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## ***Security Assistance Management Manual Tips***

[The following are *Security Assistance Management Manual* (SAMM) tips provided by Defense Security Cooperation Agency (DSCA). For questions or further information on these topics, please contact DSCA Policy Division, Strategy Directorate. The SAMM is available at [www.dsca.mil/samm](http://www.dsca.mil/samm).]

### **Military Assistance Programs Address Directory**

The *Military Assistance Programs Address Directory* (MAPAD), DoD 4000.25-8-M, contains information and addresses required for shipment of material and distribution of related documentation under foreign military sales (FMS) and other security cooperation programs. The MAPAD includes ship-to addresses for material, including freight forwarders, country representatives, and recipients in-country; addresses for notices of availability; addresses for supply and shipment status; and mark-for addresses for in-country destinations and/or consignees. Current MAPAD addresses are essential to correct routing of cargo and documentation. For FMS, the purchaser has responsibility for ensuring the MAPAD addresses are correct. This information is also available in Chapter 7 of the SAMM.

### **Congressional Notification Requirements**

Case and program data must be characterized accurately and comprehensively to ensure that Congress is presented a detailed description of any case or program that meets Congressional notification thresholds. (SAMM paragraph C5.6.3.) Case value may not be kept artificially low to avoid notification, nor may multiple Letters of Offer and Acceptance (LOAs) at below-threshold values be used to avoid notification. Multiple LOAs being submitted as part of a discrete purchase for a particular system or program shall be subject to Congressional notification if their combined value meets Congressional notification thresholds.

### **Foreign Military Sales Purchaser Involvement**

The purchaser should be involved early in the LOA development process to ensure requirements are clear and understood prior to offering the case for acceptance. The implementation agency should provide sufficient details in the LOA to allow U.S. contracting officers to negotiate and award contracts without requiring foreign country representation or direct involvement in the formal negotiation process. However, if the purchaser wishes to participate, the provisions of the *Defense Federal Acquisition Regulation Supplement* 225.7304(b) apply. The degree of participation of the purchaser during contract negotiations is at the discretion of the U.S. contracting officer after consultation with the contractor. SAMM Chapter 6, paragraphs C6.3.5., C6.3.5.1., and C6.3.5.2. provide additional details.

### **Sole Source Requests**

The competitive procurement process is used to the maximum extent possible when procuring articles or services. Sole source procurement can be considered when the purchaser requests it in writing, usually in their Letter of Request (LOR), and provides sufficient rationale. Table C6.T2. contains a list (not all inclusive) of possible justifications. The designation of sole source procurement for an LOA that has already been accepted by the purchaser requires an exception to policy and either an amendment or a modification depending on the requester. Sole source requests are considered only when based on the objective needs of the purchaser. Requests that discriminate against or exclude

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sources are not considered. SAMM Chapter 6, paragraphs C6.3.4., C6.3.4.1., C6.3.4.2, and C6.3.4.3. provide additional details.

### **Commercial Buying Service (CBS)**

Per SAMM Chapter 6, Paragraph C6.4.5., the International Logistics Control Offices (ILCOs) located in Philadelphia, Pennsylvania (Navy); New Cumberland, Pennsylvania (Army); and Wright-Patterson Air Force Base (Air Force) are authorized to use a CBS to support FMS purchaser requirements for nonstandard and difficult to support standard items when DoD organic capability or contractual supportability is not available or timely. Existing CBS options include Parts and Repair Ordering System (PROS), which is managed by the Air Force, and Simplified Non-Standard Acquisition Process (SNAP), which is managed by Army; however, both CBS options are available to the three military departments. Purchasers must have a valid FMS case with sufficient funds in order to use these options.

### **Insurance**

Purchasers shall self-insure FMS shipments or obtain commercial insurance without any right of claim against the United States. When requested by the purchaser, the Implementing Agency may obtain insurance and include it as a separate LOA line item. For FMS cases already implemented, an amendment can add authorized insurance coverage. Whenever an implementing agency provides these services to a purchasing country or organization, it should obtain insurance from a U.S. insurance firm if possible. See SAMM Chapter C4.5.15. for additional information on insurance.