



## DEFENSE SECURITY COOPERATION AGENCY

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WASHINGTON, D.C. 20301-2800

20 NOV 2018

MEMORANDUM FOR 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, MISSILE DEFENSE AGENCY  
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE  
AGENCY  
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,  
NATIONAL SECURITY AGENCY

SUBJECT: Revision to Letter of Offer and Acceptance (LOA) Document Processing  
Performance Metric, Defense Security Cooperation Agency (DSCA) Policy 18-61  
[SAMM E-Change 410]

Reference: (a) Revision to Letter of Offer and Acceptance (LOA) Document Processing  
Performance Metric, DSCA Policy 15-14 [SAMM E-Change 274]  
(b) Procedures for Offering Building Partner Capacity (BPC) Letters of Offer and  
Acceptance (LOA), Defense Security Cooperation Agency (DSCA) Policy 18-28  
[SAMM E-Change 385]

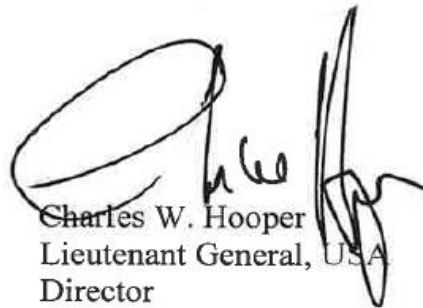
This memorandum clarifies the Defense Security Assistance Management System (DSAMS) milestone used to measure Group A, B, and C Letter of Offer and Acceptance (LOA) and Amendment preparation timelines.

Under the timelines provided in reference (a), DSCA historically used the date of the manually-entered "DOCMNTSENT" milestone to capture the end of the case development process. However, the "DOCMNTSENT" milestone is often entered retroactively, well after the document is actually offered to a Purchaser, resulting in a delay in capturing the true case development period.

In an effort to capture more timely, meaningful, and accurate metrics, effective immediately, the “Offer” status date will signal the end of the case development process for Group A, B, and C documents. The “DOCMTSENT” milestone may still be used to record the physical movement of the document. The “BPCWAIT” milestone will remain the ending point for Group D documents, as established in reference (b).

The attached SAMM update formalizes this change.

If you have any questions concerning this guidance, please contact DSCA-CPO, Mr. Kenneth D. Hittel, [kenneth.d.hittel.civ@mail.mil](mailto:kenneth.d.hittel.civ@mail.mil), or (703) 697-9256.



Charles W. Hooper  
Lieutenant General, USA  
Director

Attachments:  
As stated

cc:

STATE/PM-RSAT  
AFRICOM  
CENTCOM  
EUCOM  
JFCOM  
NORTHCOM  
PACOM  
SOCOM  
SOUTHCOM  
TRANSCOM  
USASAC  
SATFA TRADOC  
NAVICP  
NETSAFA  
AFSAC  
AFSAT  
DISCS

## SECURITY ASSISTANCE MANAGEMENT MANUAL (SAMM), E-CHANGE 385

1. Revise C5.4.2. as follows:
- 2.

Current wording:

C5.4.2. LOA Preparation Timeframe. The time required to prepare LOAs varies with the complexity of the sale. Processing time for AOD Groups A, B, and C documents is measured from receipt of the LOR until the time they are offered to the purchaser. Processing time for Group A, B, and C Modifications will be measured from receipt of the LOR until the Modification is implemented. Processing time for AOD Group D documents is measured from receipt of the LOR until the “BPC Wait” milestone is entered in DSAMS by the CWD. [Table C5.T9.](#) lists DSAMS Milestones. After DSCA has countersigned the LOA, the Implementing Agency (IA) sends a copy of it to the SCO to offer to the purchaser.

Revised wording:

C5.4.2. LOA Preparation Timeframe. The time required to prepare LOAs varies with the complexity of the sale. Processing time for AOD Groups A, B, and C documents is measured from receipt of the LOR until the time they are offered to the purchaser (OFFERED in DSAMS). Processing time for Group A, B, and C Modifications will be measured from receipt of the LOR until the Modification is implemented. Processing time for AOD Group D documents is measured from receipt of the LOR until the “BPC Wait” milestone is entered in DSAMS by the CWD. [Table C5.T9.](#) lists DSAMS Milestones. After DSCA has countersigned the LOA, the Implementing Agency (IA) sends a copy of it to the SCO to offer to the purchaser.