

# Letter of Offer & Acceptance (LOA) Checklist

Case ID:

POC Info

1	<input type="text"/>
2	<input type="text"/>

- Provide POC's:
- Name
  - Phone (Comm & DSN)
  - Email

## INSTRUCTIONS

- This LOA Checklist is mandatory for all documents submitted to the DSCA Case Writing Division (CWD).
- Detailed instructions can be found on page 3 of this Checklist.
- Items in **(parentheses)** - These must be included in the offline package &/or entered in DSAMS Case Remarks.
- **LOA Electronic File Size Limitations** - Ensure file size is compressed to the maximum extent possible <3MB and NTE 8MB Max.
- **LOA Electronic File Digital Signatures** - Ensure any attachment with a digital signature is scanned to retain signature.

## GENERAL SAMM REQUIREMENTS

Yes	No	GENERAL SAMM REQUIREMENTS								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Pre-Countersignature Meeting (PCM)</b> Required with DSCA/DBO/CFM for all 36(b) LOAs (& Amendments, if required). (Enter case remark in DSAMS & include Signed copy of PCM Minutes and "As-Was" document with electronic package.) See <a href="#">SAMM C5.4.12</a> , and <a href="#">DSCA Policy 13-61</a> . <table border="1" style="width: 100%;"> <tr> <td>Conducted On</td> <td><input type="text"/></td> </tr> <tr> <td>Waived by CFM on</td> <td><input type="text"/></td> </tr> </table>	Conducted On	<input type="text"/>	Waived by CFM on	<input type="text"/>				
Conducted On	<input type="text"/>									
Waived by CFM on	<input type="text"/>									
<input type="checkbox"/>	<input type="checkbox"/>	<b>PCM</b> Changes made to the LOA which were NOT discussed in PCM (Specify changes made or Certify "NO CHANGES post-PCM made" in case remarks & in Comments Section.)								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Classified Data Emailed To:</b> USAF.WRIGHT-PATT.USAF-RSRCMGMT.LIST.AFMC-MBX-CWD-ORG-BOX@MAIL.SMIL.MIL DSCA.NCR.IT.MBX.LOA-OPS@mail.smil.mil DSCA.NCR.IT.MBX.LOA-POL@mail.smil.mil DSCA.NCR.DBO.MBX.LOA-FPIO@mail.smil.mil								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Classification Markings</b> All documentation has been reviewed and contains the proper US classification/ declassification or Foreign Government reclassification with US-equivalent. See <a href="#">SAMM C5.4.10</a> , and <a href="#">DoD 5200.01 Vol. 2</a> .								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Congressional Notification - 36(b)</b> Check 'Y' for any cases that include a new or existing 36(b) number. (Enter number(s) in DSAMS & provide copy of notification(s).)								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Lead-Nation Procurement</b> See <a href="#">DSCA Policy 14-24</a> .								
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Department Block/Description</b> Mandatory for all documents that add or increase scope. See <a href="#">SAMM C5.4.13.11</a> .								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Restated Case</b> (Provide copy of previous offered version of the document.)								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Concurrent Mod (List other doc(s) in Comments Section.)</b>								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Amd/Mod</b> MDE Increased &/or Added OR overall Total Case Value Increased								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Small Case Management Line applicable</b> See <a href="#">SAMM C9.4.7.1</a> .								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Period of Performance (PoP) on FMS Cases</b> See <a href="#">DSCA Policy 13-41</a> . <table border="1" style="width: 100%;"> <tr> <th>Defined Order Service Lines</th> <th>Defined Order Material Lines</th> <th>SME/MDE Lines</th> <th>Blanket Order Material/ Services Lines</th> </tr> <tr> <td>Use Month/Year Range</td> <td>Use Numeric Range</td> <td>Include Delivery Schedule</td> <td>Do not use Numeric or Month/Year Range</td> </tr> </table>	Defined Order Service Lines	Defined Order Material Lines	SME/MDE Lines	Blanket Order Material/ Services Lines	Use Month/Year Range	Use Numeric Range	Include Delivery Schedule	Do not use Numeric or Month/Year Range
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Use Month/Year Range	Use Numeric Range	Include Delivery Schedule	Do not use Numeric or Month/Year Range							
<input type="checkbox"/>	<input type="checkbox"/>	<b>PoP and Delivery Schedule Match</b>								

## CASE ITEMS - Added/Increased Requirements

Yes	No	CASE ITEMS - Added/Increased Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<b>Foreign Disclosure Review</b> All Defined Order Lines (Enter case remark addressing each line.)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Missile Technology Control Regime (MTCR) items</b> Identified by a qualified reviewer &, when required, approval for transfer by DoS (ISN/MTR). This applies to all added or increased lines. (Enter case remark, provide list of items & copy of DoS approval.) See <a href="#">SAMM C3.7.1</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<b>Critical Program Information</b> Reviewed & the IA certifies compliance with appropriate Anti-Tamper requirements. This applies to all added or increased material lines. Does not apply to Services. (Enter case remark certifying compliance.) See <a href="#">SAMM C3.6</a> .

## CASE ITEMS - Added/Increased Requirements (continued..)

Yes	No	CASE ITEMS - Added/Increased Requirements (continued..)				
<input type="checkbox"/>	<input type="checkbox"/>	<b>Excess Defense Article (EDA)</b> (Attach Copy of approval message & worksheet.) See <a href="#">SAMM C11.3</a> .				
<input type="checkbox"/>	<input type="checkbox"/>	<b>Manpower Travel &amp; Data (MTDS(s))</b> (Included either via DSAMS or attached off-line.)				
<input type="checkbox"/>	<input type="checkbox"/>	<b>Services for COMSEC</b> e.g. COMSEC Custodian services, communication, data link, or C2/C3/C4 services for command and control communications, including technical assistance.				
<input type="checkbox"/>	<input type="checkbox"/>	<b>Technical Data Packages</b> DMWRs/TCTOs/ECP-LECP				
<input type="checkbox"/>	<input type="checkbox"/>	<b>Training Lines Included</b> (Do not embed training)				
<input type="checkbox"/>	<input type="checkbox"/>	<b>Lines for Channel Flights</b> added or Increased using MASLs: <table border="1" style="width: 100%;"> <tr> <td>(LIC) 016400A1RSMSV</td> <td>(LIC) 0164000AMCSVC</td> </tr> <tr> <td>Airlift, SAAM, FMS Service Only</td> <td>Airlift, AMC, FMS Service Only</td> </tr> </table>	(LIC) 016400A1RSMSV	(LIC) 0164000AMCSVC	Airlift, SAAM, FMS Service Only	Airlift, AMC, FMS Service Only
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Airlift, SAAM, FMS Service Only	Airlift, AMC, FMS Service Only					

## FINANCIAL POLICIES & PROCEDURES

Yes	No	FINANCIAL POLICIES & PROCEDURES						
<input type="checkbox"/>	<input type="checkbox"/>	<b>Coalition Solidarity Funds (CSF)</b> (Attach copy of grant agreement in DSAMS.)						
<input type="checkbox"/>	<input type="checkbox"/>	<b>FMS Credit/Grant Funded/Split Credit Terms of Sale</b> (Use & availability of FMF/Grant for this case was validated by DSCA/CPD in case remarks or attached email.)						
<input type="checkbox"/>	<input type="checkbox"/>	<b>Split Credit Terms of Sale</b> (Verify the correct value for each Credit Terms of Sale on Page 1 of the document.)						
<input type="checkbox"/>	<input type="checkbox"/>	<b>BPC for PKO/GPOI/CSF</b> (Attach copy of FAA Section 632(b) MOA/MOU agreement.)						
<input type="checkbox"/>	<input type="checkbox"/>	<b>Use DSAMS Calculated Standard Payment Schedule</b>						
<input type="checkbox"/>	<input type="checkbox"/>	<b>Use Unique Payment Schedule</b> (Provide documentation &/or case remark.) <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="text-align: center;"> <b>USG/SPO/Contractor Provided</b>  <small>Required for any 36(b) cases unless requirement is waived by the CFM.</small> </td> <td style="text-align: center;"> <b>Purchaser Requested</b>  <small>Do not combine Purchaser Requested &amp; USG Requirements</small> </td> </tr> <tr> <td style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No                     </td> <td style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No                     </td> </tr> </table>	<b>USG/SPO/Contractor Provided</b> <small>Required for any 36(b) cases unless requirement is waived by the CFM.</small>	<b>Purchaser Requested</b> <small>Do not combine Purchaser Requested &amp; USG Requirements</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
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<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No							
<input type="checkbox"/>	<input type="checkbox"/>	<b>Previous Payment Schedule (Mod/Amds) was manual</b> (USG or Purchaser requested). (Provide documentation of fully revised manual payment schedule &/or enter in case remarks. Or, state in case remarks "Normal Payment Schedule to be prepared for Mod/Amd.")						
<input type="checkbox"/>	<input type="checkbox"/>	<b>An Individual Pricing Component (IPC)</b> (CAS, NC, PCH&T, Admin, or etc.) has an override code (OP/OC) entered. (Provide rationale in case/line pricing remark.)						
<input type="checkbox"/>	<input type="checkbox"/>	<b>CAS applied to the applicable portion of all P &amp; X lines</b> (If no CAS is applied, & a country level CAS waiver does NOT exist, provide justification in case/line pricing remarks. e.g. PROS, USACE, USCG)						
<input type="checkbox"/>	<input type="checkbox"/>	<b>CAS Waiver (e.g. Country Level Waiver Exists)</b>						
<input type="checkbox"/>	<input type="checkbox"/>	<b>NC/Special NC applied/waived</b> for all applicable MDE lines. (If NC is not applied/waived on an MDE line, provide rationale in case/line pricing remarks. If a waiver applies, provide a copy of the NC waiver.)						
<input type="checkbox"/>	<input type="checkbox"/>	<b>Admin Surcharge Waiver</b> <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <th>Training Case?</th> <th>NATO?</th> </tr> <tr> <td>If Yes, Misc Obligation Doc #</td> <td>If Yes, NAMS Reference #</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Training Case?	NATO?	If Yes, Misc Obligation Doc #	If Yes, NAMS Reference #	<input type="text"/>	<input type="text"/>
Training Case?	NATO?							
If Yes, Misc Obligation Doc #	If Yes, NAMS Reference #							
<input type="text"/>	<input type="text"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other Waivers</b> (e.g. DBO Approved Case Level Waivers enter case remark.) <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>If Yes, Provide waiver Name and Numbers</td> </tr> <tr> <td><input type="text"/></td> </tr> </table>	If Yes, Provide waiver Name and Numbers	<input type="text"/>				
If Yes, Provide waiver Name and Numbers								
<input type="text"/>								
<input type="checkbox"/>	<input type="checkbox"/>	<b>Special Defense Acquisition Fund (SDAF)</b>						

Yes	No	ENHANCED END USE MONITORING (EEUM) & SPECIAL NOTES
<input type="checkbox"/>	<input type="checkbox"/>	EEUM Articles CWD Enter Note #(s):
<input type="checkbox"/>	<input type="checkbox"/>	Type 1 COMSEC Items (Provide copy of NSA Approval Letter for COMSEC items.) See SAMM C3.7. and C8.4.
<input type="checkbox"/>	<input type="checkbox"/>	Enhanced Targeting Data
<input type="checkbox"/>	<input type="checkbox"/>	Cat I Missiles e.g. Stinger & Javelin, & assoc. Gripstocks, Command Launch Units. See SAMM C5.T1f.
<input type="checkbox"/>	<input type="checkbox"/>	Cat II Missiles - TOW-2B
<input type="checkbox"/>	<input type="checkbox"/>	Cat III Missiles e.g. AIM-9X, AMRAAM, HARPOON Blk II, SLAM-ER, SM-III, & related Guidance systems
<input type="checkbox"/>	<input type="checkbox"/>	Joint Munitions – e.g. JASSM & JSOW
<input type="checkbox"/>	<input type="checkbox"/>	Tomahawk
<input type="checkbox"/>	<input type="checkbox"/>	THAAD
<input type="checkbox"/>	<input type="checkbox"/>	LAIRCM
<input type="checkbox"/>	<input type="checkbox"/>	Unmanned Aircraft System (UAS) - MTCR CAT I (Predator/Reaper/Global Hawk) See DSCA Policy 15-21.
<input type="checkbox"/>	<input type="checkbox"/>	UAS (other than CAT I) (Add non-standard EEUM Note on a Case-by-Case basis.) See DSCA Policy 15-21.
<input type="checkbox"/>	<input type="checkbox"/>	Strike-Enabling Technologies To Be Used On Unmanned Aerial Systems Of Any Type (Add non-standard EEUM Note on a Case-by-Case basis.) See DSCA Policy 15-21.
<input type="checkbox"/>	<input type="checkbox"/>	Night Vision Devices (NVDs) (Provide copy of DSCA Approval Memo.) See SAMM C5.T1e. & C8.4.

Yes	No	SENSITIVE ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	Geospatial Intelligence (GEOINT) Advance Coordination for Material and Services requiring GEOINT with NGA. The IA certifies compliance with policy. (Enter case remark certifying compliance - provide a copy of NGA Approval Letter, if required.) See DSCA Policy 06-43 per SAMM C4.4.16., C5.1.4.3.5. & C5.T1d.
<input type="checkbox"/>	<input type="checkbox"/>	Aircraft, Electronic Warfare (EW) e.g. Radars, etc. Radios and Reconnaissance Pods
<input type="checkbox"/>	<input type="checkbox"/>	Anti-Personnel Mines/Cluster Munitions(CM) e.g. CBU-105/CBU-97 incl. any software (SW), test equip-CMBRE & aircraft software for any CM. (Add Cluster Munitions note) See SAMM C4.5.2. & C4.5.3.
<input type="checkbox"/>	<input type="checkbox"/>	Ammunition, Bombs, Firearms, Guided Bomb Units (GBUs), Missiles e.g. Air-to-Ground Missiles (AGM-XXX), & other Weapons.
<input type="checkbox"/>	<input type="checkbox"/>	Global Positioning Systems (GPS) Precise Positioning Service (PPS). (Provide Space and Missile Command (SMC) Approval.)
<input type="checkbox"/>	<input type="checkbox"/>	Multifunctional Information Distribution System (MIDS). (Provide MIDS Consortium Approval.) See DSCA Policy 12-07.
<input type="checkbox"/>	<input type="checkbox"/>	Chemical/Bio-Detection Equipment/Medical Counter-Measures e.g. Vaccines/ Chemical/ Biological/ Radiological/ Neurological/ High-Yield Explosive individual protective equipment. (Add case remark stating the LOR was forwarded to DSCA/STR/SPI.)
<input type="checkbox"/>	<input type="checkbox"/>	Depleted Uranium e.g. 105mm M774/M833 or 120mm M829/M946. See SAMM C4.4.9.
<input type="checkbox"/>	<input type="checkbox"/>	Police, Counterterrorism & Military Intelligence assistance Provided to non-MoD entities and riot control for non-lethal crowd control. e.g. rubber bullets/smoke grenades/tear gas/etc.
<input type="checkbox"/>	<input type="checkbox"/>	White Phosphorus Munitions (Add standard note provided by PM/RSAT at DoS.) See SAMM C4.4.8. & C5.T1g.

Yes	No	NOTES - See SAMM Appendix 6
<input type="checkbox"/>	<input type="checkbox"/>	Note that changes LOA Standard Terms & Conditions included (Add case remark with pre-coordination approval by DSCA/STR/SPI.)
<input type="checkbox"/>	<input type="checkbox"/>	Note that is unique &/or peculiar to this FMS case included
<input type="checkbox"/>	<input type="checkbox"/>	All DSCA Standard notes for which the IA has responsibility have been added. See SAMM Appendix 6.
<input type="checkbox"/>	<input type="checkbox"/>	Aircraft Ferrying (Indicate in line description note if the aircraft being ferried is USG or Purchaser owned.)
<input type="checkbox"/>	<input type="checkbox"/>	Contingency/Non-Specific Requirements Line (R9B) 079200NONSPRO See SAMM C5.4.9.
<input type="checkbox"/>	<input type="checkbox"/>	Cooperative Logistics Supply Support Arrangement (Provide associated FMSO III)
<input type="checkbox"/>	<input type="checkbox"/>	Design/Construction Services (Provide construction agent name/org)
<input type="checkbox"/>	<input type="checkbox"/>	Offer Expiration Date (OED) (Short OED - Provide justification in case note: Long OED - provide justification in case remarks.)
<input type="checkbox"/>	<input type="checkbox"/>	Offshore Procurement
<input type="checkbox"/>	<input type="checkbox"/>	OT&E Incomplete (Add case note pre-coordinated with DSCA/STR/SPI & provide copy of Yockey Waiver)
<input type="checkbox"/>	<input type="checkbox"/>	PCS Personnel in country (Check PCS box on the Case Detail/Document Tab Window in DSAMS) See SAMM C5.4.7.6.
<input type="checkbox"/>	<input type="checkbox"/>	Prior Year Funds / Period of Performance Extensions (Provide CFM Approval Memo and case note) See DSCA Policy 10-08, 11-06, & 13-30.
<input type="checkbox"/>	<input type="checkbox"/>	BPC Articles/Services Redirected
<input type="checkbox"/>	<input type="checkbox"/>	Travel & Living Allowance (TLA) (Enter approval date in note) See DSCA Policy 09-24 and SAMM C10.7.5.1.
<input type="checkbox"/>	<input type="checkbox"/>	Sole Source (Provide LOR. One note per case, using 2-column format for multiple contractors, as required.) See SAMM Appendix 6.

IA / CWD Additional Comments	
<p>NOTES:</p> <ul style="list-style-type: none"> <li>For returning documents, explain in detail what changed on this version.</li> <li>If comments exceed the available space above, please provide additional comments on a separate attachment.</li> </ul>	

# Instructions for Preparing the LOA Checklist

## INSTRUCTIONS

The LOA Checklist is **mandatory** for all documents submitted to the DSCA Case Writing Division (CWD). The purpose of this 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/Line Remarks where indicated.

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

LOA (BASIC)	This is new scope developed on new Foreign Military Sales (FMS)/Building Partner Capacity (BPC) LOA documents. <b>All</b> information pertaining to LOAs must be checked on the LOA Checklist with applicable case/line remarks entered in DSAMS. <b>All</b> applicable off-line data must also be provided with the electronic package. Address pricing/waivers in the FINANCIAL WAIVERS/PRICING section, as applicable.
AMD (& CONCURRENT MODS)	Amendments and concurrent modifications generally increase or decrease scope of FMS/BPC LOA documents. 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.
MOD	By their nature modifications generally do not change scope. Highlight the areas, as applicable, based on instructions provided below. Address pricing/waivers in the FINANCIAL WAIVERS/PRICING section, as applicable, regarding lines being touched.
CASE ID	This field must include the complete case identifier, including the version of the document being developed (e.g. BN-Q-ABC-BASIC; BN-Q-ABC-A01-RESTATE; BN-Q-ABC-M01).
IMPLEMENTING AGENCY POINT OF CONTACT	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. <b>Ensure the POC(s) identified are available &amp; the information provided is correct.</b>
GENERAL OVERVIEW	This section <b>pertains to the entire LOA</b> and must be completed on every case version. Items highlighted in <b>red</b> must be provided as indicated. <b>Electronic File Size Limitation</b> - Ensure LOA package file size is reduced to the maximum extent possible. <b>Note:</b> Combining emailed and scanned attachments may result in large file sizes and may require all documents be scanned for optimization to ensure maximum compression capability. As a rule of thumb, most LOA packages should be 3MB or less, but NTE 8MB. <b>Digital Signatures</b> - Ensure any attachment containing a digital signature is scanned to retain signature.
CASE ITEMS - Added/ Increased Requirements	This section pertains to new scope (e.g. new or added/increased requirements) on this version of the LOA document. For the purposes of this checklist, all lines are new requirements on a basic LOA. For Amendments and Modifications, it is not necessary to conduct additional reviews for MTCR or CPI compliance or to enter related case remarks when there is no change in scope, when blanket order lines are changed in scope only to increase value, or when lines are touched for financial adjustments only (e.g. price increase/ decrease).
FINANCIAL POLICIES & PROCEDURES	This section must be completed <b>on every case version</b> . Items highlighted in <b>red</b> must be provided as indicated. <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 warnings 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 affect the price of the line, these must be fixed at the time they are discovered.</u> See DSCA Policies: <a href="#">14-08, dated 3 Apr 14</a> ; <a href="#">08-10, dated 2 Apr 08</a> ; & <a href="#">09-06, dated 1 Apr 09</a> . Items highlighted in <b>red</b> must be provided as indicated.
ENHANCED END USE MONITORING (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></b> 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 modification/ amendments 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. <u>On modification/amendments, if these lines are only touched for financial adjustments, this section does not need to be completed.</u> Items highlighted in <b>red</b> must be provided as indicated.
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></b> For Amendments and Modifications, it is not necessary to complete this section if there is no change in scope (e.g. no new items &/or increased quantities), or when lines are touched for financial adjustments only (e.g. price increase/decrease). Items highlighted in <b>red</b> must be provided as indicated.
NOTES	This section must be completed on every case version. Items highlighted in <b>red</b> must be provided as indicated.
ADDITIONAL COMMENTS	This section is for Implementing Agencies to provide any additional information/instructions regarding the LOA document. Provide detailed information regarding any changes made to a "returned" version of the document. 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. 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.