



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

10 JUN 2002
In reply refer to:
I-02/005821-P3

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letters of Request (LORs) (DSCA 02-19)

The Foreign Military Sales (FMS) process begins when an eligible foreign country or international organization requests information on defense articles or services being considered for purchase. Normally, this "request" is made using an official Letter of Request (LOR) submitted to the U.S. Government (USG). Recently, we have received questions regarding whether an eligible purchaser's Request for Proposal (RFP) equates to an LOR.

General policies regarding LORs are in the Security Assistance Management Manual (SAMM), paragraph 70003. The SAMM does not require a specific format for LORs. As long as the information is complete and submitted through appropriate channels as described in SAMM 70003 A. 1-2, the USG may accept it for possible action. This applies to requests provided through formal correspondence (e.g., letters or messages), RFPs, etc.

This guidance will be clarified in the next revision to the Security Assistance Management Manual (SAMM). If you have any questions regarding this matter, please feel free to contact Mr. Steve Harris, (703) 604-6611/DSN 664-6611 or e-mail steve.harris@osd.pentagon.mil.

A handwritten signature in black ink, appearing to read "Tome H. Walters, Jr.", written in a cursive style.

TOME H. WALTERS, JR.
LIEUTENANT GENERAL, USAF
DIRECTOR

DISTRIBUTION LIST

DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR
DEFENSE EXPORT AND COOPERATION
DEPARTMENT OF THE ARMY

DIRECTOR, NAVY INTERNATIONAL PROGRAMS OFFICE
DEPARTMENT OF THE NAVY

DEPUTY UNDER SECRETARY OF THE AIR FORCE
(INTERNATIONAL AFFAIRS)
DEPARTMENT OF THE AIR FORCE

DIRECTOR, DEFENSE LOGISTICS AGENCY

DIRECTOR, NATIONAL IMAGERY AND MAPPING AGENCY

DIRECTOR, DEFENSE THREAT REDUCTION AGENCY

DIRECTOR, DEFENSE REUTILIZATION AND MARKETING
SERVICE

DIRECTOR, DEFENSE CONTRACT MANAGEMENT
AGENCY

DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY

DIRECTOR, DEFENSE LOGISTICS INFORMATION SERVICE

DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,
NATIONAL SECURITY AGENCY

DEPUTY DIRECTOR FOR SECURITY ASSISTANCE,
DEFENSE FINANCE AND ACCOUNTING SERVICE -
DENVER CENTER

cc: STATE/PM-RSAT
DISAM