Letter of Request (LOR) for NVD

**Exception to Policy (ETP) Required**

- **NO**
  - **SCO Action:**
    - Review LOR for completeness
    - Validate NV requirement
    - Request and collect supporting documents:
      - CTA/CCMD concurrence
      - Forward packet to IA and DSCA

- **YES**
  - **LOR-A (LOR-A) Required**
    - **SCO Action:**
      - Review LOR for completeness
      - Validate NV requirement
      - SCO endorsement
      - Forward packet to IA and DSCA

**Performance Parameters**

- Equal to or lower than the DoD Guidance and previously released to country and end-user.

**IA Action:**

- Validate NV requirement and confirm supporting documentation
- CTA/CCMD concurrence
- Draft IA support memorandum that:
  - Verifies IA support
  - Assigns a case designator
  - States country’s requested capability from LOR
  - Forward request to DSCA CPD

**DSCA Action:**

- CPD reviews the NVD request packet for completeness
- CPD drafts DSCA ETP request memorandum, staffs with EUM
- WPNs coordinates ETP request with DTSA, JS, and (USD)AT&L
- WPN loads to DSCA SharePoint

**DTSA, JS, (USD)AT&L Action:**

- Review ETP Request packet
- Reply to DSCA WPN via email with performance parameters and provisos
- Goal: within 10 working days
- Notify DSCA if more time required

**DSCA Action:**

- WPN drafts Authorization to Transfer memorandum listing performance parameters and provisos
- CPD sends to IA for LOA processing and contracting

**IA Action:**

- Validate NV requirement and confirm supporting documentation
- Draft IA support memorandum that:
  - Verifies IA support
  - Assigns a case designator
  - States country’s requested capability from LOR
  - Forward request to DSCA CPD

**DSCA Action:**

- CPD reviews the NVD request packet for completeness
- CPD drafts DSCA LOR-A memorandum, staffs with EUM
- WPN coordinates LOR-A with DTSA, JS, and (USD)AT&L
- WPN loads to DSCA SharePoint

**DTSA, JS, (USD)AT&L Action:**

- Review LOR-A packet
- Reply to DSCA WPN via email with performance parameters and provisos
- If no reply within 10 working days, the transfer is approved

**DSCA Action:**

- WPN drafts Authorization to Transfer memorandum listing performance parameters and provisos
- CPD sends to IA for LOA processing and contracting