



DEFENSE SECURITY COOPERATION AGENCY

2800 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-2800

23 SEP 2013

MEMORANDUM FOR DIRECTOR, DEFENSE THREAT REDUCTION AGENCY
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY
DIRECTOR, DEFENSE LOGISTICS AGENCY
DIRECTOR, NATIONAL GEOSPATIAL INTELLIGENCE
AGENCY
DIRECTOR, MISSILE DEFENSE AGENCY
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY
DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR
INTERNATIONAL AFFAIRS
DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR
DEFENSE EXPORTS AND COOPERATION
DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR
INTERNATIONAL PROGRAMS
DIRECTOR, DEFENSE LOGISTICS AGENCY LOGISTICS
INFORMATION SERVICE
DIRECTOR, DEFENSE LOGISTICS AGENCY DISPOSITION
SERVICES
DIRECTOR FOR SECURITY ASSISTANCE, DEFENSE FINANCE
AND ACCOUNTING SERVICE – INDIANAPOLIS OPERATIONS
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,
NATIONAL SECURITY AGENCY

SUBJECT: Release of Case Reconciliation and Closure Guide (RCG), DSCA Policy 13-37

- References:
- (a) Defense Security Cooperation Agency Manual (DSCAM) 5105.38-M, "Security Assistance Management Manual (SAMM)," April 30, 2012
 - (b) Under Secretary of Defense for Comptroller, "Department of Defense Financial Management Regulation, Volume 1-15," As Amended
 - (c) Department of Defense Manual (DoDM) 5105.65-M, "Foreign Military Sales (FMS) Case Reconciliation and Closure Manual (RCM)," August 11, 2004
 - (d) Department of Defense Directive (DoDD) 5105.65, "Defense Security Cooperation Agency (DSCA)," October 26, 2012

The Defense Security Cooperation Agency (DSCA) hereby releases the Case Reconciliation and Case Closure Guide (RCG), which is incorporated into Appendix 7 of the

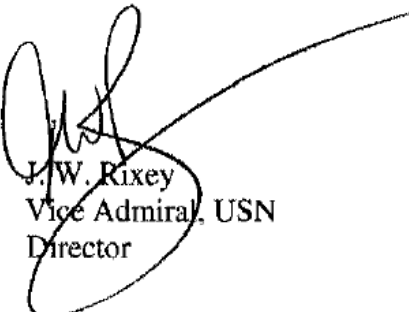
Security Assistance Management Manual (SAMM) (Reference (a)). The RCG provides process and procedural guidance for the reconciliation and closure of Foreign Military Sales (FMS) and Building Partner Capacity cases, hereafter referred to as cases. It complements the Department of Defense Financial Management Regulation (DoDFMR) (Reference (b)) and case reconciliation and closure policies contained in Chapter 16 of the SAMM. The RCG shall be used extensively to support the reconciliation and closure of cases as directed in the SAMM.

The RCG replaces the FMS Case Reconciliation and Closure Manual (Reference (c)) previously issued under the authority of Reference (d). Reference (c) is hereby rescinded. The RCG applies to the Office of the Secretary of Defense, the Military Departments, other Implementing Agencies, the Defense Finance and Accounting Service, the DoD Field Activities, Security Cooperation Organizations, and all other organizational entities within DoD (for purposes of this Guide, hereafter referred to collectively as “the DoD Components”) engaged in reconciling or closing of cases.

The RCG identifies the processes and procedures and facilitates actions by simplifying efforts to research and apply the associated business rules for case reconciliation and closure. It is designed to be particularly relevant for country managers, case and line managers, financial managers, budgeting, accounting and closure specialists, policy staffs, and those responsible for ensuring FMS systems thoroughly complement the process and procedures described herein. Every effort is made to ensure this document is user-friendly, comprehensive, relevant, and concise. This is a “living” document; it is subject to change as policies, processes, and procedures are updated or created.

The information contained herein is DSCA guidance for the management of the case reconciliation and closure processes. In the event of conflicting guidance with other official sources, the user should consult with DSCA to ascertain the prevailing policy, directive, or interpretation. This guide is effective immediately. DoD Component heads may issue supplementary instructions when necessary for unique requirements within their organization. A copy of any supplemental instructions must be provided to the DSCA Business Operations Directorate/Financial Policy and Analysis Division.

For any questions regarding the RCG, please contact Mr. Brad Bittinger, DSCA/DBO/FPA, at (703) 602-1360 or email: brad.bittinger@dsc.mil.



J.W. Rixey
Vice Admiral, USN
Director

cc:
STATE/PM-RSAT
DISAM
USASAC
SATFA

TRADOC
USACE
NAVSUP WSS
NETSAFA
AFSAC
AFSAT
AFCEE
MARCOR IP
SCETC
USCG International Affairs (G-CI)
AFRICOM
CENTCOM
EUCOM
NORTHCOM
PACOM
SOUTHCOM
JFCOM
SOCOM
TRANSCOM