

VOLUME 15, CHAPTER 6: “CASE FILES”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated June 2011 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Changed terminology from “Foreign Military Sales (FMS) case” to “Security Cooperation case” to align with Standard Financial Information Structure terminology.	Update
060102.D & 060202	Added reference to Defense Finance and Accounting Service Disposition Schedules 5015.2-M, Volume 2, "Schedule 7360, FMS Records".	Update
060201 & Tables	Moved the detailed Required Documentation Lists from 060201 to Tables 6-1 through 6-18.	Add
Table 6-1 (Previous)	Properly identified the previous Table 6-1 as Figure 6-1.	Update

Table of Contents

VOLUME 15, CHAPTER 6: “CASE FILES”	1
0601 OVERVIEW.....	4
060101. Purpose	4
*060102. General	4
060103. Concepts and Requirements	4
060104. Responsibilities	5
0602 UNIFORM CASE DOCUMENTATION	5
*060201. Documentation Requirements	5
*060202. Documentation Maintenance and Disposition	6
*Table 6-1. General Information Cover Sheet Required Documentation	7
*Table 6-2. Letter of Request (LOR) Required Documentation	7
*Table 6-3. Planning Information Required Documentation	7
*Table 6-4. Security Assistance Survey Required Documentation.....	8
*Table 6-5. Foreign Military Sales (FMS) Contractual Instruments Required Documentation	8
*Table 6-6. Financing Arrangements Required Documentation.....	8
*Table 6-7. Financial Control Required Documentation	8
*Table 6-8. Implementation Directives Required Documentation.....	9
*Table 6-9. Defense Security Assistance Management System (DSAMS) and Defense Security Cooperation Agency (DSCA) 1200 System Update Required Documentation.....	9
*Table 6-10. Case Execution Required Documentation	9
*Table 6-11. Special Logistics Required Documentation	9
*Table 6-12. Accessorial Charges Required Documentation.....	10
*Table 6-13. Government Furnished Materiel (GFM) Required Documentation.....	10
*Table 6-14. Foreign Military Sales (FMS) Billing Required Documentation.....	10
*Table 6-15. Supply Discrepancy Reports (SDR) Billing Required Documentation	10
*Table 6-16. Reviews Required Documentation.....	11

*Table 6-17. Case Closure Required Documentation 11

*Table 6-18. Reopened Case Required Documentation..... 11

*Figure 6-1. Key Planning Milestones Template..... 12

CHAPTER 6

CASE FILES

0601 OVERVIEW

060101. Purpose

This chapter establishes guidance on maintaining documents for [Security Cooperation](#) cases (hereafter “[case files](#)”). The guidance is designed to facilitate uniformity of case file maintenance and ensure that necessary documentation is readily available and retrievable by the appropriate activities.

*060102. General

A. Case files may be maintained in a decentralized manner by the various activities having responsibility for actions associated with the case. Each activity shall maintain a comprehensive record of relevant correspondence, worksheets, and officially prepared forms that constitute a complete audit trail from the time of case initiation through case closeout or retirement.

B. Reference to the Defense Security Assistance Management System (DSAMS) and other electronic files (including e-mail correspondence and CD-ROM) is encouraged, provided such files are complete, secure, and readily retrievable. Electronic imaging is [strongly](#) encouraged when necessary to preserve nonstandard vendor documents, historical documents, and signature pages when retention of the paper originals or a copy of such documents is materially expensive, but necessary to protect United States Government (USG) interests.

C. The case manager shall maintain a directory of supporting documentation locations. All supporting documentation shall be reviewed carefully prior to disposal or retirement. A case that is closed from a Foreign Military Sales (FMS) purchaser perspective may remain open from a Department of Defense (DoD) accounting perspective.

D. The record retention period for FMS documents is 10 years from the date of final case closure. [For more detailed guidance, see *Defense Finance and Accounting Service \(DFAS\) Disposition Schedules 5015.2-M, Volume 2, "Schedule 7360, FMS Records"*](#). The Defense Security Cooperation Agency (DSCA) may issue exceptions to this retention period, e.g., for records associated with ongoing litigation proceedings and country suspensions.

060103. Concepts and Requirements

A. Case files shall be maintained in official folders, uniformly titled, and filed [by section](#) as discussed in [Section 0602](#). When more than one file folder is required, the folders shall be appropriately numbered (e.g., 1 of 2, or 2 of 2). The documents placed in each folder shall be maintained in chronological sequence by [section](#).

B. When a case is implemented, each implementing DoD Component shall identify and direct which supporting activities are to maintain the required documentation on file. For example, a copy of the letter of offer and acceptance (LOA) may be on file at several activities, while the quarterly requisition report (QRR) applicable to that case would have a more limited distribution.

C. Certain records associated with a case may be voluminous listings that are too large to be printed and placed in official folders. Instead of filing the listing in the folder (as required in [Section 0602](#)), annotate on the case cover sheet or within the [file](#) itself where such information is located. The purpose of filing such documents, or cross-referencing notes to such documents, is to maintain the integrity of the case audit trail, and to consider all applicable information during case execution and at case closure.

D. The uniform case folder, as outlined in [Section 0602](#), lists those documents considered to be of primary relevance on a DoD-wide basis. DoD Components may also wish to include additional documents as part of the case file. The inclusion of such documents is encouraged, and it is recommended that they be filed in the form of numbered appendices following in sequence after the [required sections](#).

E. The value of the uniform case folder is in maintaining a complete and accurate record for audit purposes and ensuring a standard and systematic approach to case file maintenance. With management support, it may also serve as a checklist of planned and completed actions, thereby facilitating the case and closure process. Furthermore, the existence of a comprehensive and well-maintained file facilitates supervisory reviews and brings greater efficiency to the transfer of ongoing case management responsibilities.

060104. Responsibilities

Each DoD Component [and](#) the Defense Finance and Accounting Service, Security Cooperation Accounting, (DFAS SCA), shall be responsible for maintaining its respective portion of the case file as required in [Section 0602](#).

0602 UNIFORM CASE DOCUMENTATION

*060201. Documentation Requirements

The minimum required documentation for complete and effective case management includes [the following sections](#):

- A. General Information Cover Sheet: [see Table 6-1](#);
- B. Letter of Request (LOR) Information: [see Table 6-2](#);
- C. Planning Information: [see Table 6-3](#);
- D. Security Assistance Survey Documentation: [see Table 6-4](#);

- E. FMS Contractual Instruments: [see Table 6-5](#);
- F. Financing Arrangements: [see Table 6-6](#);
- G. Financial Control Documents: [see Table 6-7](#);
- H. Implementation Directives: [see Table 6-8](#);
- I. DSAMS and DSCA 1200 System Update Documents: [see Table 6-9](#);
- J. Execution Documentation: [see Table 6-10](#);
- K. Special Logistics Documents: [see Table 6-11](#);
- L. Accessorial Charges: [see Table 6-12](#);
- M. Government-Furnished Materiel (GFM): [see Table 6-13](#);
- N. FMS Billing Documentation: [see Table 6-14](#);
- O. Supply Discrepancy Reports (SDR): [see Table 6-15](#);
- P. Reviews: [see Table 6-16](#);
- Q. Case Closure Documentation: [see Table 6-17](#); and
- R. Reopened Case Documentation: [see Table 6-18](#).

*060202. Documentation Maintenance and Disposition

The documentation shall be accumulated throughout the life of the case from inception through [final](#) case closure. Implementing Agencies (IAs) may retire, but not destroy, closed case file records to document storage areas upon final case closure by DFAS SCA. DFAS SCA may retire, but not destroy, closed case file records, including delivery listings, no earlier than [one](#) year from the date of the latest case-related correspondence with the purchaser or final case closure, whichever is later. [The IAs and DFAS SCA](#) shall maintain an accurate record of the location of all retired records to ensure they can be located as needed. In accordance with [Section 0601](#), all case documentation will be retained for the 10-year period following the date of final case closure. [For more detailed guidance, see DFAS Disposition Schedules 5015.2-M, Volume 2, "Schedule 7360, FMS Records"](#).

*Table 6-1. General Information Cover Sheet Required Documentation

General Information Cover Sheet	
1. Case Identifier	
2. Cognizant Personnel Information a) Name b) Phone number c) E-mail addresses d) Dates of tenure if responsibilities are transferred from one individual to another during the life of the case	A. Case Negotiation Officer
	B. Country/Case Manager at each level 1) Major/systems command 2) International Logistics Control Office 3) DFAS SCA
	C. Others as Required 1) Inventory/Item manager focal point 2) Procurement office focal point
3. Key case planning milestones, see Figure 6-1 for an example	

*Table 6-2. Letter of Request (LOR) Required Documentation

LOR Information
1. LOR for price and availability data or LOA data
2. Correspondence and other information relative to primary inquiry

*Table 6-3. Planning Information Required Documentation

Planning Information	
1. Price and Availability/LOA data relative to the Case	
2. LOA Data used to prepare the LOA format	A. Tasking Direction
	B. Internal memoranda/worksheets
	C. Financial analysis and termination liability reserve data
	D. Methodology for computing the payment schedule reflected in the LOA
	E. Pricing data (e.g., DSAMS Document Pricing Calculations Report- RP069)
3. Response(s) to foreign purchaser if initially presented in a format other than an LOA	
4. Correspondence related to exceptions or waivers (e.g., nonrecurring cost recovery)	

*Table 6-4. Security Assistance Survey Required Documentation

Security Assistance Survey Documentation	
1. Defense requirements survey report (or cross-reference to where the report is located)	
2. Site survey report (or cross-reference thereto)	

*Table 6-5. Foreign Military Sales (FMS) Contractual Instruments Required Documentation

FMS Contractual Instruments	
1. Congressional notification documentation	
2. LOA	
3. Amendment(s) to the LOA	
4. Modification(s) of the LOA	
5. Any memoranda of understanding or memoranda of agreement relating to the LOA, amendments or modifications	
6. Correspondence relative to internal review(s)/coordination	A. Letter forwarding an advanced copy of (unsigned) LOA to purchaser pending the results of congressional review, if applicable
	B. Letter of Transmittal of countersigned LOA, if applicable
7. Correspondence/letters of transmittal to purchaser and acceptance of the LOA	

*Table 6-6. Financing Arrangements Required Documentation

Financing Arrangements
1. Financing agreements
2. North Atlantic Treaty Organization country-to-country agreements
3. Requests and approvals for special waivers from routine loan conditions
4. Federal Acquisition Regulation/Defense Federal Acquisition Regulation Supplement exception requests and approvals
5. Contract administration support waiver requests and approvals

*Table 6-7. Financial Control Required Documentation

Financial Control Documents
1. Request and Approval of FMS Obligational Authority (Department of Defense (DD) Form 2060 or automated system equivalent)
2. FMS Planning Directive (DD Form 2061 or automated system equivalent)
3. Expenditure authorizations
4. Documentation concerning DoD Component internal allotments or delegations of obligational and expenditure authorizations
5. Final Defense Integrated Financial System Financial Management Worksheet, as applicable

*Table 6-8. Implementation Directives Required Documentation

Directives
1. FMS program/case directives
2. Program management plans
3. Implementing project directives
4. Implementation letters
5. Amendments or updates to #1-4

*Table 6-9. Defense Security Assistance Management System (DSAMS) and Defense Security Cooperation Agency (DSCA) 1200 System Update Required Documentation

DSAMS and DSCA 1200 System Update
1. Copies of worksheets or other evidence that the DSAMS and DSCA 1200 Systems were updated at the appropriate times

*Table 6-10. Case Execution Required Documentation

Case Execution Required Documentation
1. Documents substantiating annual financial and logistical reconciliation (see Chapter 7, Subparagraph 070102.H)
2. Documents substantiating payment schedule revisions (see Chapter 4, Section 0402) to include purchaser-requested schedules (and approvals)
3. Purchase requests
4. USG contracts with commercial vendor
5. Work requests and project orders
6. Military Interdepartmental Purchase Requests
7. Internal billing documentation (e.g., Voucher for Transfers between Appropriations and/or Funds (Standard Form (SF) 1080), Materiel Inspection and Receiving Report (DD Form 250), Temporary Duty orders/vouchers)
8. Requisition document control listings (e.g., QRR and the annual consolidation of the QRR)
9. Receipt document from FMS purchaser or purchaser's representative, (a freight forwarder) with official purchaser signature
10. Invitational travel orders

*Table 6-11. Special Logistics Required Documentation

Special Logistics Documents
1. Cooperative Logistics Supply Support Arrangements Foreign Military Sales Order I Equity Listing
2. Concurrent Spare Parts listing
3. Other (e.g., Air Force Security Assistance Management Integration System local management reports)

*Table 6-12. Accessorial Charges Required Documentation

Accessorial Charges
1. Applicable documentation to substantiate the reporting of actual (instead of the estimated percentage) packing, crating, handling and transportation costs

*Table 6-13. Government Furnished Materiel (GFM) Required Documentation

GFM
Note: The inclusion of GFM as part of a case requires special attention from a financial standpoint since the GFM becomes a part of the major item being procured. Unless this information is included as part of another section , this section should have the documentation listed below
1. Listing by contract number of contracts under which GFM may be requisitioned by contractors
2. Listing of GFM by requisition or document numbers
3. Worksheets/backup data showing that packing, crating, handling and transportation costs for other than Defense Working Capital Funds items has been added to the base price of GFM

*Table 6-14. Foreign Military Sales (FMS) Billing Required Documentation

FMS Billing Documentation
Note: The detailed nature and size of this documentation may render inclusion in the case folder impractical. In such instances, it is sufficient to maintain a local record or checklist, showing that the documentation and lists have been reviewed, as necessary, to monitor progress, detect errors, and perform satisfactory financial oversight
1. FMS Billing Statement (DD Form 645), and FMS delivery listing and financial forecast attachments. Replies to purchaser requests for adjustments are filed in a subsequent section . Include any documents pertaining to Special Billing Arrangements directly associated with the case
2. DFAS SCA prepared Command Pay Listing (if filed in case file folder)
3. Documentation relating to delivery transactions
4. DFAS SCA worksheets and correspondence maintained in the case file folder appendices
5. Correspondence related to authorized exceptions to normal billing procedures

*Table 6-15. Supply Discrepancy Reports (SDR) Billing Required Documentation

SDR Billing Documentation
1. Supply Discrepancy Reports (SF 364)
2. Correspondence/documentation relative to such discrepancies
3. DFAS SCA reply to purchaser requests for listing of adjustments

*Table 6-16. Reviews Required Documentation

Reviews	
1. The minutes and other correspondence resulting from:	A. FMS implementation review
	B. Country program/case review
	C. FMS financial management review

*Table 6-17. Case Closure Required Documentation

Case Closure Documentation
1. The DoD Component's case closure certification to DFAS SCA. The final DD Forms 2060 and 2061 should be on file in the "Financial Control Documents" section
2. Any correspondence with DFAS SCA or other organizations relative to the case closure certification
3. The final DD Form 645 (DFAS SCA only)
4. The case closure checklist. A sample case closure checklist that may be used is found in Chapter 3, Table 3-2
5. The case closure notification sent to DFAS SCA via e-mail or fax as well as the system generated CII case closure transaction
6. A directory identifying the location of stored case records

*Table 6-18. Reopened Case Required Documentation

Reopened Case Documentation
Note: This section is only operative if the case, once closed, must be reopened
1. All correspondence and data about why the case had to be reopened, including the written authorization(s) approving the reopening
2. The refinalized DD Forms 2060 and 2061 (filed in "Financial Control Documents" section)
3. The closure certification
4. The final DD Form 645

*Figure 6-1. Key Planning Milestones [Template](#)¹

Event	Planned Date of Completion	Actual Date of Completion
LOR acknowledged		
Completed DD Form 2061 or automated equivalent (DSAMS RP069)		
LOA Data completed		
Congressional notifications completed, as necessary		
LOA prepared		
LOA countersigned/mailed to purchaser		
LOA implemented		
LOA lines delivery complete (delivery transactions with estimated prices submitted)		
001		
002		
Additional lines as needed		
LOA lines financially complete (delivery transactions with actual prices submitted)		
001		
002		
Additional lines as needed		
Final DD Form 2060 forwarded to DFAS SCA		
Case closure notification forwarded to DFAS SCA		

¹ Other milestone plans as developed by the Implementing Agencies may be used.