

OCT 25 2007



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

In reply refer to:  
I-07/005231-FPA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Restating Offered and Reactivating Cancelled Cases (DSCA 07-40) [SAMM E-Change #93]

This memorandum is issued to clarify actions required when restating or re-activating Letters of Offer and Acceptance (LOA) that have been offered to the Purchaser that require DSAMS data fixes. Restating or reactivating LOA documents requires many man-hours of research to identify the milestones that need to be changed to put the case into the correct status. In addition to DSAMS, the 1200 system, Defense Integrated Financial System (DIFS), and other legacy systems can be affected. The attached SAMM change is effective immediately and will help ensure consistent, more efficient, processing of these actions.

This change will be included in the automated version of the SAMM found on the DSCA Web Page as SAMM E-Change #93.

If you have any questions concerning this policy, please contact Ms. Paula Murphy, DSCA/DBO/FPA, (703) 604-6576, or e-mail - <mailto:paula.murphy@dscamil>.

A handwritten signature in cursive script that reads "Beth M. Baker".

Beth M. Baker  
Business Deputy  
Financial Policy and Analysis

Attachment:  
As Stated

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## SAMM Change

### Chapter 5

Change paragraph C5.4.16. and add paragraph C5.4.17., as shown below:

C5.4.16. Restatements. There may be times when major changes need to be made to a document after it has been countersigned and offered to the Purchaser. If the Purchaser wants to retain the existing designator (instead of canceling the offer and issuing a new case), the offered case may be restated. Restatements can be made as long as the document is in “offered” status, the purchaser has not yet signed the case, the OED has not yet expired, and all changes are consistent with FMS policies and procedures. Before restating an LOA, the Purchasing country must be notified that the original offer is no longer valid. Expiration of the Offer Expiration Date (OED) on the offered LOA is considered written notice. Restated documents must clearly state that they are restated and supersede the previously offered version and must be coordinated and countersigned using the same procedures as the original case. A copy of the previous version(s) of the LOA must accompany the coordination request. If the Purchaser signs the original offer, it is considered an invalid acceptance because the original offer either expired or was withdrawn. This action is considered a counteroffer and a new offer should be made to the Purchaser by extending and then restating the LOA; or the case should be cancelled and a new LOA (new offer) prepared.

C5.4.17. Reactivating Cancelled Offers. Once an offered LOA has been cancelled, it will remain cancelled in most instances. Reactivating cancelled cases destroys the data history. This will only be approved in exceptional circumstances, such as when a case is cancelled by mistake. The Implementing Agency responsible for the LOA forwards a request for reactivation of a cancelled LOA by e-mail to the DSCA Directorate of Business Operations, Financial Policy and Analysis Division (DBO/FPA). The request should identify what actions are required along with sufficient justification warranting the changes, the milestone(s) that need(s) to be removed, a description of the status to which the case should revert, along with appropriate dates, and verification that no other changes have been made to the LOA. DSCA/DBO/FPA will coordinate the request with the country program director (DSCA Operations Directorate (OPS)) and country financial manager (DSCA Directorate of Business Operations, Country Financial Management Division (DBO/CFM)) for a decision on whether to approve or disapprove the request. If reactivation is approved, DSCA/DBO/FPA will post the Reactivation Authorized Milestone (DREACT) in DSAMS, indicate the decision in DSAMS Case Remarks, and the requesting Implementing Agency will then have to reactivate it using the DSAMS Case Milestone List Window taking it back to Development status. If a data fix is determined to be more appropriate, DSCA/DBO/FPA will notify the DSADC Helpdesk (with a copy to the requesting Implementing Agency) to initiate the data fix and indicate the decision in DSAMS Case Remarks listing all deleted milestones.

## Chapter 6

Add paragraphs C6.7.1.4 and C6.7.1.5., as shown below:

C6.7.1.4. Restatements. There may be times when major changes need to be made to a document after it has been countersigned and offered to the Purchaser. If the Purchaser wants to retain the existing designator (instead of canceling the offer and issuing a new case), the offered case may be restated. Restatements can be made as long as the document is in “offered” status, the purchaser has not yet signed the case, the OED has not yet expired, and all changes are consistent with FMS policies and procedures. Before restating an LOA amendment, the Purchasing country must be notified that the original offer is no longer valid. Expiration of the Offer Expiration Date (OED) on the offered LOA amendment is considered written notice. Restated documents must clearly state that they are restated and supersede the previously offered version and must be coordinated and countersigned using the same procedures as the original case. A copy of the previous version(s) of the amendment must accompany the coordination request. If the Purchaser signs the original offer, it is considered an invalid acceptance because the original offer either expired or was withdrawn. This action is considered a counteroffer and a new offer should be made to the Purchaser by extending and then restating the LOA amendment; or the case should be cancelled and a new LOA amendment (new offer) prepared.

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. This will only be approved in exceptional circumstances, such as when an LOA amendment is cancelled by mistake. The Implementing Agency responsible for the LOA amendment forwards a request for reactivation of a cancelled LOA amendment by e-mail to the DSCA Directorate of Business Operations, Financial Policy and Analysis Division (DBO/FPA). The request should identify what actions are required along with sufficient justification warranting the changes, the milestone(s) that need(s) to be removed, a description of the status to which the case should revert, along with appropriate dates, and verification that no other changes have been made to the LOA amendment. DSCA/DBO/FPA will coordinate the request with the country program director (DSCA Operations Directorate (OPS)) and country financial manager (DSCA Directorate of Business Operations, Country Financial Management Division (DBO/CFM)) for a decision on whether to approve or disapprove the request. If reactivation is approved, DSCA/DBO/FPA will post the Reactivation Authorized Milestone (DREACT) in DSAMS, indicate the decision in DSAMS Case Remarks, and the requesting Implementing Agency will then have to reactivate it using the DSAMS Case Milestone List Window taking it back to Development status. If a data fix is determined to be more appropriate, DSCA/DBO/FPA will notify the DSADC Helpdesk (with a copy to the requesting Implementing Agency) to initiate the data fix and indicate the decision in DSAMS Case Remarks listing all deleted milestones.