



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

FEB 28 2006

In reply refer to:
I-06/002452-DBO

MEMORANDUM FOR SEE DISTRIBUTION LIST

SUBJECT: Consolidated Case-Writing Initiative Approval (DSCA 06-16)

With declining resources and increasing costs, the security cooperation community must take immediate action to ensure we can continue to operate effectively and efficiently. The Business Efficiencies and Action Team (BEAT) was established in April 2005 and is chartered to identify security assistance business process efficiencies that will save our community resources without compromising service. Since their establishment, this team, led by DSCA with participation from the Military Departments, has been exploring several different cost-saving projects. I am pleased to announce the approval of the first of these initiatives.

The BEAT has presented a plan recommending that all case-writing for the security cooperation community be consolidated into a single organization/location under the direction of DSCA. The team's research estimates that our community currently consumes over \$3M annually to write approximately 4,500 Letters of Offer and Acceptance (LOAs), Amendments, and Modifications. The BEAT anticipates an approximate savings of \$1.2M per year if these activities are consolidated from the current 20 locations into a single, DoD group led by DSCA.

Effective 14 Feb 06, this initiative is approved and DSCA will immediately begin actions necessary to stand-up this new office no later than 1 Mar 07. The new case-writing office (CWO) will be located at Wright-Patterson AFB, in the existing Defense Institute of Security Assistance Management (DISAM) facilities. The CWO will report directly to the Operations Directorate at DSCA---I have asked the Operations Directorate to keep the community apprised as they work through the steps needed to ensure successful implementation. Thank you in advance for your support in this endeavor.

A handwritten signature in black ink, appearing to read "J. B. Kohler".

**JEFFREY B. KOHLER
LIEUTENANT GENERAL, USAF
DIRECTOR**

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