

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

NOTE: SAM is currently being reviewed and revised from the front to the back. We realize this will take a few years but with patience and fortitude it will happen. Therefore, you will see SAM Sections marked as "Reviewed" and the reviewed date in the "Revised" sections of SAM.
Example: (Reviewed 9/04)

ITEM	SUMMARY
Section 0030 (Revised)	<u>SAM Publications and Contacts</u> , revise and update contacts and information.
Section 0741 (Revised)	<u>Commercial Air Travel</u> , DPA PML 2005046 (11/7/05) changed this policy.
Section 4841.2 (Revised)	<u>Information Integrity and Security</u> , included policy that establishes the requirement to encrypt all personal, sensitive, or confidential information stored on portable storage media and portable computing devices.
Section 8340 (Revised)	<u>Encumbrances</u> , revised to incorporate most of Budget Letter 04-10 which clarified the year of appropriation to charge an encumbrance and the subsequent expenditure for the purchase of goods/services.
Section 8643 (Revised)	<u>Lost, Stolen, or Destroyed Property</u> , revised to incorporate information in SAM section 4845 and SIMM.
Section 8740 (Revised)	<u>Billing for Services of Employees Paid on Monthly Basis</u> , revised to incorporate 2006 billing rates.

REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

Remove Page (s)	Consecutive Number of Sheets	Insert Page (s)	Consecutive Number of Sheets
0030 through 0030 (Cont. 4)	3	SAME	3
0727	1	SAME	1
4841.1 through 4841.3 (Cont. 1)	2	SAME	2
8322 (Cont. 1)	1	SAME	1
8643	1	SAME	1
8740	1	SAME	1