

**DSCA 01-08**  
**Case Coordination and Tracking (CCT) Enhancements**  
**17 April 2001**

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In reply refer to:  
I-01/004453-PMD

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE ARMY  
(INTERNATIONAL AFFAIRS)  
ATTN: SAUS-IA-DSZ  
DEPARTMENT OF THE ARMY  
DIRECTOR, NAVY INTERNATIONAL PROGRAMS OFFICE  
DEPARTMENT OF THE NAVY  
DEPUTY UNDER SECRETARY OF THE AIR FORCE  
(INTERNATIONAL AFFAIRS)  
DEPARTMENT OF THE AIR FORCE  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY  
DIRECTOR, NATIONAL IMAGERY AND MAPPING AGENCY  
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, DEFENSE REUTILIZATION AND MARKETING  
SERVICE  
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY  
DIRECTOR, DEFENSE LOGISTICS INFORMATION SERVICE  
DEPUTY DIRECTOR FOR SECURITY ASSISTANCE,  
DEFENSE FINANCE AND ACCOUNTING SERVICE --  
DENVER CENTER

SUBJECT: Case Coordination and Tracking (CCT) Enhancements (DSCA 01-08)

We are currently working on enhancements to the Defense Security Assistance Management System (DSAMS) which will allow us to electronically coordinate and countersign Letter of Offer and Acceptance (LOA) documents. These changes will not only improve the timeliness of our coordination process, but will also increase the consistency and quality of our reviews. As part of the CCT enhancements, DSAMS will be updated to automate status progression for LOAs, amendments, modifications, Letters of Intent (LOIs), and leases. Rather than enter separate milestones for signature events and status changes, the system will automatically change the status when certain trigger milestones are entered. Since this may necessitate some changes in your implementing agency's review processes, the following information is provided to ensure you are ready for our planned August implementation of this capability.

- a. The attached matrix provides a listing of milestones and their associated status changes that will be effective with CCT implementation. These status changes are dependent on a combination of factors including (1) the type of document (LOA, amendment, modification, etc.); and (2) whether or not DSCA countersignature and/or State Department approval are

required. It is imperative that LOA document writers understand the scenarios in which State Department, DSCA, and implementing agency approvals are required and accurately capture those requirements in DSAMS.

b. Please note that some documents will be implemented in DSAMS immediately upon entry of the “MILSGN” milestone (i.e., modifications that do not require DSCA countersignature or State Department approval). Entry of the “MILSGN” milestone means that the implementing agency has completed all of its internal reviews and is satisfied that the document is signature-worthy. We understand some implementing agencies have previously allowed quality/financial reviews to take place after the implementing agency signature has actually taken place. With the implementation of CCT, all implementing agency reviews must occur prior to entry of the “MILSGN” milestone. The “MILSGN” milestone will signal to DSCA that the document is fully cleared by the implementing agency and ready for our review and action.

Automatic status progression will eliminate the need for duplicative milestone entries and permit greater standardization (and consequently more accurate metrics) since all implementing agencies’ cases will move through status changes consistently. We appreciate your cooperation in making any internal procedural adjustments necessary to prepare for this change. If you have questions or need additional information regarding this policy, please contact Beth Baker, (703) 604-6612, or e-mail: [beth.baker@osd.pentagon.mil](mailto:beth.baker@osd.pentagon.mil).

/Signed/  
A. R. Keltz  
Deputy Director  
DSCA

**Attachment**

**Status Changing Milestone Matrix**

**STATUS CHANGING MILESTONES**

EFFECTIVE WITH RELEASE 6.05

<b>MENU OPTION</b>	<b>STATUS CHANGING MILESTONE</b>	<b>INDICATOR</b>	<b>DOCUMENT VERSION</b>	<b>SYSTEM DIRECTED STATUS</b>	<b>SYSTEM GENERATED MILESTONES</b>
MILDEP Signature	MILSGN	DSCA Countersignature Required and State Department Approval Required	Lease, Lease Amendment, LOI, LOA, Amendment, Modification	Proposed	DAPREQ  PSTATUS
MILDEP Signature	MILSGN	DSCA Countersignature Required only	Lease, Lease Amendment, LOI, LOA, Amendment, Modification	Proposed	DAPREQ  PSTATUS
MILDEP Signature	MILSGN	State Department Approval Required only	LOA, Amendment, Modification	Proposed	STLST PSTATUS
MILDEP Signature	MILSGN	None	Amendment	Offered	OFFERED <sup>1</sup> OSTATUS
MILDEP Signature	MILSGN	None	Modification	Implemented	OFFERED IMPLEMENTED
MILDEP Implementation	MILIMP	N/A	Lease, Lease Amendment, LOA, Amendment, Revision	Implemented (Real time)	ISTATUS
MILDEP Cancellation	MILCAN	N/A	Lease, Lease Amendment, LOI, LOA, Amendment, Modification	Cancelled	XSTATUS
MILDEP Reactivation	MILREACT *	N/A	Lease, Lease Amendment, LOI, LOA, Amendment, Modification	Development	DSTATUS
Offer Accepted	OFFERACC	N/A	Lease, Lease Amendment, LOI, LOA, Amendment, Modification	Accepted	ASTATUS
Countersign Proposed Document	DCSGN	DSCA Countersignature Required <b>and</b> State Department Approval Required	Lease, Lease Amendment, LOI, LOA, Amendment	Offered	STAP STLST OFFERED OSTATUS
Countersign Proposed Document	DCSGN	DSCA Countersignature Required <b>and</b> State Department Approval Required	Modification	Implemented	STAP STLST OFFERED ISTATUS
Countersign Proposed Document	DCSGN	DSCA Countersignature Required	Lease, Lease Amendment, LOI, LOA, Amendment	Offered	OFFERED OSTATUS
Countersign Proposed	DCSGN	DSCA Countersignature	Modification	Implemented	OFFERED ISTATUS

Document		Required			
Reject Proposed Document	DCSGNRJ	N/A	Lease, Lease Amendment, LOI, LOA, Amendment, Modification	Development	DSTATUS
Return Proposed Document	DDOVRTN	N/A	Lease, Lease Amendment, LOI, LOA, Amendment, Modification	Development	DSTATUS
State Approval	STAP	State Department Approval Required only	LOA, Amendment	Offered	STLST OFFERED OSTATUS
State Approval	STAP	State Department Approval Required only	Modification	Implemented	STLST OFFERED ISTATUS
State Disapproval	STDAP	State Department Approval Required only	LOA, Amendment, Modification	Development	STLST DSTATUS

***<sup>1</sup> Under full CTC, it has been determined that the OFFERED milestone is redundant and no longer needed. It would have been inactivated for Release 6.05 however, due to the number of reports that use this milestone, the inactivation would have been too intrusive. Therefore, the decision was made to systemically populate the milestone. Although the OFFERED milestone does NOT apply to Modifications, it will be systemically perpetuated until such time as it can be removed from the database***

***\* The current validations regarding the Absence of specific milestones (State Department Approval and Case Status Offered) still apply. However, the validation will be bypassed if a DSCA Reactivation Authorized (DREACT) milestone with an actual date is posted.***