



DEFENSE SECURITY COOPERATION AGENCY

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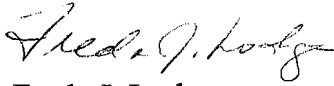
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Review and Countersignature Requirements for Letter of Offer and  
Acceptance (LOA) Documents, DSCA Policy 08-24, [SAMM E-Change 113]

DSCA, along with Implementing Agency representatives, recently concluded a Lean Six Sigma Project focused on reducing LOA "Rework", meaning the number of times an LOA document must be reviewed due to returns caused by errors or other changes. The LOA process was a major topic of discussion during the Project. As part of these discussions, the subject of cases that did not go through the review and countersignature process, to include Automated State Department Approval (ASDA) cases, emerged. The team agreed that there is heightened interest within the FMS community to have visibility over all LOA documents comprising a country's complete portfolio. DSCA review and countersignature of all LOA documents will increase the level of visibility of country programs, and will ensure compliance with applicable policies and procedures.

For these reasons, effective thirty days from the date of this memorandum, all LOA documents require review and countersignature. ASDA is withdrawn from use. The SAMM will be updated as attached to remove all references to cases that do or do not require countersignature since all cases will be reviewed and countersigned. Removal of the ASDA capability in DSAMS will occur in the January 2009 timeframe. In the interim, the Implementing Agencies should check the "DSCA Countersignature Required" indicator in DSAMS for all LOA documents. The DSCA Case Writing Division will forward all LOA documents to DSCA Headquarters and Implementing Agencies for review and, once approved, will countersign all LOA documents.

If you have questions concerning this guidance, please contact Ms. Kathy Robinson, DSCA-STR/POL, [kathy.robinson@dscamail.mil](mailto:kathy.robinson@dscamail.mil), (703) 601-4368.

  
Freda J. Lodge  
Principal Director  
Strategy

Attachment:  
As stated

DISTRIBUTION:

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Security Assistance Management Manual (SAMM), E-Change 113

1. In the Front Matter, TABLES, delete the following:

C5.T9. Automated State Department Approval (ASDA) Eligibility 223

2. Delete all of paragraph C5.4.14. and replace with the following:

C5.4.14. DSCA Coordination and Countersignature of LOA Documents. All LOA documents require DSCA countersignature. The DSCA point of entry for LOA document coordination and countersignature is DSCA Case Writing Division (CWD). Once Implementing Agencies have approved an LOA document, they submit it to DSCA CWD using electronic procedures for countersignature.

3. Delete all of paragraph C5.4.14.10. and replace with the following:

C5.4.14.10. The Automated State Department Approval (ASDA) was a system by which certain cases were allowed to be approved by State without DSCA countersignature. This system is no longer in use, and all LOA documents require DSCA countersignature.

4. Delete all of Table C5.T9. Automated State Department Approval (ASDA) Eligibility
5. Delete all of paragraph C6.7.1.7. Amendment Countersignature Requirements
6. Delete all of Table C6.T7. Amendment Countersignature Requirements
7. Delete all of paragraph C6.7.2.5. Modification Countersignature Requirements
8. Delete all of Table C6.T8. Modification Countersignature Requirements.
9. Remove “Not Required-in accordance with the SAMM” from Figure C6.F3.
10. Delete Row #7 from Figure C6.F4. and renumber accordingly.