



DEFENSE SECURITY COOPERATION AGENCY

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

03 MAR 2026

MEMORANDUM FOR 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 CONTRACT MANAGEMENT AGENCY
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY
DIRECTOR, DEFENSE LOGISTICS AGENCY
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY
DIRECTOR, MISSILE DEFENSE AGENCY
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE
AGENCY
DIRECTOR, SECURITY COOPERATION ACCOUNTING
DIRECTORATE, DEFENSE FINANCE AND ACCOUNTING
SERVICE, INDIANAPOLIS OPERATIONS
DIRECTOR OF CYBERSECURITY DIRECTORATE AND DEPUTY
NATIONAL MANAGER FOR NATIONAL SECURITY
SYSTEMS, NATIONAL SECURITY AGENCY

SUBJECT: Defense Security Cooperation Agency Policy Memorandum 26-02, Updating
Requirements for Case Closure Certificates, [SAMM E-Change 800]

This memorandum introduces a revised and standardized case closure certificate to assist Implementing Agencies with the timely and efficient closure of Foreign Military Sales cases. Effective immediately, this guidance applies to all FMS case closure activities performed by Implementing Agencies (IAs). The policy in the attachment is incorporated into the DSCA Security Assistance Management Manual (SAMM) at <https://samm.dsca.mil>.

If you have questions on this memorandum, please contact DSCA (Office of Business Operations, Financial Policy & Regional Execution Directorate, Financial Policy Division (OBO/FPRE/FP)) at dsca.ncr.obo.list.fpre-fp@mail.mil. Please reference the DSCA policy number and memorandum subject. For general questions about the SAMM, please contact DSCA (Office of Strategy, Plans, and Policy, Execution Policy and Analysis Directorate (SPP/EPA)) at dsca.ncr.spp.mbx.epa@mail.mil.

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Brian T. Watford
Acting Chief Operating Officer and Chief Financial Officer
Defense Security Cooperation Agency

Attachment: SAMM E-Change 800 - Updating Requirements for Case Closure Certificates

SAMM E-Change 800 - Updating Requirements for Case Closure Certificates

A Microsoft Word fillable form version is available for use via: [Figure AP7.C4.F4.](#)

- 1) Replace existing Figure AP7.C4.F4. Foreign Military Sales Case Closure Certificate with the following:

Figure AP7.C4.F4. Foreign Military Sales Case Closure Certificate

1.	Date:	
2.	Closure Type:	DIRECT FINAL <input type="checkbox"/> INTERIM <input type="checkbox"/> INTERIM TO FINAL <input type="checkbox"/>
3.	Country Code-Implementing Agency-Case:	
4.	Net Case Value:	
5.	Case Closed at Zero Value per FMS Purchaser's Request:	YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, also reference the purchaser's request document and attach the DSCA approval letter. If NO, proceed immediately to item 6.
6.	Final Delivered Articles/Services value, including CAS and LSC	
	A. <input type="checkbox"/> The Net Case Value shown on line 4 agrees with Implementing Agency records and obligational authority released to this agency via DD Form 2060 . AND B. [Check one that applies] <input type="checkbox"/> The contracts awarded in connection with the FMS case are logistically and financially complete and included in line 5 (case closed). OR <input type="checkbox"/> The contracts awarded in connection with the FMS case are logistically complete; however, unliquidated obligations exist. Responsible officials have advised that no additional costs beyond the recorded unliquidated obligations in line 8 can be identified. AND C. <input type="checkbox"/> All requisitions, reimbursable work orders, MIPRs, and invitational travel orders that were processed pursuant to this FMS case are accounted for and the costs thereof are included in line 5. Reimbursements from the DFAS SAA have been credited to the financing appropriation or Miscellaneous Receipt Account 3041, as applicable.	

AND	
D. <input type="checkbox"/> All estimated deliveries were converted to actual deliveries.	
AND	
E. [Check one that applies]	
<input type="checkbox"/> Constructive delivery transactions "C1" have been reported for all major end items with a unit of issue "each" for lines containing generic codes shown in the SAMM Table C9.T29	
OR	
<input type="checkbox"/> Constructive delivery reporting does not apply to this case	
AND	
F. <input type="checkbox"/> All outstanding discrepancy reports against the case were processed	
AND	
G. <input type="checkbox"/> Performance Reporting and Cash Disbursements were reconciled with Implementing Agency accounting records and are equal in value.	
AND	
H. <input type="checkbox"/> All accessorial charges were validated.	
7.	Above-the-line disbursements excluding CAS and LSC
8.	Unliquidated obligation balance:
	Of which CAS includes:
9.	Closure certificate point of contact:
	Name:
	Office Symbol:
	Phone Commercial/DSN:
	Email Address"
10	Unliquidated obligation supporting documentation attached? YES <input type="checkbox"/> NO <input type="checkbox"/>
Documentation is required for all interim closures	

Remarks and/or Comments as appropriate

Remarks must include validation of MDE quantities.

Example:

Validation of MDE quantities for FMS case XX-X-XXX, Line XXX are as follows

RSN XXX Generic Code F2J

ORD-QTY 35

DLVRY-QTY 35

DSAA-DLVR-QTY 35

Cases closed for zero-dollar value must include remarks similar to the example below:

Case is being closed at a zero dollar value as funds are going to be used to support the needs on another case. No administrative surcharge waiver requested, collect 50% of the administrative surcharge

