



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
5701 21ST STREET
FORT BELVOIR, VA 22060-5940

REPLY TO
ATTENTION OF

12 September 2002

AMSAC-MP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Lease Procedures (USASAC 02-08)

1. Procedures for Lease preparation and processing are provided at Enclosure 1. The Defense Security and Cooperation Agency and Deputy Assistant Secretary of the Army, Defense Exports and Cooperation have coordinated on these procedures.
2. Point of Contact is Ms. Susan Norfolk, AMSAC-MP, DSN 656-2283.
3. USASAC -- The Army's Face to the World.

FOR THE COMMANDER:

CARLOS A. PIAD
Director for
Policy and Procedures

Encl

CF:

DISTRIBUTION:

COMMANDER

U.S. ARMY AVIATION AND MISSILE COMMAND, ATTN: AMSAM-SA-BM

U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND, ATTN:

AMSEL-LC-SA-MSP

U.S. ARMY OPERATIONS SUPPORT COMMAND, ATTN: AMSOS-SA

U.S. ARMY SOLDIER AND BIOLOGICAL CHEMICAL COMMAND, ATTN:

AMSSB-RSO-CSL(RI)

U.S. ARMY SIMULATION, TRAINING AND INSTRUMENTATION COMMAND,
ATTN: AMSTI-ZP,

U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND, ATTN:

AMSTA-IM-BF

AMSAC-MP

SUBJECT: Lease Procedures (USASAC 02-08)

DISTRIBUTION: (CONT)

DIRECTOR

U.S. ARMY TANK-AUTOMOTIVE AND ARAMENTS COMMAND-RI,

ATTN: AMSTA-LC

AMSAC-MA

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PM SANG

LEASES

1. Click on “subject-new-customer request”. You are automatically placed in the Summary tab of the first screen. Fill out all applicable fields as you would for a normal case.
2. Click on “subject-save”. The customer request screen will reflect a customer ID number in the Summary tab. Write it down. Do not close the screen. Next step is to initialize the lease by assigning a lease designator.
3. From the customer request screen, click on “subject-new-lease-initialize”. A screen will appear with all the fields filled in except the lease designator. Enter a 3 character lease designator (leases begin with “L”).
4. Click on “save” and in a few moments you’ll be placed in the summary tab of the lease detail screen.
5. Country code, IA, Lease Designator, Lease Status are all filled in.
6. Customer service – click on the pop-up button and select the customer’s service that is requesting the lease.
7. Renewed Lease Desig – enter the designator that is being renewed (if applicable). Only leases prepared in DSAMS may be entered in this field. If your renewed lease was prepared outside of DSAMS then ignore this field.
8. Lease title – enter the weapon system or end item being leased
9. Preparing Activity – This is automatically filled in (from what you entered in the customer request).
10. Lease manager – Enter your login name (CPM).
11. Financial Manager – Leave blank
12. UN Contingent and UN Destination Country – Leave blank unless otherwise directed.
13. Role – Enter names of CCM and lease preparer if known.
14. The Document tab is completed automatically by the system from information furnished in the customer request.
15. Description tab – the MSC will fill in the basic lease description. It should not begin with “is for”.

16. Distribution tab – Fill in the MILDEP Signatory Activity with your division office symbol:

SACMACP
SACMECP
SACMMCP
SACSANG

17. MILDEP Signatory Name – Select the director’s or acting director’s name from the table. To view the table, click on the pop-up button.

18. Customer signatory name – leave blank

19. Distribution List and Activity are automatically filled in.

20. Related Cases – Enter information about any LOAs that may be related to the lease.

21. Lease Tab – Total Duration – enter the duration of the lease in months.

22. Effective Date, End Date, Estimated Return Date and Materiel Return Date – CPM will enter this information when known.

23. Total Replacement Cost, Total Rental Cost will be entered by lease preparer when known. Rental Paid to Date, Statutory Authority and Return Location – Filled in by CPM when known. Rental paid to date and return location will be obtained from USASAC-NC.

24. Lessee Representative – CPM enters (from letter of request).

25. Lease Text/Comments – use this field to add more provisions to print on the lease, (if applicable).

PROCESSING LEASES:

1. CPM enters the MILSGN milestone in the lease milestone screen when the lease is ready for DASA(DE&C) review. This automatically places the lease in PROPOSED status.

2. CPM staffs a hard copy and *email copy to DASA(DE&C) ATTN: SAAL-NI. The documentation to include: Lease, cover memo and all supporting documentation (LOR, determination, congressional notification, if applicable). The cover memo must include justification for a lease in lieu of a sale if it is a short-term lease that doesn’t require congressional notification. DASA(DE&C) will review and sign the lease if approved, and forward it directly to DSCA with a copy furnished to USASAC.

*Email copy: CPM will print the lease and other documentation. CPM will then send a copy to their own email address via the digital sender, then forward on to DASA(DE&C).

3. DASA(DE&C's) copy furnished is the CPM's notification that the lease was signed and forwarded to DSCA.
4. DSCA (Dawn Burke- DSCA Policy: dawn.burke@osd.pentagon.mil) will staff the lease and post the congressional notification milestone (if applicable), the State list milestone (a system glitch at this time since leases are not supposed to go on the State list) and the DSCA countersignature milestone once the lease is signed by LTG Walters.
6. When the DSCA countersignature milestone is posted the lease will be in Offered status.
7. DSCA returns the hard copy original of the lease to the USASAC CPM who forwards on to the customer. The CPM will enter the DOCMTSENT milestone at this point.
8. When the lease is signed by country, the CPM will enter the OFFERACC milestone and upon OAA approval, the ISTATUS milestone will be generated by the system.
9. Once the lease is implemented, the CPM will include DASA(DE&C) ATTN: SAAL-NI on implementation notification distribution.