PGI 204.8 -CONTRACT FILES

Parent topic: PGI Part 204 - ADMINISTRATIVE AND INFORMATION MATTERS

PGI 204.804 Closeout of contract files.

(1) Data supporting contract closeout (e.g., DD Form 1594, Contract Completion Statement) are electronically transmitted throughout DoD. Defense Logistics Manual 4000.25, Defense Logistics Management Standards (DLMS), Volume 7, Contract Administration, Chapter 4, Contract Completion Status Reporting, available at https://www.dla.mil/Defense-Data-Standards/Publications/Vol-7-Administration/, contains detailed instructions regarding closeout and electronic data transmission.

(i) The administration office closeout date for file purposes will be the date in Block 9d of the DD Form 1594 or agency equivalent.

(ii) If the contracting office must do a major closeout action that will take longer than 3 months after the date shown in Block 9d of the DD Form 1594—

(A) The purchasing office closeout date for file purposes will be the date in Block 10e of the DD Form 1594 or agency equivalent; and

(B) The contracting office shall notify the contract administration office of the revised closeout date by either sending a copy of the completed DD Form 1594 or by electronically transmitting the data.

(iii) Completion of block 10 is not required, when the contracting office accepts the closeout date in block 9d of the DD Form 1594 (or agency equivalent) and the contract completion statement is posted to the Electronic Data Access (EDA) system as required by PGI 204.804-2.

(iv) Closeouts posted to EDA are considered part of the contract file and do not need to be duplicated in any other version of the contract file.

(v) A contract modification is not needed to deobligate excess funds when block 5 is completed, and this deobligation will occur upon distribution of the contract completion statement. Send a notification and a copy of the contract completion statement to the comptroller to allow general ledger reconciliation.

(vi) A contract qualifies for an automated closeout process if the contract—

(A) Only has firm-fixed-price line items;

(B) Does not exceed $500,000; and

(C) Does not include any of the following provision and clauses:

(*1*) FAR 52.211-11, Liquidated Damages—Supplies, Services, or Research and Development.

(*2*) FAR 52.216-7, Allowable Cost and Payment.

(*3*) FAR 52.227-9, Refund of Royalties.

(*4*) FAR 52.227-11, Patent Rights—Ownership by the Contractor.

(*5*) FAR 52.227-13, Patent Rights—Ownership by the Government.

(*6*) FAR 52.232-16, Progress Payments.

(*7*) FAR 52.232-29, Terms for Financing of Purchases of Commercial Products and Commercial Services.

(*8*) FAR 52.232-30, Installment Payments for Commercial Products and Commercial Services.

(*9*) FAR 52.232-32, Performance-Based Payments.

(*10*) FAR 52.245-1, Government Property.

(*11*) FAR 52.248-1, Value Engineering.

(D) DoD components may add further limitations to ensure all contract requirements have been completed prior to closeout.

(E) Basic ordering agreements, blanket purchase agreements, and indefinite-delivery contracts can be automatically closed using automated contract closeout procedures after all orders are closed and the ordering period has expired.

(3)(iv) A department or agency requesting a waiver of any provisions of acquisition law or regulation to carry out the closeout procedures shall forward the request and any supporting documentation to the Office of the Principal Director, Defense Pricing, Contracting, and Acquisition Policy (Contract Policy) via email to osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil. The Principal Director, Defense Pricing, Contracting, and Acquisition Policy, will forward the request to USD(A&S), as appropriate.

PGI 204.804-1 Closeout by the office administering the contract.

(1) Locally developed forms or a statement of completion may be used instead of the DD Form 1594, Contract Completion Statement, and use the administration office closeout date. Whichever method is used, the form shall be retained in the contract file and copies sent to EDA and financial systems using the American National Standards Institute (ANSI) X12 Electronic Data Interchange (EDI) 567 transaction set.

(2) For contracts valued above the simplified acquisition threshold and not subject to the automated closeout procedures at PGI 204.804-3 , prepare a DD Form 1597, Contract Closeout Check List (or agency equivalent), to ensure that all required contract actions have been satisfactorily accomplished.

PGI 204.804-2 Closeout of the contracting office files if another office administers the contract.

(1) When an office other than the contracting office administers the contract, the administering office shall—

(i) Provide the contracting office an interim contract completion statement when the contract is physically completed using the ANSI X12 567;

(ii) Prepare a DD Form 1597, Contract Closeout Check List or agency equivalent, if necessary, to determine that all the required actions have been completed;

(iii) Initiate DD Form 1593, Contract Administration Completion Record, if necessary to obtain statements from other organizational elements that they have completed the actions for which they are responsible; and

(iv) Upon final payment—

(A) Process a DD Form 1594 or the electronic equivalent verifying that all contract administration office actions have been completed; and

(B) Send the original DD Form 1594 or the electronic equivalent to the contracting office for filing in the contract file and send a copy to EDA and financial systems using the ANSI X12 567.

(2) If the administrative contracting officer (ACO) cannot close out a contract within the specified time period (see FAR 4.804-1), the ACO shall notify the procuring contracting officer (PCO) within 45 days after the expiration of the time period of—

(i) The reasons for the delay; and

(ii) The new target date for closeout.

(3) If the contract still is not closed out by the new target date, the ACO shall again notify the PCO with the reasons for delay and a new target date.

PGI 204.804-4 Physically completed contracts.

A basic ordering agreement, blanket purchase agreement, or an indefinite-delivery contract can be closed after—

(i) All orders have been closed; and

(ii) The ordering period has expired.

PGI_204.804-5 Procedures for closing out contract files.

When the Governmentwide commercial purchase card is the sole method of payment—

(1) The contractor’s final invoice is not required to close a contract or order; and

(2) The contract completion statement—

(i) Does not require the final voucher number and date;

(ii) Does not require the final invoice number and date; however

(iii) Requires the final acceptance date.

(3) Additional guidance on the Governmentwide commercial purchase card can be found at https://www.acq.osd.mil/asda/dpc/ce/pc/docs-guides.html.