



DEFENSE INFORMATION SYSTEMS AGENCY

6910 COOPER AVENUE
FORT GEORGE G. MEADE, MD 20755-0549

MEMORANDUM FOR DISTRIBUTION

APR 07 2026

SUBJECT: Fiscal Year (FY) 2026 Contract Requirements Schedule

Making the most effective use of scarce resources requires applying special scrutiny to appropriations that will expire for purposes of making new obligations. Preliminary planning is essential to maximize our buying power as we shift available resources to fund the Department's highest priorities. To optimize the use of available resources, the J8 – Office of the Chief Financial Officer/Comptroller, in coordination with DISA Directorates and Organizations, will monitor, track, and close all financial transactions.

As in previous fiscal year-end processes, the deadlines to submit complete requirements packages (see Attachment 1) will be strictly enforced. Therefore, DISA Directorates and Organizations must take this into account in building and executing their Annual Program Plans. The emphasis is to be able to complete FY sensitive actions by J8's soft close date, 23 September 2026.

This memorandum, with Attachment 1, provides guidance and notification of the significant events and cut-off dates for submitting requirements for FY26 sensitive contracting actions. Advance planning is essential for all acquisitions, regardless of dollar value. Planning and development of procurable requirements packages achieves the optimum use of available funds, accurate and complete financial accounting and reporting, and timely year-end execution and closeout. Additionally, the Procurement Services Directorate (PSD) may be migrating to a new contract writing system in FY26, which could cause unintended delays in the award process. Therefore, advance planning is vital to ensure procurable requirement packages are submitted prior to deadlines.

I am confident that through proper planning and teamwork we will again have an orderly and successful year-end. The PSD and J8 are prepared to support your mission needs. Please reach out to personnel across these offices for assistance. My points of contact for this memorandum are Mr. Brian Leyda, Procurement Services Executive (Acting), at (667) 892-8801 or brian.k.leyda.civ@mail.mil and Ms. Barbara Crawford, Chief Financial Officer/Comptroller, at (667) 890-1491 or barbara.c.crawford.civ@mail.mil.

PAUL T. STANTON, Ph.D.
Lieutenant General, USA
Director

Attachment:
PSD End of Fiscal Year Cut-Off Instructions and Dates

DISA Memo, DIR, Fiscal Year (FY) 2026 Contract Requirements Schedule

Distribution:

Director (DIR)

Deputy Director (DDIR)

Chief of Staff (COS)

Senior Enlisted Advisor (SEA)

Director, Procurement Services Directorate (PSD)

Director, Acquisition (ACQ)

General Counsel (GC)

Inspector General (IG)

Small Business Office (OSBP)

Protocol (DDCA)

Chaplain (DDCH)

Director, Office of Equal Employment Opportunity Compliance (OEEOC)

Director, Enterprise Integration, & Innovation (EII)

Director, Manpower & Personnel J1

Director, Intelligence & Information Environment J2

Director, Operations, Plans, & Exercises J3/5/7

Director, Facilities & Logistics J4

Director, Command, Control, Communications, and Computers (C4) Enterprise J6

Chief Financial Officer, Programming, Budget, Execution, & Requirements J8

Director, Hosting & Compute J9

Director, Secretary of Defense Communications (SDC)

Director, White House Situation Support Staff (WHSSS)

Commander, Department of Defense Cyber Defense Command (DCDC)

Commander, White House Communications Agency (WHCA)