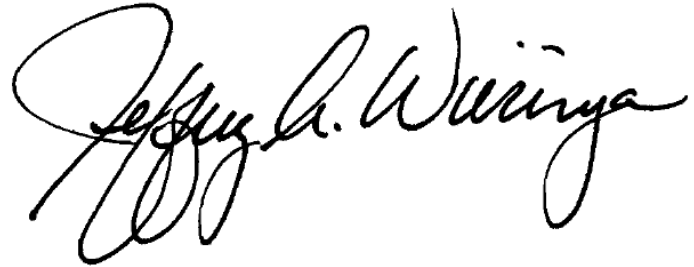08 OCT 2009

MEMORANDUM FOR THE DEPUTY UNDER SECRETARY OF THE AIR FORCE
FOR INTERNATIONAL AFFAIRS
DEPUTY ASSISTANT SECRETARY OF THE ARMY
FOR DEFENSE EXPORTS AND COOPERATION
DEPUTY ASSISTANT SECRETARY OF THE NAVY
FOR INTERNATIONAL PROGRAMS
DIRECTOR, DEFENSE CONTRACT MANAGEMENT
AGENCY
DIRECTOR FOR SECURITY ASSISTANCE, DEFENSE
FINANCE AND ACCOUNTING SERVICE –
INDIANAPOLIS OPERATIONS
DIRECTOR, DEFENSE INFORMATION SYSTEMS
AGENCY
DIRECTOR, DEFENSE LOGISTICS AGENCY
DIRECTOR, DEFENSE LOGISTICS INFORMATION
SERVICE
DIRECTOR, DEFENSE REUTILIZATION AND
MARKETING SERVICE
DIRECTOR, DEFENSE THREAT REDUCTION
AGENCY
DIRECTOR, NATIONAL GEOSPATIAL-
INTELLIGENCE AGENCY
DEPUTY DIRECTOR FOR INFORMATION
ASSURANCE, NATIONAL SECURITY AGENCY

SUBJECT: Letter of Offer and Acceptance (LOA) Document Preparation
Responsibilities, DSCA Policy 09-03

Since the Case Writing Division (CWD) was established in 2007, discussions have taken place regarding the functions the CWD performs in the LOA document preparation process. The attachment in this memorandum outlines the responsibilities of the CWD and the Implementing Agencies in this process. This list highlights the primary functions, and is not intended to be all-inclusive.

DSCA will update the Security Assistance Management Manual (SAMM) to incorporate these responsibilities. This memorandum serves as interim guidance until the SAMM update is completed.

If you have questions concerning the attached guidance or SAMM policy, please contact Ms. Kathy Robinson, DSCA-STR/POL, kathy.robinson@dsca.mil, (703) 601-4368. For questions on financial policy, contact Ms. Rita Chico, DSCA-DBO/FPIO, rita.chico@dsca.mil, (703) 602-3632, and for questions on the CWD, contact Mr. Mike Blatti, DSCA-OPS/CWD, michael.blatti@cwd.dsca.mil, (937) 904-8450.

Jeffrey A. Wieringa
Vice Admiral, USN
Director

Attachment:
As stated

cc:
STATE/PM-RSAT
AFRICOM
CENTCOM
EUCOM
JFCOM
NORTHCOM
PACOM
SOCOM
SOUTHCOM
TRANSCOM
USASAC
SATFA TRADOC
NAVICP
NETSAFA
AFSAC
AFSAT
DISAM

Responsibilities of the Implementing Agencies and the DSCA Case Writing Division

Organization	Responsibility
Implementing Agency	- LOA Data (LOAD) Development - Input Letter of Request - Create Case/Line structure - Manpower and Travel Data Sheets - Military Technology Control Regime review - Critical Program Information - Pricing (to include accessorial charges) and delivery data - Terms of Sale - Line item description notes - Case-unique notes (to include Short Offer Expiration Date (OED), if needed) - Service-unique notes - Congressional notification (36b) information - Waiver Requests (to include Nonrecurring Costs, Night Vision Devices, Communication Security, Travel and Living Allowance, etc.) - Releasability - Sole source - Site surveys - Offset information - Price and Availability data - Leases - Arms Export Control Act Section 30 Sales - Restatements - Pen and Ink changes (to include associated payment schedules) - Input applicable case-related milestones in the Defense Security Assistance Management System (DSAMS) - Review of LOAD and preparing/processing of LOA prior to sending to the Case Writing Division - Approval of customer-requested payment schedules
DSCA Case Writing Division	- Finalize the LOA document in DSAMS - Sequence line and note order - Enter DSCA standard and DSCA-unique LOA notes - Adjust OEDs to comply with Chapter 5, Figure C5.F5. - Validate accessorial charges - Prepare and validate payment schedules (except for Pen and Ink changes) - Perform review of entire package to ensure compliance with: - Security assistance laws (i.e., legal review) - Regulations - Policies (e.g., ensure manpower data package is complete) - Obtain DSCA/Implementing Agency coordination/review - Prepare and coordinate Department of State List - Perform internal case tracking and reporting - Load case-related milestones in DSAMS - Obtain DSCA approval and countersign