

AUTOMATED STATE DEPARTMENT APPROVAL (ASDA) CASE PROCEDURES

1. The SAMM allows certain cases to be approved by State without DSCA countersignature. DSAMS processes ASDA transactions on a daily basis. For ASDA eligible cases, pdf packages or files are **not** sent to DSCA. Table C5.T9 of the SAMM identifies cases that can and cannot be processed under ASDA. Information from that table follows:

Case Documents that **CAN** be Processed Under ASDA

- Blanket Order LOAs and Amendments
- CLSSA LOAs and Amendments
- Defined Line Training LOAs and Amendments

Case Documents that **CANNOT** be Processed Under ASDA

- Any documents that do not require State Department approval
- Defined Line LOAs, Amendments and Modifications other than for Training
- Special Defense Acquisition Fund (SDAF)
- Excess Defense Articles (EDA)
- Non-AECA LOA documents (e.g. any document being prepared under Foreign Assistance Act (FAA) authorities)
- Technical Data Packages (TDPs)
- Cases involving Foreign Military Financing (FMF), including residual Military Assistance Program (MAP) Merger or Third Country Financing
- LOAs with waived costs (except when previously approved)
- Country-cash financing by El Salvador, Greece, Honduras and Jordan
- Country-cash financing by Japan with Dual Payment Schedules
- Colombia, Indonesia, Pakistan, Saudi Arabia, Taiwan, Thailand and Turkey
- Concurrent Modifications
- LOA Documents associated with Pilot/Test Programs
- LOA Documents Associated with the Joint Strike Fighter
- LOIs and LOI Amendments

2. Following are procedures and actions that must be taken:

A. If your country does not fit any of the categories that cannot be processed under ASDA and it does meet the categories that **CAN** be processed under ASDA, then you must ensure that:

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1. The "State Department Approval Required" block is the only block that is checked on the Document Tab of the Case Detail Window. (This means that the DSCA Countersignature Required Block should **NOT** be checked.)

2. A checkmark in the State Dept Approval Required field will cause a STLST (State List) milestone with a planned date to be created when the MILSGN (MILDEP Signature) milestone is created.

3. DSCA will generate a State List Report (RP 139) based on the STLST milestone to send the case version to the State Dept for approval.

4. The same prerequisites are required for MILDEP signature as on any other document.

5. DSAMS only generates the following milestones for ASDA case: MILSGN, PSTATUS and STLST.

6. Upon approval from State, DSCA will post the STAP milestone which will generate the following milestones: STAP, STLST, OSTATUS and OFFERED.

7. When a case moves to Offered status, the management flag process will run just as it does on non-ASDA documents. From this point, you should see no further differences in DSAMS.

B. Remember a "pdf" package should **NOT** be sent to DSCA.

C. On ASDA LOAs and amendments "In accordance with the SAMM" should be annotated on the DSCA countersignature line and the DSCA countersignature line date should reflect the date of DoS approval or later.

D. When the LOA or amendment is provided to the foreign government, one copy must be provided to DSCA (Business Operations/Comptroller/Country Financial Management (CFM)) and one copy to DFAS Denver.