

Figure C16.F4. Memorandum for Record to Reconcile and Continue Case Execution of Certain Foreign Military Sales Cases Implemented in Fiscal Year 2017 and Prior

Note: This Memorandum for Record (MFR) documents the submission of information required and actions taken for the reconciliation and continued execution of Foreign Military Sales case(s) implemented in Fiscal Year 2017 and Prior. Implementing Agencies may use the form below or submit their own documentation that addresses required Item Numbers (1-7).

Implementing Agency Letterhead

DD MMM YYYY

Subject: Memorandum for Record to Reconcile and Continue Case Execution of Certain Foreign Military Sales Cases Implemented in Fiscal Year 2017 and Prior

From: Implementing Agency (IA)

To: DSCA Office of Business Operations (OBO)

Item #	Item	Information and Actions Taken
1.	Date	[## MON YEAR]
2.	Security Cooperation Customer Code/IA/ Case Designator(s)	[XX-X-XXX]
3.	Issue of Concern	[detailed description of issue of concern with supporting documentation (e.g., why case cannot be closed by September 30, 2027 and/or does not meet exemption criteria, dates and system(s) where records are no longer available, current value required to liquidate pending obligations/expenditures, total out of balance, etc.)]
4.	Reconciliation Attempt	[description of attempt to reconcile the case among relevant systems (e.g. contracting, disbursing, etc.)]
5.	Proposed Solution	[(e.g., proposed next steps, estimated closure date, etc.)]
6.	Proposed Solution	[attestation letter that does the following: 1.) Acknowledges all relevant information in MFR is accurate and complete; 2.) provides a description of attempt to obtain supporting documentation, if not available. See DoW Financial Management Regulation (DoW FMR), DoW 7000.14-R, Volume 1, Chapter 9 , for additional details.]; and 3.) confirms coordination with Implementing Agency's managing offices for records, information technology,

		systems, resources, payment/disbursement, audit, and legal affairs has been completed, as appropriate. Letter is signed by relevant General Schedule (GS)-15 level/equivalent signature or higher at a comptroller or financial management organization; or GS-15 level/equivalent signature w/confirmed cc to: SES/Flag official that signed prior DSCA exemption letter for FMS case per Section C16.4.3.
7.	IA point of contact (POC)	[Name, email, phone number]

From IA POC:
[Typed name]

Signature Block

To be filled out by DSCA

Received by DSCA OBO POC:
[Typed name]

Signature Block

Approved by OBO POC:
[Typed name]

Signature Block