



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Under Secretary

06 FEB 2001

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: SAF/IA
1080 Air Force Pentagon
Washington, DC 20330-1080

SUBJECT: Foreign Military Sales Case Management, (IAPX 01003)

Sections 1.6 and 1.7 of the AFMAN 16-101 provide details on the organizational responsibilities and relationships of security assistance and security assistance managers. Case managers are accountable for all aspects of their FMS cases and it is imperative they be cognizant of all planning and execution functions within their programs. A major element of case management is to ensure the pricing of articles and services stays within the scope of the program. This requires constant communication with USG managers (including those in other services), contractors, and the foreign customer. The case manager must consult and update team players to keep them informed of all major price changes that may impact case management. Informed decisions can then be incorporated into LOAs, amendments or modifications.

The attached memo from DSCA serves as a reminder to the Security Assistance community of the responsibilities of case/program managers and the importance of building strong team cohesiveness. Working together as a team will develop trust and ensure our commitments to our foreign partners are better served. If you have any questions or concerns regarding this policy, please contact Sandy Harding, SAF/IAPX, (703) 588-8974.

A handwritten signature in cursive script that reads "Willard Mitchell".

WILLARD H. MITCHELL
Deputy Under Secretary of the Air Force
International Affairs

Attachments:

1. DSCA Memo, I-00/0011440-PMD, 9 Nov 00
2. Distribution List



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

09 NOV 2000

In reply refer to:
I-00/011440-PMD

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DEFENSE FINANCE AND ACCOUNTING SERVICE -
DENVER CENTER

SUBJECT: Foreign Military Sales Case Management (DSCA 00-17)

Section 704 of the Security Assistance Management Manual (SAMM) provides details on functions that must be performed by case managers. Recent complaints regarding management of Foreign Military Sales (FMS) cases indicate that there are problems in this area---the following existing guidance is provided for your use and information to ensure proper management.

The case manager is accountable for all aspects of FMS cases assigned to him or her---this includes planning and execution functions as well as all financial, logistical, and acquisition matters associated with each program. The objective is to provide all articles and services within

the cost and schedule estimated on the Letter of Offer and Acceptance (LOA). The case manager must stay on-top of each program and be aware of any problems which could impact the estimated cost or schedule. This requires frequent communication with the weapon system program manager as well as the contracting officer. When potential cost overruns or delays are identified, the case manager is expected to consult with the program manager, the contractor and the foreign customer to ensure all options are explored and informed decisions can be made. LOA amendments and/or modifications should be processed promptly to ensure the case reflects up-to-date estimates and descriptions for the program.

Good case management requires working together---USG managers, contractors, and the foreign purchaser---prior to any financial impacts on the case. This team effort is essential and will help ensure we are able to meet the obligations and commitments of our security cooperation programs. If you have any questions or concerns regarding this policy, please contact Beth Baker, DSCA/PSD-PMD, (703) 604-6612.



TOME H. WALTERS, JR.
LIEUTENANT GENERAL, USAF
DIRECTOR

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