



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

JUL 08 2008
In reply refer to:
USP010361-08

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance on Memoranda of Request (MORs) and Letter of Offer and Acceptance (LOA) Notes for Afghanistan Security Forces Fund (ASFF) Cases, DSCA Policy 08-22

During the Combined Security Transition Command-Afghanistan (CSTC-A) Program Management Review held in April 2008, the issue surfaced as to which case-funded and administrative-funded services, as defined in the Security Assistance Management Manual (SAMM), Chapter 5, Table C5.T6., are performed in support of ASFF cases. This memorandum provides new policy requirements mandating CSTC-A MOR language that will specify the case-funded and administrative-funded resources that will be applied to ASFF cases. The MORs will identify when defense services described in the "FMS Case" column of SAMM Table C5.T6. are required to support ASFF cases, and when the services outlined in the "FMS Admin" column of SAMM Table C5.T6. are suitable for preparing, processing, and executing ASFF cases. The attached procedures have been developed to assist with the preparation of ASFF cases to ensure requirements for specific services are properly documented and funded. They are in addition to the guidance provided in SAMM Table C5.T6., which still applies.

Effective 30 days from the date of signature of this policy, the language in the attachment must be incorporated into all MORs from CSTC-A, which will specify the defense services that are required. The attachment also includes the LOA note language applicable to when "FMS Case" defense services are being provided on ASFF cases, also effective 30 days from the date of signature of this policy. This note is in addition to the line item description notes regularly applied to cases that specify the services being provided within each line, such as those relating to accelerated or unique requirements.

For questions concerning SAMM policy, please contact Ms. Kathy Robinson, DSCA-STR/POL, kathy.robinson@dscamilitary.com, (703) 601-4368. For questions pertaining to ASFF cases, contact Mr. Brett Floro, DSCA-OPS/MSA, brett.floro@dscamilitary.com, (703) 604-6626.

A handwritten signature in cursive script that reads "Freda J. Lodge".

Freda J. Lodge
Principal Director
Strategy

Attachment:
As stated

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Guidance on Combined Security Transition Command-Afghanistan Memoranda of Request and Letters of Offer and Acceptance

<i>MOR/LOR Language</i>	<i>MOR Options</i>
Combined Security Transition Command-Afghanistan (CSTC-A) must include one of these options in all Memoranda of Request (MORs) for ASFF cases	1 For purposes of this LOA document, CSTC-A requires defense services that are under the “FMS Case” column as defined in SAMM Chapter 5, Table C5.T6. These defense services will be charged directly to the case. The following defense services are required: <ul style="list-style-type: none"> • [Insert text: e.g., Accelerated case preparation. Target case Offer date is [insert date]]. • [Insert text: e.g., Accelerated contract award. Target contract award date is [insert date]]. • [Insert text: e.g., Accelerated delivery of materiel after contract award. Target delivery date is [insert date]]. • [Insert text: e.g., other unique services such as special transportation requirements such as shipment labels in host-nation language, split shipments, etc.]
	2 For purposes of this LOA document, CSTC-A agrees it will receive defense services covered under the “FMS Administrative” column as defined in SAMM Chapter 5, Table C5.T6. No accelerated or unique services have been requested for or are included in this LOA document.

<i>LOA Note Language</i>
FMS Case Defense Services for ASFF Cases
<i>Note Usage</i> All ASFF cases that contain FMS case defense services
<i>Note Text</i> Per MOR [Insert MOR Number] dated [insert date] , defense services sourced from case funds as defined in SAMM Chapter 5, Table C5.T6., have been included in this case, as follows: [Insert text: e.g., Accelerated Case Preparation, Accelerated Contract Award, Accelerated Materiel Delivery, Special Transportation Options, etc.] . Appropriate charges have been included in applicable line items.