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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reactivating Cancelled Offers, DSCA Policy 09-21 [SAMM E-Change 129]

Reference: Security Assistance Management Manual (SAMM), DoD 5105.38-M

The purpose of this memorandum is to clarify SAMM policy dealing with reactivation of LOA documents in DSAMS. There have been a number of instances recently where DSCA has been asked to authorize reactivation of an LOA document, which involved removing the cancellation milestones in DSAMS.

Attachment 1 provides detailed guidance on current procedures/requirements for un-cancelling LOA documents in DSAMS. We are updating (Attachment 2) the SAMM to better clarify this policy. This change will be included in the automated version of the SAMM found on the DSCA web page as SAMM E-Change 129.

If you have questions concerning this guidance, please contact Ms. Paula Murphy, DSCA/DBO/FPIO, paula.murphy@dsca.mil, (703) 604-6576.

Ann Cataldo
Principal Director
Business Operations

Attachment:
As stated

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Attachment 1

Guidance on Current Procedures/Requirements For Un-Cancelling LOA Documents In DSAMS

IAW the SAMM, C5.4.17., un-cancelling LOA documents in DSAMS is accomplished by DSCA/DBO/FPIO posting the Reactivation Authorized Milestone (DREACT) in DSAMS, which allows the Implementing Agency (IA) to move the document back to DEVELOPMENT status. In some instances, a data fix is more appropriate. If so, the document would move back to the status needed. Under those circumstances, assurances are needed that no change has been made to the document.

Unfortunately, in some instances, the document has changed. It should be noted that even though no changes may have been initiated at the organization level for a reactivated document, systemic changes may have been made during cancellation. For basic cases, these changes include, but are not limited to cancellation of the associated customer request and all pending assignments for each workflow task associated with the case version or the version's lines/sublines. For Amendments, the changes are more severe as all lines/sublines and case notes that were added with that version are physically deleted. Before a reactivated case can be reoffered, a review of the document must be conducted to ensure that any deleted information has been reentered, as applicable.

Documents that are not yet offered can be cancelled/reactivated at the IAs discretion. A document can be deleted up to the point where the "S1" transaction is sent. After that they must be cancelled. The number of erroneously cancelled cases can be reduced/eliminated if the IA always (1) ensures that the document has been returned from the customer and (2) posts the applicable Document Returned from Country Milestone (CUSTRTDOC) before cancelling a case.

Once a document is offered, cancellation in DSAMS should happen when it has been determined that the document is no longer needed (e.g., the country stipulates they do not want it). Cancellation cannot be used to place a document on hold. The Hold and Suspend milestones are used for that purpose.

The SAMM states that all LOA documents that have been offered and subsequently cancelled must get DSCA approval prior to un-cancelling the document (SAMM, C5.4.17.). Reactivating cancelled cases destroys the data history. This will only be approved in exceptional circumstances, such as when a case is cancelled by mistake. This could involve reactivating the document (which takes it back to development status) or doing a data fix (removing milestones), which takes it back to a more appropriate status.

- If reactivation is approved, DSCA/DBO/FPIO will post the Reactivation Authorized Milestone (DREACT) in DSAMS and notify the IA by e-mail. The IA will then post the MILDEP Reactivation (MILREACT) milestone in the DSAMS Case Milestone List Window and bring other systems that may have this cases loaded up to date. This takes the case back to Development status.
- If a data fix is more appropriate, the IA must determine if there have been any changes, (e.g., lines or notes originally added to this document version that may have been systemically deleted). DSCA/DBO/FPIO will post the Reactivation Authorized Milestone (DREACT) in DSAMS and notify DSADC (info the IA) to data fix the document placing it in the appropriate status. Once the data fix has been completed, the IA must then post the MILDEP Reactivation (MILREACT) milestone in the DSAMS Case Milestone List Window, replace/modify data in document (e.g., lines/notes that were deleted), update the milestone as appropriate, and bring other systems that may have this cases loaded up to date. This cannot be done systemically, as DSAMS does not retain this information.

The request for a reactivation/data fix should identify what actions are required along with sufficient justification warranting the changes. DSCA/DBO/FPIO will coordinate the request with the DSCA country program director, country financial manager, and the DSCA Strategy Directorate, Policy Division for their input on whether to approve or disapprove the request. DSCA/DBO/FPIO will then either post the Reactivation Authorized Milestone (DREACT) in DSAMS, along with an explanatory remark, or notify the DSADC Helpdesk (with a copy to the IA) to initiate the data fix against the document, and indicate the decision in DSAMS Case Remarks listing all deleted milestones once the data fix has been accomplished.

Attachment 2

Security Assistance Management Manual (SAMM) E-Change 129

Delete all of paragraph C5.4.17. and replace with the following:

C5.4.17. <u>Reactivating Cancelled Offers</u>. Once an offered LOA has been cancelled, it will remain cancelled in most instances. Reactivating cancelled cases destroys the data history. LOAs that are not yet offered can be cancelled/reactivated at the IAs discretion. Once an LOA is offered, cancellation in DSAMS should happen when it is determined that the document is no longer needed (e.g., the country stipulates they do not want it). Cancellation cannot be used to place a document on hold. The Hold and Suspend milestones are used for that purpose. A request for a reactivation/data fix should be forwarded to DSCA/DBO/FPIO and identify what actions are required along with sufficient justification warranting the changes. The request will be coordinated with the DSCA country program director, country financial manager, and the DSCA Strategy Directorate, Policy Division for their input on whether to approve or disapprove the request. DSCA/DBO/FPIO will then either post the Reactivation Authorized Milestone (DREACT) in DSAMS, along with an explanatory remark, or notify the DSADC Helpdesk (with a copy to the IA) to initiate the data fix against the document, and indicate the decision in DSAMS Case Remarks listing all deleted milestones once the data fix has been accomplished.

C5.4.17.1. This could involve reactivating the document (which takes it back to development status) or doing a data fix (removing milestones), which takes it back to a more appropriate status.

C5.4.17.1.1. If reactivation is approved, DSCA/DBO/FPIO will post the Reactivation Authorized Milestone (DREACT) in DSAMS and notify the IA by e-mail. The IA will then post the MILDEP Reactivation (MILREACT) milestone in the DSAMS Case Milestone List Window and bring other systems that may have this cases loaded up to date. This takes the case back to Development status.

C5.4.17.1.2. If a data fix is more appropriate, the IA must determine if there have been any changes, (e.g., lines or notes originally added to this document version that may have been systemically deleted). DSCA/DBO/FPIO will post the Reactivation Authorized Milestone (DREACT) in DSAMS and notify DSADC (info the IA) to data fix the document placing it in the appropriate status. Once the data fix has been completed, the IA must then post the MILDEP Reactivation (MILREACT) milestone in the DSAMS Case Milestone List Window, replace/modify data in document (e.g., lines/notes that were deleted), update the milestone as appropriate, and bring other systems that may have this cases loaded up to date. This cannot be done systemically, as DSAMS does not retain this information.

Delete all of paragraph C6.7.1.5. and replace with the following:

C6.7.1.5. Reactivating Cancelled Offers. Once an offered LOA Amendment has been cancelled, it will remain cancelled in most instances. Reactivating cancelled cases destroys the data history. LOAs that are not yet offered can be cancelled/reactivated at the IAs discretion. Once an LOA Amendment is offered, cancellation in DSAMS should happen when it is determined that the document is no longer needed (e.g., the country stipulates they do not want it). Cancellation cannot be used to place a document on hold. The Hold and Suspend milestones are used for that purpose. A request for a reactivation/data fix should be forwarded to DSCA/DBO/FPIO and identify what actions are required along with sufficient justification warranting the changes. The request will be coordinated with the DSCA country program director, country financial manager, and the DSCA Strategy Directorate, Policy Division for their input on whether to approve or disapprove the request. DSCA/DBO/FPIO will then either post the Reactivation Authorized Milestone (DREACT) in DSAMS, along with an explanatory remark, or notify the DSADC Helpdesk (with a copy to the IA) to initiate the data fix against the document, and indicate the decision in DSAMS Case Remarks listing all deleted milestones once the data fix has been accomplished.

C6.7.1.5.1. This could involve reactivating the document (which takes it back to development status) or doing a data fix (removing milestones), which takes it back to a more appropriate status.

C6.7.1.5.1.1. If reactivation is approved, DSCA/DBO/FPIO will post the Reactivation Authorized Milestone (DREACT) in DSAMS and notify the IA by e-mail. The IA will then post the MILDEP Reactivation (MILREACT) milestone in the DSAMS Case Milestone List Window and bring other systems that may have this cases loaded up to date. This takes the case back to Development status.

C6.7.1.5.1.2. If a data fix is more appropriate, the IA must determine if there have been any changes, (e.g., lines or notes originally added to this document version that may have been systemically deleted). DSCA/DBO/FPIO will post the Reactivation Authorized Milestone (DREACT) in DSAMS and notify DSADC (info the IA) to data fix the document placing it in the appropriate status. Once the data fix has been completed, the IA must then post the MILDEP Reactivation (MILREACT) milestone in the DSAMS Case Milestone List Window, replace/modify data in document (e.g., lines/notes that were deleted), update the milestone as appropriate, and bring other systems that may have this cases loaded up to date. This cannot be done systemically, as DSAMS does not retain this information.