



SAM-D Walkthrough Instructions

1. Introduction

The Support Agreement Management – Digital (SAM-D) system is a workflow automation and agreement lifecycle tool for non-reimbursable interagency agreements in compliance with AFI 25-201. This guide provides a step-by-step overview of current capabilities. It will be updated upon publication of revised support agreement guidance.

2. Setting Up a SAM Profile

- Log in to SAM-D using your government email. If you do not have a SAM Profile yet, you will be redirected to complete one.
- Complete the required fields: Installation Name, Major Command, Unit/Office Symbol, Phone Number, and Designated SAM Email.
- List the Big 5 reviewer office symbols for your installation: Security, Civil Engineering, Manpower, Finance, and Legal.
- If your installation uses a unique office symbol or alternate reviewer (e.g., Plans and Programs for host-tenant IGSA oversight), include that under 'Other'.
- Submit the SAM Profile to activate your account. You will now have administrative access to submit and manage agreements for your installation.

3. Creating a New Agreement

- Navigate to the Agreement Creation Form in the SAM-D dashboard.
- Complete the agreement metadata fields: Agreement Title, Support Provider, Support Receiver, Period of Performance, and Agreement Type (MoA, MoU, or IGSA).
- Select 'Reimbursable' = 'No'. (SAM-D only supports non-reimbursable agreements.)
- Input all required coordination details, including points of contact and support category summary.
- Submit the agreement. This will trigger routing to each of the Big 5 reviewers listed in your SAM Profile.
- You will be notified by email as each reviewer submits their input. Once all five approvals are received, you will be able to manually mark the agreement as 'Ready for Signature'.
- SAM-D will then route the agreement to the designated signatory for digital endorsement.

4. Monitoring Agreements

The dashboard provides real-time status visibility for all agreements initiated by the logged-in SAM. Color-coded indicators show pending, reviewed, or approved statuses. Automatic notifications are triggered upon each review submission.

5. Phase 2 — Coming Soon

The following features are planned for Phase 2 and are listed in order of priority. Field input is encouraged to shape the scope and implementation order:

- Receiver Profile (non-CAC, for IGSA and external partners)
- CAC-enabled login for Federal Government (DoD and Non-DoD) users
- BOSAC upload and extraction of support categories
- Legacy agreement archival and upload for historical reference
- Enhanced dashboard for reviewer and agreement visibility

We welcome feedback from the field. If you believe other Phase 2 features should take priority or have suggestions to improve current workflows, please contact us at sustainment@romeokilodefense.us.

6. Compliance Note

SAM-D currently aligns with the requirements of AFI 25-201. It is exclusively for use with non-reimbursable support agreements. FS Form 7600A is not applicable. Updates will be issued when new guidance is published.

7. Contact

For assistance, feedback, or demo access, email: rkds@romeokilodefense.us