



**DEFENSE SECURITY COOPERATION AGENCY**  
2800 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-2800

06 DEC 2011

MEMORANDUM FOR 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: Updated Letter of Offer and Acceptance (LOA) Checklist, DSCA Policy 11-59

The purpose of this memorandum is to introduce the updated LOA checklist that will be mandatory when submitting LOA documents to the DSCA Case Writing Division (CWD) for processing. This LOA checklist replaces the cover memo currently in use. The checklist must be completed in its entirety by the Implementing Agencies to enhance LOA document processing, reduce returns and standardize identification of critical items submitted with each document.

The attached LOA checklist provides detailed instructions on its use to ensure LOA document preparers submit complete packages. This policy and the mandatory use of this LOA checklist will be effective January 31, 2012. LOA documents submitted to the CWD prior to this date will be processed with the existing cover memo.

For any questions concerning this memorandum, please contact Ms. Regina Martin, DSCA/OPS/CWD, at (937) 904-4607, or email at [Regina.Martin@cwd.dsca.mil](mailto:Regina.Martin@cwd.dsca.mil). For questions regarding the SAMM, please contact Ms. Michelle Davis, DSCA/STR/POL, at (703) 601-3843, or email at [michelle.davis@dsca.mil](mailto:michelle.davis@dsca.mil).

A handwritten signature in black ink, reading "Scott R. Schless".

**Scott R. Schless**  
Principal Director  
For Strategy

Attachment:  
As stated

cc:

USAFRICOM

USCENTCOM

USEUCOM

USNORTHCOM

USSOUTHCOM

USPACOM

USTRANSCOM

USSOCOM

STATE/PM-RSAT

USASAC

SATFA

TRADOC

NAVSUP WSS

NETSAFA

AFSAC

AFSAT

DISAM

MARCOR IP

SCETC

USCG International Affairs (G-CI)

# LOA CHECKLIST

Case ID:	Points of Contact: Name/Phone(Comm & DSN)/Email	Primary:	
		Alternate:	

**INSTRUCTIONS:** The Letter of Offer & Acceptance (LOA) Checklist replaces the LOA Cover Memo currently in use. This checklist is **mandatory** for all documents submitted to the DSCA Case Writing Division (CWD). Detailed instructions on its use can be found on page 3 of this document. Items in **(parentheses)** **MUST** be included in the offline package &/or entered in DSAMS Case Remarks. For Amendments and Modifications, check items below that pertain to this document version only.

Y	N	CASE ITEMS				
		<b>Financial Chgs Only</b> (Mod/Amd) - No new items or services added; & no changes to MASL or line/note description				
		MTCR items identified by a qualified reviewer & approved for transfer by DoS (ISN/MTR) per SAMM C3.2. <b>(enter case remark - provide copy of DoS approval)</b>				
		Critical Program Information reviewed & the IA certifies compliance with appropriate Anti-Tamper requirements per SAMM C3.4. <b>(enter case remark certifying compliance)</b>				
		Classified data emailed to: <table border="1" style="width: 100%;"> <tr> <td>DSCA.CWD@AFMC.AF.SMIL.MIL</td> <td>LOA-OPS@DSCA.OSD.SMIL.MIL</td> </tr> <tr> <td>LOA-FPIO@DSCA.OSD.SMIL.MIL</td> <td>LOA-POL@DSCA.OSD.SMIL.MIL</td> </tr> </table>	DSCA.CWD@AFMC.AF.SMIL.MIL	LOA-OPS@DSCA.OSD.SMIL.MIL	LOA-FPIO@DSCA.OSD.SMIL.MIL	LOA-POL@DSCA.OSD.SMIL.MIL
DSCA.CWD@AFMC.AF.SMIL.MIL	LOA-OPS@DSCA.OSD.SMIL.MIL					
LOA-FPIO@DSCA.OSD.SMIL.MIL	LOA-POL@DSCA.OSD.SMIL.MIL					
		Restated Case <b>(copy of prior document)</b>				
		36(b) Congressional Notification <b>(enter number(s) in DSAMS &amp; provide copy of notification)</b>				
		Amd/Mod - MDE Increased &/or Added; TCV Increased				
		Excess Defense Article (EDA) <b>(copy of approval msg)</b>				
		Concurrent Mod <b>(list other doc(s) in Comments Sect.)</b>				
		Police, Counterterrorism & Military Intelligence assistance to non-MoD entities and riot control (non lethal crowd control e.g. rubber bullets/smoke grenades/tear gas/etc.)				
		Special Defense Acquisition Fund (SDAF)				
		Technical Data Packages DMWRs/TCTOs/ECP-LECP				
		Training lines included				
		Foreign Disclosure Review complete on all DO lines <b>(enter case remark addressing each line)</b>				

Y	N	FUNDING
		Coalition Solidarity Funds (CSF) <b>(attach copy of grant agreement in DSAMS)</b>
		Manpower <b>(MTDS included)</b>
		S4 - PKO/GPOI case <b>(copy of Sec 632 agreement)</b> & Amendments
		Small Case Management Line applicable
		Sole Source <b>(provide LOR and additional info)</b>
		Split Terms of Sale – amounts validated
		Unique Payment Schedule <b>(provide documentation &amp;/or case remark)</b>

Y	N	FINANCIAL WAIVERS/PRICING							
		An Individual Pricing Component (IPC) (CAS, NC, PCH&T, Admin, or etc.) has an override code (OP/OC) entered <b>(provide rationale in case remarks)</b>							
		CAS applied to the applicable portion of all P & X lines <b>(If no CAS is applied, &amp; a country level CAS waiver does not exist, provide justification in case remarks.)</b>							
		CAS Waiver							
		NC/Special NC applied/waiver for all applicable MDE lines <b>(If not, provide rationale in case remarks)</b>							
		NC Waiver (MDE) <b>(copy of NC waiver)</b>							
		Admin Surcharge Waiver: <table border="1" style="width: 100%;"> <tr> <td rowspan="2">Training Cases:</td> <td>If Yes, Misc Obligation Doc #</td> </tr> <tr> <td>If Yes, NAMSA Reference #</td> </tr> <tr> <td>NATO:</td> <td></td> </tr> <tr> <td colspan="2">If Yes, Provide waiver Name and numbers.</td> </tr> </table>	Training Cases:	If Yes, Misc Obligation Doc #	If Yes, NAMSA Reference #	NATO:		If Yes, Provide waiver Name and numbers.	
Training Cases:	If Yes, Misc Obligation Doc #								
	If Yes, NAMSA Reference #								
NATO:									
If Yes, Provide waiver Name and numbers.									
		Other Waivers:							

Y	N	EEUM/SPECIAL NOTES
		EEUM articles <span style="float: right;">For CWD: <input type="checkbox"/></span>
		Type 1 COMSEC items <b>(copy of NSA Approval Letter)</b>
		Cat I Missiles – Stinger & Javelin, & assoc. Gripstocks, Command Launch Units
		Cat II Missiles –TOW-2B
		Cat III Missiles – AIM-9X, AMRAAM, HARPOON Bik II, SLAM-ER, SM-III, & related Guidance systems
		Joint Munitions – i.e., JASSM & JSOW
		Tomahawk <b>(add non-std physical security note)</b>
		THAAD <b>(add non-std physical security note)</b>
		LAIRCM <b>(add non-std physical security note)</b>
		MTCR Cat I - Unmanned Aerial Systems (UAS) – RQ-4, MQ-1, & MQ-9 <b>(add non-std physical security note)</b>
		Night Vision Devices (NVDs) <b>(copy of DSCA Implementation Memo)</b>

Y	N	SENSITIVE ITEMS
		Aircraft
		Anti-Personnel Mines/Cluster Munitions(CM) – CBU-105/CBU-97 incl. any software (SW), test equip-CMBRE & aircraft SW for any CM <b>(add Cluster Munitions note)</b>
		Ammunition
		Bombs, Firearms, Guided Bomb Units (GBUs), Missiles – i.e. Air-to-Ground Missiles (AGM-XXX), & other Weapons
		Electronic Warfare (EW) - Radars, etc.
		Global Positioning Systems (GPS)
		MIDS (Multifunctional Info Dist System) <b>(provide Consortium Approval)</b>
		Radios
		Reconnaissance Pods
		Chemical/Bio-Detection Equipment/Medical Counter-Measures (e.g. Vaccines/Chemical/Biological/Radiological/Neurological/ High-Yield Explosive individual protective equipment)
		Depleted Uranium (105mm M774/M833 or 120mm M829/M946)
		White Phosphorus Munitions <b>(add std note provided by PM/RSAT at DoS. Ref C4.3.7.)</b>

Y	N	NOTES		
		Note that changes LOA Standard Terms & Conditions included <b>(add case remark with pre-coordination approval)</b>	If Yes Provide Note #	
		Note that is unique &/or peculiar to this FMS case included	If Yes Provide Note #	
		Contingency/Non-Specific Requirements Line	If Yes, Note #	If Yes, Line #
		OT&E Incomplete <b>(add std note and provide copy of Yockey Waiver)</b>	If Yes Provide Note #	
		Small Case Management Line (SCML) Description applicable		
		OED <b>(short - provide justification in case note; long - provide justification in case remarks)</b>		
		Design/Const. Services <b>(construction agent name/org)</b>		
		CLSSA <b>(assoc. FMSO I/II &amp; fill-in for Fin.Sum. note)</b>		
		Aircraft Ferrying <b>(ID office authorized to split crew)</b>		
		Offshore procurement	If Yes, Note #	If Yes, Line #
		PCS Personnel in country <b>(check PCS box on the Case Detail/Document Tab Window in DSAMS)</b>	If Yes, Note #	If Yes, Line #
		Travel & Living Allowance (TLA) <b>(enter approval date in note)</b>		

## IA Additional Comments

For returning documents, explain in detail what changed on this version:

NOTE: If comments exceed the available space above, please provide additional comments on a separate attachment.

## CWD Additional Comments

For returning documents, explain in detail what changed on this version:

NOTE: If comments exceed the available space above, please provide additional comments on a separate attachment.

## Instructions for Preparing the LOA Checklist

The LOA Checklist replaces the LOA Cover Memo currently in use. This checklist is **mandatory** for all documents submitted to the DSCA Case Writing Division (CWD). The purpose of this LOA Checklist is to enhance LOA document processing, provide a standardized means for Implementing Agencies to highlight key components of the **CURRENT** case version being developed, and to reduce returns. This ensures case preparers provide a complete package to DSCA on the first pass. Items in **(parentheses)** **MUST** be included in the offline package &/or entered in DSAMS Case Remarks where indicated.

### Documents without required enclosures/offline documentation may be returned.

<b>LOA (BASIC)</b>	This is new scope developed on new FMS/Pseudo LOA documents. <b>All</b> information pertaining to LOAs must be checked on the LOA Checklist with applicable case remarks entered in DSAMS. <b>All</b> applicable off-line data must also be provided with the electronic package.
<b>AMD (&amp; CONCURRENT MODS)</b>	Amendments and concurrent modifications generally increase or decrease scope of an FMS/Pseudo LOA. Use checklist to highlight areas of added/increased scope on the checklist and any other applicable areas that changed. Address pricing/waivers in the FINANCIAL WAIVERS/PRICING section, as applicable, regarding lines being touched.
<b>MOD</b>	By their nature modifications generally do not change scope. Highlight the areas, as applicable, based on instructions provided below. If the purpose of the modification is financial changes only (i.e. price increases), this can be annotated under the CASE ITEMS section. Address pricing/waivers in the FINANCIAL WAIVERS/PRICING section, as applicable, regarding lines being touched.
<b>CASE ID</b>	This field must include the complete case identifier, including the version of the document being developed (e.g. Basic, Amendment or Modification).
<b>IMPLEMENTING AGENCY POINT OF CONTACT</b>	This field must include the Implementing Agency (IA) primary & alternate Point of Contact (POC) information (name, commercial and DSN phone numbers, & email address) for this case version. Ensure the POC(s) identified are available & the information provided is correct.
<b>CASE ITEMS</b>	This section must be completed on every case version. Items highlighted in <b>red must</b> be provided as indicated.
<b>FUNDING</b>	This section must be completed on every case version. Items highlighted in <b>red must</b> be provided as indicated.
<b>FINANCIAL WAIVERS/ PRICING</b>	This section must be completed with regards to any lines being touched on the case version. <b>NOTE:</b> <u>A complete financial review of the entire case should be performed to ensure all lines are priced correctly and all pricing related validation errors and warning are addressed. Case preparers must review each Individual Pricing Component (IPC) for applicability and ensure coding matches. If an IPC does not apply to a line, the IPC must be set to not-applicable (NA) (e.g. If the Delivery Term Code being used does not warrant transportation costs, the IPC must be set to NA.) When pricing errors are discovered that effect the price of the line, these must be fixed at the time they are discovered.</u> Items highlighted in <b>red must</b> be provided as indicated.
<b>EEUM/SPECIAL NOTES</b>	<u>This section must be completed whenever these items are being provided, quantities are increased, or MASL/ line description, or line description note(s) change.</u> The MASL for these items must be on a defined order MASL with a unit of issue other than "XX" and EUM indicator should reflect "E" for Enhanced End Use Monitoring. It is not necessary to complete this section on mod/amds if new items/increased quantities are not being provided, or if there are not changes in the MASL, line description, or line description note on the case version. On mod/amds, if these lines are only touched for financial adjustments, this section does not need to be completed. Items highlighted in <b>red must</b> be provided as indicated.
<b>SENSITIVE TECHNOLOGY</b>	<u>This section must be completed when these sensitive items are being provided on a case version, or if the Military Articles and Services List (MASL), line description, or line description note(s) change.</u> For Amendments and Modifications, it is not necessary to complete this section if there is no change in scope (e.g. new items &/or increased quantities), or when lines are touched for financial adjustments only (e.g. price increase/decrease). Items highlighted in <b>red must</b> be provided as indicated.
<b>NOTES</b>	This section must be completed on every case version. Items highlighted in <b>red must</b> be provided as indicated.
<b>IA ADDITIONAL COMMENTS</b>	This section is for Implementing Agencies to provide any additional information/instructions regarding the case. Supporting rationale must be provided in this block (& a case remark) when requested changes were not made. It is preferred that this be pre-coordinated with the individual initiating the return to avoid any additional returns &/or delays in processing.
<b>CWD ADDITIONAL COMMENTS</b>	This section is for DSCA/CWD to provide any additional information regarding the case. For cases returned to CWD, this section must be used to detail the changes made by CWD as a result of the return. Supporting rationale must be provided in this block (& a case remark) when requested changes were not made. It is preferred that this be pre-coordinated with the individual initiating the return to avoid any additional returns &/or delays in processing.