



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Under Secretary

16 August 2001

MEMORANDUM FOR SEE DISTRIBUTION

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

SUBJECT: Implementation of Electronic Coordination and Countersignature (DSCA I:
01/009272-PMD, 3 August 2001) (SAF/IAPX - 01021)

This memorandum implements DSCA guidance for electronic coordination and countersignature of all FMS documents. The Air Force accepts this guidance as a logical progression for effectively and efficiently processing FMS documents, and signals to our foreign customers our resolve to provide better and more responsive service. This process will improve the timeliness of our coordination process, and provide a more accurate means to collect measurement data. Once appropriate software is in place and operating as required the Air Force will not manually process any documents.

Effective August 20, 2001, the Air Force will implement an electronic coordination and countersignature process, and all LOAs, modifications, and amendments shall be submitted electronically. Draft documents will be used to obtain all required Air Force coordination, in accordance with AFMAN 16-101.

All required supporting documentation (e.g., DSCA Cover Sheet, Letter(s) of Request, Manpower Travel and Data Sheet, Missile Technology Control Regime Worksheet, and/or applicable waiver approvals or requests) must be scanned into either a word or .pdf file (each file name must include the country and case identifier). Once the electronic packages are assembled and coordinated, they shall be e-mailed to the Air Force's centralized email account: loa-saf.iapx@pentagon.af.mil. DSCA will notify the Air Force when a document has been countersigned or rejected.

If you have questions or need additional information, please contact Debra Wortham, (588-8971), or e-mail: debra.wortham@pentagon.af.mil.

//Signed//

TERRY L. BATES
Chief, Security Assistance Policy Division
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