



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

OCT 06 2003

In reply refer to:  
I-03/012595-P2

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE ARMY  
(DEFENSE EXPORTS AND COOPERATION)  
(DASA(DE&C)/SAAL-ZN)  
DEPARTMENT OF THE ARMY

DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(INTERNATIONAL PROGRAMS)  
DEPARTMENT OF THE NAVY

DEPUTY UNDER SECRETARY OF THE AIR FORCE  
(INTERNATIONAL AFFAIRS)  
DEPARTMENT OF THE AIR FORCE

DEPUTY DIRECTOR FOR SECURITY ASSISTANCE  
DEFENSE FINANCE AND ACCOUNTING SERVICE  
DENVER CENTER

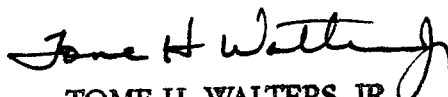
SUBJECT: Lease Reporting in the Defense Security Assistance Management System  
(DSAMS) (DSCA 03-20)

The Security Assistance Management Manual (SAMM), DoD 5105.38-M, outlines the reporting requirements for the Lease Program. The SAMM currently requires submission of the DSCA(Q)1146 report to DSCA on a quarterly basis. With the automation of leases in DSAMS, lease reporting can now be accomplished electronically. Therefore, the requirement for hard-copy submission of the DSCA(Q)1146 report is cancelled.

Implementing Agencies (IAs) must continue to update each lease under their cognizance in DSAMS not later than 30 days after the end of each quarter. Details on required DSMAS entries are attached to this memorandum. Each IA will develop its own policy outlining who will be responsible for leases within its organization (country desk officers, financial officers, etc.). Additionally, each IA will designate one point of contact for its lease program to interface with DSCA. This point of contact will notify DSCA on a quarterly basis when all leases have been updated and work with DSCA to resolve any lease issues.

Canceling the hard-copy DSCA(Q)1146 report and initiating the electronic updating of leases in DSAMS will allow greater efficiency and accuracy in the lease reporting and closure process. If you have any questions regarding this matter, please

contact Ms. Dawn Burke at (703) 601-3864 or e-mail dawn.burke@dscamil. Guidance in this memorandum is effective immediately.

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

Attachment:  
As Stated

Copy to:  
DSADC  
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DSCA/COMPT-FM  
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W:\BURKE\LEASES\POLICY\LEASE REPORTING IN DSAMS

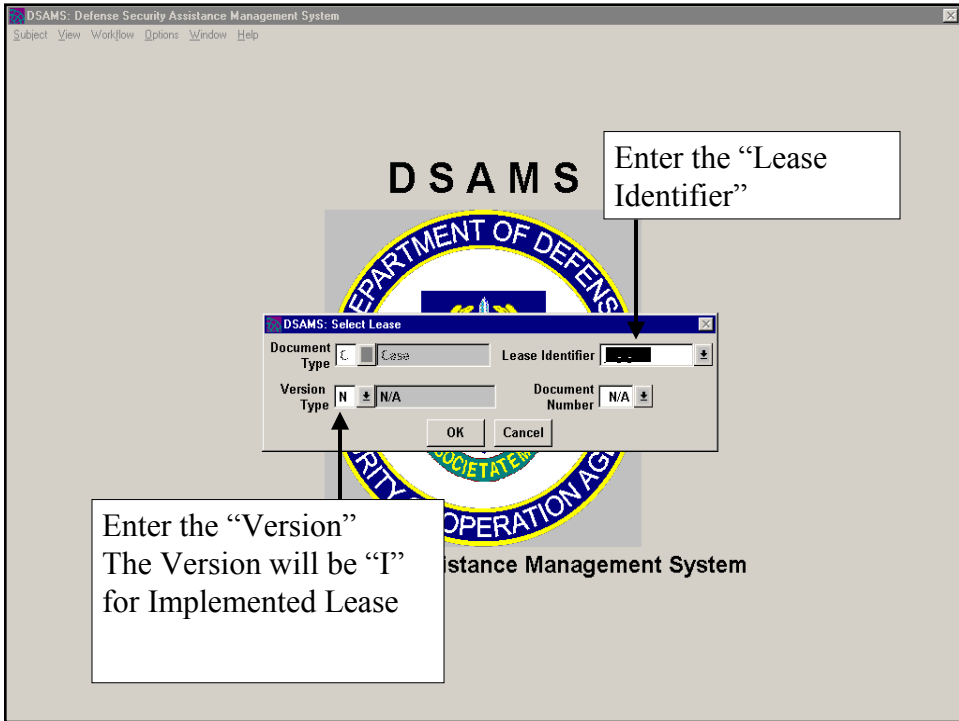
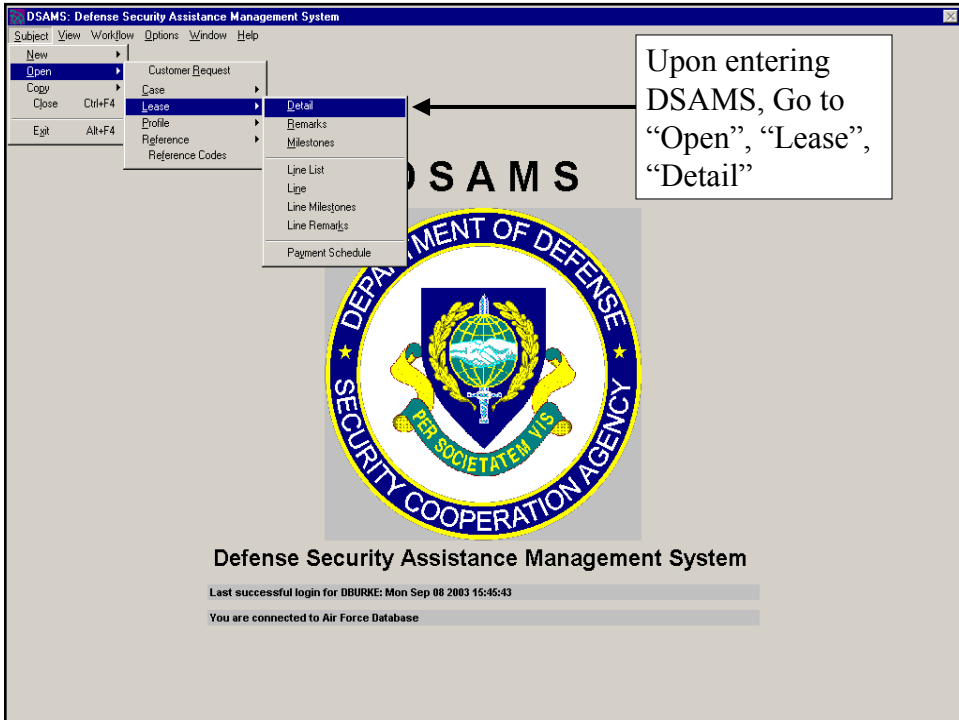
## **Instructions for Lease Reporting in the Defense Security Assistance Management System (DSAMS)**

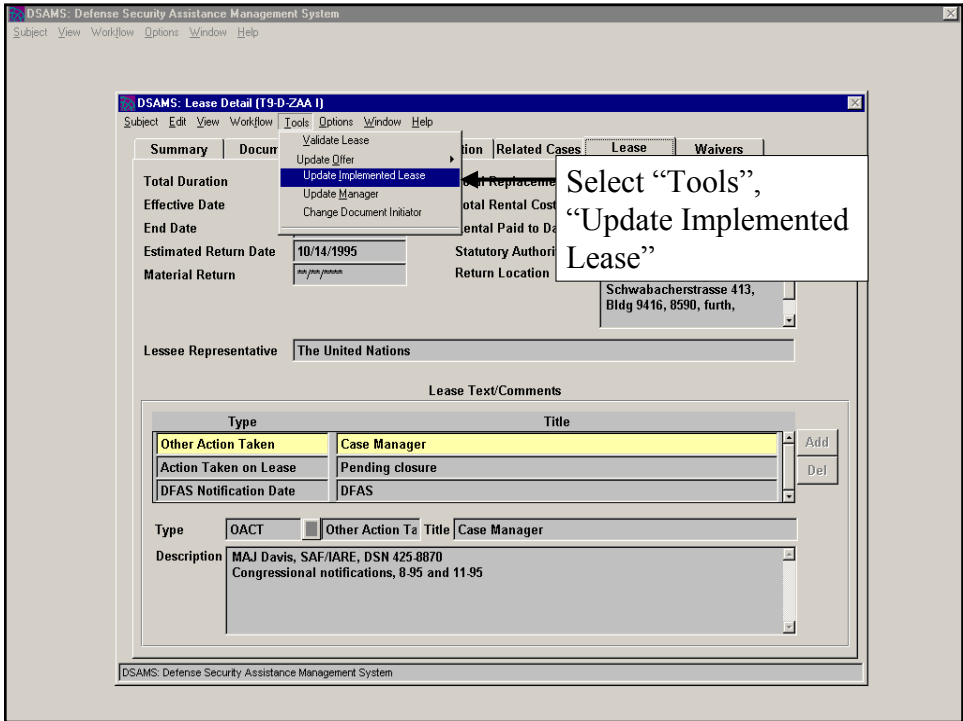
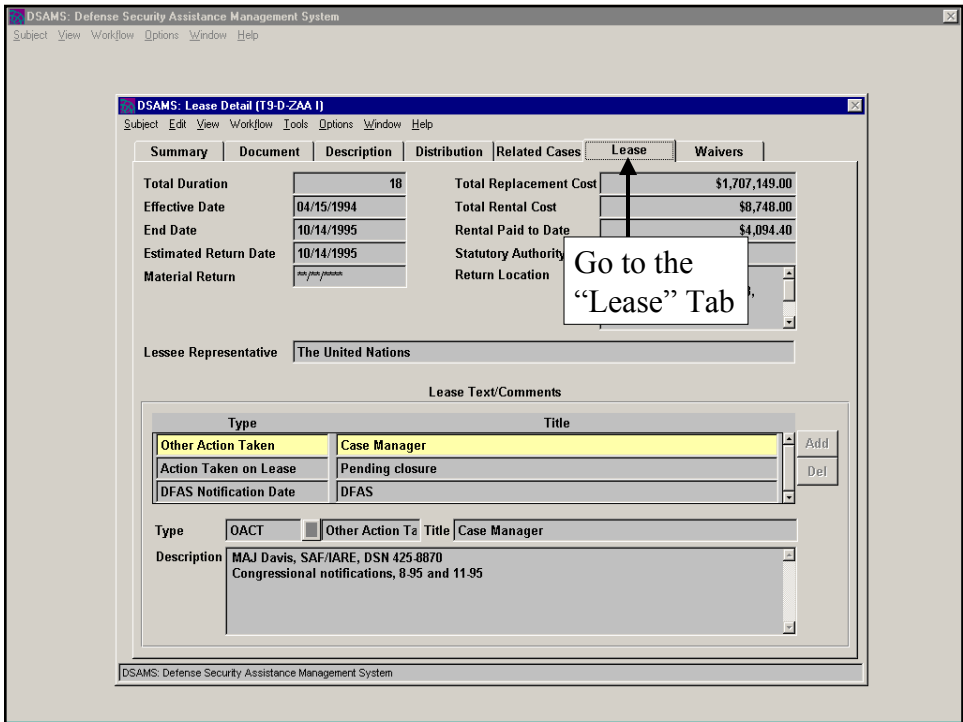
Each expired lease that is financially open at the end of a quarter must have an update posted in DSAMS explaining what action is being taken to close the lease. Additionally, leases that are due to close in the upcoming quarter, or being altered via amendment or extension (via a new lease) will include a comment explaining the action being taken. The lease status information will be posted in DSAMS as the "Action Taken on Lease" (comment code ACT) in the "Lease Text/Comments" field of the "Lease" tab of the lease "Detail." Directions on how to accomplish this update in DSAMS are stated below, and also attached as Power Point slides.

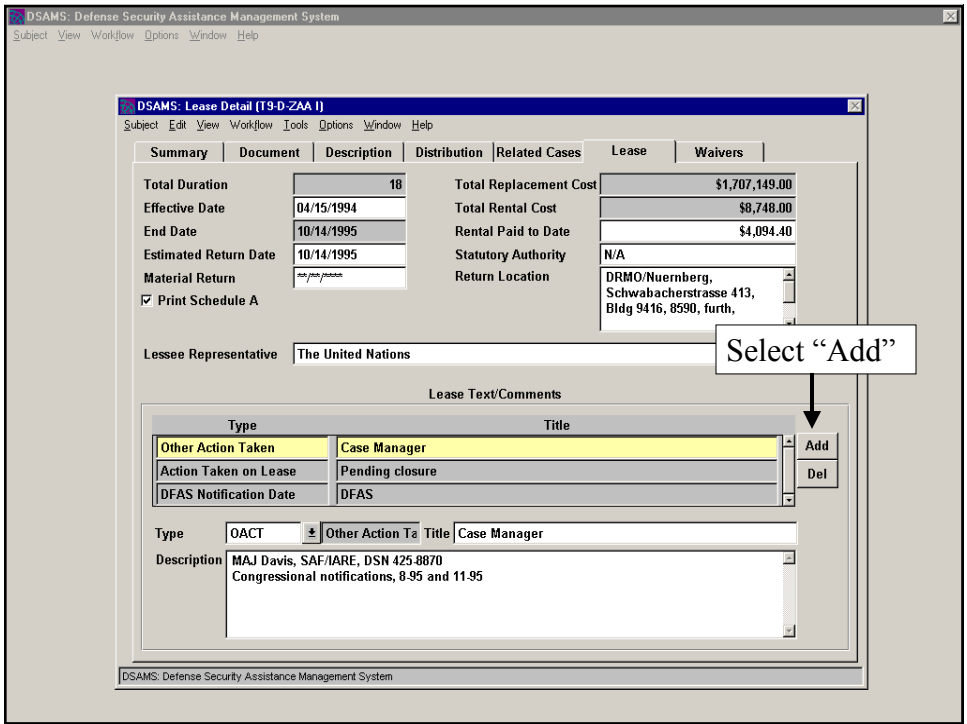
1. Upon entering DSAMS, go to the "Subject" menu and select "Open", "Lease", "Detail".
2. Enter the "Lease Identifier" and the "Version". The Version will be "I" for Implemented Lease.
3. Go to the "Lease" Tab of the Lease Detail.
4. Go to the "Tools" menu and select "Update Implemented Lease".
5. In the "Lease Text/Comment" field, select "Add".
6. In this section, select the drop-down menu for "Type". This will open the "Case Text Type" box.
7. In the Case Text Type box, select the "ACT" Case Text Type for "Action Taken on Lease", and click "OK".
8. Enter a descriptive title in the "Title" field, and the current status in the "Description" field.
9. Once the current lease status has been posted, select "Save" from the "Subject" menu.

When all leases have been updated at the end of each quarter, the IAs' designated point of contact will e-mail DSCA (Policy, Plans, and Programs Directorate) at [policy-dsca@dsc.mil](mailto:policy-dsca@dsc.mil). DSCA then generates a report for each IA in DSAMS, and compares the data against the quarterly financial report provided by DFAS Denver.

On a quarterly basis, DFAS Denver provides the financial status of each lease to DSCA (Policy, Plans, and Programs Directorate) and each IA. DFAS will continue to provide this report until lease financial data is available in DSAMS. The lease collections will be available in DSAMS release R6.10 (scheduled for December 2003). The collections will be updated in DSAMS via a transaction with the Defense Integrated Financial System (DIFS). Once the collections are available in DSAMS, the IAs will be responsible for verifying the accuracy of payments and notifying DFAS of any financial issues. The IAs will also coordinate with DFAS to initiate closure action when a lease is financially closed.







Select "Add"

