

C9.F1. Notification Memo Template

MEMORANDUM FOR:

PRINCIPAL DIRECTOR FOR STRATEGY, DEFENSE
SECURITY COOPERATION AGENCY

PRINCIPAL DIRECTOR FOR BUSINESS OPERATIONS,
DEFENSE SECURITY COOPERATION AGENCY

In accordance with SAMP C9.3.2.2. [identify MILDEP/IA] is notifying DSCA that we expect pre-LOR [or case development] efforts in support of an anticipated sale of [specify equipment/weapon system] to [specify country] to exceed 1% of our approved pre-LOR budget [or \$1,000,000 for case development]. We estimate we will expend a total of \$_____ on the [specify country and equipment/weapon system] pre-LOR [or case development] effort. Our total FMS administrative budget for FY_____ is \$_____. This effort represents _____% of our total pre-LOR [or case development] budget.

[Provide a brief description of the effort and your rationale for spending _____% of your budget on this effort. Be sure to include an estimated completion date. Note whether more than one FY budget will be used to pay for the associated costs.]

[Provide any additional information to support this request such as: what percentage of the IA total budget is in pre-LOR and case development? Will funds be transferred from another PE to cover these costs? Note whether there will be any additional/follow-on requests for pre-LOR or case development funds in support of this effort. Provide an assessment of the likelihood these efforts will result in an accepted case, etc.]

Signature block