



DEFENSE SECURITY COOPERATION AGENCY

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MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR
DEFENSE EXPORTS AND COOPERATION
DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR
INTERNATIONAL PROGRAMS
DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR
INTERNATIONAL AFFAIRS
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY
DIRECTOR, SECURITY ASSISTANCE, DEFENSE FINANCE AND
ACCOUNTING SERVICE
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY
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DIRECTOR, DEFENSE LOGISTICS AGENCY
DIRECTOR, DEFENSE LOGISTICS INFORMATION SERVICE
DIRECTOR, DEFENSE LOGISTICS AGENCY DISPOSITION
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,
NATIONAL SECURITY AGENCY

SUBJECT: Building Partner Capacity (BPC) Materiel Delivery Reporting, DSCA Policy 13-01
[SAMM E-Change 221]

References: (a) DSCA Policy Memorandum 08-33, "Enhanced Freight Tracking System",
October 27, 2008

This policy memorandum updates Chapter 15 of the Security Assistance Management Manual (SAMM) to provide delivery reporting processes for Building Partner Capacity (BPC) Programs. Delivery reporting is a policy requirement for all BPC programs. Items are considered delivered when transferred to a representative of the recipient nation.

The policy establishes a new Section C15.5.4.6. and Table C15.6. to provide additional guidance to Security Cooperation Offices on reporting delivery of BPC shipments in the Enhanced Freight Tracking System (EFTS). EFTS can be accessed through the Security Cooperation Information Portal (SCIP) and serves as the consolidated source for in-transit information of FMS and BPC shipment data (Reference (a)).

Chapter 15 of the SAMM will be updated as reflected in the attachment, and this change will be included in the online version of the SAMM found on the DSCA Web Page, www.dscamilitary.com/samm/, as SAMM E-Change 221. This change is effective immediately.



If you have any questions concerning this guidance or wish to request format variations, please contact Mr. Todd Hughes, DSCA-STR/POL, todd.hughes@dca.mil, (703) 604-6598.



Scott R. Schless
Principal Director
For Strategy

Attachment:
As stated

cc:
STATE/PM-RSAT
AFRICOM
CENTCOM
EUCOM
NORTHCOM
PACOM
SOCOM
SOUTHCOM
TRANSCOM
USASAC
USASAC-NC
SATFA
TRADOC
NAVSUP WSS
NAVICP
NETSAFA
AFSAC
AFSAT
DISAM
MARCOR IP
SCETC
USCG International Affairs (G-CI)

SECURITY ASSISTANCE MANAGEMENT MANUAL (SAMM), E-CHANGE 221
Building Partner Capacity (BPC) Materiel Delivery Reporting

1. Insert the following text as Chapter 15, Section C15.5.4.6.

C15.5.4.6. Delivery Reporting. SCOs must report the delivery of BPC materiel within 30 days. Items are considered delivered when transferred to a representative of the recipient nation. Table C15.T6. provides options for reporting shipment deliveries. At least one of the methods listed in C15.T6. should be used to report delivery:

Table C15.T6. – Delivery Reporting Options

#		Description
1	Direct Data Entry into EFTS (On-line Single Receipt)	This reporting capability allows the user to confirm receipt directly and then print a bar-coded Issue Release Receipt Document (DD1348) for single shipments in EFTS. This method of reporting uses information already resident in SCIP and EFTS and is most useful when shipping documentation is missing, but required for follow-on functions such as bar code scanning, inventory management, and stock issue.
2	Manual Entry into EFTS (On-line Multiple Receipts)	The manual data entry capability allows information already resident in SCIP and EFTS to be used to report deliveries. SCIP and EFTS will pre-populate proper data fields and SCOs will confirm receipt of a specific shipment at a given time and location. This method is quick and useful for users who do not need a coded Issue Release Receipt Document (DD1348) or who do not maintain a separate spreadsheet to track deliveries.
3	Shipment Delivery Report Upload	The Shipment Delivery Report allows a single Excel spreadsheet to be loaded directly to EFTS. Receipt data entered in the spreadsheet is saved as a file on the user’s PC or laptop and should be loaded directly into EFTS the next time the SCO accesses to SCIP. This reporting method is intended for users with limited access to SCIP/EFTS and allows the SCO to maintain a local copy of receipt information.
4	Shipment Delivery Report E-mail (Off-line Reporting)	The Shipment Delivery Report provides an off-line method to maintain a single Excel spreadsheet (XLS file) and submit reports to EFTS by email to navsup_wss_eftssco@navy.mil as shipments are received. The template for the spreadsheet can be found in SCIP and on Publications page of the DISAM web page.
Other formats for reporting must be approved by DSCA/STR and DSCA/PGM.		

Instructions and forms for direct and manual reporting in EFTS can be found at the EFTS Tab located in the Case Execution Community of SCIP (<https://www.scportal.us/home/>) and on the Publications page of the DISAM web page (<http://www.disam.dscamil/pages/pubs/default.aspx>).

2. Renumber subsequent paragraphs in Section C15.5.4 and subsequent tables.