



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

JUN 28 2007

In reply refer to:
I-07/008615-POL

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Update of Chapter 8 of the Security Assistance Management Manual (SAMM), DSCA Policy 07-20 [SAMM E-Change 78]

This memorandum revises Chapter 8, "End-Use Monitoring (EUM)," of the SAMM. The revisions better articulate End Use Monitoring responsibilities to the Implementing Agencies, COCOMs, SAOs, and supporting agencies. They rename "Tiger Team Visits" as "Compliance Assessment Visits," describe quarterly reporting responsibilities, and detail use of the EUM application within the Security Cooperation Information Portal (EUM-SCIP) as a means to track and report on EUM related labor and costs as well as maintain accountability of Enhanced items.

Effective immediately, Chapter 8 of the SAMM is updated as attached. This change will be included in the automated version of the SAMM found on the DSCA Web Page as SAMM E-Change 78. If you have any questions concerning EUM, please contact Mr. Leon Yates, DSCA/PGM-EUM, at 703-601-3865 or e-mail: leon.yates@dscamail For questions relating to the SAMM, please contact Mr. Mike Slack, DSCA/STR-POL, at 703-601-3842 or e-mail: michael.slack@dscamail.

A handwritten signature in black ink, appearing to read "J. B. Kohler".

**JEFFREY B. KOHLER
LIEUTENANT GENERAL, USAF
DIRECTOR**

Attachments:
As stated

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DSCA 07-20 SAMM CHANGES

1. Delete Table C8.T2. End-Use Monitoring Responsibilities, in its entirety and replace it with the following revised version.

Table C8.T2. End-Use Monitoring Responsibilities

Organization	Responsibility
DSCA (Programs Directorate)	<ul style="list-style-type: none"> • Perform overall management of the DoD EUM program, referred to as Golden Sentry. • Provide policy and guidance for the Golden Sentry program. In coordination with MILDEPs and other agencies, identify sensitive technologies and arms transferred via Government-to-Government programs with security EUM notes and provisos. Coordinate on all EUM notes and provisos included on LOAs. • Oversee the fiscal Budget Planning, Programming, and Execution of the FMS Administrative funding of all EUM activities. • Work to improve the monitoring process of the phases of the export process that are most susceptible to diversion or retransfer: shipping, use, storage, and disposal. Forward reports of possible AECA and FAA violations to the DoS Bureau of Political-Military Affairs (DoS (PM)). • Participate in bilateral USG meetings when EUM is an agenda item. • Conduct visits to: <ul style="list-style-type: none"> ○ Combatant Commands' Headquarters and the Areas of Responsibility (AOR) for regional forums ○ SAOs, ○ Host Nations and international organizations to assess compliance with Enhanced EUM procedures, and to respond to allegations of possible AECA, section 3 violations (compliance visits). • Publish reports to provide EUM lessons-learned to the security cooperation community.
Defense Institute of Security Assistance Management (DISAM)	<ul style="list-style-type: none"> • Maintain a Golden Sentry primary point of contact (POC). • Include information on the DSCA Golden Sentry EUM program in curriculum and textbook.
MILDEPs and Implementing Agencies (IAs)	<ul style="list-style-type: none"> • Maintain a Golden Sentry primary POC. • Promulgate EUM policy within the MILDEP. • Include all EUM activities in the fiscal Budget Planning, Programming, and Execution cycles. • In coordination with DSCA Programs Directorate, identify and provide DSCA a recommended listing of sensitive technologies and defense articles to be considered as candidates for Enhanced EUM Management. • Provide recommendations to DSCA for new LOA notes for physical security, accountability, and technology transfer protection for defense articles that require Enhanced EUM management. • Similarly, provide data to DSCA to support any recommendation to remove an item from the list of those that require Enhanced EUM management (Reference Figure C8.F1.). • Include non-standard notes for articles and services that require physical security and accountability procedures. • Identify EUM notes or provisos included in LOAs during the countersignature approval process. • Coordinate all EUM notes or provisos with DSCA (Programs and Strategy Directorates). • Provide delivery records with serial numbers of all Enhanced EUM items to applicable SAOs and host nations, and input item serial number information into the

	<p>Security Cooperation Information Portal (SCIP) SAO Toolbox/EUM.</p> <ul style="list-style-type: none"> • Maintain delivery and inventory records of Enhanced EUM items until final disposal/disposition. • Provide quarterly/end-of-year reports on all required inventories to DSCA Programs Directorate via SCIP or, if SCIP is unavailable, a quarterly report in the format indicated in Figure C8.F4. • Work to improve the monitoring process of the phases of the export process that are most susceptible to diversion or retransfer: shipping, use, storage, and disposal. • Report possible AECA section 3 violations to DSCA Programs Directorate and DoS (PM/RSAT). • Educate personnel about EUM responsibilities when they travel to countries that have sensitive technologies transferred with EUM provisos. • Provide DSCA Programs Directorate feedback and reports of any possible AECA section 3 violations observed during the visits. • Support Golden Sentry goals and objectives in bi-lateral USG discussions, such as military-to-military meetings, where appropriate. • Support Golden Sentry request for subject matter experts to augment EUM site visits. • Incorporate EUM into workforce training programs, and support efforts by DISAM to educate the security cooperation community on the Golden Sentry program.
<p>Combatant Commands (COCOMs)</p>	<ul style="list-style-type: none"> • Maintain a Golden Sentry primary POC. • In accordance with DoD Directive 5132.3 (reference (f)): (1) ensure that Golden Sentry is assigned as a primary responsibility to assigned SAOs (including Defense Attaché Offices or U.S. Diplomatic Missions fulfilling Security Assistance responsibilities) within the AOR; (2) ensure that all EUM activities are captured during the fiscal Budget Planning, Programming, and Execution cycles; (3) provide adequate funding to SAOs to perform EUM; and (4) assess the effectiveness of EUM compliance during Inspector General or similar evaluation team visits. • Develop and promulgate EUM policy, Standard Operating Procedures (SOPs), and/or EUM Compliance plans and send via e-mail to EUMHELPDESK@dsc.mil. • Assist SAOs to log and track Enhanced EUM items through the SCIP SAO Toolbox/EUM. This includes monitoring EUM SCIP for currency to ensure the AOR is in compliance and performing its requisite inventories. • Provide Quarterly/End-of-Year reports on all required inventories to DSCA Programs Directorate via SCIP or, if SCIP is unavailable, a quarterly report in the format indicated in Figure C8.F6. • Support hosting of, or attendance at, regional EUM forums conducted by DSCA Programs Directorate.
<p>Security Assistance Organizations (SAOs) (including Defense Attaché Offices and U.S. Diplomatic Missions with Security Assistance responsibilities)</p>	<ul style="list-style-type: none"> • Maintain a Golden Sentry primary POC. • Develop and promulgate country-specific EUM policy, Standard Operating Procedures (SOPs), and/or EUM Compliance plans and send via e-mail to EUMHELPDESK@dsc.mil. • Review all LOAs and other instruments authorizing Government-to-Government transfer of defense articles and services (e.g., Memorandums of Agreement and Understanding) for notes or provisos requiring EUM physical security or accountability procedures. • Conduct routine EUM visits with host nations in conjunction with other assigned duties. • Work to improve the monitoring process of the phases of the export process that are most susceptible to diversion or retransfer: shipping, use, storage, and disposal. • Support Golden Sentry team visits and coordinate details with host nations. Ensure that all EUM activities are captured during the fiscal Budget Programming and Execution cycles. • Establish reporting procedures with the host nations for all Enhanced EUM items, including the remaining Military Assistance Program (MAP) articles in host nations' inventories. • Report to DSCA Programs Directorate when required EUM inventories are

	<p>completed, and the projected dates of future EUM compliance visits.</p> <ul style="list-style-type: none"> • To maximize resources and minimize the disruptions upon host nations, when possible, USG EUM site visits should be scheduled in conjunction with dates of required host nations' inventories. • Respond to queries pertaining to the shipping, receipt, use, or disposal of defense articles and services provided to host nations. • Ensure all Enhanced EUM items are included, by serial number, in the SCIP SAO Toolbox/EUM. • Ensure the accuracy and currency of Enhanced EUM inventory records. • Perform required enhanced EUM scheduled inventories and update EUM SCIP by the next inspection due date. • Maintain delivery and inventory records of Enhanced EUM items until final disposal/disposition. • Provide Quarterly/End-of-Year reports on all required inventories to their respective COCOM via SCIP or, if SCIP is unavailable, a quarterly report in the format indicated in Figure C8.F5. Forward reports of possible AECA and FAA violations to DoS (PM) and DSCA Programs Directorate. • Immediately report the destruction, loss, theft, or unauthorized access of any Enhanced EUM items listed in an LOA to DSCA Programs Directorate, Department of State (PM/RSAT), Combatant Command, Joint Chiefs of Staff (J-5), and Defense Technology Security Administration (for NVDs only). • Establish and maintain liaison with the U.S. Embassy's Blue Lantern representatives. Blue Lantern is the DoS end-use check program to verify the bona fides of proposed recipients and delivery of defense articles and services sold commercially and delivered under an export license. If required by the Ambassador to provide support, ensure that Blue Lantern support costs by SAO personnel are captured for reimbursement on the SAO Quarterly Report (Figure C8.F5.). • Support hosting of, or attendance at, regional EUM forums conducted by DSCA Programs Directorate.
<p>Defense Threat Reduction Agency (DTRA)</p>	<ul style="list-style-type: none"> • Maintain a Golden Sentry primary point of contact. • Educate DTRA personnel about EUM responsibilities prior to traveling to countries that have sensitive technologies transferred with EUM provisos. • Provide DSCA Programs Directorate feedback and reports of any possible AECA section 3 violations observed during all visits. • Support Golden Sentry goals and objectives, as needed, during DSCA-hosted bi-lateral USG discussions, such as military-to-military meetings, regional EUM forums, or as appropriate. Incorporate EUM workforce training programs to educate the DTRA community on the Golden Sentry Program. • Provide to DSCA Programs Directorate a cost analysis of all DTRA EUM activities at the conclusion of each mission and a summary at the end of each FY for DSCA's Budget Planning, Programming, and Execution cycle. • During any EUM Compliance Assistance Visits (CAV), identify to DSCA Programs Directorate additional provisos that should be included in LOAs. • CAV Support Missions for DSCA. <ul style="list-style-type: none"> ○ Support Golden Sentry team visits by providing Subject Matter Experts to augment EUM site visits. ○ Support the Golden Sentry team by conducting inventories to ensure compliance with the EUM checklists. • Supplemental Support to SAOs. <ul style="list-style-type: none"> ○ Support Golden Sentry team visits by coordinating details with host nation SAOs through DSCA. ○ Provide an After Action Report (AAR) of any support visits to DSCA Programs Directorate.

2. In C8.2.4., delete “Tiger Team Visit” and add the underlined portion.

C8.2.4. EUM Visit Guidance. The Golden Sentry EUM program includes in-country visits to assess EUM compliance programs. There are three types of visits: an EUM Familiarization Visit; an EUM Compliance Assessment Visit (CAV) (formerly referred to as a Tiger Team Visit); and an EUM Investigation Visit. Each visit is unique to the host nation and equipment being assessed.

3. In C8.2.4.1., replace the two occurrences of the words “Tiger Team Visit” with “Compliance Assessment Visit.”
4. In Table C8.T3., Event No. 4, replace the words “Tiger Team Visit” with “Compliance Assessment Visit.”

5. In C8.2.4.2., delete “Tiger Team Visit” and add the underlined portions.

C8.2.4.2. EUM Compliance Assessment Visit Guidance. The purpose of a Compliance Assessment Visit is to review and evaluate the Security Assistance Organization (SAO) (or equivalent organization/office) and host nation’s overall EUM compliance program. The EUM Compliance Assessment Visit assesses a country’s compliance with specific physical security and accountability agreements, provisos, and other terms of sale. Activities during a Compliance Assessment Visit may include facility visits, record reviews, review of local security policies and procedures, routine or special inventories of U.S. origin defense articles and/or services, etc. EUM Compliance Assessment Visits are coordinated well in advance with the Combatant Command, SAO, and host nation to ensure the EUM team successfully conducts the review. When possible, EUM Compliance Assessment Visits are scheduled to coincide with a host nation’s requisite scheduled inventory or other planned events related to the defense articles or services being assessed. Table C8.T4. presents the timeline and formal requirements to ensure a well-coordinated and documented EUM Compliance Assessment Visit. Informal correspondence may occur prior to these actions.

6. Rename and delete Table C8.T4., “EUM Tiger Team Visit Timeline and Requirements,” in its entirety and replace it with the following revised version.

Table C8.T4. EUM Compliance Assessment Visit Timeline and Requirements

Event No.	Timeframe	Description
1	180 days prior to the visit	DSCA Programs Directorate transmits an EUM Advisory message to the SAO, its respective Unified Combatant Commands, and DTRA to notify them of an impending EUM CAV with possible EUM items to be evaluated. This message is coordinated with the Principal Director Operations and the appropriate Regional Deputy.
2	Upon receipt of the Advisory (see Event #1)	SAO notifies U.S. country team and the Host Nation of the impending EUM CAV. SAO confirms receipt of the Advisory message. The SAO should be aware of all LOAs for assigned countries and any special security or accountability notes included in those documents. Based on the recommended list of items provided by DSCA, the SAO will review these LOAs and/or other appropriate transfer documents for unique physical security and accountability notes or special provisos and provide DSCA Programs Directorate a tentative listing of Enhanced EUM items to be evaluated by the EUM CAV Team.
3	90 days prior to the visit	DSCA Programs Directorate, in coordination with the DSCA Operations Directorate, confirms to the SAO the list of defense articles/services to be evaluated by the upcoming EUM CAV.
4	70-89 days prior to visit	SAO should contact the Military Departments for assistance at this time if additional information regarding serial numbers, LOAs, etc., is required. SAO determines the location of the articles to be assessed within the host nation. SAO develops a tentative itinerary for the upcoming visit.
5	70 days prior to visit	SAO provides feedback to DSCA Programs Directorate on the following: <ul style="list-style-type: none"> • Any U.S. country-team concerns. • The SAO representative on the EUM CAV Team. • Combatant Command EUM CAV Team members (if desired by the Combatant Command). Recommended additions/deletions from the proposed list of items to be evaluated

		<p>during the visit.</p> <p>Draft itinerary based on the locations of the items within the host nation.</p> <p>The SAO's last inventory list(s) for the item(s) to be reviewed complete with serial numbers.</p> <p>DTRA provides feedback to DSCA Programs Directorate on representatives on the EUM CAV Team and on any concerns.</p>
6	60 days prior to visit	<p>DSCA Programs Directorate issues an Announcement message that:</p> <ul style="list-style-type: none"> • Identifies the EUM CAV Team members, and; • Confirms the list of defense articles and/or services that will be evaluated during the EUM CAV team visit and their physical location(s). • DSCA provides the assessment checklist for each item to be assessed (Example - See Attachment 4 for Enhanced EUM article checklist for Stinger missiles).
7	Not later than 30 days prior to visit	<p>DSCA Programs Directorate transmits a Country/Theater Clearance Message in accordance with Foreign Travel Guidance. This message is coordinated with the DSCA Operations Director and the Regional Deputy and will cover any in-country support requirements (e.g., transportation). Any changes to information provided in the Announcement message are identified in the Country/Theater Clearance Message.</p>
8	Upon receipt of Country/Theater Clearance Message (Event #7)	<p>SAO acknowledges receipt of the message via e-mail or front channel cable and identifies points of contact (POC) for each area to be evaluated (to include names, phone numbers and email addresses).</p> <p>SAO conducts final coordination with host nation for site clearance for EUM CAV Team members.</p> <p>SAO confirms host nation's preparation for the EUM CAV.</p>
9	15 days prior to visit	<p>SAO finalizes itinerary with DSCA Programs Directorate and the host nation.</p> <p>SAO finalizes requirements for the visit with the host nation to:</p> <ul style="list-style-type: none"> • Confirm entry information for each site to be visited. • Ensure that affected unit commanders have received the required authorization. • Ensure everyone understands the standards of the evaluation (e.g., 100% serial number inventory with containers open; 5% random open containers with remainder container serial number verification; etc.).
10	EUM-Compliance Assessment Visit (CAV)	<p>SAO ensures someone is at the airport to assist the EUM CAV Team participants when requested by the team.</p> <p>SAO representative meets with visit participants upon arrival at the hotel and/or duty location, if required.</p> <ul style="list-style-type: none"> • Each EUM CAV Team must include the following: • Meeting with EUM CAV Team members and the U.S. country team. • Meeting with EUM CAV Team members and the host nation. • Update of Golden Sentry Program by DSCA. • Assessment of SAO and host nation's current compliance with EUM requirements. • Review the records for the specific items identified in the Announcement message (Event #6). • Conduct site visits to evaluate facility physical security and accountability procedures for the locations identified in the Announcement message (Event #6) • Provide out-briefings for U.S. country team and host nation. Preliminary observations and findings will be discussed, to include providing preliminary assessment results of Satisfactory, Needs Improvement, or Unsatisfactory and timeline for host nation receipt of final report. • If the EUM CAV Team is unable to complete the visit for any reason, see Event #11. • If during the CAV, evidence of a possible AECA Section 3 or FAA Section 505 violation is uncovered, see Event #12. • If the EUM CAV does not uncover any evidence of an AECA Section 3 or FAA Section 505 violation and is able to complete the assessment, see Event

		#13.
11	Immediately upon identification of problems	<p>The DSCA EUM CAV Team lead notifies the SAO and country-team with details about why they are unable to successfully complete the visit.</p> <p>The DSCA EUM CAV Team lead notifies the Principal Director, Programs Directorate, with details about the problem precluding a successful visit, and SAO/country team response.</p> <p>The Principal Director, Programs Directorate, in coordination with the Principal Director, Operations Directorate, will determine appropriate course of action and notify the EUM CAV Team lead during the visit.</p> <p>After return to CONUS, the EUM CAV Team lead will work with the Operations Directorate to develop a follow-up course of action as required.</p>
12	Immediately upon discovery of a potential AECA Section 3 or FAA Section 505 violation	<p>The EUM CAV Team notifies the SAO and country-team with details about the potential violation.</p> <p>The EUM CAV Team notifies the Principal Director, Programs Directorate, with details about the potential violation and SAO/country-team response.</p> <p>If there is a possible violation, the Principal Director, Programs Directorate, in coordination with the Principal Director Operations Directorate and the U.S. Department of State, will prepare talking points to be used by the country-team to:</p> <ol style="list-style-type: none"> (1) Notify the host nation of the possible violation and (2) Request that the host nation respond to the issue within 30 days. <p>If the host nation's response and subsequent assessments confirm the potential violation, DSCA formally forwards information regarding the potential violation to the U.S. Department of State for appropriate action.</p>
13	Usually no later than 15 days after the visit	<p>DSCA EUM CAV Team lead provides back brief to DSCA Programs and Operations Directorates.</p> <p>DSCA EUM CAV Team lead prepares Interim Team After-Action Report (TAR) providing preliminary assessment results of Satisfactory, Needs Improvement, or Unsatisfactory and distributes to DSCA, the SAO, and the other EUM CAV Team members for coordination and comment. (See Figure C8.F2. for the TAR format.).</p>
14	Upon receipt of Interim TAR (no later than 20 days after the visit)	<p>SAO reviews Interim TAR and provides input to the DSCA EUM CAV Team lead. EUM CAV Team members review Interim TAR and provide input to the DSCA CAV Team lead.</p>
15	Upon receipt of comments (no later than 25 days after the visit)	<p>DSCA EUM CAV Team lead prepares Final TAR providing overall assessment results of Satisfactory, Needs Improvement, or Unsatisfactory for the Host Nation and the SAO Country Team.</p> <p>Final TAR is approved by the Director, DSCA, and sent to the Commander of the appropriate Combatant Command.</p>

7. Renumber and add the revised portions to all the headings in Figure C8.F2.

Figure C8.F2. Compliance Assessment Visit (CAV) Team After Action Review (TAR) Format

**Compliance Assessment Visit (CAV) Team After Action Review (TAR)
Golden Sentry End Use Monitoring (EUM) Assessment Visit**

TODAY'S DATE:	COUNTRY:
START DATE:	RETURN DATE:
EXECUTIVE SUMMARY	
SAMPLE	
ITINERARY	
....	

Figure C8.F2. Compliance Assessment Visit (CAV) Team After Action Review (TAR) Format (continued)

SAMPLED ENHANCED EUM OBSERVATIONS AND REQUIRED ACTIONS			
CAV TEAM AFTER ACTION REVIEW (TAR) COMMODITIES	HOST NATION OBSERVATIONS	UNITED STATES GOVERNMENT OBSERVATIONS	REQUIRED ACTIONS (POC)
SAMPLE			
...			

Figure C8.F2. Compliance Assessment Visit (CAV) Team After Action Review (TAR) Format (continued)

**Compliance Assessment Visit (CAV) Team After Action Review (TAR)
Golden Sentry End Use Monitoring (EUM) Assessment Visit**

CAV-TEAM AFTER ACTION REVIEW (TAR) COMMODITY	
SAMPLER NAME/ORG/PHONE	
HOST NATION PROCEDURES	
SAMPLE	
USG PROCEDURES	
...	

8. Insert the following as Section C8.7. and renumber the current Section C8.7. as C8.8.

C8.7. QUARTERLY REPORTING AND EUM SCIP GUIDANCE

C8.7.1. Section 40A of the Arms Export Control Act (AECA) requires the President to submit an annual report to Congress describing the actions taken to implement the End-Use Monitoring (EUM) Program, including a detailed accounting of the cost and number of personnel associated with EUM. To compile the necessary data to meet the annual requirement, DoD's Golden Sentry program utilizes an application in the Security Cooperation Information Portal (SCIP), EUM-SCIP SAO Toolbox, to track defense articles transferred to foreign customers under government-to-government programs as well as to capture the costs associated with the execution of the EUM program.

C8.7.1.1. To gain access to the SCIP, authorized users must complete the registration form at <https://www.sportal.us/home/registrationInfo.html>. and fax it to the SCIP Access Administrator. A complete user's manual, with step-by-step instructions can be found in SCIP, under the EUM Support Tab, under "EUM SCIP Handbook and other related documents." Hands-on training is also available for the EUM community via the COCOM Regional Forums. For assistance contact the eumhelpdesk@dca.mil.

C8.7.1.2. The EUM-SCIP application can track defense articles by serial number and by country and also provides inventory management controls. Various fields allow authorized users to add, edit, transfer or record inventories of defense items as well as to capture EUM-related labor hours and cost. Inventory reports help SAOs plan for upcoming inventories as well as highlight "delinquent" items that have not been inspected or inventoried within required periods. SAOs are required to maintain current (as per Table C8.T2., End-Use Monitoring Responsibilities) all inventory records of enhanced EUM items until final disposal/disposition.

C8.7.2. A consolidated shipment/delivery/inventory report from the IAs (Figure C8.F4.), the SAOs (Figure C8.F5.), and the COCOMs (Figure C8.F6.) must be transmitted to DSCA on 15 January, 15 April, 15 July, and 15 October for inclusion into the annual Congressional Budget Justification submission by the Department of State. When submitting these reports, agencies must ensure inventory records are up-to-date and all EUM-related cost and labor hours are captured/reported. SAOs' reports must also include costs related to supporting the State Department's Blue Lantern EUM Program. If EUM-SCIP is unavailable, scanned document reports will be submitted to eumhelpdesk@dca.mil.

C8.7.3. EUM Labor Hours and Cost Reporting Guidance. DSCA’s Programs Directorate is responsible for planning and budgeting of EUM-related costs and labor hours IAW AECA § 40A. COCOMs, SAOs, and Implementing Agencies are required to report their labor hours and costs of executing EUM responsibilities to assist DSCA in programming funding for out years. It is important, for the purpose of developing future budget projections, to accurately capture all costs associated with actions taken to identify, inventory, and record information related to the EUM inventory process. To report labor hours and cost within EUM-SCIP, authorized users must log into the SAO Toolbox and access the EUM Labor Hour Cost tab. To access the form shown in figure C8.F3., click the “Labor Hour Cost Input Form” and follow the detailed instructions in table C8.T6. Enter the total dollars and hours associated with each event. If hours or cost are entered in error, add a new line with negative labor hours and negative values under the same Fiscal Year/Quarter so that it will be subtracted from the year/quarter in the report.

Figure C8.F3. Example of EUM Labor Hour & Cost form

EUM Labor Hour and Cost Reporting

Note: It is important for the purpose of developing future budget projections, to accurately capture all costs associated with actions taken to identify, inventory and record information reported to the EUM inventory process.

Please select one of the two options below and proceed accordingly

I have no labor hours or costs to report at this time.

Report labor hours and cost

	Country	Defense Article	DoD/S	Total Work Hours	Total TDY Costs	Fiscal Year	Fiscal Quarter	Person Performing Inspection	Action Date Format: MM/DD/YYYY	Remarks
1										
2										
3										
4										
5										
...										

Submit

Table C8.T5. EUM Labor Hour & Cost Reporting Reference

Pull Down Menu	Instruction
Country	Enter the country for which you are reporting cost/hours.
Defense Article	Enter the defense article with which the cost/hours are associated.
DoD/S	If the cost/hours are for the Golden Sentry program, enter DoD. If for the Blue Lantern program, enter DoS. If for another program, enter Other and indicate the program in the remarks column.
Total Work Hours	Enter the total labor hours performing the inventory, including the hours expended traveling to and from the location. Round to the nearest half hour.

Total TDY Costs	Enter the total cost for this event, including TDY and other associated expenses. Round to the nearest dollar. Do not use dollar signs or commas.
Fiscal Year/Fiscal Quarter	Enter the Fiscal Year and Fiscal Quarter of the event. If you are unsure of the Fiscal Year/Quarter, enter the current Fiscal Year/Quarter. Fiscal Quarter 1: 1 October – 31 December; Fiscal Quarter 2: 1 January – 31 March; Fiscal Quarter 3: 1 April – 30 June; Fiscal Quarter 4: 1 July – 30 September.
Person Performing Inspection	Enter the name of the person who performed the inventory, or the person who witnessed the item being disposed of/expended.
Action Date	Enter the date(s) the activity occurred.
Remarks	Enter any remarks or comments associated with the activity. If any selection was “Other”, a remark is mandatory.

Figure C8.F4. EUM Quarterly Shipment/Delivery Inventory Report for MILDEPs/
Implementing Agencies (IAs)

FY20 ____, __ Q EUM QUARTERLY SHIPMENT/DELIVERY INVENTORY REPORT FOR MILDEPs / IMPLEMENTING AGENCIES (IAs)																			
1. Implementing Agency:		2. Country:																	
3. QTY Delivered (since last report)																			
a. Enhanced EUM Item	b. Case Designator	c. Qty	d. Shipped Date (mm/dd/yyyy)	e. Type of Sale or Grant (FMS, FMF, EDA, etc.)															
4. Qty shipped/LOA Qty, by serial number listing (via on separate attachment if SCIP was not updated): (sent to EUMHelpDesk@DSCA.mil or SAO Toolbox/EUM)																			
Example: Missiles: AMRAAM, 150/200 shipped, Serial numbers updated in SCIP																			
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 65%;">Item</th> <th style="width: 30%;">Qty</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Missiles:</td> <td> </td> </tr> <tr> <td>b.</td> <td>Grip Stocks or CLUs:</td> <td> </td> </tr> <tr> <td>c.</td> <td>Night Vision Devices:</td> <td> </td> </tr> <tr> <td>d.</td> <td>Other:</td> <td> </td> </tr> </tbody> </table>						Item	Qty	a.	Missiles:		b.	Grip Stocks or CLUs:		c.	Night Vision Devices:		d.	Other:	
	Item	Qty																	
a.	Missiles:																		
b.	Grip Stocks or CLUs:																		
c.	Night Vision Devices:																		
d.	Other:																		
5. Implementing Agency Comments: (Use separate sheet of paper for more space)																			
6. Reported by:			7. Date (mm/dd/yyyy):																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name</td> <td> </td> </tr> <tr> <td>Rank</td> <td> </td> </tr> <tr> <td>Organization</td> <td> </td> </tr> <tr> <td>Email address</td> <td> </td> </tr> </table>			Name		Rank		Organization		Email address		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
Name																			
Rank																			
Organization																			
Email address																			

Figure C8.F5. EUM Quarterly Delivery Inventory Report For SAOs

FY20 ____, __Q EUM QUARTERLY DELIVERY INVENTORY REPORT FOR SAOs																		
1. SAO:		2. Country:																
1. Qty On Hand from previous report:																		
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">Item</th> <th style="width: 25%;">Qty</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Missiles:</td> <td></td> </tr> <tr> <td>b.</td> <td>Grip Stocks or CLUs:</td> <td></td> </tr> <tr> <td>c.</td> <td>Night Vision Devices:</td> <td></td> </tr> <tr> <td>d.</td> <td>Other:</td> <td></td> </tr> </tbody> </table>					Item	Qty	a.	Missiles:		b.	Grip Stocks or CLUs:		c.	Night Vision Devices:		d.	Other:	
	Item	Qty																
a.	Missiles:																	
b.	Grip Stocks or CLUs:																	
c.	Night Vision Devices:																	
d.	Other:																	
2. Additions to Inventory since last report.																		
<i>a. Enhanced EUM Item</i>	<i>b. Case Designator</i>	<i>c. Delivery/Inventory Date (mm/dd/yyyy)</i>	<i>d. Type of Sale or Grant (FMS, FMF, EDA, etc.)</i>															
3. Qty delivered/inventoried by number and percentage (If SCIP has not been updated, include <u>Serial Numbers</u> on separate attachment and send to EUMHelpDesk@DSCA.mil).																		
Example: Missiles: AMRAAM,150/200 inventoried (75%), serial number listings attached or SCIP updated																		
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">Item</th> <th style="width: 25%;">Qty</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Missiles:</td> <td></td> </tr> <tr> <td>b.</td> <td>Grip Stocks or CLUs:</td> <td></td> </tr> <tr> <td>c.</td> <td>Night Vision Devices:</td> <td></td> </tr> <tr> <td>d.</td> <td>Other:</td> <td></td> </tr> </tbody> </table>					Item	Qty	a.	Missiles:		b.	Grip Stocks or CLUs:		c.	Night Vision Devices:		d.	Other:	
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c.	Night Vision Devices:																	
d.	Other:																	

Figure C8.F5. EUM Quarterly Delivery Inventory Report For SAOs
(continued)

4. Adjustments to Inventory.	
Transferred:	
Quantity transferred:	
To USG (qty/date):	
Third country (qty/date):	
Other (qty/date):	
Disposed:	
Quantity Disposed:	
Demilitarization confirmed:	
Demilitarization not confirmed:	
(Explain why you cannot confirm)	
Other (explain):	
Expended:	
Quantity expended:	
Operational (example: combat):	
Training (example: range firing/testing):	
Inventory Loss: (provide memo):	
Disposal:	
Transferred to 3 rd party:	
Other (explain):	
5. Supporting Cost Data	
C-12 Flying Hour Program-	
Total C-12 flight hours spent:	
Total # of Locations Inspected:	
Total # of Locations:	
% of Locations Inspected:	
Average Cost per Location:	
C-12 hours flown this period:	
Blue Lantern support costs	
Man-hours required:	
Personnel Cost (salary and benefits):	
TDY expenses: Total \$ _____	
TDY (per diem):	
Lodging:	
Transportation:	
Other reimbursable expenses:	

Figure C8.F5. EUM Quarterly Delivery Inventory Report For SAOs
(continued)

Resources Used for Compliance of the Mandatory Quarterly Report: (see Figure C8.F3. – EUM Cost Worksheet)

Man-hours required	
Personnel Cost (salary and benefits):	
TDY expenses: Total:	
TDY (per diem):	
Lodging:	
Transportation:	
Other reimbursable expenses:	
Total Costs:	

6. SAO Comments (Continue on separate page if required):

7. Reported by:

Name	
Rank	
Organization	
Email address	

8. Date (mm/dd/yyyy):

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