DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE UNDER SECRETARY

March 30, 2000

MEMORANDUM FOR SEE DISTRIBUTION

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

SUBJECT: Case Management and Case Writing Authority Revisions to AFMAN 16-101 (IAX 00002)

Attachment 1 contains AFMAN 16-101 changes which are effective immediately and will be included in the next official update. Attachment 2 is a revised AFMAN 16-101, Attachment 2, which accurately depicts current case management and case writing responsibility.

These changes in policy are related to the transfer of Case Management and Case Writing responsibility to AFSAC and AFSAT. Previous policy issued on these subjects explained timelines, provided definitions of roles and responsibility, as well as some level of process information. These policy changes are aimed at solidifying and strengthening the role of the Case Manager within the security assistance community.

The purpose of transferring these responsibilities to AFSAC and AFSAT is an effort to further streamline and consolidate administrative functions outside of the headquarters. This further consolidation allows SAF/IA to focus on Security Assistance and Foreign Military Sales (FMS) issues related to releasability, technology transfer, political-military affairs, coalition building, and military-to-military interoperability.

Questions concerning these changes can be directed to Patrick Fox, DSN 425-8985, commercial (703) 588-8985, or email: patrick.fox@pentagon.af.mil.

Terry Bates

TERRY BATES
Chief, Policy Division
Deputy Under Secretary, Int'l Affairs

Attachments:
1. AFMAN 16-101 Changes
2. AFMAN 16-101, Attachment 2

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1.6.1.9. Coordinates through Air Staff, and other Defense Agencies, as required, and obtains approval for major weapon systems documents and any identified documents requiring special management considerations.

1.6.9. AFSAC. The Air Force Security Assistance Center (AFSAC) establishes, writes, implements, and manages Air Force (except training) Letters of Offer and Acceptance as outlined in Attachment 2. AFSAC is responsible for the management and execution for cases written and implemented (i.e., the US Air Force Case Manager), provides centralized automated data...., and the Defense Security Assistance Management System (DSAMS)), and works with AFMC Headquarters and Centers and other agencies to improve US Air Force security assistance processes and policies. AFSAC is the Air Force focal point for Supply Discrepancy Reports (SDRs).

1.7.3. Case Manager. DoD Manual 5105.38-M (SAMM), Chapter 7, defines a Case Manager's authority, responsibilities, accountability, and control. The Case Manager is responsible for the case from receipt of LOR through final case closure. The Country Director is the responsible point of contact to coordinate and obtain approval on issues such as, disclosure release, technology release, and acquisition strategy, as they relate to all major weapons sales. The Case Manager directs case actions needed to satisfy the Purchaser or Lessee requirements. The Case Manager ensures case documents and payment schedules are written and updated, issues implementing directives, directs funds distribution to the Line Managers, and monitors contractual and financial actions to execute and close the case. The Case Manager will determine if a SAPM is required based on criteria in paragraph 1.7.2 of this manual. If a SAPM is not assigned, the Case Manager is also responsible for duties described in 1.7.2 of this manual. US Air Force Case Managers primarily reside in AFSAC or AFSAT, but SAF/IA, on an exception basis, will be the Case Manager for selected, unique cases.

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4.5.2.1. If the request is for data .....only. The request for P&A data should be sent directly to the appropriate Case Manager at AFSAC or AFSAT. P&A requests for major system sales should be sent directly to the appropriate Country Director within SAF/IA.

4.5.3.4. The Case Manager will request a SAPM designation, as applicable, from the appropriate MAJCOM and submit a request for LOA data to the individual identified through DSAMS. LOAs under the cognizance of AFMC should request a SAPM through HQ AFMC/IA, 1822 Van Patton Drive, Wright-Patterson AFB, OH 45433-5337.

4.6.1.2. Requests for LOA Data for major system acquisition cases will be coordinated by the SAF/IA Country Director with SAF/IAD/IAQ/IAW/IAX, and the cognizant SAF/AQ mission area directorate prior to sending the request to the SAPM for pricing. SAF/AQ will provide copies of the request to the appropriate AF Program Execution Officer or Designated Acquisition Commander.

4.6.1.3. The designated SAPM is tasked to coordinate the tasking and preparation of LOA Data, in conjunction with the Case and Line Managers. DSAMS is the required method for gathering LOA Data. If Line Managers lack access to DSAMS, the SAPM should contact the Case manager for resolution. Contractors may help prepare LOA Data, when required, and in accordance with the DFARS. The SAPM also task organizations for inputs to the Foreign Military Sale Management Plan (FMSMP).

4.16. Types of FMS Cases. There are three basic types of cases--system sales, sustainment; and training. Attachment 2 shows a complete listing of case designators and the responsible organization for development and management. These cases may include articles from production, US Air Force inventory, or excess stores of the US Air Force or Department of Defense. Services may be procured or organic.

4.16.1. System Sale Cases. System sale cases implement the total package approach and include major end-items plus all articles and services necessary for delivery and initial support. System sale cases provide aircraft, missiles, C^4I system and radar, complex services, and War Reserve Material (WRM). System sale designators are "D" for C^4I systems and radar; "S" for aircraft systems; and "Y" for missiles.

4.16.2. Sustainment Cases. Sustainment cases provide articles and services necessary to support a system after completion of system activation. These cases provide support equipment, spares, technical publications, technical services, maintenance, ammunition, etc. Sustainment may be defined (identified quantities or services) or blanket order (defined by dollar value alone).

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to training, will be written and managed by AFSAC. These cases will include all AFSAT identified training requirements, which will subsequently be line managed by AFSAT.

4.17. Scope of FMS Cases. The US Air Force provides initial and sustainment support covering the full range of logistics (including support equipment, spares, repair parts, maintenance, engineering, technical assistance, acquisition data, and transportation) and training.

4.17.1. System Sale Cases.

4.17.1.1. The scope of a system sale may have different meanings to different purchasers and the needs of a purchaser for items and support in a system may vary.

4.17.1.2. The Purchaser should be encouraged to participate in discussions, including the development of the LOA. Purchaser participation early-on in the LOA development process is essential to ensure the final document provides the best 'fit' for the Purchaser's requirements. Purchasers should be encouraged to attend meetings and receive correspondence designed to clarify LOR information. As the development of the LOA progresses, there will be instances where the Purchaser's participation and input are necessary and required.

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4.17.1.5. The applicable Notes associated with a system sale case must state that sustainment support and training are not part of the LOA. A Note must be included to state that the Purchaser agrees to negotiate for sustainment spares through AFSAC under CLSSA, if the US Air Force is to provide this type of support. Purchasers should be provided in a Note with the length of support being provided through the LOA. If the LOA contains no provision for initial support, that must be documented in the LOA via a Note. An estimate must be provided to the Purchaser on the range and depth of sustainment support recommended after initial activation. The estimate should be for a period of 12 - 24 months, depending on the requirements of the Purchaser. This information may or may not be included in a Note in the LOA.

4.17.1.6. Purchaser requests for add-ons received after the system delivery should be provided through a separate LOA. However, waivers may be obtained through the Case Manager via the appropriate Security Assistance Policy Office (i.e., SAF/IAX, HQ AFMC/IA, and AFSAT/CC).

4.17.1.7. The US Air Force can unilaterally move available funds between lines, providing the applicable Note is included in the LOA. This authority does not include the movement of available funds between cases. At the written request of the Purchaser, available funds may be

moved via concurrent modifications. The request for movement of funds between cases must be signed by the Purchaser's LOA signature authority.

4.17.1.8 Program management line items are limited to a period not to exceed three (3) months after full system activation, unless otherwise approved, in writing, through appropriate channels. An amendment or modification may be required during the life of the case to accurately reflect both the requirements and the period of availability -- this provision is to allow for program slippage and/or changes in scope as prescribed by the Purchaser.

4.17.1.9. The scope of each line should be provided for in the LOA under the Note title 'Line Item Description'. This is to alleviate any misunderstanding between the US Air Force and the Purchaser. Once described in the LOA, any change to scope must be accomplished through an amendment, and at the written request of the Purchaser.

4.17.2. Sustainment and Training Cases.

4.17.2.1. Sustainment support may not be provided under the initial system sale. The Case Manager and the Security Assistance Program Manager (SAPM) must ensure the Purchaser is aware of the need to have sustainment cases in place in sufficient time to avoid any lapse in US Air Force support to the Purchaser. In some extreme cases, sustainment may be provided through an initial system sale; however, a waiver must be obtained through the cognizant Case Manager via the appropriate Security Assistance Policy Office.

4.17.2.2. DoD Manual 5105.38-M (SAMM), Chapters 7 and 8, explain the implications of defined order and blanket order cases. These same definitions apply to individual line items on a LOA. Blanket order lines and cases should be used to the fullest extent possible, except as limited by the DoD Manual 5105.38-M (SAMM). Blanket order cases should not include an ordering period, unless required by the Purchaser, in writing. Additional funding may only be added during the first 12 months after acceptance, unless otherwise approved. The addition may be accomplished by modification, providing the additional funding does not constitute a change in scope.

4.23.2.1. The extension granted on a reinstatement is for ……. Other changes, if minor in nature, may be accomplished at the time the case is reinstated.

4.23.2.2. Reinstatements will be accomplished as a Pen and Ink Change as outlined in 4.23.1.

5.2.1.1. The Case Manager is responsible for issuing an IPD directing the applicable Air Force Command or Agency to implement one or more line items of an FMS case. Attachment 26 shows sample formats for IPDs. The IPD should be sent to the implementing agencies within 5 workdays of case implementation. The implementing agency (e.g., Line Manager) may, in turn, delegate line management responsibility by internal, written direction.

7.5.8.1. The AFSAC Command Country Managers (CCMs) will request LOA Data from the applicable IEMGs no later than seven (7) months before the start of a program year. Upon the receipt of the data, AFSAC will prepare a new LOA in sufficient time to allow the customer country to accept the LOA no later than 2 months before the end of a program year. A program year beginning equals the acceptance date of the LOA. Timely LOA preparation by AFSAC,

acceptance by the member countries, and implementation to the IEMG is crucial to maintaining an equitable cost-sharing relationship among IEMG members and to ensure uninterrupted support to participating countries.

TYPES OF US AIR FORCE FMS CASES

First Position of the Case Designator	Articles or Services Covered	Who Prepares and Manages the LOA
A	Munitions (Ammunitions, Bombs, Rockets) - Defined or Blanket	AFSAC
B	Reserved	
C	Cartridge Actuated Devices/Propellant Actuated Devises (CAD/PAD) - Defined or Blanket	AFSAC
D	Communication equipment (C^4I) and facilities. May include end items, spares, equipment, training, facilities, etc. - Blanket or Defined	AFSAC
E	Support Equipment - Blanket	AFSAC
F	Training films, film strips, and other audiovisual equipment - Blanket or Defined	AFSAC
G	Technical Services - Blanket or Defined	AFSAC
H	Transportation, other than ferrying - Defined	AFSAC
J	Reserved	
K	Cooperative Logistics Supply Support Arrangements (CLSSA), to include FMS Order I (FMSO I) and FMSO II - Blanket	AFSAC
L	Equipment (i.e., tools, shop equipment, test equipment, aircraft engines, etc.) - Blanket or Defined	AFSAC
M	Repair and Return - Programmed and Non-Programmed - Blanket or Defined	AFSAC
N	Special Support - Defined	AFSAC SAF/IA
O	Information Security (INFOSEC) - Defined	AFSAC
P	Publications, drawings, computer products, manuals, stocklists, technical orders, digitized data - Blanket or Defined	AFSAC
Q	Reserved	
R	Spares - Blanket	AFSAC
S	Major System Sales - Defined	AFSAC SAF/IA
T	Training - Blanket or Defined	AFSAT
U	Pseudo cases for tracking Non-FMS requirements	As Assigned
V	Major/Minor System Modifications - Blanket or Defined	AFSAC
W	Reserved	
X	Reserved for DFAS-DE	
Y	Major Missile System Sales - Defined	AFSAC
Z	Leases under AECA, Chapter 6. Assigned for control and management only (not a FMS Case)	SAF/IA

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Please review this distribution list to ensure correct offices are included. If your office no longer requires information on security assistance policies and procedures, please contact Lewis Witt, SAF/IAX, email lewis.witt@pentagon.af.mil so the distribution list may be updated.

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C	Cartridge Actuated Devices/Propellant Actuated Devises (CAD/PAD) - Defined or Blanket	AFSAC
D	Communication equipment (C^4I) and facilities. May include end items, spares, equipment, training, facilities, etc. - Blanket or Defined	AFSAC
E	Support Equipment - Blanket	AFSAC
F	Training films, film strips, and other audiovisual equipment - Blanket or Defined	AFSAC
G	Technical Services - Blanket or Defined	AFSAC
H	Transportation, other than ferrying - Defined	AFSAC
J	Reserved	
K	Cooperative Logistics Supply Support Arrangements (CLSSA), to include FMS Order I (FMSO I) and FMSO II - Blanket	AFSAC
L	Equipment (i.e., tools, shop equipment, test equipment, aircraft engines, etc.) - Blanket or Defined	AFSAC
M	Repair and Return - Programmed and Non-Programmed - Blanket or Defined	AFSAC
N	Special Support - Defined	AFSAC SAF/IA
O	Information Security (INFOSEC) - Defined	AFSAC
P	Publications, drawings, computer products, manuals, stocklists, technical orders, digitized data - Blanket or Defined	AFSAC
Q	Reserved	
R	Spares - Blanket	AFSAC
S	Major System Sales - Defined	AFSAC SAF/IA
T	Training - Blanket or Defined	AFSAT
U	Pseudo cases for tracking Non-FMS requirements	As Assigned
V	Major/Minor System Modifications - Blanket or Defined	AFSAC
W	Reserved	
X	Reserved for DFAS-DE	
Y	Major Missile System Sales - Defined	AFSAC
Z	Leases under AECA, Chapter 6. Assigned for control and management only (not a FMS Case)	SAF/IA

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