DEFENSE SECURITY COOPERATION AGENCY

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE ARMY
(DEFENSE EXPORTS AND COOPERATION)
(DASA(DE&C)/SAAL-ZN)
DEPARTMENT OF THE ARMY

DEPUTY ASSISTANT SECRETARY OF THE NAVY
(INTERNATIONAL PROGRAMS)
DEPARTMENT OF THE NAVY

DEPUTY UNDER SECRETARY OF THE AIR FORCE
(INTERNATIONAL AFFAIRS)
DEPARTMENT OF THE AIR FORCE

DEPUTY DIRECTOR FOR SECURITY ASSISTANCE
DEFENSE FINANCE AND ACCOUNTING SERVICE
DENVER CENTER

SUBJECT: Implementation of Electronic Countersignature Process for Leases (DSCA 03-16)

REFERENCE: (a) DSCA Memorandum I-01/009272-PMD "Implementation of Electronic Countersignature Processes (DSCA 01-21)"

(b) Arms Export Control Act, Chapter 6

Reference (a) implemented the electronic coordination and countersignature of Letter of Offer and Acceptance (LOA) documents. This capability was initially limited to LOA documents, in that the authority to sign the lease determination cannot be delegated below the Director, DSCA, and additionally, the ability to generate PDF files of leases was not available. These issues have been resolved, and leases will now be electronically coordinated and countersigned. The following policy guidance and instructions are provided for this purpose and should be given wide distribution to everyone involved in the document preparation and coordination process of leases.

a. Electronic countersignature procedures are mandatory for all countries' leases with the exception of emergency situations and classified leases. For these exceptions DSCA will accept hard copy documents and all DSAMS milestones must still be entered for these documents. DSCA should be notified in advance that these documents will be processed in hardcopy form.

b. DSCA is notified automatically when lease documents have moved to "proposed" status in DSAMS. We will then expect an e-mail requesting DSCA approval and forwarding all applicable files (cover memorandum, and when required, the congressional notification certification). E-mails submitting packages for countersignature must be sent to policy-dsca@dsca.mil. DSCA cannot review the package until both of these actions have taken place – the "proposed" status change and receipt of the e-mail.

c. In order to discriminate between lease documents received electronically, a specific naming convention for files submitted for countersignature is required. Each e-mail subject line and each PDF file for a lease should include the lease designator. If the lease is an amendment, that too should be addressed in the naming of the lease file. For example, a DSCA lease to Bandaria could have the following file names: "BN-Q-ZAA-BASIC-PKG.pdf" (for a basic lease) or "BN-Q-ZAA-A02.pdf" (for amendment 2). The subject line of the e-mail should reflect the same name as the lease file attachment.

d. The electronic countersignature process requires the use of DSAMS and Adobe Writer for PDF file creation. Instructions on how to create a PDF file of a lease in DSAMS are attached. The PDF lease files are submitted in the e-mail to DSCA (policy-dsca@dsca.mil).
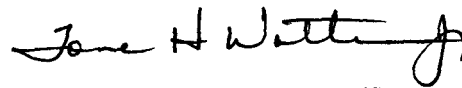
e. As with LOAs, DSCA reviewers will enter comments in the "Lease Remarks" section of DSAMS. This field is at the "lease" level and does not automatically identify which document version the reviewer is commenting on (e.g., Amendment 2, Basic Lease, etc.). To track these comments, DSCA reviewers will use a specific format when creating a title for their comments. The title must be entered as follows: Document Version, Revision Number (if applicable), Individual's Office, Concur/Nonconcur. A sample entry might read: "A02, Rev2, ERASA-ASA, Nonconcur." DSCA reviewers must enter Lease Remarks for all nonconcurrences. Comments may also be entered for concurrences (optional).

f. Implementing agencies should use existing DSAMS Management Flags to provide notification, as a minimum, when documents have been countersigned by DSCA (Milestone -- DCSGN), returned from DSCA (Milestone -- DDOCRTN), or rejected from DSCA (Milestone -- DCSGNRJ).

g. When the lease is countersigned and the implementing agency has received notification that the lease is in "offered" status (OSTATUS), the implementing agency will sign the document and send it to the customer. Once the lease is in "offered" status, DSAMS will post "DSCA Approval Authorized" and the date of the DCSGN milestone in the countersignature block. DFAS-DE/AY will receive Management Flags when a lease moves to "offered" status and "implemented" status (ISTATUS).

Reference (b) requires a determination that there are compelling foreign policy and national security reasons for leasing, rather than selling defense articles, and that the defense articles are not needed for public use for the duration of the lease. The authority to make this determination is not delegated below the Director, DSCA, and continues to require his/her signature, vice an electronic signature. DSAMS report RP111 "Lease Certificate of Determination" generates the lease determination, which is printed out by DSCA and signed by Director, DSCA prior to the DSCA Countersignature Milestone (DCSGN) being posted in DSAMS.

If you have any questions regarding this matter, please contact Ms. Dawn Burke at (703) 601-3864 or e-mail dawn.burke@dsca.mil. Guidance in this memorandum is effective immediately.

TOME H. WALTERS, JR.
LIEUTENANT GENERAL, USAF
DIRECTOR

Attachments:
    (1) Lease Milestone Matrix
    (2) Creating Lease PDF Files

cc: DSADC
    USASAC
    AFSAC

MILESTONE	NAME	DETAILS
LEASEINIT	Lease Initialized	DSAMS creates this milestone when a lease is created (Initialize Lease Window).
DSTATUS	Case Status 'Development'	Any case versions created will create this milestone. Whenever the case version is "Restated", this milestone will be created. Whenever a case version is returned/rejected by DSCA or the State Department, this milestone is created.
LEASEASGN	Lease Assigned to Preparer	DSAMS creates this milestone when the PREPLEASE workflow task is assigned to an activity (Assign Task Window).
LEASERETD	Lease Returned from Preparer	DSAMS creates this milestone when the PREPLEASE workflow task is completed (Complete Task Window).
MILAP	MilDep Approval	Enter this milestone when the case version document is approved by the MILDEP document (Case Milestone List Window).
MILSGN	MilDep Signature	Enter this milestone when the MILDEP has signed the case version document (Case Milestone List Window). There must be a MILAP milestone for the case version before this milestone can be created. When you enter this milestone, the case version status will be changed to the appropriate status.
DAPREQ	DSCA Apprvl Requested	Enter this milestone when the case version document was sent to DSCA for approval and countersignature (Case Milestone List Window).
PSTATUS	Case Status 'Proposed'	DSAMS will create this milestone when the case version status is changed to "Proposed". If you are changing the case version status from "Development" to "Proposed", there must be a MILAP and MILSGN milestone before this milestone can be created. If you are changing the case version status from "Canceled" to "Proposed", there must be a MILAP and MILSGN milestone; and no ASTAP and OSTATUS milestone before this milestone can be created.

MILESTONE	NAME	DETAILS
DOCMNTSENT	Document Sent from IA	Enter this milestone to indicate when the document (Lease, modification, etc.) has been sent to the customer.
SDWVR	Secretary of Defense Waiver Requested	Enter this milestone when a waiver is requested from the Secretary of Defense for the case (Case Milestone List Window).
SDWVRAP	Secretary of Defense Waiver Approved	Enter this milestone when a waiver is approved by the Secretary of Defense for the case (Case Milestone List Window). There must be a SDWVR milestone for the case version before this milestone can be created.
SDWVRRJ	Secretary of Defense Waiver Rejected	Enter this milestone when a waiver is rejected by the Secretary of Defense for the case (Case Milestone List Window). There must be a SDWVR milestone for the case version before this milestone can be created.
DCSGNRJ	DSCA Rejection	Enter this milestone when the case version document was rejected by DSCA (Case Milestone List Window). There must be a DAPCS milestone for the case version before this milestone can be created.
DDOCRTN	DSCA Document Return	The date that DSCA returns an unapproved document to the MILDEP based on MILDEP request. This milestone is not used to indicate that the document has been rejected. Milestone DCSGNRJ is used to indicate rejection.
CSTANOT	Statutory Notification to Congress	Enter this milestone when the DSCA submits the statutory Section 62(a) notification to the Congress (DSCA Statutory Congressional Notification Window).
STANOTEND	Statutory Notification Period Ends	DSAMS creates this milestone when you enter the DSCA submittal of the statutory Section 62(a) notification to the Congress (DSCA Statutory Congressional Notification Window). The milestone date is based on the Period End Date calculated or entered in the window.
STLST	State Department List	DSAMS creates this milestone when the State Department List was submitted by DSCA. This milestone is not applicable to leases, however, due to the setup of DSAMS, it must be posted before the DCSGN milestone can be posted.

MILESTONE	NAME	DETAILS
DCSGN	DSCA Countersignature/ Countersign Proposed Lease	Enter this milestone when the case version document was countersigned by DSCA (Case Milestone List Window). There must be a DAPCS, MILAP and STAP (if the State Department Approval checkbox is checked) milestone for the case version before this milestone can be created.
STAP	State Department Approval	Enter this milestone when the State Department approves the Section 62(a) case version document (Case Milestone List Window). There must be a DSTATUS and MILAP milestone for the case version before this milestone can be created.
OFFERED	Offered	Enter this milestone when the case version status is ready to be changed to Offered. There must be a MILSGN milestone for the case version before this milestone can be created. When you enter this milestone, the case version status will be changed to "Offered".
OSTATUS	Case Status 'Offered'	DSAMS will create this milestone when the case version status is changed to "Offered". If you are changing the case version status from "Development" or "Proposed" to "Offered", there must be a MILAP, MILSGN, OFFERED, DCSGN and STAP milestone before this milestone can be created. If the Congressional Notification Checkbox is checked, there must be a STANOTEND milestone.
OFFERACC	Offer Accepted by Customer	Enter this milestone when the customer signs the case version document (Case Milestone List Window). Enter the customer signature date as the milestone date. When you enter this milestone, the case version status will be changed to "Accepted".
CGDISCREP	CG and DSAMS Values Disagree	DSAMS creates this milestone when the CG Transactions from DIFS do not match the DSAMS Values. DSAMS performs a validation of the Total and Net Case Values between the DSAMS computed values and the CG values. If these values do not match, this milestone is created.

MILESTONE	NAME	DETAILS
ASTATUS	Case Status 'Accepted'	DSAMS will create this milestone when the case version status is changed to "Accepted" (Case Milestone List Window - Tools/MILDEP Options/Offer Accepted). If you are changing the case version status from "Offered" to "Accepted", there must be an OFFERACC milestone before this milestone can be created.
DOCVAL	Document Validation	(Navy) Enter this milestone when the case version has been validated.
FINIMP	Financial Implementation	DSAMS creates this milestone when DFAS indicates that all financial requirements have been met (initial deposit received). NOTE: This does not implement the case version in DSAMS.
MILIMP	MilDep Implementation	DSAMS will generate this milestone when the MILDEP manually implements a case version (Case Milestone List Window).
ISTATUS	Case Status 'Implemented'	DSAMS will create this milestone when the case version status is changed to "Implemented". If you are changing the case version status from "Accepted" to "Implemented", there must be a FINIMP, OAAPPROV (required by Army and Navy only) milestones before this milestone can be created.
LEASEEXP	Lease Expiration	Identifies the date that a lease will expire. This milestone will be created when the lease document is implemented.
CSTATUS	Case Status "Closed"	DSAMS will create this milestone when the case status is changed to "Closed". This milestone will be associated with the current implemented case version.

Attachment 2
Creating Lease PDF Files

To create a PDF file of a lease in DSAMS, the following steps are required:

a. Go to the *View* menu in DSAMS
b. Select *Response Documents*
c. Select *RP109 Lease*
d. Enter the lease designator data
e. *Lease Previewer* will display the Lease
f. Go to the *File* menu in the Previewer
g. Select *Print*
h. Go to the *Name* dropdown menu to select printer (you will not actually print a document from your printer)
i. Select *Client\(user name)\Acrobat Distiller* for your printer
j. Select *OK*
k. Assign a file name to the lease, using the lease designator as the name, when prompted
l. Acrobat Writer will open, and display the PDF file of the lease
m. Go to the *File* menu in Acrobat Writer
n. Select Send Mail
o. An e-mail will open with the lease attached
p. Attach a copy of the forwarding cover memorandum, and when required, the congressional notification certification to the e-mail
q. State the document name in the e-mail's subject field
r. Send the e-mail to policy-dsca@dsca.mil