

## **Attachment 1 – Procurement Services Directorate (PSD) End of Fiscal Year (FY) Cut-Off Instructions and Dates**

For planning purposes, PSD has established the below cut-off dates for **contracting** actions involving expiring appropriations and/or actions that must be awarded at the end of FY 2026, or not later than October 9, 2026. The dates identified represent the latest dates for which PSD automatically assigns a “low” risk to award the action by the **“soft close” date of September 23, 2026, as established by the J8 – Office of Chief Financial Officer/Comptroller. If award is required prior to the “soft close” date to meet mission requirements for performance/delivery, Mission Partners (MPs) must adjust their package submission accordingly.** TSR/TSO based requirements are not subject to the “soft-close” procedures; therefore, the stated cut-off dates for these requirements are representative of the schedule risks to award these requirements before the end of the FY. To be considered timely, PSD must receive a complete and actionable requirements package, inclusive of funding<sup>1</sup> and associated 7600A as required/applicable, in accordance with the instructions on the Defense Information Technology Contracting Organization’s (DITCO) Information Technology and Telecommunications Acquisition Package Submission and Ordering Guide website (<https://www.ditco.disa.mil/Contracts/ItInstruct>) by the dates shown on “PSD FY 2026 Cut-off Dates” below.

PSD/DITCO recognizes there may be a limited number of mission critical requirements that cannot be submitted by the established cut-off dates. For these rare instances, DITCO may accept the requirement subject to a review and approval process. DITCO will make every effort to award these late requirements in a timely manner, but the MP should understand that late submission of requirements adds significant risk associated with contract award by the mission need date and/or prior to the expiration of funds on September 30; therefore, DITCO cannot give assurances beyond **“best efforts”**. The risk of execution increases exponentially the further from the cut-off dates a late funding/requirements package is submitted to DITCO; early coordination with DITCO for late packages is critical. MPs are encouraged to coordinate with DITCO on the executability of a late package prior to processing a late form to avoid unnecessary late forms for actions that are non-executable.

*Please note 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.*

Actions submitted after the cut-off dates shall be submitted to the cognizant DITCO office email box for processing. The submitter and the **cognizant technical points of contact for the acquisition shall be readily available (to include after hours if necessary) and responsive to inquiries** from DITCO and/or the J8 staff from time of submittal through award of the contract action to address contractual or financial matters related to the acquisition. Lack of availability or responsiveness of the submitter and/or cognizant technical points of contact jeopardizes the ability of DITCO to execute the contract action by the mission need date, agency identified soft

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<sup>1</sup>Funding and an approved late form (i.e., MP Request for PSD Acceptance of Requirement after Published Cut-off Dates) remain requirements of the complete/actionable acquisition package after funds sweep on September 8th for both DISA appropriated (i.e., General Fund) and Defense Working Capital Fund (DWCF) requirements.

close date, and/or the expiration of funds on September 30th.

| DITCO Office            | Requirements Inbox Email                                                                                                                                                                                                                                             |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DITCO-EUROPE (PS5)      | <a href="mailto:disa.stuttgart.ditco.mbx.ps51@mail.mil">disa.stuttgart.ditco.mbx.ps51@mail.mil</a> (Western Europe & Africa)<br><a href="mailto:disa.stuttgart.ditco.mbx.ps52@mail.mil">disa.stuttgart.ditco.mbx.ps52@mail.mil</a> (Eastern Europe & Southwest Asia) |
| DITCO-NCR (PS6)         | <a href="mailto:disa.meade.psd.mbx.ncr-it-requirements-inbox@mail.mil">disa.meade.psd.mbx.ncr-it-requirements-inbox@mail.mil</a>                                                                                                                                     |
| DITCO-PAC (PS7)         | <a href="mailto:disa.fordisland.ditco.mbx.procurement@mail.mil">disa.fordisland.ditco.mbx.procurement@mail.mil</a>                                                                                                                                                   |
| DITCO-SCOTT (PS82)      | <a href="mailto:disa.scott.ditco.mbx.telecom@mail.mil">disa.scott.ditco.mbx.telecom@mail.mil</a>                                                                                                                                                                     |
| DITCO-SCOTT (PS83/PS84) | <a href="mailto:disa.scott.ditco.mbx.it-requirements@mail.mil">disa.scott.ditco.mbx.it-requirements@mail.mil</a>                                                                                                                                                     |
| *DITCO-SCOTT (PS85)     | <a href="mailto:disa.scott.ditco.mbx.ditco-jwcc@mail.mil">disa.scott.ditco.mbx.ditco-jwcc@mail.mil</a>                                                                                                                                                               |
| DITCO-DCCO (PSA)        | <a href="mailto:disa.meade.psd.mbx.dcco-requirement-inbox@mail.mil">disa.meade.psd.mbx.dcco-requirement-inbox@mail.mil</a>                                                                                                                                           |

\*The use of DISA's Acquisition Package Preparation System (DAPPS) is required for package preparation and submission

Requirements packages submitted after the specified cut-off date shall include the following:

1. Complete and actionable requirements package in accordance with the aforementioned DITCO website, including funding. Incomplete requirement packages will be returned to the MP without further action. Funds that are directed for use by J8 (e.g., approved UFRs, funds already in spend plan, and agency fallout dollars) still require completion of the PSD late form.
2. Late form titled "Mission Partner (MP) Request for Procurement Services Directorate (PSD) Acceptance of Requirement after Published Cut-Off Dates" (Enclosure 1). A separate and distinct form must be completed by the MP and signed for each contract action. If a singular contract action includes multiple funding documents, a separate form is **not** required for each funding document. MPs are reminded to review J8-specific guidance and instructions for final dates to submit funding packages to J8, which will be prior to PSD cut-off dates (see Note 1 under PSD FY 2026 Cut-Off Dates).

The MP signature authority is delineated below and is non-delegable. Common Access Card/electronic signature is encouraged to expedite processing.

- A. DISA requirements: Director (SES-level or equivalent), Civilian Deputy or Military Deputy, or Chief of Staff (or comparable) level
- B. External MP requirements: Director/Division Chief or higher

Upon receipt of a complete and final acquisition package accompanied by a late form, an expedited review of the acquisition package will occur, and PSD will process the package for an approval/disapproval decision. The approval authorities are as follows.

| Condition(s)                                                                                                                                                       | “Recommended by”<br>Signature Authority   | Approval Authority                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------|
| DISA appropriated requirements with “Low”, “Medium”, or “High” risk                                                                                                | In accordance with local DITCO procedures | Chief of the Contracting Office (CoCO)                                 |
| DISA non-appropriated requirements (regardless of risk designation)                                                                                                | In accordance with local DITCO procedures | CoCO                                                                   |
| External Mission Partner requirements (regardless of risk designation)                                                                                             | In accordance with local DITCO procedures | CoCO                                                                   |
| DISA appropriated requirements if recommending disapproval (e.g., high risk or non-executable)*<br>*PSD/J8 coordination required prior to PSD Front Office routing | Head of the Contracting Office (HCO)      | Procurement Services Executive (PSE), Vice PSE, or PSD Deputy Director |

*Note: Late form metrics for all risk levels will be reported in the PSD Director’s SITREP to provide situational awareness to Agency leadership.*

For approved packages, PSD/DITCO will notify the MP and process the package accordingly. Disapproved packages will be returned to the MP without further action. Should the MP choose to modify the requirement to allow normal processing in the next FY with an award after October 9, 2026, the complete package must be resubmitted (no late form required) with a revised need date. A consolidated report of all late requirements will be provided to the Director, the Senior Procurement Executive (SPE), and DISA Directors at the completion of the FY.

The following requirement/funding packages are exempt from the “Mission Partner (MP) Request for Procurement Services Directorate (PSD) Acceptance of Requirement after Published Cut-Off Dates” form process:

- Requirements associated with emergency declarations (e.g., natural or man-made disasters) and/or active/emergent combat operations.
- Administrative unilateral modifications not otherwise identified in the enclosed PSD FY 2026 Cut-off Dates; contact the Contracting Officer directly for information regarding these types of modifications.
- Awards pending funding document actions: Funding packages submitted after the PSD FY 2026 Cut-off Dates for additional funds that are required for award of a contract action previously submitted to PSD (e.g., situation where the apparent awardee’s quote/proposal is higher than funding previously provided).
- Funding/requirement packages that do not require PSD to begin processing before October 1, 2026, that are submitted after September 30, 2026, but require award prior to October 9, 2026. MPs should understand that waiting to submit packages until after September 30 for actions that must be awarded in early October may still add significant

risk associated with a timely award depending upon the complexity/nature of the action; therefore, DITCO cannot give assurances beyond “best efforts”. MPs should consult the PSD published Procurement Acquisition Lead Times (PALTs) at <https://www.ditco.disa.mil/Contracts/PALT> to ensure packages are submitted on time.

**PSD FY 2026 CUT-OFF DATES**  
(J8 soft close is September 23, 2026)

| TYPE OF ACTION                                                                                                                                                                                                           | FY26 DATE<br>(Soft Close<br>September 23,<br>2026)        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| FAR Part 15 Contracts and Open Market requirements for Services (all \$ values), or competitive orders for Services over \$10M                                                                                           | Contact Chief of the Contracting Office as dates may vary |
| Other Transaction Agreements for Prototype Projects or follow-on Production under \$100M                                                                                                                                 | 4-May                                                     |
| COMSATCOM Commodity Services against Multiple Award ID/IQ Contracts, BPAs, and GSA Schedules                                                                                                                             | 27-May                                                    |
| Competitive Orders for Services against Multiple Award ID/IQ Contracts, BPAs and GSA Schedules – All contract types under \$10M                                                                                          |                                                           |
| Open Market Requirements (Competitive and Non-Competitive) over \$10M – Products                                                                                                                                         | 1-Jul                                                     |
| ***TSR/TSO funded Orders for New Telecommunications Services against Multiple Award ID/IQ contracts, BPAs and IQO (Note: TSR/TSO funded orders are those requirements which are submitted within DSF, DMP, and/or WWOLS) | 8-Jul                                                     |
| *GSM-O II and DES Orders                                                                                                                                                                                                 |                                                           |
| Orders for Products against Multiple Award ID/IQ Contracts (e.g., NASA SEWP and CHESS), BPAs, GSA Schedules over \$10M requiring a J&A other than an already approved Class J&A (e.g., Brand Name and Sole Source)       | 15-Jul                                                    |
| Sole Source Orders for Services against Multiple Award ID/IQ Contracts, BPAs and GSA Schedules                                                                                                                           |                                                           |
| ***TSR/TSO funded Orders for non-pre-priced Telecommunications Services against single award ID/IQ contracts and BPAs                                                                                                    |                                                           |
| *JWCC Task Orders, Scenario 2b (RFP/Technical Proposal - BVTO)                                                                                                                                                           |                                                           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Modifications which require the contractor submit a proposal to add new work to an existing contract/order (e.g., surge) or otherwise negotiate a business arrangement requiring a bi-lateral modification (including de-obligations)                                                                                                                                                                                                                | 29-Jul |
| Orders for Services against Single Award ID/IQ contracts and BPAs                                                                                                                                                                                                                                                                                                                                                                                    |        |
| Open Market Requirements (Competitive and Non-Competitive) under \$10M – Products                                                                                                                                                                                                                                                                                                                                                                    |        |
| *JWCC Scenario 3 (Lump Sum from Maximum Number of Contractors), and TOs with Exceptions to Fair Opportunity                                                                                                                                                                                                                                                                                                                                          |        |
| Current contract and/or task or delivery order option exercises: To exercise options for contracts and orders that expire on or before September 30th of the current fiscal year or on or before October 9th of the next fiscal year<br><b><u>(Note: Contact cognizant Contracting Officer for required date should your contract require more than 30-day notice of intent to exercise option and the current period ends prior to 30 Sep).</u></b> | 5-Aug  |
| Orders for Products against Multiple Award ID/IQ Contracts (e.g., NASA SEWP and CHESS), BPAs, GSA Schedules under \$10M requiring a J&A other than an already approved Class J&A (e.g., Brand Name and Sole Source)                                                                                                                                                                                                                                  |        |
| Orders for Products against Multiple Award ID/IQ Contracts (e.g., NASA SEWP and CHESS), BPAs, Agency Catalogs, and GSA Schedules covered by a Class J&A (i.e., actions not requiring a stand-alone J&A) – Competitive and non-Competitive valued at \$15M or above.                                                                                                                                                                                  |        |
| *JWCC Task Orders, Scenario 2a (RFP/Technical Proposal - LPTA)                                                                                                                                                                                                                                                                                                                                                                                       |        |
| Orders for Products and COMSATCOM Services against Single Award ID/IQ Contracts and BPAs                                                                                                                                                                                                                                                                                                                                                             | 19-Aug |
| Orders for Products against Multiple Award ID/IQ Contracts (e.g., NASA SEWP and CHESS), BPAs, Agency Catalogs, and GSA Schedules covered by a Class J&A (i.e., actions not requiring a stand-alone J&A) – Competitive and non-Competitive valued under \$15M.                                                                                                                                                                                        |        |
| *JWCC Task Orders, Scenario 1 (RFP/no technical proposal – LPTA)                                                                                                                                                                                                                                                                                                                                                                                     |        |
| *Orders/modifications against JELAs                                                                                                                                                                                                                                                                                                                                                                                                                  | 9-Sep  |
| Modifications for optional quantities on existing PLEO task orders.                                                                                                                                                                                                                                                                                                                                                                                  |        |
| *JWCC Task Orders, Scenario 4 (RFP/equal lump sum dollar amounts to EACH contractor)                                                                                                                                                                                                                                                                                                                                                                 |        |
| **Funding Modifications that do not require the contractor submit a proposal to an existing contract/order or otherwise negotiate a business arrangement requiring a bi-lateral modification (e.g., incremental funding modifications)                                                                                                                                                                                                               | 22-Sep |

|                                                                                                                   |        |
|-------------------------------------------------------------------------------------------------------------------|--------|
| ***TSR/TSO funded Orders for pre-priced Telecommunications Services against Single Award ID/IQ contracts and BPAs | 23-Sep |
|-------------------------------------------------------------------------------------------------------------------|--------|

*\*Dates for select contracts listed above take precedence (e.g., the dates listed for GSM-O II and DES actions take precedence over the date identified for Orders for Services against Single Award ID/IQ contracts and BPAs).*

*\*\*At the discretion of the CoCO, in instances where PSD has previously confirmed executability of a funding only modification (e.g., incremental funding balance validated through DISA's UFR process), PSD may consider receipt/acceptance of the late request without submission of the completed late form by the MP; however, PSD will still capture the requirement data for the consolidated report of all late requirements.*

*\*\*\*TSR/TSO funded orders that originate within DISA Storefront or DISA Marketplace are not subject to late forms. Please review the DITCO provided remarks within the requirement's respective Status of Acquisition Messages (SAM) regarding DITCO's ability to fulfill the requirement within FY26*

**Note 1:** *PSD cut-off dates do NOT account for time necessary for program offices to obtain funding from J8 (e.g., does not include time for AOB or capital investment determinations). Program offices should factor additional time (e.g., 10-14 business days) for J8 processing and J8specific cut-off dates to enhance the likelihood that the complete/actionable requirements package is submitted to PSD by the cut-off date.*

**Note 2:** *Due to time zone considerations and unique constraints, DITCO Europe (PS5) and DITCO Pacific (PS7) may adjust individual dates for select categories. If so, PS5 and PS7 will issue clarifying guidance directly to their MPs. If your organization is supported by PS5 or PS7 and needs a copy of the supplemental guidance, please contact their office through the email address provided in the table on page 2.*

### **ACRONYM LIST**

| <b>Acronym</b> | <b>Description</b>                                                                      |
|----------------|-----------------------------------------------------------------------------------------|
| AOB            | Annual Operating Budget                                                                 |
| BPA            | Blanket Purchase Agreement                                                              |
| CHESS          | Computer Hardware Enterprise Software and Solutions                                     |
| COMSATCOM      | Commercial Satellite Communications                                                     |
| DES            | Defense Enclave Services                                                                |
| DMP            | DISA Marketplace                                                                        |
| DSF            | DISA Storefront                                                                         |
| GSA            | General Services Administration                                                         |
| GSM-O          | Global Information Grid (GIG) Services Management – Operations                          |
| ID/IQ          | Indefinite Delivery/Indefinite Quantity                                                 |
| IQO            | Inquiry/Quote/Order                                                                     |
| JELA           | Joint Enterprise License Agreement                                                      |
| JWCC           | Joint Warfighting Cloud Capability (JWCC)                                               |
| J&A            | Justification and Approval                                                              |
| NASA SEWP      | National Aeronautics and Space Administration Solutions for Enterprise-Wide Procurement |
| PLEO           | Proliferated Low Earth Orbit                                                            |
| TSO            | Telecommunications Service Order                                                        |
| TSR            | Telecommunications Service Request                                                      |
| UFR            | Unfunded Requirement                                                                    |
| WWOLS          | World-Wide Online Support System                                                        |