreign Governments under FMS. Feeder for Section 25 (a)(6), AECA is provided on an annual basis (by fiscal year). Information is obtained from the Future Years Defense Plan (FYDEP) and Unit Authorization File (UAF) and is provided by the MAJCOMs to SAF/IAPX. OPR is SAF/IAPX.

9.1.5. RCS:DSCA (Q) 1137, Security Assistance Surveys. Feeder for Section 36 (a), AECA, required by Section 26(b) AECA provides a list of SA Surveys authorized during the preceding calendar quarter. The report identifies the country surveyed, dates of survey, purpose of survey, and number of US government personnel participating. SAF/IA regional divisions, AFSAC, and AFSAT will send feeder reports to SAF/IAPX by the 15th of the month following the end of each quarter. SAF/IAPX consolidates the information and sends it to DSCA. OPR is SAF/IAPX.

9.1.6. RCS:DSCA(Q)1146, Unexpired Leases of DoD Property of Any Value. This is a quarterly report of defense articles leased to customers. All open leases will be reported in accordance with the DoD Manual 5105.38-M (SAMM). Leases that have expired or that have problems (such as leases to the United Nations; leases to nations subject to US government sanctions; leases awaiting the results of investigations of lost or destroyed property or certificate of closure from DFAS-DE; etc.) will continue to be reported until they meet statutory and regulatory requirements for closure. Lease managers will take an active role in closing eligible leases. OPR is SAF/IAPX.

9.1.7. RCS:DSCA (Q) 1226, Status of Co-production Programs Approved Under Security Assistance Program (DoD Directive 2000.9). Quarterly report to DSCA. OPR is SAF/IARQ.

9.1.8. RCS:DSCA (Q) 1228, Special Defense Acquisition Fund (SDAF) Inventory Report. Prepared quarterly and sent to DSCA. Air Force organizations with item management responsibilities prepare this report for SDAF assets in storage. DoD Manual 5105.38-M (SAMM) contains instructions for this report. OPR is AFSAC.

9.1.9. RCS:DSCA (Q) 1238, Case Closure Status Report. Prepared on a quarterly basis by the MILDEPS and submitted to DSCA by the 15th day following the end of each quarter. The information is obtained from CMCS and reports such items as number of cases closed, supply complete by age, certificates pending DFAS-Denver, and accelerated case closure for supply-completed cases over 2 years old. OPR is SAF/IAPX.

9.1.10. HAF-PRI(M)7113(DC), Foreign Trade Report (Section I & II). HQ AFMC prepares and submits monthly reports to the Bureau of Census, Foreign Trade Division of reportable FMS and MAP material. The reports are based on a DoD agreement with the Census Bureau and waives the need to provide export licenses and shippers' export declarations for moving these shipments. OPR is AFMC/LGX Section I, Armaments and Material and AFMC/IA Section II, Deliveries Recorded in the Security Assistance Management Information System (SAMIS). An informational copy of Section I, Armaments and Material, is provided to SAF/IAPX.

9.2. Forms Adopted.

9.2.1. AF Form 255a, **Technical Services Requirements.**

9.2.2. AF Form 480, **Aircrew AFSC/Active Flying Justification.**

9.2.3. AF Form 1293, **Request and Authorization for Temporary Duty – Contractor Personnel**

9.2.4. AF Form 1780, **Request to Establish/Change Foreign Language Designated Position (LDP) or Language Capability Position (LCP).**

9.2.5. AFTO Form 22, **Technical Order Improvement Report and Reply.**

9.2.6. DD Form 250, **Material Inspection and Receiving Report.**

9.2.7. DD Form 1149, **Requisition and Invoice/Shipping Document.**

9.2.8. DD Form 1348-1A, **Issue Release/Receipt Document.**

9.2.9. SF 364, **Report of Discrepancy.**

9.2.10. DSP-61, **Application/License for Temporary Import of Unclassified Defense Articles.**

9.2.11. DSP-85, **Application/License for Permanent or Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data.**

WILLARD H. MITCHELL

Deputy Under Secretary, International Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures*

AFI 10-1101, *Operations Security*

AFI 16-107, *International personnel Exchange program (PEP)*

AFI 16-110, *Air Force Participation in International Armaments Cooperation*

AFI 16-201, *Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations*

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFI 21-110, *Engineering and Technical Services Management and Control*

AFI 24-101, *Passenger Movement*

AFI 24-201, *Cargo Movement*

AFI 24-202, *Preservation and Packing*

AFI 24-204(I), *Preparing Hazardous Materials for Military Air Shipment*

AFI 31-401, *Information Security Program Management*

AFI 33-328 *Administrative Orders*

AFI 36-2110, *Assignments*

AFI 36-2201, Volume 1, *Training Development, Delivery and Evaluation*

AFI 36-2201, Volume 2, *Air Force Training Program Training Management*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 38-204, *Programming USAF Manpower*

AFI 51-303, *Intellectual Property - Patents, Patent Related Matters, Trademarks, and Copyrights*

AFI 51-701, *Negotiating, Concluding, Reporting, and Maintaining International Agreements*

AFI 63-101, *Acquisition System*

AFI 64-103, *Leasing USAF Aircraft and Related Equipment to Non-government Organizations*

AFI 65-503, *US Air Force Cost and Planning Factors*

AFI 65-601 Volume 1, *Budget Guidance and Procedures*

AFJI 16-104, *Administrative and Logistical Support of Overseas Security Assistance Organizations (SAO)*

AFJI 16-105(I), *Joint Security Assistance Training (JSAT)*

AFJI 24-405, *Department of Defense Foreign Clearance Guide*

AFJMAN 23-215, *Reporting Of Supply Discrepancies*

AFJMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipment*

AFMAN 23-110, *USAF Supply Manual, Volume IX, Security Assistance Program Procedures*

AFMAN 37-139, *Records Disposition Schedule*

AFPD 16-1, *International Affairs*

AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*

AFPD 24-2, *Preparation and Movement of Air Force Materiel*

AFPD 63-1, *Acquisition System*

Arms Export Control Act (AECA), Title 22, U.S.C., beginning with sections 2751 et seq

Atomic Energy Act of 1954, as amended

DLAI 4140.55/SECNAVINST 4355.18A/AFJMAN 23-215, *Reporting of Supply Discrepancies*, Enclosure 7, Security Assistance Guidance, 21 January 1999

DoD Directive 2000.9, *International Co-Production Projects and Agreements Between the United States and Other Countries or International Organizations*, January 23, 1974

DoD Directive 2040.2, *International Transfers of Technology, Goods, Services, and Munitions*, through Change 1, July 5, 1985

DoD Directive 2055.3, *Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel*, March 11, 1985

DoD Directive 2140.2, *Recoupment of Nonrecurring Costs (NCs) on Sales of U.S. Items*, 13 January 1993

DoD Instruction 2110.32, *Foreign Military Sales Between the United States and the Federal Republic of Germany*, March 25, 1980

DoD Directive 5410.17, *Informational Program for Foreign Military Trainees in the United States*; 1 March 1985

DoD Directive 5410.18, *Public Affairs Community Relations Policy*, July 3, 1974

DoD Instruction 5410.19, *Public Affairs Community Relations Policy Implementation*, November 13, 2001

DoD Instruction 7230.8, *Leases and Demonstrations of DoD Equipment*, February 16, 1995

DoD 4000.25-1-M, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)*, May 1987

DoD 4000.25-8-M, *Military Assistance Program Address Directory (MAPAD) System*, February 2002

DoD 4160.21-M, *Defense Reutilization and Marketing Manual*, August 1997

DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*, current edition

DoD 5220.22-M, *National Industrial Security Program Operating Manual*, January 1995

DoD 4140.1-R, *DoD Material Management Regulation* (formerly DoD Directive 4410.6), through change 2, July 24, 2001

DoD 4500.9-R, *Defense Transportation Regulation, Part II, Cargo Movement*, December 2000

DoD 5200.1-R, *Information Security Program*, through change 4, August 6, 1998

DoD 5500.7-R, *Joint Ethics Regulation (JER)*, August 1993

DoD 7000.14-R, *Department of Defense Financial Management Regulation*, Volume 15, *Security Assistance Policy and Procedures*, current edition

Foreign Assistance Act of 1961, as amended, Title 22 U.S.C., beginning with Section 2151 et seq

Foreign Operations, Export, Financing, and Related Programs Appropriations Act, 1993

Freedom of Information Act

International Traffic in Arms Regulation (ITAR), October 1994

Federal Travel Regulation (FTR)

Joint Travel Regulation (JTR), Volume I (Uniformed Service Members); Volume II (Department of Defense Civilian Personnel)

MIL-STD-129, *Standard Practice for Military Marking*

MIL-STD-2073/1D, *DoD Standard Practice for Military Packaging*

TO 00-5-17, *Air Force Computer Program Identification Numbering System (CPIN)*

TO 00-5-19, *Security Assistance Technical Order Program (Technical Manual)*

TO 00-25-107, *Maintenance Assistance*

TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*

TO 2J-1-24, *Equipment Comprising a Complete Basic Gas Turbo Engine*

TO 2R-1-16, *Equipment Comprising Complete Reciprocating Type Aircraft Engine*

Abbreviations and Acronyms

11th SPTW/XP—11th Support Wing, Plans Directorate

ACC—Air Combat Command

ACC—Accelerated Case Closure

ADP—Automated Data Processing

AECA—Arms Export Control Act

AETC—Air Education and Training Command

AFAE—Air Force Acquisition Executive

AFB—Air Force Base

AFI—Air Force Instruction

AFIWC—Air Force Information Warfare Center

AFMAN—Air Force Manual

HQ AFMC—Air Force Materiel Command

HQ AFMCR—Air Force Materiel Command Regulation

AFMPC—Air Force Military Personnel Center
AFMS—Air Force Manpower Standard
AFPD—Air Force Policy Directive
AFR—Air Force Regulation
AFSAC—Air Force Security Assistance Center
AFSAT—Air Force Security Assistance Training (Squadron)
AFSC—Air Force Specialty Code
AFTO—Air Force Technical Order
AIA—Air Intelligence Agency
AIASA—Annual Integrated Assessment of Security Assistance
AIK—Aid-In-Kind
ALAN—Aircraft Landing Authorization Number
ALC—Air Logistics Center
AMC—Air Mobility Command
AOR—Area of Responsibility
APO—Air Post Office
APOD—Aerial Port of Debarkation
APOE—Aerial Port of Embarkation
ARM—Anti-radiation Missiles
ASC—Aeronautical Systems Center
ASIP—Aircraft Structural Integrity Program
ASQV-JVIA—US Army Visual Information Center, Joint Visual Information Activity
ATD—Aircrew Training Devices
ATE—Automatic Test Equipment
AUTODIN—Automatic Digital Network
AWACS—Airborne Warning and Control System
C⁴I—Command, Control, Communications, Computers, and Intelligence
CAA—Competent Approval Authority
CAD/PAD—Cartridge Actuated Device/Propellant Activated Device
CAS—Contract Administrative Service
cc—Card Column
CCB—Configuration Control Board

CCBL—Collect Commercial Bill of Lading
CCI—Controlled Cryptographic Items
CCM—Command Country Manager
CCTS—Combat Crew Training Squadron
CE—Communications-Electronics
CETS—Contractor Engineering and Technical Services
CFE—Contractor-Furnished Equipment
CFR—Code of Federal Regulations
CFS—Contractor Field Services
CIIC—Controlled Inventory Item Code
CIP—Component Improvement Program
CLS—Contractor Logistics Support
CLSSA—Cooperative Logistics Supply Support Arrangement
CMCS—Case Management Control System
CMD—Catalog Management Data
COMPUSEC—Computer Security
COMSEC—Communications Security
CONUS—Continental United States
COS—Certificate of Service
CPCI—Computer Program Configuration Items
CPIN—Computer Program Identification Numbering
CRAF—Civil Reserve Air Fleet
CRDA—Cooperative Research and Development Agreement
CRLCMP—Computer Resources Life Cycle Management Plan
CSP—Case Profile System
CSTCTO—Country Standard Time Compliance Technical Order
CSTO—Country Standard Technical Order
CTO—Commercial Travel Office
Commercial Travel Office
DAASC—Defense Automatic Address System Center
DAC—Designated Acquisition Command
DAO—Defense Accounting Office
DAS—Defense Attaché System

DBOF—Defense Business Operations Fund
DCASR—Defense Contract Administration Services Region
DCMA—Defense Contract Management Agency
DCS—Defense Courier Service
DDL—Delegation of Disclosure Letter
DFARS—Defense Federal Acquisition Regulation Supplement
DFAS—Defense Finance and Accounting Service
DIA—Defense Intelligence Agency
DIFS—Defense Integrated Financial System
DIS—Defense Investigative Service
DISAM—Defense Institute of Security Assistance Management
DLA—Defense Logistics Agency
DLIELC—Defense Language Institute English Language Center
DMS—Diminishing Manufacturing Sources
DoC—Department of Commerce
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DoS—Department of State
DoT—Department of Transportation
DR—Deficiency Report
DRMO—Defense Reutilization Marketing Office
DSAMS—Defense Security Assistance Management System
DSCA—Defense Security Cooperation Agency
DSM—Development Support Manager
DSS—Defense Security Service
DTC—Delivery Term Code
DTS—Defense Transportation System
DTRA—Defense Threat Reduction Agency
EA—Expenditure Authority
EA—Electronic Attack
EC—Electronic Combat

ECISAP—Electronic Combat International Security Assistance Program

ECL—English Comprehension Level

ECP—Engineering Change Proposal

EDA—Excess Defense Articles

EM—Electromagnetic

EML—Environmental Morale Leave

EOD—Explosive Ordnance Disposal

EP—Electronic Protection

EPD—Engineering Project Description

ES—Electronic Warfare Support

ESD—Estimated Shipping Date

ESP—Emergency and Special Program

ETS—Engineering Technical Service

ETSS—Extended Training Services Specialists

EW—Electronic Warfare

EWSIP—Electronic Warfare Standardization and Improvement Program

FAA—Foreign Assistance Act

FAA—Federal Aviation Administration

FAAS—Foreign Area Administrative Support

FAD—Force Activity Designator

FAR—Federal Acquisition Regulation

FCF—Functional Check Flight

FCRC—Federal Contract Research Center

FDO—Foreign Disclosure Office

FDPO—Foreign Disclosure Policy Office

FEMR—Foreign Military Sales Excess Material Return

FLO—Foreign Liaison Officer

FMF—Foreign Military Financing

FMS—Foreign Military Sales

FMSMP—Foreign Military Sales Management Plan

FMSO—Foreign Military Sales Order

FOIA—Freedom of Information Act

FORDTIS—Foreign Disclosure and Technology Information System

FPO—Fleet Post Office

FY—Fiscal Year

FYDP—Future Years Defense Plan (formerly "Five Year..")

GAFS—General Accounting and Finance System

GBL—Government Bill of Lading

GFE—Government-Furnished Equipment

GFM—Government-Furnished Material

GSA—General Services Administration

GSOMIA—General Security of Military Information Agreement

IA—Implementing Agency

IAC—International Armaments Cooperation

IATA—International Air Transport Association

IAW—In Accordance With

ICAO—International Civil Aviation Organization

ICP—Inventory Control Point

ICRD&A—International Cooperative Research, Development, and Acquisition

ICS—Interim Contractor Support

IEMG—International Engine Management Group

IEMP—International Engine Management Program

IIP—In-transit Inspection Point

ILS—Integrated Logistics Support

ILCS—International Logistics Communication System

ILSP—Integrated Logistics Support Plan

IM—Inventory Manager

IMC—International Maritime Commission

IMET—International Military Education and Training

IMS—Inventory Management Specialist

INFOSEC—Information Security (combines COMSEC & COMPUSEC)

IPCOTS—In-Place Consecutive Overseas Tours

IPD—International Program Directive

IPT—Integrated Product Team

ITAR—International Traffic in Arms Regulation
IWIPS—International Weapons Item Projection System
JCS—Joint Chiefs of Staff
JFTR—Joint Federal Travel Regulation
JSAT—Joint Security Assistance Training
JTR—Joint Travel Regulation
LANTIRN—Low Altitude Navigation and Targeting Infrared For Night
LDP—Language Designated Positions
LMC—Line Manager Code
LOA—Letter of Offer and Acceptance
LOAD—Letter of Offer and Acceptance Data
LOI—Letter of Intent
LOR—Letter of Request
LSC—Logistics Support Charge
LSE—Logistics Support Expense
LSP—Logistics Support Plan
LTD—Language Training Detachment
MAJCOM—Major Command
MAP—Military Assistance Program
MAPAD—Military Assistance Program Address Directory
MAPAF—Military Assistance Program Address File
MASL—Military Articles and Services List
MD—Mission Data
MDC—Maintenance Data Collection
MDE—Major Defense Equipment
MDEL—Major Defense Equipment List
MDR—Materiel Deficiency Report
MDS—Model, Design, or Series
MET—Mobile Education System
MILDEP—Military Department
MILSTRIP—Military Standard Requisitioning and Issue Procedures
MIP—Materiel Improvement Program

MIPR—Military Interdepartmental Purchase Request
MOU—Memorandum of Understanding
MPA—Modification Proposal Analysis
MPS—Military Postal Service
MRP—Manpower Requirements Package
MS—Mission Sustainment
MSC—Military Sealift Command
MTBF—Mean Time Between Failure
MTCR—Missile Technology Control Regime
MTDS—Manpower and Travel Data Sheet
MTMC—Military Traffic Management Command
MTT—Mobile Training Team
MTTR—Mean Time To Repair
NAIC—National Air Intelligence Center
NACSI—National COMSEC Instruction
NATO—North Atlantic Treaty Organization
NDP—National Disclosure Policy
NIIN—National Item Identification Number
NIMA—National Imagery Mapping Agency (formerly Defense Mapping Agency)
NLT—No Later Than
NMCS—Not Mission Capable Supply
NOA—Notice of Availability
NRC—Nonrecurring Recoupment Costs
NSA—National Security Agency
NSN—National Stock Number
NSSC—Notice of Supply and Service Completion
O&M—Operation and Maintenance
OA—Obligational Authority
OAC—Operating Agency Code
OASD—Office of the Assistant Secretary of Defense
OCR—Operational Change Request
OED—Offer Expiration Date

OEM—Original Engine Manufacturer
OFP—Operational Flight Program
OJT—On-the-Job Training
OC-ALC—Oklahoma City Air Logistics Center
OO-ALC—Ogden Air Logistics Center
OPR—Office of Primary Responsibility
OPSEC—Operations Security
ORC—Offer Release Code
O/SCMP—Operational/Support Configuration Management Procedures
OSD—Office of the Secretary of Defense
OUSD—Office of the Under Secretary of Defense
P&A—Price and Availability
PATF—Program Activation Task Force
PAV—Price and Availability System
PCH&T—Packing, Crating, Handling, and Transportation
PCS—Permanent Change of Station
PD—Presidential Determination
PD&E—Provisioning, Documentation and Effort
PDM—Programmed Depot Maintenance
PDO—Publishing Distribution Office
PEC—Program Element Code
PEM—Program Element Monitor
PEP—Personnel Exchange Program
PICA—Primary Inventory Control Activity
PIP—Phase-in Period
PMA—Program Management Administration
PMD—Program Management Directive
PME—Precision Measurement Equipment
PMO—Program Management Office
PMP—Program Management Plan
PMR—Program Management Review
POC—Point of Contact

POD—Port of Debarkation
POE—Port of Embarkation
POL—Petroleum, Oils, and Lubricants
PR—Purchase Request
PROS—Parts and Repair Ordering System
QOL—Quality of Life
R&M—Reliability and Maintainability
RAD—Required Availability Date
RCN—Reports Control Number
RCS—Report Control Symbol
RDT&E—Research, Development, Test and Evaluation
RESHIP—Report of Shipment
RFP—Request for Proposal
ROD—Report of Discrepancy
RON—Request for Overnight
SA—Security Assistance
SAAM—Special Assignment Airlift Mission
SAF—Secretary of the Air Force
SAMIS—Security Assistance Management Information System
SAMM—Security Assistance Management Manual (DoD Manual **5105.38-M**)
SAMR—Security Assistance Management Review
SAO—Security Assistance Organization
SAPM—Security Assistance Program Manager
SAT—Security Assistance Team
SATODS—Security Assistance Technical Order Distribution System
SCE—Service Cryptologic Element
SDAF—Special Defense Acquisition Fund
SDD—Standard Delivery Date
SDR—Supply Discrepancy Reports
SERD—Support Equipment Recommendation Data
SF—Standard Form
SJA—Staff Judge Advocate

SMCA—Single Manager Conventional Ammunition
SME—Significant Military Equipment
SOFA—Status of Forces Agreement
SON—Statement of Need
SOS—Special Operations School
SOW—Statement of Work
SPD—System Program Director
SPM—System Program Manager
SPO—System Program Office
SPR—Software Problem Report
SPT—System Planning Team
SRID—Senior Rater Identification Number
SSM—System Support Manager
SSS—Staff Summary Sheet
SST—Site Survey Team
STARR-PC—Supply Tracking and Repairable Return/Personal Computer
TAC—Type of Address Code
TAC—Transportation Account Code
TAFT—Technical Assistance Field Team
TAT—Technical Assistance Team
TBC—Transportation Bill Code
TBD—To Be Determined
TCG—Technical Coordination Group
TCM—Technical Coordination Meeting
TCN—Transportation Control Number
TCP—Technical Coordination Program
TCTO—Time Compliance Technical Order
TDP—Technical Data Package
TDY—Temporary Duty
TFS—TRACS Financial System
TMDE—Test, Measurement, and Diagnostic Equipment
TMO—Traffic Management Office

TO—Technical Order
TUDO—Technical Order Distribution Office
TRACS—Training Control System
TRC—Technology Repair Center
TWS—Task Work Specification
UAF—Unit Authorization File
ULO—Un-liquidated Obligation
UMD—Unit Manning Document
UMMIPS—Uniform Materiel Movement and Issue Priority System
UND—Urgency of Need Designator
UPT—Undergraduate Pilot Training
US—United States
USG—United States Government
USPS—United States Postal Service
WCF—Working Capital Fund
WPOD—Water Port of Debarkation
WPOE—Water Port of Embarkation
WR-ALC—Warner-Robins Air Logistics Center
WRM—War Reserve Materiel
WSLO—Weapon System Logistics Officer
WWR—Worldwide Reviews
WWRs—Worldwide Warehouse Redistribution Services

Terms

NOTE: DoD Manual 5105.38 (SAMM) contains additional terms.

Acquisition Lead-time—See procurement lead-time.

Administrative Lead-time—The time interval between initiation of a procurement action and contract award or order placement.

Aircraft Structural Integrity Program (ASIP)—An Air Force program established to evaluate, and substantiate the structural integrity (airframe strength, rigidity, damage tolerance, and durability, including economic life) of aircraft structures. It acquires, evaluates, and applies operational usage data to provide a continual update of the structural integrity of operational aircraft. The program provides quantitative information for decisions on force structure planning, inspection and modification priorities, and related operational and support decisions. It further provides a basis for improving structural criteria and methods of design, evaluation, and substantiation for future aircraft systems and modifications.

Air Force Security Assistance Management Review (AFSAMR)—Review of all Air Force cases implemented for a given customer (foreign country or international organization); called by the SAF/IA Country Director. The SAF/IA Country Director may delegate this function to AFSAC. General officer attendance depending on the rank of the foreign attendees. Chaired by the senior person from the organization calling the review. The Division Chief or Director determine the time and location of this review.

Air Force Program Management Review—Periodic review of a single security assistance program called by the SAPM. Normally, this review will include a representative of the foreign country; the SAF/IA Country Director will attend. Time and location are determined by the SAPM in coordination with the Case Manager.

Articles—Items of supply or equipment requested or provided under foreign military sales (FMS) procedures.

Case Manager—The Case Manager is responsible for the case, from receipt of the letter of request (LOR) to final case closure. Case Managers are assigned to SAF/IA, AFSAC, and AFSAT.

Command, Control, Communications, Computers, and Intelligence (C4I)—The integration of systems and processes that, in combination, allow the exercise of authority and direction by commanders, supported by communications and computer systems and exploiting intelligence information, to direct combat operations.

Consumable—A "throw-away" item (stock fund) used to repair systems and equipment. Repair parts are not subject to repair at depot level.

Contract Administration Services (CAS)—All actions completed in or near a contractor's plant for the benefit of the government, and needed to perform a contract or to support the buying organization (see FAR, Section 42.3). Among the more significant functions performed by field contract administration services components are: quality assurance; contract administration (including contract terminations, plant clearance, disposal, and property administration); production and industrial resources; transportation; industrial security; and contract audit.

Contractor Engineering and Technical Services (CETS)—Services performed by a contractor including liaison or advice to country defense personnel in the installation, operation, maintenance, and logistics support of the weapon system or equipment. Services provided usually result in conveying knowledge to country personnel and generally are with the manufacturer of the equipment or weapon system.

Contractor-Furnished Equipment (CFE)—Standard items of hardware, electrical equipment, and other standard production or commercial items furnished by a prime contractor.

Country Director—The SAF/IA Country Director is the principal Air Force point of contact for all international activities within an assigned country. The SAF/IA Country Director develops and integrates Air Force policy guidance, monitors the politico-military environment, and advises the Deputy Under Secretary of the Air Force for International Affairs on the implementation of all international programs within his or her area of responsibility. Country Directors are only assigned within SAF/IA.

Country of Concern—A country that has been identified by the Department of State (DoS) as having sponsored terrorist activities, as posing risks to US national security interests or regional stability, or as engaging in human rights violations.

Debarred Parties List—A list of persons who have been convicted of violating the Arms Export Control Act or who have been convicted of conspiracy to violate that Act. It is the policy of the DoS to not consider applications for licenses or requests for approvals involving such persons for a three-year period following conviction. A list of debarred parties is published periodically in the Federal register [cf. ITAR § 127.7].

Deemed Export—Any release of technology or source code subject to the Export Administration Regulation (EAR) to a foreign national is deemed to be an export to the home country or countries of the foreign national. This deemed export rule does not apply to persons lawfully admitted for permanent residence in the United States and does not apply to persons who are protected under the Immigration and Naturalization Act (8 U.S.C. 1324b(a)(3) [EAR §734.2(b)(2)(ii)].

Defense Article— Any item or technical data designated on the US Munitions List (USML). Additional items may be designated in accordance with ITAR § 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 [ITAR §120.6].

Defense Service—(1) The furnishing of assistance (including training) to foreign persons, whether in the United States 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 United States 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 United States 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 [ITAR §120.9].

Defense Transportation System (DTS)—The worldwide transportation infrastructure that supports Department of Defense (DoD) common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the DoD.

Delivery Forecast—Estimates of deliveries under obligation against procurement from appropriated or other funds

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 US government to the customer.

Denied Persons List—A list, referenced in Supplement No. 2 to Part 764 of the Export Administration Regulation (EAR), of specific persons (and companies) that have been denied export privileges in whole or in part. The denied persons list is updated as new denial orders are promulgated and as existing orders expire. The orders are published in full in the Federal Register.

Depot Field Team—A team of maintenance personnel equipped with special tools and equipment needed to complete depot-level modification and maintenance or emergency organization and field maintenance at operational bases. Teams may be composed of either US government or US government contractor personnel.

Depot Level Maintenance (DLM) Support—Maintenance and modification work requiring special skills, tools, equipment, and facilities available only at US government depots or US government

contractors' facilities. This support may also include organizational and field-level maintenance or modification work that is mission essential but that cannot be completed using a Purchaser's resources.

Depot Maintenance, Air Force Industrial Fund—A funding method for depot-level maintenance operations, which provides initial working capital and allows recovery of operating costs through the sale of products or services.

Direct Commercial Sale—Commercial sale of equipment, materiel, or services directly to a customer.

Distribution Code Number—A code number assigned to a specific customer indicating the shipping address. It identifies publications sold under an FMS case.

EAR—See Export Administration Regulation.

Embargoed Nation—Destinations against which broad-based controls apply for items and activities subject to the Export Administration Regulation (EAR) imposed to implement US government policies. Proscribed countries are prohibited by the ITAR from receiving any defense articles or defense services [cf. EAR Part 746 & ITAR §126.1].

Entity List—A list of end-users of proliferation concern contained in Supplement No. 4 to Part 744 of the Export Administration Regulation (EAR). These entities have been determined to present an unacceptable risk of diverting items to the development of weapons of mass destruction or to the missiles used to deliver such weapons; entities on this list are therefore subject to more stringent licensing requirements, as detailed in the Supplement. The entity list is revised and updated on a periodic basis.

Export Administration Regulation (EAR)—The Export Administration Regulation; 15 CFR Parts 730 – 774. This regulation, administered primarily by the Bureau of Export Administration, Department of Commerce, controls the export of dual use commodities and technology (commercial items which could have military applications).

Embedded Computer Resource—Automatic data processing equipment (ADPE) integral to a non-ADPE system in design, procurement, and operations.

Embedded Computer Systems (ECS)—A computer system integral to an electromechanical system. For example, combat weapon system, tactical system, aircraft, and certain command and control systems. ECS differs from automatic data processing systems (ADPS) primarily in its acquisition, development, and operation.

Engineering Change Proposal (ECP)—This document is used to propose any changes to an item, facility, part, etc. (already delivered or intended to be delivered), which require revision to: the contract specifications or engineering drawings; or the reference documents approved or authorized for applicable items under government contracts.

Engineering Requirements Plan (ERP)—The ERP is a communications-electronics (CE) technical document prepared by the overseas in-country Security Assistance Organization (SAO) or customer's air force. This plan translates preliminary technical survey reports. It also translates other supplemental information into engineering construction, installation and supply, and training data to serve as a basis for planning, programming, and implementing a complete and operational CE facility or system.

Excess Defense Article (EDA)—Defense articles owned by the US government and not purchased in anticipation of military assistance program or sales requirements. EDAs are in excess of the approved force acquisition objective and approved force retention stock of all DoD components at the time such articles are dropped from inventory by the supply agency.

Extended Training Service Specialist (ETSS) Team—DoD military and civilian personnel technically qualified to provide advice, instruction, and training in the installation, operation, and maintenance of weapons, equipment, and systems. ETSS are attached to the SAO but are not listed on the Joint Table of Distribution (JTD). ETSS may be provided for up to one year, unless a longer period is specifically approved by DSCA.

Follow-on Support—See sustainment.

Force Activity Designator (FAD)—A Roman numeral (I to V) assigned by the Joint Staff, to show the mission essentiality of a unit, organization, installation, project, or program to meet national objectives.

Foreign Liaison Officer (FLO)—An official representative, either military or civilian, from a customer stationed in the United States to manage or monitor security assistance programs. FLO duties may also involve managing other affairs of the customer, as authorized by SAF/IAPD.

Foreign Military Sales (FMS)—That portion of US security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred.

Foreign Military Sales (FMS) Administrative Budget—This budget covers expenses related to sales negotiations, case implementation, administering supply discrepancy reports, correcting deficiencies or damage to items sold, program control, computer programming, accounting and budgeting, and administering FMS cases.

Foreign Military Sales (FMS) Development Program—An FMS acquisition program that requires development, systems engineering, and systems integration of new major weapons. Approved programs are directed to SAF/AQ for implementation in accordance with DoD 5000-series and Air Force 63-series directives, instructions, manuals, and regulations.

Foreign Military Sales (FMS) System Acquisition—The process of supplying aircraft, missile, or communication-electronics systems, including all logistical and training support, to a customer using procurement rather than stock items or excess defense articles. Approved programs are directed to SAF/AQ for implementation in accordance with DoD 5000-series and Air Force 63-series directives, instructions, manuals, and regulations.

Foreign Military Sales (FMS) Training—Formal or informal instruction of foreign students in the US or overseas by officers or employees of the US government, contract technicians, contractors (including instruction at civilian institutions), or by correspondence courses, technical, educational, or information publications and media of all kinds, training aid, orientation, training exercise, and military advice to foreign military units and forces (sec. 47(5), AECA).

Foreign Person—Any natural person who is not a lawful permanent resident as defined by 8 U.S.C. 1101(a)(20) or who is not a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any foreign corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the United States, as well as international organization, foreign governments and any agency or subdivision of foreign governments (e.g., diplomatic missions).

Freight Forwarder—The Purchaser's agent for completing or controlling foreign military sales (FMS) materiel shipments from continental US (CONUS) or third-party countries to the Purchaser's destination. A freight forwarder is usually a licensed international broker or agent.

Fundamental Research—Basic research and applied research in science and engineering, where the resulting information is ordinarily published and shared broadly within the scientific community, as distinguished from research the results of which are restricted for proprietary reasons or specific US government access and dissemination controls. University research will not be considered fundamental research if: (i) the university or its researchers accept other restrictions on publication of scientific and technical information resulting from the project or activity; or (ii) the research is funded by the US government and specific access and dissemination controls protecting information resulting from the research are applicable [ITAR §120.11 (a) (8); see also EAR §734.8 for additional explanations].

NOTE: "Applied research" means a systemic study to gain knowledge or understanding necessary to determine the means by which a recognized and specific need may be met. It is a systemic application of knowledge toward the production of useful materials, devices, and systems or methods, including design, development, and improvement of prototypes and new processes to meet specific requirements [ITAR §126.5 (c) (6) (iii)]. "Basic Research" means a systemic study directed toward greater knowledge or understanding of the fundamental aspects of phenomena and observable facts without specific applications towards processes or products in mind. It does not include "applied research." [ITAR §126.5(c)(6)(iii)]

Government-Furnished Aeronautical Equipment (GFAE)—Equipment furnished by the US government to a contractor or a US government activity for installing in, or in support of, the aeronautical system during production, conversion, or modification.

Information Security (INFOSEC)—Services and support consisting of both communications security (COMSEC) and computer (automatic data processing (ADP)) systems security (National COMSEC Instruction (NACSI) 6001).

Initial Provisioning—The process of determining the range and quantity of items (that is, spares and repair parts, special tools, test equipment, and support equipment) required to support and maintain an item for an initial period of service. Its phases include the identification of items of supply; the establishment of data for catalog, technical manual, and allowance list preparation; and the preparation of instructions to assure delivery of necessary support items with related end articles.

Initial Spares Support List (ISSL)—A list of spares, repair parts, and quantities required for organizational and field maintenance initial support of an end item. Quantities for ISSLs must equal the initial base stockage objective.

Integrated Weapon System Management (IWSM)—A cradle-to-grave management system under a single system program director (SPD) for the life of a weapon system.

International Military Education and Training (IMET)—Provides training to selected foreign military- and defense-associated civilian personnel on a grant basis. IMET is authorized by the Foreign Assistance Act of 1961, as amended.

ITAR—The International Traffic in Arms Regulation, 22 CFR Parts 120 – 130. This regulation, which contains the US Munitions List, is administered primarily by the Director of the Office of Defense Trade Controls, Bureau of Politico-Military Affairs, Department of State, and controls the export of defense articles and services.

Inventory Management Specialist (IMS)—An individual within the organization of an inventory control point assigned management responsibility for one or more specific items of material.

Letter of Intent (LOI)—A document used to initiate actions to obtain long-lead-time items before LOA

acceptance.

Letter of Offer and Acceptance (LOA)—The DoD document used to offer articles, services, or military construction for sale to customers.

Letter of Offer and Acceptance Data (LOAD)—Data collected for use on a Letter of Offer and Acceptance (LOA). LOAD is sufficiently accurate for planning and budgeting purposes.

Letter of Request (LOR)—A letter, message, or diplomatic note requesting articles, services, or military construction through foreign military sales (FMS).

Life of Type—The period that the equipment is expected or scheduled to remain operational and in need of logistics support.

Line Manager—The line manager is responsible for directing actions to provide all articles and services within a specific line of a Letter of Offer and Acceptance (LOA) or lease. The line manager 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 customer. This transfer is made with no rental charge to the transferee, with the US military department transferor being reimbursed from Military Assistance Program (MAP) funds, subject to and under authority of the Foreign Assistance Act of 1961, section 503, as amended. Loans may be made only to customers 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 (SE)) as distinguished from an individual part or component.

Manpower Requirements Package (MRP)—The MRP documents and justifies Air Force and contractor manpower necessary to execute an FMS case. The MRP is essential in defining the workload and determining the requirements needed to support the FMS case. The MRP is necessary for any dedicated allocations, FMS case or Administrative Surcharge.

Manpower Travel and Data Sheet (MTDS)—The MTDS documents all manpower, travel and personnel support costs associated with any LOA line containing manpower. The MTDS is a DSCA requirement that seeks to clearly define and summarize the total manpower, travel and personnel support costs required to execute an FMS case. Additionally, the MTDS provides standard reporting practices among MILDEPs. Upon approval of the MRP, the MTDS should be updated with the SAF/IA Approval Number prior to submitting to DSCA.

Military Articles and Services List (MASL)—A DSCA listing giving generic codes, 13-place identifications, descriptions, major defense equipment (MDE) codes, and weapons or weapons-related codes. The training MASL is used for IMET and foreign military sales (FMS) training. This MASL consists of a seven-place training identification, availability, price, and course duration information.

Military Assistance Program (MAP)—That portion of US security assistance authorized by the Foreign Assistance Act of 1961, as amended, which provides defense articles and services to recipients on a non-reimbursable (grant) basis.

Military Assistance Program Address Directory (MAPAD)—A DoD directory with addresses required for releasing foreign military sales shipments and related documentation.

Military Standard Requisitioning and Issue Procedure (MILSTRIP)—A uniform procedure

established by the Department of Defense (DoD) for use within the DoD to govern requisition and issue of materiel within standardized priorities. This system is also available to participating customers.

Mobile Training Team (MTT)—Team of DoD personnel on temporary duty in a foreign country for the purpose of training foreign personnel in the operation, maintenance, or support of defense equipment, as well as training for general military operations. MTTs may be funded through FMS or the IMET Program.

National Stock Number (NSN)—The 13-digit stock number replacing the 11-digit Federal Stock Number. It consists of the 4-digit Federal Supply Classification Code and the 9-digit National Item Identification Number. The National Identification Number consists of a 2-digit National Codification Bureau number designating the central cataloging office of the NATO country or other friendly country that assigned the number and a 7-digit (XXXXXXX) non-significant number.

Nonstandard Article—An item that is not included in DoD inventory and not procured for regular use by the DoD. Standard items of equipment that are modified so they are no longer interchangeable with like items are also considered nonstandard. Any hardware article that the DoD does not actively manage for its own use.

Not-Mission-Capable Supply (NMCS)—Material condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to a supply shortage.

Packaging—The processes and procedures used to protect materiel from damage or deterioration during transit or storage. It includes cleaning, drying, preserving, packing, crating, marking, and unitization.

Pen-and-Ink Change—A change to a Letter of Offer and Acceptance (LOA) or an amendment thereto, authorized by the LOA-preparing agency. Such changes are made before the Purchaser accepts the LOA or amendment.

Phased Provisioning Concept—Deferment of large quantity acquisitions of selected support items until operational programs and design configuration of equipment become stabilized or in-service usage experience can be compiled, analyzed, and applied in making acquisition decisions.

Port of Debarkation (POD)—The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

Port of Embarkation (POE)—The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

Price and Availability (P&A) Data—Estimates developed using available information, standard military department 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. Also referred to as Letter of Offer and Acceptance Data (LOAD).

Procurement Lead-time—The interval in months between the initiation of procurement action and receipt into the supply system of the production model (excludes prototypes) purchased as the result of such actions. Procurement lead-time is composed of two elements: production lead-time and administrative lead-time.

Production Lead-time—The time interval between the placement of a contract and receipt into the supply system of materiel purchased with that contract.

Program Management Directive (PMD)—The PMD is the official Air Force document used to direct acquisition responsibility to the appropriate Air Force major command (MAJCOM), agency, Program Executive Office (PEO), or Designated Acquisition Command (DAC). The PMD provides the Air Force 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 between the system program office (SPO) and system program manager (SPM) with the Air Force contractor. A PMR may include representatives of the Air Force security assistance management office and the Purchaser involved. Normally, case managers and line managers will represent the security assistance community. Time and location are determined by the SPO or SPM.

Public Domain—Information that is published and that is generally accessible or available to the general public in the following ways: (1) Through sales at newsstands and bookstores; (2) through subscriptions that are available without restriction to any individual who desires to obtain or purchase the published information; (3) through second class mailing privileges granted by the US government; (4) at libraries open to the public or from which the public may obtain documents; (5) through patents available at any patent office; (6) through unlimited distribution at a conference, meeting, seminar, trade show, or exhibition, generally accessible to the public, in the US; (7) through public release (i.e., unlimited distribution) in any form (not necessarily in published form) after approval by the cognizant US government department or agency; (8) through fundamental research in science and engineering at accredited institutions of higher learning in the US where the resulting information is ordinarily published and shared broadly in the scientific community [ITAR §120.11(a)].

Publications (Air Force)—Technical orders, Air Force stocklists, DoD federal supply catalogs, and related cataloging publications; standard publications; equipment allowance documents; departmental forms; engineering drawings; specifications; standards; and related publications.

Purchaser—A foreign country or international organization that the President determines to be eligible to make purchases as regulated by the Arms Export Control Act (AECA) of 1976, as amended.

Quality Assurance (QA)—Those actions taken by the government to ensure that contracted services and articles meet requirements governed by the applicable statement of work.

Reparable Item—An item that can be reconditioned or economically repaired for reuse when it becomes unserviceable. For the purposes of this manual, a reparable item is the same as an investment item.

Security Assistance—That group of programs authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended, or other related statutes, by which the US provides defense articles, military training, and other defense-related services by grant, loan, credit, or cash sales in furtherance of national policies and objectives.

Security Assistance Management Review (SAMR)—An OSD meeting that is held to review security assistance matters with a customer (either a foreign country or an international organization). The Air Force office of primary responsibility (OPR) is the SAF/IA Country Director. Attendance and ranks of SAF/IA, AFSAC, and AFSAT personnel depend on the rank of customer attendees. Meeting times and locations are determined by the Defense Security Cooperation Agency (DSCA).

Security Assistance Program Manager (SAPM)—The SAPM is normally located within the organization having predominant implementation responsibilities. The SAPM is responsible for letter of request (LOR) evaluation, obtaining Letter of Offer and Acceptance data (LOAD), and program

execution and implementation as set forth in the International Programming Directive (IPD).

SERENE BYTE.—Annual military programming exercise

Site Survey Team (SST)—A team organized to look carefully at a proposed system sale on-site; requires a detailed, after-action report.

Staging—Gathering materiel or equipment at one location for the purpose of control and to ensure its adequacy and availability. Staging may be conducted to ensure (besides the check of materiel) that delivery to a recipient from one point is practical.

Standard Item—An item acquired and managed for general DoD use, and for which support or replacement items are usually maintained in DoD stocks.

Support Equipment—Includes all equipment required for support, except that which is an integral part of the mission equipment. It does not include any of the equipment required to perform mission operation functions. Support equipment includes tools; test equipment; automatic test equipment (when the automatic test equipment is accomplishing a support function); organizational, field, and depot support equipment; and related computer programs and software.

Suspension status—Countries which have been suspended/cancelled from participation in the security assistance program by Department of State (DoS).

Sustainment—The provision of personnel, logistic, and other support required to maintain and prolong operations or combat until successful accomplishment or revision of the mission or national objective.

System Program Director (SPD)—The single Air Force manager who is ultimately responsible and accountable for decisions and resources in overall program execution of a weapon system.

System Program Office (SPO)—The technical, administrative, and business management personnel assigned full time to a system program director. The office may be augmented with additional personnel from participating organizations. In the security assistance context, the SPO is the single Air Force organization designated by HQ AFMC to manage a weapons system acquisition.

Technical Assistance—Advice, assistance, and training pertaining to the installation, operation, and maintenance of equipment.

Technical Assistance Field Team (TAFT)—Team of DoD personnel deployed under FMS on PCS status, normally for one year or longer, to a foreign country to train local defense cadre personnel to operate, maintain, and employ defense equipment, and in other non-equipment specific military skills.

Technical Assistance Team (TAT)—DoD personnel deployed to a foreign country in a TDY status to place into operation, maintain, or repair equipment under Foreign Military Sales (FMS) or grant aid programs.

Technical Data—Means (1) Information, other than software as defined in the ITAR Para 120.10(4), 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) Classified information relating to defense articles and defense services. (3) Information covered by an invention secrecy order. (4) *Software* as defined in para. 121.8(f) of the ITAR that is directly related to defense articles.

NOTE: This definition does not include information concerning general scientific, mathematical or engineering principles commonly taught in schools, colleges and universities or information in the public

domain. It also does not include basic marketing information on function or purpose or general system descriptions of defense articles. [ITAR §120.10].

NOTE: Software includes, but is not limited to, the system functional design, logic flow, algorithms, application programs, operating systems and support software for design, implementation, test, operation, diagnosis and repair. [ITAR §121.8(f)]

Technical Data Package (TDP)—Production designs, drawings, specifications, models, manufacturing techniques and details, and similar information (excluding information associated with research, development, testing and evaluation (RDT&E)) necessary to manufacture, or have manufactured, military equipment and repair parts.

Technical Directorate (TD)—Any one of ten Air Force Research Laboratory (AFRL) TDs that fall under the management guidance and direction of AFRL/CC. Currently the AFRL TDs are: AFOSR, Directed Energy, Human Effectiveness, Information, Materials and Manufacturing, Munitions, Propulsion, Sensors, Air Vehicles, and Space Vehicles.

Technology—Specific information necessary for the development, production, or use of a product. The information takes the form of technical data (such as blueprints, plans, diagrams, models, formulae, tables, engineering designs and specifications, manuals and instructions written or recorded on other media or devices such as disk, tape, read-only memories) or technical assistance (such as instruction, skills training, working knowledge, consulting services) [EAR Part 772].

Uniform Materiel Movement and Issue Priority System (UMMIPS)—DOD 4140.1-R, *DoD Material Management Regulation*, May 1998 (formerly DoDD 4410.6) specifies incremental time standards for requisition, issue, and movement of materiel for DoD. The time standards apply to all transportation modes in peace and war and vary according to priority and ultimate destination of the shipment.

Urgency-of-Need Designator (UND)—A term accompanied by a capital letter (A through C) that establishes the degree of necessity for the acquisition of a resource. UND “A” represents a compelling necessity, the lack of which has caused or will cause a mission failure. UND “B” denotes a need that has or will cause mission impairment. UND “C” establishes routine timeframes. Commanding officers must authenticate all UND “A” demands. UNDs are used in conjunction with the assigned force activity designators to establish a positive resource demand priority, based on mission importance and the pressure of necessity.

Weapon System—A combination of one or more weapons with all related support equipment, materiel, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

Weapon System Logistics Officer (WSLO)—An individual at an operational base in-country representing the system program director (SPD) to help the support base and user activities resolve logistics support problems that relate to the weapon system. This individual may also provide incidental, nonessential, opportune, over-the-shoulder, on-the-job training in logistics.

Attachment 2

FOREIGN MILITARY SALES (FMS) MANAGEMENT PLAN

A2.1. FMS Management Plan (FMSMP). The FMSMP shows the milestones and events of a system sale on a time scale. The plan gives dates and actions required of the US Air Force, the contractor, and the purchaser to start a system acquisition program. The plan is applied to individual programs. Milestones must be adjusted to show the specific conditions of each program. This plan applies to all agencies taking part in the programming, materiel acquisition, integrated logistics support, technical order planning, and training support of the system program. The information in this attachment is an implementation management tool; it is a summary and serves as a guide for developing specific plans.

A2.2. FMSMP Milestones. The following milestones show major actions to be taken during a typical system sale, beginning with the LOR. Following the acceptance of a LOA or a LOI, the US Air Force starts developing a detailed plan that will be given to the customer country for review at milestone 4. After that, the plan serves as the principal management document. Exchanges of P&A data may take place before the LOR is received. This preliminary pricing does not obligate the customer to go further with the proposed purchase, nor does it obligate the US Air Force to issue an LOA. It does provide the chance to evaluate a system in general order of magnitude, pricing, and production lead-times.

A2.2.1. Milestone 1--Letter of Request.

A2.2.2. Milestone 2--LOA Presentation. If appropriate, the LOA presentation is made to provide the LOA and to explain the pricing, schedules, and overall program. If in-country presentation is required, an LOA presentation team, normally consisting of SAF/IA Country Director, SAPM, AFSAT, survey personnel (when required), and a contractor representative will:

Review FMS procedures, applicable to the system, including follow-on support.

Explain the logistics and training support plan.

Review the financial management procedures.

Reaffirm the system configuration, operations concept, maintenance concept, and basic factors used to prepare the LOA.

Outline the procedures for time-phased delivery of operations and maintenance (O&M) support equipment and spare parts, intermediate maintenance support equipment and spare parts, and depot support equipment and spare parts.

Explain the International Engine Management Program (IEMP), Technical Coordination Group (TCG), etc., as appropriate.

Review the FMS management plan outline.

Explain the acquisition procedures for long lead items.

A2.2.3. Milestone 3--Acceptance (Before Expiration Date of Offer). This is for signature and return of the LOA or LOI to the issuing office and DFAS-DE receipt of the initial deposit.

A2.2.4. Milestone 4--Implementation. The Case Manager prepares and issues the International Program Directive (IPD) ([Attachment 13](#)). The Post Acceptance Review includes review and comple-

tion of the FMSMP, arrangement of dates for all definitization conferences (e.g., configuration, provisioning, training), and review of the IPD.

A2.2.5. Milestone 5--CLSSA Established. The CLSSA should be accepted not later than 17 months before the first modified end-item delivery. Delay of this milestone means a slippage in follow-on support availability. Other follow-on support cases must be accepted prior to the delivery of the first major end-items.

A2.2.6. Milestone 6--Periodic security assistance program reviews.

A2.2.7. Milestone 7--Preactivation Readiness Review (Host: customer or SAO). The same agencies involved in program reviews will attend the Preactivation Readiness Review, with technician substitutions necessary to complete survey requirements. The purposes of the review include:

Evaluate the status of all items being procured to make sure that they are in place before the system activation date.

Identify and correct problems that affect initial operating capability.

Conduct a survey of the status of the base and facilities, support equipment, spares, munitions, training aids, technical data, personnel, and planning in the country.

Conduct the mobile training team (MTT) survey before deployment of instructor pilots and maintenance MTT.

Review the mode of transportation and the delivery schedule for the system.

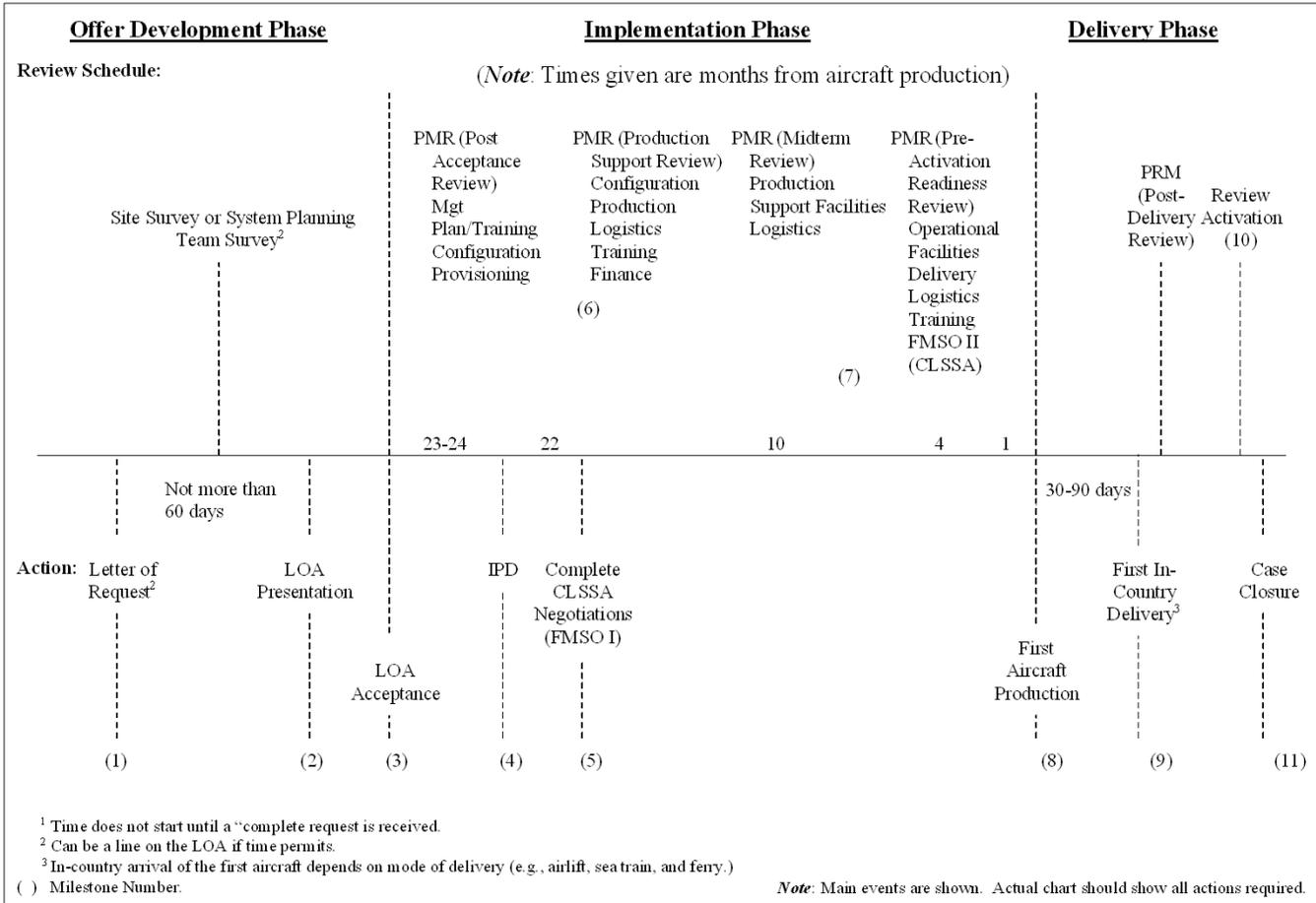
A2.2.8. Milestone 8--First Aircraft Production. This milestone identifies the first end-item's completion date and establishes when the delivery phase starts.

A2.2.9. Milestone 9--First System Delivery In-Country. This milestone identifies the date the first major end items arrive in country.

A2.2.10. Milestone 10--Follow-On Review. System reviews are sometimes required after initial activation. The need for such meetings depends on customer experience with the system, changing production considerations, support availability, and other factors.

A2.2.11. Milestone 11--Case Closure.

**Figure A2.1. Foreign Military Sales Management Plan.
Sample Milestone Chart¹**



Attachment 3

TYPES OF AIR FORCE FMS CASES

First Position of the Case Designator	Articles or Services	Who Prepares/Manages the LOA
A	Munitions (Ammunitions, Bombs, Rockets) - Defined or Blanket	AFSAC
B	Reserved	
C	Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD) - Defined or Blanket	AFSAC
D	Communication equipment (i.e., C ⁴ I) and facilities. May include end items, spares, equipment, training, facilities, etc. - Blanket or Defined	AFSAC
E	Support equipment - Blanket	AFSAC
F	Reserved	
G	Technical services - Blanket or Defined	AFSAC
H	Reserved	
J	Reserved	
K	Cooperative Logistics Supply Support Arrangements to include FMS Order I and FMS Order II , non-programmed spares and mod kits - Blanket	AFSAC
L	Reserved	
M	Repair and return – - Blanket or Defined	AFSAC
N	Special Support - Blanket or Defined	SAF/IA AFSAC AFSAT
O	Information security (INFOSEC) - Defined	AFSAC
P	Publications, drawings, computer products, manuals, stocklists, technical orders, digitized data, training material and AV equipment - Blanket or Defined	AFSAC
Q	Specialized sustainment support, Blanket or Defined	AFSAC
R	Spares - Blanket	AFSAC
S	Major aircraft system sales - Defined	SAF/IA AFSAC
T	Training - Blanket or Defined	AFSAT
U	Pseudo cases for tracking non-FMS requirements - Blanket or Defined	As Assigned

First Position of the Case Designator	Articles or Services	Who Prepares/ Manages the LOA
V	Reserved	
W	Reserved	
X	Reserved for DFAS-DE	
Y	Major missile system Sales - Defined	AFSAC
Z	Leases under AECA, Chapter. Assigned for control and management only (not an FMS case)	SAF/IA

Attachment 4

MANPOWER REQUIREMENTS PACKAGE

A4.1. CASE IDENTIFICATION DATA: This paragraph should contain the following data:

A4.1.1. Case Identifier, e.g., BD-D-SAE

A4.1.2. Case title, e.g., program nickname PEACE XXXX. If there is no program nickname, include a reference to what the case is for, e.g., F-15 aircraft sale, logistics services, sustainment for F-16 aircraft, etc.

A4.1.3. Amendment/modification number if the MRP is supporting an amendment or modification to an existing LOA.

A4.1.4. Date of the country request.

A4.1.5. Anticipated date of LOA or LOA amendment/modification acceptance.

A4.2. CASE DESCRIPTION:

A4.2.1. This should be short description of the case, not the work to be performed in support of the case. It should state what the case is about (weapon system or other items being procured or supported, the types of support included in the various lines, etc.). If this is a follow-on to another case, it should reference the previous case and its case identifier.

A4.2.2. If an existing case is being amended or modified, the case description should also briefly describe the purpose of the amendment/modification.

A4.2.3. If the manpower is a result of a country request for specific services, state so at the end of this paragraph and attach a copy of the country request.

A4.2.4. If the requested manpower will continue efforts begun under a previous case, indicate that the country has requested these activities/efforts be continued. Also reference the cases/lines which previously funded manpower.

A4.2.5. Include a statement explaining, in general, the impact if requested manpower is not approved.

A4.3. Program Management Line Justification: If there is not a program management line on the case, enter N/A. If case has manpower on program management lines, provide detailed rationale which will support the requirement for program management. Program management, as defined by the SAMM, is a level of system or program management effort necessary to execute the case and successfully deliver the defense article or service. This includes over and above routine administrative case management functions which are required for all cases. Administrative case management functions are further defined in the SAMM. Refer to [Attachment 6](#), Air Force Security Assistance Manpower Categories and [Attachment 7](#), DSCA Case Related Manpower Activities and Associated Costs Matrix of this manual for functions which are included in program management.

A4.4. FISCAL YEAR MANPOWER SUMMARY: The purpose of this paragraph is to summarize information regarding all manpower required to support the case. It will include a matrix listing all dedicated/shared organic manpower and contractor manpower requirements. Explanations of column entries in the matrix are as follows. See examples in Figures A-1 and A-2. HQ AFMC ONLY: For manpower sup-

porting Technical Coordination Groups (TCGs) or International Engine Management Group (IEMG), this paragraph will also include a matrix listing the participating countries, their current case identifiers, period of performance, and LOA line values. See example in Figure A-3.

Part A. Organic Manpower:

1. Organization/Location: Organization/two letter office symbol and location where position will be located.

2. Job Title: Title of position.

3. Projected Grade: Projected grade of position. Used for cost estimates only. Grade determinations will be made by the appropriate serving civilian personnel flight.

4. Category: "I" if manpower is Services, or "II" if manpower is Program Management.

5. Case Identifier: To be used for shared manpower requirements only (Fig. A-2). First case identifier listed will be for the LOA the MRP is supporting. Other case identifiers listed will be for those existing, implemented LOAs that will share the cost of the manpower authorization.

6. LOA Line: LOA line number that will be the source of funding for the position. This line number must match the line number in the LOA the MRP is supporting.

7. Authorizations Required - FY ___/QTR___. How many authorizations are required at this organization/location, with this title, at this grade, on this line, in this manpower category, during this Fiscal Year (FY) and Quarter (Qtr). Include as many columns as necessary to cover the full period of performance. Each quarter does not have to be reflected as a separate column (i.e., can be reflected as "FY01/Qtr 1-4" instead of listing each quarter separately). Period of performance must not exceed period of performance of the LOA line funding the position (S).

8. Total Costs: Include only the total cost for the case(s) supported by the MRP. See DoD 7000.14-R, Vol. 15, Chapter 7, for pricing policies and procedures. If the position is encumbered, use actual salary plus appropriate acceleration factor. If this is a new or vacant position, use the fifth step of the requested grade plus appropriate acceleration factor and out-year inflation costs. Out-year costs should include presidential inflation factors. Current acceleration factors for pricing civilian pay can be found on the Web at <http://www.dtic.mil/comptroller/rates>. Do not include TDY costs.

9. TOTAL MANPOWER REQUIRED/COST - LINE ____: Total manpower authorizations required and cost by LOA line. For shared manpower (Fig. A-2), include only the manpower requirement/cost for the case(s) being supported by the MRP.

10. TOTAL REQUIREMENT: To be used for shared manpower requirements only (Fig. A-2). Total manpower authorization required for all cases sharing the manpower.

11. TOTAL AUTHORIZATIONS REQUESTED BY CATEGORY: To be used for shared manpower requirements only (Fig. A-2). If number of authorizations being requested differs from Total Requirement, provide explanation below the manpower summary.

Part B. Contractor Manpower:

1. Organization/Location: Same as above

2. Function: Function to be performed

3. LOA Line: Same as above.

4. Manyears Required - FY __Qtr __: Number of manyears of contractor effort required by this organization/location, to perform this function, on this line, during this Fiscal Year (FY) and Quarter (Qtr). Include as many columns as necessary to cover the full period of performance. Each quarter does not have to be reflected as a separate column (i.e., can be reflected as “FY 01/Qtr 1-4” instead of listing each quarter separately). Period of performance must not exceed period of performance of the LOA line funding the position(s).

5. Total Costs: Same as above

6. TOTAL MANYEARS REQ'D/COST - LINE ____: Total manyears required and cost by LOA line.

c. Part C. TOTAL COST:

1. ORGANIC: Total cost of organic manpower

2. CONTRACTOR: Total cost of contractor manpower

A4.5. Workload Descriptions: Provide a summary of duties for each requirement, included organic and contractor. Each requirement should be listed separately and begin with the Job Title and Proposed Grade/Series or Rank if organic manpower, or “Contractor” if contractor manpower. Military requirements must be justified in accordance with current military essentiality guidance contained in AFI 38-204. For each requirement, state whether it requires a full or partial man-year. If partial, show how much (for example: .25, .5, .66, etc.)

A4.6. Contractor Personnel:

A4.6.1. The Arms Export Control Act (AECA) requires using contractor personnel, particularly in overseas locations, whenever possible. If a decision is made to use organic manpower, this section requires a statement as to why the workload should be retained in-house. It is not necessary to address contractor manpower that will be used; this is covered in paragraph **A4.5.**, Fiscal Year Manpower Summary, and paragraph **A4.4.**, Workload Descriptions.

A4.6.2. If contractors were considered but a decision was made to use organic manpower because the work to be performed is inherently governmental in nature, provide specific examples of the required work that must be performed by USG employees, not contractors. See Office of Federal Procurement Policy (OFPP) Policy Letter 92-1, 23 Sep 92, for guidance on the types of functions that are inherently governmental.

A4.6.3. If cost is the justification for retaining Program Management workload in-house, attach a cost analysis that shows organic cost and contractor cost.

A4.7. Air Force Manpower Standard: Air Force Manpower Standards (AFMS) will be used to determine requirements. List the AFMS(s) for this workload. If an AFMS was not used, indicate method used to determine requirements. Provide examples of measurement methods which you and your manpower office may use to develop your manpower requirements include estimates based on historical data from other similar FMS cases and/or past performance on the base program or similar programs, projected (anticipated) workloads, etc.

A4.8. Wing/Center Manpower Office Certification: Name and phone of manpower analyst that performed requirements determination. Include the following statement: “This manpower information has

been certified by the FMS manpower analysts at (include all organization with manpower requirements).” Leave enough space for ALL manpower analysts involved in validation of the manpower requirements.

A4.9. SAPM Certification: Name and phone number of SAPM. Include statement indicating SAPM concurs with MRP.

A4.9.1. If there is no SAPM, include the following statement: “This manpower information has been validated by (name, organization/office symbol, DSN phone number, and email address of the SAPM.” Leave space for signature and date. Include all SAPMs for MRPs for shared manpower.

A4.9.2. If there is no SAPM, include the following statement: “This manpower information has been validated by (name, organization/office symbol, DSN phone number, and e-mail address of the line manager for the line that will fund the manpower.” Include all line managers with manpower requirements.

A4.10. MAJCOM Manpower Office Certification: Name and phone number of responsible official that validated requirements.

A4.11. CASE MANAGER CERTIFICATION:

A4.11.1. If a SAF/IA managed case, include the following statement: “This manpower information has been validated by (name, SAF/IARX, DSN phone number, and email address of the SAF/IA Case Manager.”

A4.11.2. If an AFSAC or AFSAT managed case, include the following statement: “This manpower has been validated by (name, AFSAC/XXX or AFSAT/XXX, DSN phone number, and email address of the AFSAC/AFSAT Case Manager. Include ALL Case Managers for MRPs for shared manpower.

A4.12. MRP ATTACHMENTS: The following attachments are required::

1. LOAD Extract, Draft LOA or LOA. One of these documents is required to identify the funding source of the manpower, travel, and other associated costs.
2. Manpower and Travel Data Sheet (MTDS), This document is required for ALL Basic LOAs, ALL Amendments (Increase or Decrease of funds/Change in scope), and Modifications that increase in funds or change in scope.
3. If the MRP supports an LOA amendment or modification, attach:
 - a. A copy of the original, approved MRP and SAF/IAPX approval memorandum.
 - b. A copy of any previous amendments/modifications that affected the manpower requirements.

Figure A4.2. Example of Fiscal Year Manpower Summary for Manpower Dedicated to Multiple Countries.

Part A. ORGANIC MANPOWER:

Org/Location	Job Title	Projected Grade	Category *	LOA Line **	Case Identifier	FY 01 Qtr1-4	FY 02 Qtr1-2	Total Costs
ASC/YP WPAFB	SAPM	GS-13	II	010	AA-D-NTR	.34	.34	158,250
					YY-D-ABC	.33	.33	
					VV-D-BAH	.33	.33	
AFSAC/CMA WPAFB	Log	GS-12	II	010	AA-D-NTR	.50	.50	98,780
	Mgr				YY-D-ABC	.50	.50	
TOTAL MANPOWER REQ'D/COST--LINE ##010:				010		2	2	257,030

Part B. CONTRACTOR MANPOWER:

Org/ Location	FUNCTION	LOA Line	FY 01/ 1-4	FY 02/ 1-2 by Qtr	FY by Qtr	FY by Qtr	Total Costs
OO-ALC/ LF Hill AFB UT	Engineering	011	.50	.50			\$145,000
TOTAL MANYEARS REQ'D/COST -- LINE ##011:							
			.50	.50			\$145,000

Figure A4.3. ONLY FOR HQ AFMC: Example of Fiscal Year Manpower Summary for Manpower Supporting a Technical Coordination Group (TCG) or International Engine Management Group (IEMG).

FISCAL YEAR MANPOWER SUMMARY:

COUNTRY	CASE IDENTIFER	PERIOD OF PERFORMANCE	LOA Line 001 Value
Country X	XX-DD-GAE	5 June 99 - 31 Dec 04	\$29,450
Country Y	YY-D-GCO	3 Apr 01 - 31 Dec 05	\$156,246
Country Z	ZZ-D-GHQ	6 Jul 01 - 30 Jun 03	\$9,331
TOTAL			\$195,027

Part A. ORGANIC MANPOWER:

Org/Location	Job Title	Projected Grade	Category *	LOA line **	FY 01 Qtr1-4	FY 02 Qtr1-2	FY 03 Qtr1-4	Total Costs
ASC/YP WPAFB	SAPM	GS-13	II	001	1	1		158,250
AFSAC/CMA WPAFB	Log Mgr	GS-12	II	001	1	1		98,780
TOTAL MANPOWER REQ'D/COST--LINE ##010:				001	2	2		257,030

Part B. CONTRACTOR MANPOWER: N/A

Part C. TOTAL COST: Organic: \$257,825
 Contractor: _____ 0
 \$257,825

Attachment 5

MRP CHANGE NOTICE

The purpose of this MRP Change Notice is to:

- a. Identify changes, as a result of LOA acceptance, required to the MRP for ____ (enter LOA case identifier) that was approved by SAF/IAPX on _____ (enter date of SAF/IAPX approval memo). See attached (attach a copy of the affected SAF/IAPX – approved MRP or MRP Change Notice).
- b. Request extension of existing manpower authorizations on _____ (enter LOA case identifier). An amendment to the case is not required; sufficient funding/period of performance exists on Line _____ (enter LOA line number funding the man power). See attached (attach a copy of the original, SAF/IAPX approved MRP). (Process this MRP Change Notice using the same procedures as an original MRP).

Include and complete ONLY the MRP paragraphs that change from the original MRP.

- 1. CASE IDENTIFICATION DATA:**
- 2. CASE DESCRIPTION:** (If extending manpower authorizations on an existing case, include an explanation of what caused the need to extend the manpower, i.e., what has happened with the case to require work to be done beyond the time the manpower is currently scheduled to expire).
- 3. PROGRAM MANAGEMENT LINE JUSTIFICATION (PMLJ):**
- 4. FISCAL YEAR MANPOWER SUMMARY:** (If extending manpower authorizations on an existing case, provide a summary of requested extensions only, and attach a copy of the affected SAF/IAX – approved MRP or MRP change Notice. If manpower is required for a new, follow-on case, this is considered a “new” requirement, not an “extension” and requires a new MRP to be prepared and submitted).
- 5. WORKLOAD DESCRIPTIONS:** (If extending manpower authorizations on an existing case, also provide MPCN, and include a description of the work that needs to be done beyond the time the man power is scheduled to expire).
- 6. CONTRACTOR PERSONNEL:**
- 7. AIR FORCE MANPOWER STANDARD:**
- 8. WING/CENTER MANPOWER OFFICE CERTIFICATION:**
- 9. SAPM CERTIFICATION:**
- 10. MAJCOM MANPOWER OFFICE CERTIFICATION:**
- 11. CASE MANAGER CERTIFICATION:**

Attachment 6

AIR FORCE SECURITY ASSISTANCE MANPOWER CATEGORIES

A6.1. Category I - Services (Reimbursed by Case Funds From Hardware or Service Lines): Positions performing any defense service. Can include repairs, testing, Purchaser requested services (including special management functions, reports, tracking, etc.), training, documentation preparation, surveys, technical or other assistance, or defense information used for the purpose of furnishing the article. ETSS and TAFT are such services. Other examples are:

A6.1.1. Design/Construction: Positions performing design or construction services requested by the Purchaser or required to furnish the article.

A6.1.2. Engineering: Positions performing general "hands-on" engineering services in support of the article.

A6.1.3. Special RDT&E and Nonrecurring Production: Positions performing RDT&E and production in developing a special feature or Purchaser unique requirement not approved or funded for the US government.

A6.1.4. Packing, Crating, Handling, and Transportation: Positions performing these functions as a service requested by the Purchaser. Costs can be separate LOA lines or incorporated in an end item listed on an LOA. These are not positions performing work covered by the accessorial surcharge (see Category III).

A6.1.5. Direct Labor: Positions performing work in producing a line item included in an LOA (publication, equipment).

A6.1.6. Sustainment Technical Support Services: Positions assigned to a dedicated unit that provides specialized sustainment technical support (ECISAP, TCG, IEMP).

A6.2. Category II - Program Management (Reimbursed by Case Funds From Program Management Lines) : Positions performing system or program management efforts required to successfully deliver the article or service ordered by the Purchaser. Types of LOAs that may include program management lines are listed in DoD 5105.38M (SAMM), paragraph 70201.B.1. Paragraph 70201.B.3. lists types of LOAs that may not include program management lines. Examples of program management functions include:

A6.2.1. Positions performing coordination and integration efforts between multiple organizations responsible for execution.

A6.2.2. Positions performing administrative services that are over-and-above routine administrative functions identified in DoD 5105.38M (SAMM), paragraph 70402.A.2. Examples are special program tracking, extensive integration efforts, additional functions required due to program acceleration or nonstandard procurement.

A6.2.3. Positions performing configuration management functions.

A6.2.4. Positions performing system integration functions.

A6.2.5. Positions performing integrated logistics management functions.

A6.3. Category III - Accessorial (Reimbursed by Accessorial Surcharge Funds) : Reimbursements are made directly from DFAS-DE to the MAJCOM O&M accounts. Positions performing packing, crating, handling, transportation, and staging functions in DoD facilities for non-stock-funded articles sold from Air Force stock. Stock-funded include costs for this workload in the unit price.

A6.4. Category IV - Administrative (Reimbursed by Administrative/LSC Surcharge Funds) : Provides for administrative workload, overhead and infrastructure requirements for the Air Force FMS program. Positions must perform "hands on" functions directly related to FMS mission accomplishment at least 10 percent of the available time. Examples include positions performing LOA data preparation (includes P&A data), sales negotiations, requisition processing, procurement, case control, accounting and funds management, computer programming, case closure and reconciliation, routine clerical support, and routine administrative functions as identified in DoD 5105.38M (SAMM), paragraph 70402.A.2. The annual FMS Administrative Budget Call also provides guidance on functions funded in this category. Effective 1 Jan 90, the AECA (Section 43(b)(3)) was amended to exclude reimbursement for military salaries from the FMS administrative account.

A6.5. Non-Reimbursable Security Assistance Workload : There are functions involved in Security Assistance that are not reimbursable. Following are examples:

A6.5.1. The Foreign Assistance Act of 1961, Section 03(a)(3), prohibits reimbursement of military salaries from FMS cases that are fully funded with non-repayable credits. Air Force military manpower will not be allocated to MAJCOMs for these cases. If MAJCOMs submit validated military requirements for these cases, SAF/IA approval represents validation of the requirement. MAJCOMs must realign existing MAJCOM FMS manpower to satisfy the requirements and/or request military end strength through the POM process.

A6.5.2. Military positions performing FMS administrative functions (Category IV) are paid from the Air Force military O&M (3400) appropriations.

A6.5.3. Other functions that are an inherent part of the Air Force mission are Foreign Disclosure/Technology Transfer determinations (includes export license processing and co-production programs), processing visit requests from foreign countries and international organizations. These types of functions are performed to ensure the US government national security policies are upheld and the Air Force interests are met.

A6.5.4. Positions performing FMS administrative services for NATO Maintenance and Supply Agency (NAMSA) programs and NATO E3A programs are non-reimbursable.

A6.6. Foreign Military Financing (FMF) : Positions performing workload in support of International Military Education and Training (IMET) are funded with FMF appropriations.

Attachment 7**DSCA CASE RELATED MANPOWER ACTIVITIES AND ASSOCIATED COSTS
MATRIX**

NOTES:

1. Most of the information included was gleaned from existing documents---SAMM, FMR, Army documentation, Budget Call, etc. --- and refined based on meetings with the Army, Navy, Air Force and PBB/PBC coordinators at DSCA.
2. This matrix is not intended to cover all costs---only those costs that are related to manpower. The FMR and other financial regulations include additional information regarding the use of administrative or case funds for other services and materiel.
3. It is recognized that some subjectivity will remain in this matrix no matter how much it is refined. It is probably not possible (nor desirable) to take out all of the flexibility because each program is somewhat different. Some of the more subjective terms are defined as follows:

Case-related manpower eligible for Direct Case Funding: Direct manpower (USG and contractor), to include travel, required to deliver the materiel or services (to include training) ordered by the customer. This manpower may be to provide the specific services actually requested by the purchaser, or this manpower may be needed to produce the articles or perform the services being sold. These costs are normally included on the hardware or services line.

Case-related manpower eligible for Program Management Line (PML) Funding: Non-routine management efforts (USG and contractor), to include travel, directly attributable to successful execution of the case or program (typically complex in nature). When included, PMLs must be a condition of sale (i.e., those services unilaterally determined by the USG to be necessary for successful program implementation).

Case-related manpower eligible for Administrative Surcharge Funding: Other manpower (USG and contractor) required to develop, execute and close FMS cases. These functions maybe indirect (i.e., support across multiple customers/cases) or direct (i.e., support to a specific case or program).

Routine: Something we do for all customers for all types of cases.

Non-Routine: Something required by the nature of the program or to meet customer requirements.

Complex/Major LOA: For “Complex”, refer to SAMM, Section 70201. “Major case” is defined as follows: Defined Order: \$25M or more total LOA value; Blanket Order/CLSSA: \$10M or more total LOA value; and/or 15% or more of a country’s total FMS program dollar value.

4. This matrix is constructed to capture all major activities. Any type of cost may apply to any category, although some types of costs are separately listed (e.g., ADP, training, contracts). Types of costs that may apply to any particular activity include: personnel including basic pay, benefits awards and overtime; travel; rents and communications; contracts for services, maintenance & equipment rental, and purchase of ADP and non-ADP equipment. In the review of this matrix, we seek to fully describe the activities. In later work, we can cross-walk the list of activities to various types of costs (object classes/elements of expense).
5. For purposes of this matrix, foreign customer training is defined as a “service.” Any entries concerning services being provided to a customer should be considered to include training.
6. This matrix is policy. For the longer-term, DSCA will be chairing a Surcharge Assessment Team to review and possibly revise the structure and/or computation of surcharges applicable to LOAs. The team’s results will likely impact this matrix.
7. Where noted, this matrix is subject to change pending results of the Performance Based Costing (PBC) effort. It is anticipated that PBC will enable us to utilize a business-based approach for charging direct costs to cases, as appropriate. Potential PBC impacts are noted on the matrix as placeholders only.

PBB/PBC Bucket(s) Legend:
1 – Pre LOR; 2 – Case Development; 3 – Case Execution; 4 – Case Closure; 5 – Other Security Cooperation Activities; 6 – Business Sustainment

Case-Related Manpower Activities and Associated Costs Matrix

Item No.	PBB/PBC Bucket(s)	Functions/Activities	Funding Source: FMS Admin	Funding Source: FMS Case Program Mgt Line	Funding Source: Other FMS Case Line(s)
1	1	Pre-LOR work.	X		
2	1, 2	Pre-LOA work to include: <ul style="list-style-type: none"> • Responses to routine requests for information from foreign countries. • Preparation of Price and Availability (Rough Order of Magnitude) data. • Development and preparation of Letters of Offer and Acceptance (LOAs). 	X		
3	1, 2	Pre-LOA work to include: site surveys, logistics support conferences, case planning meetings, etc. necessary to delineate customer requirements. (NOTE: Using the “Other FMS case manpower line(s)” as the funding source is the preferred method. If it is not possible to provide a case, and admin funds are available, these activities may be funded with admin funds and then reimbursed from the signed case, at the discretion of the MILDEP/IA.)			X

<u>Item No.</u>	<u>PBB/PBC Bucket(s)</u>	<u>Functions/Activities</u>	<u>Funding Source:</u> FMS Admin	<u>Funding Source:</u> FMS Case Program Mgt Line	<u>Funding Source:</u> Other FMS Case Line(s)
4	2	Incremental costs associated with development of Not-to-Exceed (NTE) LOAs. Refer to DSCA memo I-00/006952 dated 15 Jun 2000.			X
5	2	Case implementation.	X		
6	3	Costs associated with establishing initial/long range goals and objectives, and case master, financial, logistical and delivery plans.	X (current policy)	X (proposed pending PBC results)	
7	3	Program manager or coordinator of program.		X	
8	3	<u>For Routine LOAs:</u> Review, approval and monitoring of execution, scope, schedule of work, cost, payment schedules and resolution of problems. Analyze case performance from cradle-to-grave.	X (current policy)	X (proposed pending PBC results)	
9	3	<u>For Complex/Major LOAs:</u> Review, approval and monitoring of execution, scope, schedule of work, cost, payment schedules and resolution of problems. Analyze case performance from cradle-to-grave.		X	
10	3	Prepare amendments and modifications to the case.	X		
11	3	Efforts/services required due to program acceleration, non-standard procurements, special program tracking or reporting, program reviews or non-routine integration efforts.		X	

<u>Item No.</u>	<u>PBB/PBC Bucket(s)</u>	<u>Functions/Activities</u>	<u>Funding Source: FMS Admin</u>	<u>Funding Source: FMS Case Program Mgt Line</u>	<u>Funding Source: Other FMS Case Line(s)</u>
12	3	Conduct/prepare for country-level FMS reviews. Funding sources also include per diem, salary and travel. Refer to DSCA policy memo 00-19 dated 20 Dec 2000.	X (for all USG personnel attending who are not case/program managers)	X (if a case/program manager attends solely to represent a specific case/group of cases and where PM line is normal funding source)	X (if a case/program manager attends solely to represent a specific case/group of cases and no PM line exists otherwise)
13	3	Conduct/prepare for service-level FMS reviews. Funding sources also include per diem, salary and travel. Refer to DSCA policy memo 00-19 dated 20 Dec 2000.	X (for all USG personnel attending who are not case/program managers)	X (if a case/program manager attends solely to represent a specific case/group of cases and where PM line is normal funding source)	X (if a case/program manager attends solely to represent a specific case/group of cases and no PM line exists otherwise)

<u>Item No.</u>	<u>PBB/PBC Bucket(s)</u>	<u>Functions/Activities</u>	<u>Funding Source: FMS Admin</u>	<u>Funding Source: FMS Case Program Mgt Line</u>	<u>Funding Source: Other FMS Case Line(s)</u>
14	3	Conduct/prepare for program-level FMS reviews. Funding sources also include per diem, salary and travel. Refer to DSCA policy memo 00-19 dated 20 Dec 2000.	X (for all USG personnel attending who are not MILDEP/IA country or case/program managers)	X	X
15	3	Conduct/prepare for internal (USG-only) FMS reconciliation or otherwise periodic review. Funding sources include per diem, salary and travel. Refer to DSCA policy memo 00-19 dated 20 Dec 2000.	X	X	X
16	3	Conduct/prepare for internal (USG-only) FMS review planning meeting. Funding sources include per diem, salary and travel. Refer to DSCA policy memo 00-19 dated 20 Dec 2000.	X (for all USG personnel attending who are not case/program managers)	X (if a case/program manager attends solely to represent a specific case/group of cases and where PM line is normal funding source)	X (if a case/program manager attends solely to represent a specific case/group of cases and no PM line exists otherwise)

<u>Item No.</u>	<u>PBB/PBC Bucket(s)</u>	<u>Functions/Activities</u>	<u>Funding Source:</u> FMS Admin	<u>Funding Source:</u> FMS Case Program Mgt Line	<u>Funding Source:</u> Other FMS Case Line(s)
17	3	Conduct/prepare for country/service/program-level FMS reviews requested by the customer which exceed the number deemed necessary by the USG. Refer to DSCA policy memo 00-19 dated 20 Dec 2000.			X
18	3	Services requested by the purchaser but not required by the MILDEP/IA as a condition of sale, such as: studies and surveys; technical assistance advisory personnel or members of Mobile Training Teams (MTTs); Technical Assistance Field Teams (TAFTs); Contractor Engineering Technical Services (CETS); program task forces; Technical Assistance Teams (TATs); Quality Assurance Teams (QATs); etc.			X
19	3	Services required to produce materiel requested by the customer (i.e., engineering services, testing).			X

<u>Item No.</u>	<u>PBB/PBC Bucket(s)</u>	<u>Functions/Activities</u>	<u>Funding Source: FMS Admin</u>	<u>Funding Source: FMS Case Program Mgt Line</u>	<u>Funding Source: Other FMS Case Line(s)</u>
20	3	The following specialized services when specifically requested by the customer or when deemed required by the USG in order to successfully deliver the articles and/or services: - Configuration management 3 Customer requested 3 USG deems necessary - Weapon systems management 3 Customer requested 3 USG deems necessary - Systems integration 3 Customer requested 3 USG deems necessary - Integrated logistics/training management 3 Customer requested 3 USG deems necessary	X	X	X
21	6	Space rental charges specifically incurred to support:	X	X (if in support of PMO)	X
	3	- FMS Mission			X (if no PMO)
		- Customer/case (i.e., warehousing)			
	3	Customer requested			
	3	USG deems necessary			

<u>Item No.</u>	<u>PBB/PBC Bucket(s)</u>	<u>Functions/Activities</u>	<u>Funding Source: FMS Admin</u>	<u>Funding Source: FMS Case Program Mgt Line</u>	<u>Funding Source: Other FMS Case Line(s)</u>
22	6	ADP services/equipment required to support:	X	X (if in support of PMO)	X
	3	- FMS Mission			X (if no PMO)
		- Customer/case			
	3	Customer requested			
	3	USG deems necessary			
23	6	Supplies and equipment to support:	X	X (if in support of PMO)	X
	3	- FMS Mission			X (if no PMO)
		- Customer/case			
	3	Customer requested			
	3	USG deems necessary			
24	6	Job-related skills training for individuals who spend 50% or more of their time performing FMS-related work. (NOTE: For individuals spending less than 50% of their time performing FMS-related work, funding source of his/her salary dictates the funding source for the training.)	X		
25	3	Training for TAFTs or MTTs and other personnel for their direct support to a case.			X
26	3	<u>For Routine LOAs:</u> Initiation and oversight/monitoring of the acquisition process.	X	X	(proposed pending PBC results)
27	3	<u>For Complex/Major LOAs:</u> Initiation and oversight/monitoring of the acquisition process.		X	X

<u>Item No.</u>	<u>PBB/PBC Bucket(s)</u>	<u>Functions/Activities</u>	<u>Funding Source: FMS Admin</u>	<u>Funding Source: FMS Case Program Mgt Line</u>	<u>Funding Source: Other FMS Case Line(s)</u>
28	3	Preparation and processing of requisitions to include providing appropriate routine status and tracking/coordination/ problem-solving efforts normally performed by DoD Supply and Inventory Control Points, and International Logistics Control Office to ensure on-time deliveries.	X		
29	3	Special or expedited preparation, processing and tracking/management of requisitions at the request of the purchaser.			X
30	3	Reporting of deliveries, to include both the physical delivery of the article/service and the associated financial/billing transactions.	X		
31	3	Maintain case files.	X		
32	3	Preparation (to include printing and reproduction) of case-related routine reports (e.g., as defined in the SAMM, FMR, International Customer Users Group, etc.) to FMS customer and other Agencies.	X		
33	3	Preparation of non-routine reports as requested by the purchaser.			X
34	3	Accounting and budgeting.	X		
35	3	Reconciliation of financial and logistical management systems until the case is supply/services complete.	X	X (if PM line exists otherwise)	
36	3	Expedited reconciliation efforts requested by the customer beyond normal financial management standards. A separate line item or case would be required.			X
37	3	Processing of Supply Discrepancy Reports (SDRs).	X		
38	4	Case closure efforts for supply/service complete cases, to include standard, ACC, EACC and DSCA-directed force closures.	X		

<u>Item No.</u>	<u>PBB/PBC Bucket(s)</u>	<u>Functions/Activities</u>	<u>Funding Source:</u> FMS Admin	<u>Funding Source:</u> FMS Case Program Mgt Line	<u>Funding Source:</u> Other FMS Case Line(s)
39	4	Expedited case closure efforts requested by the customer for supply/service complete cases beyond ACC or EACC standards and when approved by DSCA. A separate case is required.			X

Attachment 8

LOA MANPOWER AND TRAVEL DATA SHEET

Example - Other Services

LOA Manpower and Travel Data Sheet

FMS Case XX-D-QBQ

A. Personnel

Position/Function	Grade/Rank/ Contractor	Location	Line Item on LOA	Man-years of Effort	Duration (From/To)	Total Salary
Logistics Mgmt Specialist	GS-12	ESC/AWIF HAFB MA	003	1	Apr 01 –Mar 02	\$90,884
Logistics Mgmt Specialist	GS-12	ESC/AWIF HAFB MA	003	1	Apr 01 –Mar 02	\$90,884
Price/Cost Analyst	GS-12	WR-ALC/LF RAFB, GA	003	2	Apr 01 –Mar 02	\$90,884
Contracting Specialist	GS-13	ESC/AWIF HAFB MA	003	2	Apr 01 –Mar 02	\$119,921

Total: \$392,533

B. Travel

Purpose of Trip	CONUS or In-Country?	Line Item on LOA	Number of Trips for this Purpose	Duration of Each Trip	Number of People for Each Trip	Total Cost
To attend Meeting Project Reviews (IS)	In-country	Line 003	4	5-7 days	6	\$216,342 *
To attend Project Reviews (WP-AFB)	CONUS	Line 003	4	5-7 days	6	\$79,100 *

Total: \$295,442

C. Personnel Support Costs (i.e., office space, equipment, furniture, communications, supplies, etc.)

Type of Support	Total Cost
Communications	\$8,793
Supplies	\$18,793

Total: \$27,586**Grand Total: \$715,516**

D. Narrative Description: (Use this section to describe the life of any Program Management Lines (PMLs) in relation to the delivery schedule of the item(s). Provide the number of months of PML support beyond final delivery and any supporting information.)

E. Additional Comments: (Provide summary of new requirements above, and explain any differences between new requirements and figure reflected on LOA line, see below)

Total new requirements detailed in A, B and C, Apr 01 to Mar 02:	\$ 926,406
Prior Line 003 value for manpower expenses, Jan 98 to Mar 01:	<u>1,500,000</u>
Revised Line 003 value for manpower expenses, Jan 98 to Mar 02:	\$2,426,406

F. Point of Contact for Further Information Regarding Manpower on this Case: John H. Parker, Security Assistance Management Analyst, SAF/IAPX, Policy Division, DSN: 425-8961 FAX: 425-8898, COM: (703) 588-8368, DSN 425-8368 email: <mailto:John.Parker@pentagon.af.mil>

G. SAF/IAPX Review Date/Approval Number:

**Example - Program Management Line
LOA Manpower and Travel Data Sheet
FMS Case XX-D-SIR**

A. Personnel

Position/Function	Grade/Rank/ Contractor	Location	Line Item on LOA	Man-years of effort	Duration (From/To)	Total Salary
Line Manager	GS-13	WP-ASC/ FBAI	022	1	Jan 2002 –Sep 2010	\$895,919
Financial Specialist	GS-06	WP-ASC/ FBAI	022	1	Jan 2002 –Sep 2010	\$349,742

Total: \$1,245,661

B. Travel

Purpose of Trip	CONUS or In-Country?	Line Item on LOA	Number of Trips for this Purpose	Duration of Each Trip	Number of People for Each Trip	Total Cost
To attend Meeting Project Reviews (KS)	In Country	Line 022	8	5-7 days	2	\$40,000
To attend Project Reviews & LOA Planning Meetings (WP-AFB)	CONUS	Line 022	10	5-7 days	2	\$24,000

Total: \$64,000

C. Personnel Support Costs (i.e., office space, equipment, furniture, communications, supplies, etc.)

Type of Support	Total Cost
Communications	\$5,800
Supplies	\$8,793

Total: \$14,593

Grand Total: \$1,324,254

D. Narrative Description: (Use this section to describe the life of any Program Management Lines (PMLs) in relation to the delivery schedule of the item(s). Provide the number of months of PML support beyond final delivery and any supporting information.)

E. Additional Comments:

F. Point of Contact for Further Information Regarding Manpower on this Case: Sonja A. Patch, Security Assistance Management Analyst

SAF/IAX, Policy Division, DSN: 425-8961 FAX: 425-8898, COM: (703) 588-8961 email:

<mailto:Sonja.Patch@pentagon.af.mil>

G. SAF/IAPX Review Date/Approval Number:

Attachment 9**SECURITY ASSISTANCE RATED OFFICER REQUIREMENT ANALYSIS
CHECKLIST**

The following checklist is to be used by the FMS Case Manager or SAPM to assist SAF/IA Country Directors and HQ USAF/XOOT in analyzing requests for rated officers. Include this checklist with the manpower requirements package.

A9.1. Case Description. Provide the case identifier and case description for which the requirements will be applied.

A9.2. Case Mission. State the mission of the case as it relates to the requirement for rated officers.

A9.3. Officer Requirement Specifics. Document the following specific of the requirement to ensure a complete description of the requirement.

- Number of rated officers required.
- Rank of rated officers required.
- Air Force Specialty Codes (AFSC) of rated officers required.
- Proposed tasks for each rated officer required.

A9.4. Requirement Necessity. Document for each requested rated officer whether the requirement is mission essential or a preferred enhancement.

A9.5. Requirement Duration. Document for each requested rated officer the requirement duration to include start date and end date.

A9.6. Organic Substitution. Document, for each requested rated officer, whether other organic Air Force resources (military or civilian) could be substituted in part or whole to meet the requirement.

A9.7. Contract Substitution. Document for each requested rated officer whether contract support could be substituted in part or whole to meet the requirement.

A9.8. Mission Impact. Document the impact to the mission if resource is not provided. Include whether the mission could be achieved and to what level of success.

A9.9. Extension Possibility. Document the potential for a resource request extension beyond the proposed LOA. If an extension is predicted document the following specifics:

- Predicted extension purpose, if different from the original.
- Estimated duration.
- Organic Air Force resource substitution potential.
- Contract support substitution potential.

A9.10. Flight Requirement. Document for each request whether the rated position requires flying. If flying is required, document what aircraft the rated officer(s) will fly.

A9.11. Additional Information. Provide any other relevant information to assist analysis.

Attachment 10

MANPOWER SUMMARY FOR TAFT/ETSS CASES

A10.1. Case Identifier and Title:

A10.2. Case Description: Briefly describe what this case involves.

A10.3. Manpower Requirements: Provide the following for each position:

<u>Grade</u>	<u>AFSC</u>	<u>Location</u>	<u>PAS Code*</u>	<u>Effective Dates</u>	<u>SRID**</u>
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*If there is not an established PAS for the location, enter "TBD."

**When establishing a new ETSS/TAFT, please provide the senior rater identification number (SRID) for that location.

A10.4. Contractor Personnel: The AECA requires using contractor personnel, particularly in overseas locations, whenever possible. Provide statement that contractor personnel were considered and brief explanation why they could not perform the workload.

A10.5. Military Essentiality: Military grades must be justified IAW current military essentiality guidance contained in AFI 38-204, *Programming USAF Manpower*. If the country has specifically requested military positions, include a statement here.

A10.6. Enter costs for each position and total costs for length of LOA.

Attachment 11

MINIMUM COORDINATION REQUIREMENTS FOR SECURITY ASSISTANCE DOCUMENTS

A11.1. FMS Cases, Pseudo Cases, Letters of Intent, and Leases.

NOTE: Office symbols for SAF/IA-written cases are given. AFSAC and AFSAT will coordinate with local offices. If local offices are not available, AFSAC and AFSAT cases must be sent to the SAF/IA Country Director for appropriate SAF-level coordination. "X" indicates coordination is required for all cases marked. All LOAs require mandatory coordination by the SAF/IA, AFSAC or AFSAT Missile Technology Control Regime (MTCR) Point of Contact.

	A	C	D	E	F	G	H	K	L	M	N	O	P	Q	R	S	T	U	V	Y	Z
Policy (SAF/IAPX)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Missile Technology Control Regime (SAF/IARW & SAF/IAPX)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Legal Review (SAF/GCI)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Financial (SAF/FMBIS)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Frgn DscI/RIs (SAF/IAPD)	1	1	X	1	1	1	1	1	1	1	X	1	1	1	1	X	1	1	1	X	1
Logistics (HQ USAF/IL)			2	2												2				2	
Acqsitin/PEM (SAF/AQ)			3								3					3				3	
Systems (SAF/IARW)			X								4					X				X	
Prg/Eval (HQ USAF/XPPL)																5					5
Plan/Ops (HQ USAF/XOF)			6								6					6				6	
Plan/Ops (HQ USAF/XOPX)											7					7					
Test/Eval (HQ USAF/TEP)											8					8					

NOTES:

1. Coordination required for any case involving releasability or disclosure issues.
2. For stockpiled material of US war reserve materiel (WRM), coordinate with HQ USAF/ILXX. For system support, coordinate with HQ USAF/ILM, ILXY, or ILXW, as appropriate. When munitions or munitions related equipment is involved, coordinate with HQ USAF/ILMW. If POL is involved, coordinate with HQ USAF/ILSP.
3. For FMS acquisitions, coordinate with SAF/IAPQ and the cognizant PEM in SAF/AQP, AQQ, AQS, and/or AQL. Coordinate contractual aspects of security assistance with SAF/AQC. If an international cooperative project is involved, coordinate with SAF/IAPQ. SAF/AQSS coordination is required for all cases involving GPS equipment. SAF/AQPT coordination is required for all cases which include drones or targets.
4. SAF/IARW coordination is required on all exercise cases.
5. HQ USAF/XPPL coordination is required on all cases or leases involving aircraft.

6. The appropriate office within HQ USAF/XOF coordination is required for all cases involving aircraft ferrying or Congressional Notification under AECA, Section 36(b).
7. HQ USAF/XOXX coordination is required for all cases involving Congressional Notification under AECA, Section 36(b).
8. HQ USAF/TEP coordination is required for all cases which include drones or targets.

Additional case coordination information:

1. Except for blanket order cases, add HQ USAF/XO as coordinating agencies on any sale which requires electronic warfare (EW) threat data in the system, such as EW warning receivers (ALR systems), ECM pods (ALQ systems), and aircrew simulators.
2. If line items are added to any type of case, the case requires coordination with the same offices as if a new LOA.
3. Coordinate with HQ USAF/IL if diversion from inventory involves WRM or is nuclear-related.

A11.2. Other Security Assistance Documents.

NOTE: Office symbols for SAF/IA-written cases are given. AFSAC and AFSAT will coordinate with local offices. If local offices are not available, AFSAC and AFSAT cases must be sent to the SAF/IA Country Director for coordination with SAF offices. Cases marked for DSCA coordination must be coordinated with DSCA--there is no local office equivalent. "X" indicates coordination is required for all cases marked.

	Price and Availability Data	Geodetic & Geophysical Survey	Temporary Upgrade of FAD	Accelerated Payment Schedule	USG Trans Except	Sole-source Requests	Pen & Ink Cgs	Reinst of Offer
Policy (SAF/IAPX)					X	X	X	X
Legal Review (SAF/GCI)						X	1	1
Financial (SAF/FMBIS)							2	2
Prg/Eval (HQ USAF/XP)			X					
Systems (SAF/IARW)	X	X						
DSCA/COMPT-FMPD				X			3	3
DSCA/PPP ³					X			

NOTES:

1. HQ SAF/GCI coordination is required on all pen and ink changes that change LOA terms and conditions.
2. SAF/FMBIS coordination is required on all pen and ink changes and reinstatements that change line or case values.

3. DSCA/COMPT-FMPD coordination is required on all pen and ink changes and reinstatements that change line or case values.

Attachment 12**MINIMUM DISTRIBUTION REQUIREMENTS FOR SECURITY ASSISTANCE DOCUMENTS****A12.1. LOAs, Modifications, and Amendments:**

- A12.1.1. LOAD preparer and any intermediate organizations that reviewed the LOAD
- A12.1.2. All organizations that will get an IPD, if the LOA is accepted
- A12.1.3. Purchaser's CONUS FMS representative, if the document is sent to a SAO or outside CONUS address
- A12.1.4. SAO, if the document is sent to a Purchaser's CONUS representative
- A12.1.5. SAF/IAPX (all SAF/IA-written cases)

A12.2. IPDs and IPD Amendments:

- A12.2.1. Purchaser's CONUS FMS representative
- A12.2.2. SAO in Purchaser's country
- A12.2.3. DFAS-DE
- A12.2.4. SAF/FMBIS
- A12.2.5. SAF/IARW (if aircraft are involved)
- A12.2.6. Subordinate implementing command, as required
- A12.2.7. Unified commands ("D" and "S" cases and other cases requiring congressional review)
- A12.2.8. SAF/IAPX (all SAF/IA-written cases)
- A12.2.9. ACC AOS/AOD (aircraft ferry)

Attachment 13**INTERNATIONAL PROGRAM DIRECTIVE (IPD) FORMAT**

A13.1. Format 1. The Memorandum of Agreement between SAF/IA and SAF/AQ requires that SAF/IA implement system sales involving major procurements to SAF/AQ. The IPDs for these cases should use the following format.

NOTE: The following IPD formats contain the minimum information required. Additional paragraphs and instructions should be included on a case-by-case basis as required. Modifications to this format may be necessary because of the unique nature of a program (i.e., leases).

No. XX-D-XXX (1)

Date:

SAF/IA Country Director:

DSN:

Comm:

**INTERNATIONAL PROGRAM DIRECTIVE
FOR
CASE XX-D-XXX
(Case Nickname)**

IMPLEMENTING ORGANIZATION: SAF/AQ_

SECURITY ASSISTANCE PROGRAM MANAGER (SAPM):

LINE MANAGER ORGANIZATIONS: (For each line management code (LMC) used on the LOA, include an office symbol.)

OPERATING AGENCY CODE (OAC) ORGANIZATIONS: (For each OAC used on the LOA, include an office symbol.)

1. EXECUTIVE SUMMARY: This document provides direction to SAF/AQ_ to implement XX-D-XXX, which provides (include a brief summary explaining articles/services to be provided on the case). Funding for this program is (include type of funding from the LOA).

2. PROGRAM SUMMARY:

a. References: SAMM, AFMAN 16-101, AFI 16-105, AFR 800-1, AFR 800-2, and the Letter of Offer and Acceptance (LOA). Also include any Statement of Work (SOW) or Memorandum of Understanding (MOU) that applies.

b. Implementing Instructions: SAF/AQ_ will implement this program by issuing a Program Management Directive (PMD) in accordance with established procedures. (Any expediting information unique to this case should be included in this paragraph. For example, if a trip is planned which would require immediate action prior to receipt of the PMD, that should be stated so that SAF/AQ can issue instructions accordingly.)

c. Scope of Authority:

- (1) Specified United States Government (US government) responsibilities under the LOA
- (2) Receipt by OAC activity of approved obligational authority
- (3) FAD:
- (4) AFMAN 16-101, as modified.
- (5) Authorities as listed in paragraph 2.a. references.

d. Relationship to LOA Data (LOAD): (Include any changes made to the LOAD or a statement that LOAD was incorporated into the LOA without change.)

e. Country Director: The SAF/IA Country Director has overall responsibility for this program up to case implementation. This includes LOA changes and participation in meetings/reviews involving the Purchaser.

(1) The SAF/IA Country Director is the primary interface with the Purchaser and may attend all meetings with representatives of the Government of XX.

(2) All requests for additions, deletions, and modifications must be submitted by the SAPM or Purchaser to the SAF/IA Country Director.

3. CASE MANAGEMENT DIRECTION:

a. General Program Guidance:

(1) The SAPM is responsible for program execution and implementation. The SAPM and Line Managers must prepare implementing instructions and forward a copy to the SAF/IA Country Director and SAF/AQ_ within twenty-one days after receipt of this document and PMD direction. The instructions must cover all pertinent aspects of this directive and assignment of tasks within the field organizations. The instructions will include the name, rank/grade, telephone number, and organization of the Line Manager(s).

(2) The SAPM must forward to the SAF/IA Country Director all proposed additions, modifications, and deletions of LOA costs, availability, source of supply, supplemental conditions, management plan, and other LOA changes. The SAPM must inform the SAF/IA Country Director of all proposed program reviews and meetings involving the Purchaser so the SAF/IA Country Director may attend said reviews/meetings. The SAPM will receive inputs from the Line Manager and coordinate actions, as appropriate.

(3) Line Managers will ensure the availability time frames contained in the basic LOA are adhered to. It is imperative the SAF/IA Country Director be advised of any delays, slippage or problems that affect contracting, delivery or installation of equipment associated with this program.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

b. Specific SAPM and Line Manager Guidance:

(1) Milestones:

(2) The SAPM and Line Managers are responsible for execution of the program, to include the tasking of supporting organizations.

(3) The SAPM is responsible for chairing Program Management Reviews attended by the SAF/IA Country Director, Line Managers, supporting organizations, contractors, and SAO personnel.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

(5) Procedures for line item changes are contained in AFMAN 16-101.

(6) Security Assistance Line Manager responsibilities are contained in AFMAN 16-101.

4. PROGRAM RESOURCES:

a. Financial: Obligational authority is (approved or pending). (If OA is being withheld on any lines, these lines should be specified in this paragraph.)

b. Manpower: (Include any manpower requirements on the case including any restrictions to obligational authority if manpower is not yet approved. If no manpower exists on the case, "N/A" should be entered.)

5. PURCHASER RESPONSIBILITIES: The Purchaser has agreed to the following responsibilities:

a. Purchaser requests for additions, deletions, and modifications to the program must be submitted to SAF/IA_.

b. (Include other Purchaser actions which may not have been specified in the LOA, or which might require additional clarification.)

c. As specified in the LOA.

Attachments:

1. LOA XX-D-XXX

2. Any Pen and Ink Changes to the LOA

3. Any Reinstatements of Offer to the LOA

A13.2. Format 2. The following format should be used for those cases that do not involve SAF/AQ.

No. XX-D-XXX (1) Date:

SAF/IA Country Director:

DSN:

Comm:

**INTERNATIONAL PROGRAM DIRECTIVE
FOR
CASE XX-D-XXX
(Case Nickname)**

IMPLEMENTING ORGANIZATION:

SECURITY ASSISTANCE PROGRAM MANAGER (SAPM):

LINE MANAGER ORGANIZATIONS: (For each line management code (LMC) used on the LOA, include an office symbol.)

OPERATING AGENCY CODE (OAC) ORGANIZATIONS: (For each OAC used on the LOA, include an office symbol.)

1. EXECUTIVE SUMMARY: This document provides direction to furnish the XX Government with (include a brief summary explaining articles/services to be provided on the case). Funding for this program is (include type of funding from the LOA).

2. PROGRAM SUMMARY:

a. References: SAMM, AFMAN 16-101, AFI 16-105, AFR 800-1, AFR 800-2, and the Letter of Offer and Acceptance (LOA). Also include any Statement of Work (SOW) or Memorandum of Understanding (MOU) that applies.

b. Implementing Instructions: The SAPM and Line Manager must prepare implementing instructions and forward a copy to the SAF/IA Country Director within twenty-one days. The instructions must cover all pertinent parts of this Directive and assignments of tasks within their organization. The instructions will include the name, rank/grade, telephone number, and organization of the Line Manager(s).

c. Scope of Authority:

- (1) Specified United States Government (US government) responsibilities under the LOA
- (2) Receipt by OAC activity of approved obligational authority
- (3) FAD:
- (4) AFMAN 16-101, as modified

(5) Authorities as listed in paragraph 2.a. references.

d. Relationship to LOA Data (LOAD): (Include any changes made to the LOAD or a statement that LOAD was incorporated into the LOA without change.)

e. Country Director: The SAF/IA Country Director has overall responsibility for this program up to case implementation. This includes LOA changes and participation in meetings/reviews involving the Purchaser.

(1) The SAF/IA Country Director is the primary interface with the Purchaser and may attend all meetings with representatives of the Government of XX.

(2) All requests for additions, deletions, and modifications must be submitted by the SAPM or Purchaser to the SAF/IA Country Director.

3. CASE MANAGEMENT DIRECTION:

a. General Program Guidance:

(1) The SAPM is responsible for program execution and implementation. The SAPM and Line Managers must prepare implementing instructions and forward a copy to the SAF/IA Country Director and SAF/AQ_ within twenty-one days after receipt of this document and PMD direction. The instructions must cover all pertinent aspects of this directive and assignment of tasks within the field organizations. The instructions will include the name, rank/grade, telephone number, and organization of the Line Manager(s).

(2) The SAPM must forward to the SAF/IA Country Director all proposed additions, modifications, and deletions of LOA costs, availability, source of supply, supplemental conditions, management plan, and other LOA changes. The SAPM must inform the SAF/IA Country Director of all proposed program reviews and meetings involving the Purchaser so the SAF/IA Country Director may attend said reviews/meetings. The SAPM will receive inputs from the Line Manager and coordinate actions, as appropriate.

(3) Line Managers will ensure the availability time frames contained in the basic LOA are adhered to. It is imperative the SAF/IA Country Director be advised of any delays, slippage or problems that affect contracting, delivery or installation of equipment associated with this program.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

b. Specific SAPM and Line Manager Guidance:

(1) Milestones:

(2) The SAPM and Line Managers are responsible for execution of the program, to include the tasking of supporting organizations.

(3) The SAPM is responsible for chairing Program Management Reviews attended by the SAF/IA Country Director, Line Managers, supporting organizations, contractors, and SAO personnel.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

(5) Procedures for line item changes are contained in AFMAN 16-101.

(6) Security Assistance Line Manager responsibilities are contained in AFMAN 16-101.

4. PROGRAM RESOURCES:

a. Financial: Obligational authority is (approved or pending). (If OA is being withheld on any lines, these lines should be specified in this paragraph.)

b. Manpower: (Include any manpower requirements on the case including any restrictions to obligational authority if manpower is not yet approved. If no manpower exists on the case, "N/A" should be entered.)

5. PURCHASER RESPONSIBILITIES: The Purchaser has agreed to the following responsibilities:

a. Purchaser requests for additions, deletions, and modifications to the program must be submitted to SAF/IA_.

b. (Include other Purchaser actions which may not have been specified in the LOA, or which might require additional clarification.)

c. As specified in the LOA.

Attachments:

1. LOA XX-D-XXX
2. Any Pen and Ink Changes to the LOA
3. Any Reinstatements of Offer to the LOA

Attachment 14**SECTION 506(A), FOREIGN ASSISTANCE ACT EXECUTE ORDER**

This notification is required to be accomplished in MESSAGE format. Coordination by the SAF/IA Country Director should include SAF/IAPX/GCI and SAF/FMBOI/FMBIS as a minimum. The Country Director should also receive coordination from AFSAC/COM who will be responsible for staffing the message through the appropriate AFSAC offices. Coordination by phone, e-mail or fax is acceptable. The format below is merely an example to follow.

FROM: SAF/IA DIVISION

TO: All Implementing Command (s) (Line Managers)

INFO: (AS REQUIRED)TEXT FOLLOWS

SUBJECT: FY99 506(A) (2) DRAWDOWN IN SUPPORT OF ANTI-NARCOTICS, USAF EXECUTE ORDER NUMBER 5, BANDARIA NATIONAL POLICE

REF: SECDEF/USDP: DSCA MSG 151631Z MAR 00

THIS MSG IN V PARTS

PART I FOR ALL

1. REF MSG IS AN EXECUTE ORDER AUTHORIZING USAF PURSUANT TO PRESIDENTIAL DETERMINATION UNDER SECTION 506 (A) (2) OF THE FOREIGN ASSISTANCE ACT OF 1961, AS AMENDED, TO PROVIDE WEAPONS, MUNITIONS, AND FLIGHT EQUIPMENT AND ASSOCIATED TRAINING TO THE GOVERNMENT OF BANDARIA. (BANDARIAN NATIONAL POLICE)

2. THE PROVISIONS OF THE SECTION 506(A) (2) ONLY AUTHORIZE THE DRAWDOWN OF MATERIAL FROM STOCK AND THE PROVISION OF NON-CONTRACTUAL SERVICES FROM DOD RESOURCES. ANY COSTS INCURRED FOR NON-CONTRACTUAL SERVICES AS WELL AS SUPPLIES USED TO SUPPORT THIS TASKING SHOULD BE IDENTIFIED AGAINST ESP CODE ZT FOR FUTURE REIMBURSEMENT. UNTIL APPROPRIATIONS ARE MADE AVAILABLE BY CONGRESS IAW PRESIDENTIAL REQUEST, OPEN ACCOUNT RECEIVABLES SHOULD BE ESTABLISHED FOR COSTS INCURRED BY EACH PERFORMING AGENCY

3. PARAGRAPH 110202.C.2 OF THE SECURITY ASSISTANCE MANAGEMENT MANUAL ADVISES THAT PRICING FOR MATERIAL/SERVICES UNDER SECTION 506 (A) WILL BE IN ACCORDANCE WITH IMET/MAP (NOT FMS RATES). AS A GENERAL RULE, THE BASIC "PRICING" GUIDELINES FOR ASSESSING THE VALUE OF DRAWDOWN EQUIPMENT AND SERVICES IS BASED ON DOD 7000.14-R, FINANCIAL MANAGEMENT REGULATION. THE BASIC PRINCIPLES ARE THAT NON-EXCESS EQUIPMENT IS VALUED AT 'ACQUISITION COST ADJUSTED FOR AGE AND CONDITION' AND EXCESS EQUIPMENT IS VALUED AT "5-50%" OF ITS ORIGINAL ACQUISITION COST BASED ON APPLICABLE CONDITION CODES. CHAPTER 7 OF DOD 7000.14-R SHOULD BE REVIEWED IN DEVELOPING THE VALUE

OF THE DRAWDOWN EQUIPMENT/SERVICES. NOTE THAT THE TERM "VALUED" IS USED AS OPPOSED TO "PRICED" AS DRAWDOWN EQUIPMENT IS NOT BEING SOLD.

PART II FOR AFSAC

4. FOR AFSAC/COM: THE FOLLOWING MASLS ARE PROVIDED TO SATISFY THIS REQUIREMENT.

- A. GENERIC CODE: KIA
- B. MASL: 9K1A00CLTEXIE
- C. DESCRIPTION: INDIVIDUAL EQUIPMENT
- D. QUANTITY: N/A
- E. VALUE: \$400,000

- A. GENERIC CODE: G1F
- B. MASL: 1305005554055
- C. DESCRIPTION: .50 CAL AMMO (DODIC A545)
- D. QUANTITY: 500
- E. VALUE: \$1,650,000

As required, list other articles/services to be provided in the drawdown in the same manner.

5. AFSAC IS RESPONSIBLE FOR ESTABLISHING PSUEDO CASE IDENTIFIERS AND RECORD CONTROL NUMBERS (RCNS) FOR THIS REQUIREMENT. PARA 7G OF THE REF MSG LISTS THE APPLICABLE RCN'S FOR THE BANDARIA NATIONAL POLICE. PLEASE PROVIDE THIS OFFICE WITH ASSIGNED CASES AND RCNS.

6. AFSAC IS ALSO RESPONSIBLE FOR TRACKING COST OF MATERIAL AND ALL APPLICABLE ASSOCIATED PACKING, CRATING & HANDLING AND TRANSPORTATION COSTS. (Include an estimate cost for each accessorial)

7. THE PRESIDENT, THROUGH DOD, IS REQUIRED TO REPORT TO CONGRESS ALL COSTS INCURRED AND DELIVERIES (PACKING, CRATING, HANDLING, AND TRANSPORTATION) OF COMMODITIES AND SERVICES PROVIDED UNDER THE AUTHORITY OF PRESIDENTIAL DETERMINATION (PD) # 99-50. THE DSCA 1000 SYSTEM IS THE VEHICLE FOR THIS REPORTING. AFSAC IS RESPONSIBLE FOR SUBMITTING THE APPROPRIATE PROGRAMMING AND DELIVERY DATA TO THE 1000 SYSTEM AS SOON AS POSSIBLE. GUIDANCE IS CONTAINED IN CHAPTER 11, SECTION 1102, AND CHAPTER 15 OF THE SECURITY ASSISTANCE MANAGEMENT MANUAL, DOD 5105.38M. CARD COLUMNS 47-50 SHOULD CONTAIN THE PRESIDENTIAL DIRECTIVE NUMBER 99-50, AND CARD COLUMN 35 SHOULD CONTAIN "C". THE DATA ENTERED INTO THE DSCA 1000 SYSTEM SHOULD BE REVIEWED AND UPDATED AS NECESSARY TO REFLECT THE BEST ESTIMATE OF ANTICIPATED FINAL COSTS.

PART III FOR OO-ALC & AFSAC

8. THE REQUIREMENT TO RELEASE THE .50 CAL AMMO AND RUNWAY CRATERING CHARGES FROM STOCK WAS COORDINATED WITH USAF/ILMW. THE NSN FOR THE .50 CAL AMMO IS 1305-00-555-4057, ITEM MANAGER IS BILL SMITH, DSN 775-4321. AFSAC IS RESPONSIBLE FOR PROVIDING A TRANSPORTATION FUND CITE AND ALL APPLICABLE SUPPLY INFORMATION TO ENSURE EXPEDITIOUS MOVEMENT OF THESE ITEMS.

PART IV FOR AFSAT

9. AFSAT IS DESIGNATED AS LINE MANAGER FOR THE TRAINING PORTION OF THIS EXECUTE ORDER. REQUEST YOU WORK CLOSELY WITH THE USMILGP TO DETERMINE ALL TRAINING REQUIREMENTS.

10. AFSAT IS RESPONSIBLE FOR PROVIDING ALL TRAINING COSTS ASSOCIATED WITH THIS PROGRAM TO MR. PETER HERON, AFSAC/IPS, DSN 787-1132, EXT: 4132.

PART V FOR SAF/FMBIS/FMBOI & AFMC/FM

11. ALL MTT SECURITY ASSISTANCE TRAINING REQUIREMENTS ARE TO BE SUBMITTED IAW THE JOINT SECURITY ASSISTANCE TRAINING (JSAT). FYI, USAF IS NOT RESPONSIBLE FOR PAYMENT OF TRAVEL AND LIVING ALLOWANCE (TLA) COSTS FOR CONUS CLASSROOM TRAINING. PART VI FOR ALL

12. REQUEST SAF/FMBIS/FMBOI PROVIDE FUNDING ON AN AFTER THE FACT REIMBURSEABLE BASIS FOR PD 99-50 TO AFMC/FM. FUNDING ESTIMATE IS \$2,500,000. TO AFMC/FM. REQUEST AFMC/FM PROVIDE FUNDING NOT TO EXCEED \$2.5M WITH ASSIGNED ESP CODE ZT TO AFSAC/SDFC. THE TOTAL OF \$2.5M SHOULD NOT BE EXCEEDED WITH FURTHER GUIDANCE FROM THIS OFFICE AND SAF/FMBOI. (Remember that not all of the items in paragraph 4 are reimbursable, therefore you will need to spell out specific reimbursable items.)

13. SAF/IA(Division) POINT OF CONTACT IS (Country Desk Officer), DSN 425-8945. COMM: 703-588-8945.

Attachment 15**WORKSHEET FOR REQUESTING TECHNICAL ASSISTANCE TEAM (TAT) AND
TECHNICAL ASSISTANCE FIELD TEAM (TAFT)****A15.1. PURPOSE****A15.2. PERSONNEL**

- Grade
- AFSC
- Summary of tasks/responsibilities
- Prerequisite training

A15.3. SUPPORT ARRANGEMENT

- Lodging
- Food
- Transportation
- FAAS Agreement

A15.4. EQUIPMENT AND CLOTHING

- Equipment, such as tools, training aids, test equipment
- Flying gear
- Military uniforms
- Civilian clothing
- Other

A15.5. REPORTING INSTRUCTIONS

- Location
- Tour duration
- Accompanied or unaccompanied
- En route TDYs
- Authorized mode of travel
- Sponsor/reporting official

A15.6. House Hold Goods (HHG)/BAGGAGE

- Allowances
- Routing

A15.7. MEDICAL/IMMUNIZATION REQUIREMENTS

A15.8. SPECIAL INSTRUCTIONS

Attachment 16

CHECKLIST FOR SECURITY ASSISTANCE TEAMS

For use in requesting/determining LOA data for PCS teams (ETSS/TAFT/WSLO) and for preparing supplemental conditions for LOAs (DoD 7000.14-R, Volume 15).

A16.1. PRE-DEPLOYMENT TRAINING (Tuition only, exclude TDY costs): Mark yes or N/A under the "Required" column.

<u>COURSE</u>	<u>DURATION</u>	<u>LOCATION</u>	<u>REQD</u>	<u>TUITION COST</u>
Orientation Training				
Cross-Cultural Communications Course				
Anti-Terrorism Training				
Other				

A16.2. ESTIMATED PRE-DEPLOYMENT TDY COSTS:

- En Route Training/Orientation:
- Personnel Cost During En Route Training:

A16.3. ESTIMATED PCS COSTS:

A16.3.1. PERSONNEL:

- Quantity
- Grade/Specialty
- Position
- Estimated Report Date (Mo/Yr)
- Duration (mos)
- Estimated cost

A16.3.2. ROUND TRIP TRANSPORTATION COSTS:

- Unaccompanied (Team member only):
- Accompanied (Member and dependents):

A16.3.3. SHIPMENT OF HOUSEHOLD GOODS:

- Unaccompanied (Team member only);
- Accompanied (Member and dependents):

A16.3.4. PACKING, CRATING, LINE HAUL, HANDLING, AND STORAGE:

- Unaccompanied (Team member only):

- Accompanied (Member and dependents):

A16.3.5. SHIPMENT OF POV:

A16.3.6. COST OF LIVING ALLOWANCE (COLA):

- Unaccompanied (Team member only):
- Accompanied (Member and dependents):

A16.3.7. HOUSEHOLD LIVING ALLOWANCE (HOLA) OR COST OF TEMPORARY AND PERMANENT HOUSING (to be provided by SAO):

- Unaccompanied (Team member only):
- Accompanied (Member and dependents):

A16.3.8. IN-COUNTRY SUPPORT COSTS (to be provided by SAO):

- Foreign Affairs Administrative Support (FAAS):
- Vehicles (leased or purchased) for official use (and private use if POV shipment not authorized) fuel/maintenance costs:
- Mission sustainment equipment, articles, supplies (identify):
- Dependent schooling (accompanied only):
- Quality of life/morale welfare and recreation (QOL/MWR) (identify):
- Special country-unique requirements (must be justified):
- Drivers
- Security Guard(s)
- Other (specify):

A16.4. TDY COSTS AFTER ARRIVAL IN COUNTRY:

- TDY within country:
- TDY to CONUS:

A16.5. OTHER MISCELLANEOUS COSTS (identify, e.g. civilian CONUS home leave travel):

Attachment 17**FORMAT FOR INITIAL REPORT FOR SATS***

Note: * Use the format in AFJI 16-105 for training teams

FROM: (Team Chief/Senior Member)

SUBJECT: SAT Initial Report (FMS Case Designator)

TO: LOA Line Manager
SAF/IA Geographic Division
IN TURN

1. Team title and composition:

2. Preparatory training and briefing:

Dates	Activity	Location	PR
-------	----------	----------	----

3. Arrival date and mode of transportation for each member:

4. Conditions upon team arrival:

Lodging:

Food:

Transportation:

Reception:

Work center facilities and equipment:

Availability of host personnel:

Problems in any of these areas:

5. Recommendations for future deployments:

(Team Chief or Senior Member)

cc: SAO

Attachment 18

FORMAT FOR FINAL REPORT FOR SATS*

Note: * Use the format in AFJI 16-105 for training teams

FROM: (Team Chief/Senior Member)

SUBJECT: Final or End of Tour Report for SATs (FMS Case Designator)

TO: LOA Line Manager
SAF/IA Geographic Division
IN TURN

1. Team title and composition.
2. Period of report.
3. Summary of accomplishments (Identify the name and units of the international students trained for congressional reporting purposes)
4. Significant problems.
5. Recommendations for future deployments.

(Team Chief or Senior Member)

cc: SAO

Attachment 19

CONTRACTOR ENGINEERING TECHNICAL SERVICES (CETS) REQUEST CHECKLIST

(*NOTE*: See AFJI 16-105 for additional details required for training services.)

A19.1. Description of Services to be Provided. (Overall summary of requirement and specific work tasks.)

A19.2. Specific Type of Weapons, Equipment, or Systems. (For example, make and model and the major area or component with which assistance is needed.)

A19.3. Desired In-Place Date and Duration. (LOR must be received at least 12 months before the team is needed)

A19.4. Required Location for CETS.

A19.5. Security Clearance Required.

A19.6. Estimated Amount of TDY Each Month.

A19.7. Logistics Support of CETS Personnel. (Availability of government housing, transportation, office space, etc.)

A19.8. Taxes. (Any taxes levied by host country against CETS personnel; e.g. import, export, and personal income taxes.)

A19.9. Administrative Support of CETS Personnel. (Identify administrative support available from the Security Assistance Organization (SAO), such as communications for official use, typing support, etc.)

A19.10. Sole-source Request. (If desired, must be justified to and approved by SAF/IA or AFSAC/CC as appropriate. See paragraph 4.12. of this manual for information on sole-source requests.)

A19.11. Additional Information.

- Daily work schedule, estimated overtime, duty hours, workweek, vacation, and holidays (Purchaser's).
- Unusual physical demands.
- Unusual climate conditions and country or community customs.
- Whether family members may accompany CETS personnel.
- Availability of medical and check-cashing facilities in-country.
- Other information which will be helpful to the contractor in selecting personnel.

A19.12. SAO Point of Contact. (Indicate the name, grade, Defense Switched Network (DSN) and commercial telephone numbers, message and mailing addressees for the SAO.)

A19.13. Interoperable Items. (Identify interoperable items with same or more capability than requested item.)

- NSN
- Description
- Unit Cost
- Applications

A19.14. Required Delivery Dates.

- Training.
- Operational.

A19.15. Urgency. (State urgency of requirement and advise of any work-around support.)

A19.16. List Any Supporting Equipment Required. (i.e., tools, test sets, calibration, etc.)

A19.17. Is there country test, measurement, and diagnostic equipment (TMDE)?

- What level of TMDE?
- Are TMDE spare parts available for repair of support equipment?

A19.18. Training Required.

- Mobile Training Team (MTT).
- CONUS skill and level.
- In-country skill and level.

A19.19. CETS.

- Number.
- Specialty.
- Duration.

A19.20. Technical Orders Required.

- Technical Order Numbers.
- Quantity.

A19.21. Other Requirements.

A19.21.1. Fuel

- Diesel.
- Gas.
- JP-4.
- Other.

A19.21.2. Type of connection for hydraulic lines.

A19.21.3. Air Pressure.

- High and low.
- Type of connection.

A19.21.4. Electrical.

- Voltage.
- Phase.
- Frequency.

Attachment 20**TASK WORK SPECIFICATION**

A20.1. Using activity:

A20.2. Contractor:

A20.3. Equipment/systems:

A20.4. Number of personnel required:

A20.5. Line item:

A20.6. General: The primary purpose of Contractor Engineering and Technical Services (CETS) is to provide on-site advice, liaison and informal training in the installation, operation and maintenance of equipment and systems related to the equipment/systems identified above. The object of the Contractor Engineering and Technical Services (CETS) is to elevate the technical skills and abilities of the personnel responsible for the operation and maintenance of the above equipment/systems to a level of self-sufficiency.

A20.7. Work specification. The contractor shall provide the Contract Field Services to accomplish the purpose and objective specified in paragraph 6 above. Specific delineation of tasks is to include but not necessarily be limited to the following:

List specifications herein.

A20.8. Required qualifications of contractor personnel.

List required qualifications herein.

A20.9. Administrative information.

- Duration of Services?:
- TDY Anticipated?:
- Security Clearance Required? (If so, what level?):
- Private vehicle required or transportation furnished by country?:
- Will the country provide a driver if private vehicle is required?:
- Will CETS representatives be exempt from import and export duties if private vehicle is required?:
- Will CETS representatives be exempt from personal income taxes? (if not, What rate of taxation applies?):
- Will US logistics support be provided to include:

- Base Exchange, Class VI, Dry Cleaning and Laundry Services
- Commissary
- Banking to include Check Cashing privileges
- Vehicle Registration
- Gas and Oil
- Mail and Electronic Communications
- Emergency medical and dental services
- Recreational facilities
- Adequate working space at no charge
- General Base privileges
- CETS in bachelor status will not be granted dependents' school, but CETS in accompanied status may use dependents' schools charged at a rate set by the school's operator.
- CETS dependents may use the overseas base theaters with MAJCOM approval
- Are Government Quarters available? (if not, what is the average cost of commercial quarters and meals):
- Distance from operating location to suitable quarters?:
- Duty Hours observed?:
- Work week observed?:
- Overtime Anticipated?:
- Holidays observed by the CETS Representative?:
- Report to Instructions?:
- Certifying Official or Designee?:
- The CETS representative shall report to the Unit Security Manager and must have a valid favorable National Agency Check (NAC).

Attachment 21

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