



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

20 JAN 2011

MEMORANDUM FOR THE 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

SUBJECT: Department of State (DoS) Requirements in the Defense Security Assistance Management System (DSAMS), DSCA Policy Memo11-04

Recent dialogue with the DoS has identified the need for additional information to be included on the daily State List Report that is sent to the DoS during the Letter of Offer and Acceptance (LOA) countersignature process by the DSCA Case Writing Division (CWD). The daily State List Report provides the DoS with descriptions of defense articles and services being transferred on LOA documents. The CWD obtains descriptions of defense articles and services being transferred from data entered into DSAMS by the applicable Implementing Agency (IA). The DoS has requested that the daily State List Report provide greater detail regarding the descriptions of defense articles and services being transferred on LOA documents beyond what is currently being provided. Currently, IAs are entering minimal data in the State Description field due to the misperception that the field is truncated and cannot accommodate more than a limited number of characters.

DSAMS Release 9.15, which was deployed in June 2010, expanded the view in the DSAMS State Description field to allow IAs to enter up to 250 characters. At a minimum, IAs should populate this field with the following:

- a) Clear and concise descriptions of the major defense articles and or services being transferred or sold to include quantities if follow-on support or spares are also being

provided (e.g., “This LOA is for the purchase of 6 PATRIOT PAC-3 Fire Units and related support equipment, spare parts and initial maintenance teams”). Sensitive munitions (e.g., White Phosphorus or Depleted Uranium) must also be highlighted in this field.

- b) Amendments for major defense equipment should indicate additional end items being provided. Quantities should be included only if there is an increase or decrease with a brief explanation of the change (e.g., “This Amendment provides 2 additional MIDS Terminals and associated support equipment per customer’s request”). Amendments that realign funds between lines, adjust delivery schedules and/or periods of performance should provide a succinct statement that indicates the intent of the document (e.g., “This Amendment realigns funds between lines to reflect actual costs and adjusts delivery schedules for M1A2 Tanks and support equipment”).
- c) Follow-on support documents (Amendments or Modifications) should indicate the major end items being supported and provide descriptions of items previously delivered if multiple platforms are being supported (e.g., “This LOA provides follow-on support for the M1A1Abrams Tank, M2 Bradley IFVs, M113 APCs, M109 Howitzer and related support equipment including maintenance teams, spare parts and related services”).

This memorandum is 30 days from date of signature. If you have any questions regarding this policy, please contact Ms. Michelle Davis, DSCA STR/POL, at (703) 601-3843 or email [michelle.davis@dscamil](mailto:michelle.davis@dscamil)



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Principal Director  
Strategy

Attachment:  
SAMM Change

cc:

STATE/PM-RSAT  
AFRICOM  
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EUCOM  
JFCOM  
NORTHCOM  
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**Department of State (DoS) Requirements in the Defense Security Assistance Management System (DSAMS), DSCA Policy 11-04**

**1) Insert the following paragraph to read as C5.4.14.10.**

Department of State (DoS) approval is required for all Letters of Offer and Acceptance and subsequent amendments that add or increase scope. CWD submits daily the State List Report which provides DoS with descriptions of defense articles and services being transferred on LOA documents. The report is produced by DSAMS and includes the “State Description” entered by the IA on the DSAMS Case Detail Window. The IA is responsible for ensuring the State Description:

- a) Is a clear and concise description of the major defense articles and or services being transferred or sold to include quantities and if follow-on support or spares are also being provided (e.g., “This LOA is for the purchase of 6 PATRIOT PAC-3 Fire Units and related support equipment, spare parts and initial maintenance teams”). Sensitive munitions (e.g., White Phosphorus or Depleted Uranium) must also be highlighted in this field.
- b) Includes additional end items being provided on amendments to major defense equipment cases. Quantities should be included only if there is an increase or decrease with a brief explanation of the change (e.g. “This Amendment provides 2 additional MIDS Terminals and associated support equipment per customer’s request”). Amendments that realign funds between lines, adjust delivery schedules and/or periods of performance should provide a succinct statement that indicates the intent of the document (e.g., “This Amendment realigns funds between lines to reflect actual costs and adjusts delivery schedules for M1A2 Tanks and support equipment”).
- c) Indicates the major end items being supported and provide descriptions of items previously delivered if multiple platforms are being supported for follow-on support documents (Basic, Amendments and/or Modifications) (e.g., “This LOA provides follow-on support for the M1A1Abrams Tank, M2 Bradley IFVs, M113 APCs, M109 Howitzer and related support equipment including maintenance teams, spare parts and related services”).

**2) Renumber paragraph C5.4.14.10. to read as paragraph C5.4.14.11.**

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