



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Under Secretary

23 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAPX
1080 Air Force Pentagon
Washington, DC 20330-1080

SUBJECT: Missile Technology Control Regime Screening of Letters of Offer and Acceptance
Internal Policy Procedural Guidance, SAF/IAPX 01016

- References: (a) Implementation of Changes to the Security Assistance Management Manual (SAMM), Sec 50004, DSCA Policy Memo, I-00/011614-WP, 4 May 01
- (b) Missile Technology Control Regime Screening of Letters of Offer and Acceptance, 29 May 2001 (SAF/IAPX - 01013)

References a & b provide policy guidance and direction for Missile Technology Control Regime (MTCR) Screening of Letters of Offer and Acceptance (LOA). This memorandum will serve as internal SAF/IA policy procedural guidance for processing and coordinating LOAs.

Effective immediately, LOA's will require two separate reviews for MTCR controlled items.

First review

- Upon receipt of Letter of Request (LOR), SAF/IA Country Directors will validate and process LOAD request to AFSAC.

- Upon return of LOAD data SAF/IA Country Directors will ensure that the System Program Offices or equivalent level office has performed a technical review of each LOAD request and an MTCR statement is included with the LOAD.

- If no MTCR controlled items are found, the LOAD request shall be processed as normal. If possible MTCR controlled items are found, the Country Director will consolidate a list of the MTCR items and forward a memorandum to Director, Weapons Division, Defense Security Cooperation Agency, with a courtesy copy to SAF/IAPX IAW published guidance in reference a.

(Note: While the MTCR list is being reviewed by DSCA, the LOA will continue to be processed)

Second review

- The Country Director/FMSA will ensure the Request for DSAMS Document Preparation (Atch 1) is completed to include the MTCR section.

- When the document is returned for Country Director review, SAF/IAPX will attach the Security Assistance Case Coordination Record (Atch 2).

- SAF/IAPX will complete the MTCR second review during the final coordination of the package.

The Country Director will ensure the DSCA cover transmittal memorandum (Atch 3) is included and paragraph 1.b. is completed appropriately. If potential MTCR controlled items were identified in the first review the regional division transmitting the LOA shall confirm that a list of MTCR controlled items was forwarded to DSCA and a copy of the action is attached to the transmittal memorandum.

An MTCR screening review will be required for all cases with defense articles and when a line is added to an Amendment.

Note: For additional reference, the MTCR handbook is available at www.state.gov/wwwglobal/arms/np/mtr/mtr/pdf.

If you have any questions please contact the SAF/IAPX MTCR POC, Ms. Sandy Harding, 703-588-8974, Email: sandy.harding@pentagon.af.mil.

//signed//

TERRY L. BATES
Chief, Security Assistance Policy Division
Deputy Under Sec, Int'l Affairs

Attachments:

1. Request for DSAMS Document Preparation
2. Security Assistance Case Coordination Record
3. DSCA Transmittal Cover Memorandum
4. Distribution

REQUEST FOR DSAMS DOCUMENT PREPARATION

RED TAG: _____
(Yes/No)

DIV CHIEF COORD _____
(required for all documents marked for Red Tag processing)

Justification for Red Tag: _____

IARW Coordination: _____
(Required for all D, S, Y or cases with MDE sales)

MTCR (Required for all cases with defense articles)
MTCR First Line Review has been conducted: _____
(Yes/No)

MTCR articles were identified: _____
(Yes/No)

If yes, provide SAF/IAPX a copy of the memo to DSCA, Weapons Division

TYPE OF DOCUMENT: ___ LOA ___ AMENDMENT ___ NUMBER ___ MODIFICATION ___ NUMBER _____

Case Designator: _____ - D - _____

DSAMS Task ID: _____

Case Manager: _____ Symbol: _____ Ext: _____ Date: _____

Congressional Notification Number: _____ Customer Request Number: _____

LOR (Purchaser's Reference): ^{Based on} _____

LOR Receipt Date: _____

Short OED: No ___ Yes ___ (If yes, specify) _____

If increasing line(s) value provide justification : _____

Will "bottom-line" change: No ___ Yes ___ Revised Value: \$ _____

Please attach the following information:

1. Any country/case unique supplemental conditions (may be handwritten). Include any customized information needed on standard supplemental conditions.
2. Any country/case unique attachments (in addition to supplemental conditions).
3. Any additional information which will help us prepare your case (i.e., country requested bottom line value; Credit/MAP funding breakouts, etc.).
4. Any unique payment schedule requirements (contract let dates, delivery schedules for aircraft, certain amount required in Form is located at: O:/IA FILES/Cases/DSAMS Doc Processing Request

**REQUEST FOR
DSAMS DOCUMENT PREPARATION**

initial deposit, etc.).

Case/Case Manager Information

Case Designator:	Red Tag:
Case Manager/Telephone:	Red Tag Justification (enter justification number from list of established justifications. You may enter more than one.):
	FMS Assistant Quality Review:
Office Symbol:	Case Manager Coordination:
	Division Chief Coordination:

Document Preparation Control Data

	Assigned Date	Completed Date	Reviewer
Doc Preparer/Telephone:			
Payment Preparer/Telephone:			
Date Completed Document Returned to Division:			

Coordination

Note: This is a time sensitive document, please handle in a priority manner. If the action officer is not available to coordinate on the document please pass to the next coordination point. Do not hold this document for the return of someone on TDY or Leave. Do not place this document in normal distribution channels. -If you have questions concerning the contents of this case, please contact the case manager identified above.

Date Submitted for Coordination:

Office	Required Coord?	Receipt Date	Non-Concur/Date Initial	Concur/Date Initial
Finance				
Manpower				
Transportation				
Training				
Sole Source				
IAPD				
IARW				
Policy				
FMBIS 4D223				
GCI 4C941				
AQSS, Suite 1300				
ILSP 4A276				
XOIW 4C110				
MTCR Second Review				
Other				

MTCR Coordination: It is the responsibility of the case manager to ensure a **LOAD MTCR statement(s)** is included in the case file. The MTCR focal point will conduct a review of the data for compliance with MTCR policy.

This LOA contains potential MTCR items :

(See comments page for instructions.)

Coordination IS NOT COMPLETE. Make changes/resolve comments as required with: _____

Document returned to Division for corrections (date): _____

Date Completed Document Returned to Division: _____

ACK 2

Coordination Comments

Case Designator: _____

Date Submitted for Coordination: _____

Comments	Reviewer Initials and Office Symbol	Resolved?

Missile Technology Control Regime (MTCR) Statement

Does this LOAD contain items, technology or support equipment subject to MTCR review and release approval.

Yes _____

No _____

If yes, list the possible MTCR item(s) to include:

- Applicable LOA line number and MASL
- National Stock Number (or other identifying item reference)
- Nomenclature
- Detailed description to include manufacturer(s)
- Name, telephone number, fax number and email address of center/source of supply point of contact

Note: All pages of the Coordination Record must be filed in the case file.

MEMORANDUM FOR DIRECTOR, DEFENSE SECURITY COOPERATION AGENCY (DSCA),
 ATTN: COMPT-RM,
 1111 JEFFERSON DAVIS HIGHWAY, SUITE 303
 ARLINGTON, VA 22202-4306

FROM: (Implementing Agency)

SUBJ: Foreign Military Sales Case (fill in case designator)

1. In compliance with provisions of Chapters 7 and 8, Security Assistance Management Manual, the enclosed documents are forwarded for review, countersignature and return to this command for release to the customer. The following information applies to this document as marked:

- a. Does this document satisfy all of the requirements in the LOR? Yes ___ No ___ If not, submit additional documentation/reason, as necessary.
- b. This LOA contains support equipment that includes MTCR controlled items. Yes ___ No ___ If yes, a list of possible MTCR controlled items was sent to DSCA on (date) and a copy is attached. The equipment has been checked by a qualified reviewer and is MTCR compliant.
- c. Is/are the prime contractor(s) known? Yes ___ No ___. If yes, list all prime contractors:
- d. Is LOA for Taiwan? If so, please list Significant Military Equipment (SME) values:

This document includes (circle applicable answer):

Yes	No	Entered in the 1200 System	Yes	No	Excess Defense Articles (EDA) (or EDA support)
Yes	No	"Restated Case" is marked on the top/front of each copy, excluding the original (copy of prior basic document is attached)	Yes	No	Technical Data Package (TDP) – TDPs DMWRs/TCTOs/ECP-LECP Other: _____
Yes	No	Transmittal Number for 36(b) is entered in appropriate block	Yes	No	Offset costs
Yes	No	PCS Personnel assigned in country required	Yes	No	Cash flow financed
Yes	No	Offshore procurement	Yes	No	Program Management
Yes	No	Controversial items:	Yes	No	Short Offer Expiration Date (OED)
		___ Police, Counterterrorism, & Military Intell Progs	Yes	No	Sales commission or agent fee
		___ Depleted Uranium (105mm M774/M833 or 120mm M829/M946)	Yes	No	Developmental systems, which have not yet completed OT&E
		___ White Phosphorus munitions	Yes	No	Enhanced International Peacekeeping Capabilities (EIPC) initiative
		___ STINGER missiles or STINGER missile system parts/services	Yes	No	Note regarding Non-Recurring Cost included
		___ TOW-2B missiles	Yes	No	Waivers – NRC: _____
		___ Ammunition and other explosives			Admin: _____
		___ 3 rd Generation Night Vision Goggles			Other: _____
		___ Other: _____			

2. If additional details concerning this document are needed, please call (list POC), phone no. (list phone number).

Signature

Enclosures:

- | | | | |
|----------|--|-----|---|
| <u>X</u> | Cover Memorandum | ___ | Termination Liability Worksheet (TLW) (2 copies) (Case value exceeds \$25M) |
| <u>X</u> | Original(s) & required copies | ___ | Financial Analysis Worksheet (FAW) (SDAF cases only) |
| <u>X</u> | Letter of Request (LOR) | ___ | Other: _____ |
| ___ | List of possible MTCR controlled items | | |

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Please review this distribution list to ensure organizational names, mailing and email address are current. If your office no longer requires information concerning security assistance policies and procedures, please contact Ms Sandy Harding, SAF/IAPX, email sandy.harding@pentagon.af.mil to update your information.