



Contract Closeout Overview

Defense Pricing and Contracting

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www.dodprocurementtoolbox.com

May 20, 2021



Training will begin shortly! Please take note of the content below:

Webinar Access

- If you have Chrome as a web browser, please use Chrome instead of IE.
- To access training, please pick one:
 - Click the WebEx link to view the live video presentation, and use computer speakers for audio
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Administrative Concerns

- **Do not announce yourself, we are not taking attendance**
- **Continuous Learning certificate instructions will be given at the end of the training, please wait until the end for further instructions**
- **Training slides can be download from the DoD Procurement Toolbox under 'Contract Closeout' and 'Training and Resources' <https://dodprocurementtoolbox.com/site-pages/training-resources>**
- **Please place all questions in the chat by responding to everyone, we will not be allowing verbal questions until the end of the training, time permitting**
- **Trainings are recorded and will be posted to the Procurement Toolbox (please allow a few weeks for posting)**



Agenda

- **Electronic Closeout Closeout**
- **PIEE Contract Closeout Module**
- **Special Contract Closeout Policy**
- **EDA Procurement Instruments Awarded and Closed Report**
- **EDA & FPDS Contract Closeout Clean-up Initiative**
- **PIEE Records Retention and Destruction**
- **Questions**



Electronic Contract Closeout



Electronic Contract Closeout Topics

- What policy is applicable?
 - DFARS PGI
 - DFARS
 - FMR
- How does it work?
- What tools can be used?



Standard Data Policy for Closeout

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

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 Electronic Document Access (EDA) and financial systems using the **American National Standards Institute (ANSI) X12 Electronic Data Interchange (EDI) 567 transaction set**.

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

(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**.

**Whether you close your own contracts, or someone else's
a 567 needs to be sent.**



The Data Standard for Closeout

ANSI X12 567 also called a DLMS 567C is an electronic version of the DD form 1594.

The standard is found in DLM 4000.25 Volume 7 Chapter 4.

Site Navigation: Defense Logistics Agency > HQ > InformationOperations > EBSO Home > DLMS Programs > DLMS Programs - DLMS (dla.mil)

Web Link: <https://www.dla.mil/HQ/InformationOperations/DLMS/DLMSPPrograms/dlms/>

Like the DD form 1594 the 567C can be used for multiple purposes:

- Identifying a contract is physically complete
- Identifying a delay in closeout
- PCO requesting a different closeout date
- **Closing the Contract**



Federal Procurement Data System (FPDS) Close-Out Requirement

DFARS 204.606

(ii) The “Status” is changed to “Closed” in one of three ways:

(A) User reports a modification using “Closeout” in the “Reason for Modification” field. This should be rare and only occur when a modification being issued actually closes the award in that modification (not just prepares for it). If a contract action report is finalized with “Closeout” as the value, it will no longer be able to be corrected by the user. Users will need to contact the FPDS help desk to perform any corrections.

(B) User with “Closeout” privileges in FPDS marks the award as closed. This will be rare in DoD; only the DoD and Service lead system administrators will be given these privileges.

(C) An agency system sends a “Close” notice via web services to FPDS.

Web service to FPDS is automatic if a 567C is sent to EDA

Over 10,000,000 Closeout Notices sent to FPDS since FY17



Deobligation at Contract Closeout

The FMR Volume 3 Chapter 8 081612 A identifies that deobligation can result from multiple actions including "...determination of final contract closure..."

"081612. De-obligation of Dormant Obligations

- A. *Within 10 calendar days of their identification by the Funds Holders, all required de-commitments, de-obligations, adjustments or corrections identified must be initiated and substantiated by evidence of ongoing corrective actions. Contract de-obligations result from a contract modification, determination of final contract closure, documented adjustments or corrections, cancellation of an order, or when funds are determined to be excess of contract requirements as a result of a periodic review by the Contracting Officer...."*

081612 B.1. discusses the use of the DD1594 or electronic equivalent.

"B.1. It is the responsibility of the contracting officer to send notification to the Financial Manager, Program Office, and Funds Holder denoting that a contract is complete and no further valid transactions will be forthcoming through the use of a DD Form 1594, Contract Completion Statement (DD 1594), or electronic equivalent as described in DFARS, PGI 204.804. The Funds Holder must reconcile the contract expenses and disbursements prior to the modification and/or the closeout DD 1594."



Deobligation Prior to Contract Closeout

081612 B.2 covers the deobligation of funds prior to closure where a modification is required.

"B.2. Once the contracts have been physically completed the contracting officer administering the contract must review the contract funds status and notify the Funds Holder of any funds excess to the needs of the contract that can be deobligated prior to contract closeout. De-obligation will be done through the use of a contract modification."

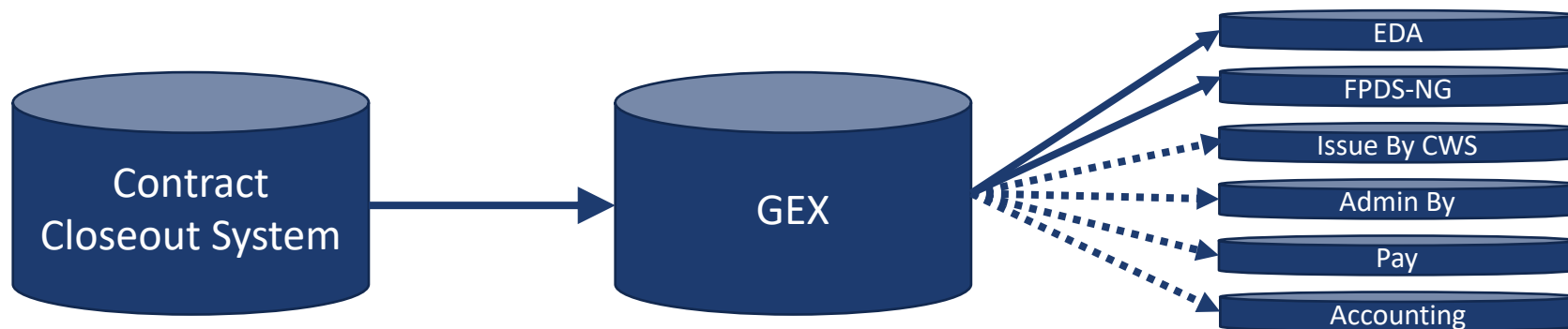
In Summary:

- If a deobligation occurs before contract closeout, a modification is required (FMR Volume 3 Chapter 8 081612B.2).
- At closeout a DD form 1594 or electronic equivalent can be used to deobligate funds, a modification is not required (FMR Volume 3 Chapter 8 081612 B.1).



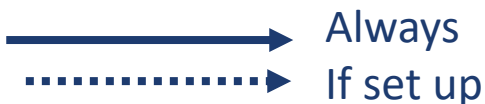
567C Contract Closeout Notice Data Routing*

Contract Closeout System sends
single transaction with single header.
GEX will route.



Routing by DoDAAC for issue, admin, and pay offices; and by AAI for accounting

If 567C is used a closeout modification is not required





Electronic Closeout Systems

Current:

- MOCAS – DCMA
- EBS – DLA
- CAMIS – ONR
- SPS – Army, Navy, Defense Agencies
- PIEE Contract Closeout – Air Force, Space Force, Defense Agencies, available to all

Planned:

- NPS – Navy
- IT Contract Closeout/IQO Contract Closeout– DISA
- DCMA plans to move to PIEE Contract Closeout



DoD Automated Closeout Policy

DFARS PGI 204.804-(3)(1) *Automated contract closeout*. As permitted by FAR 4.804-5(a), automated contract closeout allows a system to initiate and execute the closeout action. The contract qualifies for the automated closeout process if the contract—

- (i) Is firm-fixed priced;
- (ii) Does not exceed a total contract value of \$500,000 (inclusive of exercised options); and
- (iii) Does not contain any of the following provisions requiring administrative action at closeout:
 - (A) FAR 52.211-11 Liquidated Damages—Supplies, Services, or Research and Development.
 - (B) FAR 52.216-7 Allowable Cost and Payment.
 - (C) FAR 52.227-9 Refund of Royalties.
 - (D) FAR 52.227-11 Patent Rights—Ownership by the Contractor.
 - (E) FAR 52.227-13 Patent Rights—Ownership by the Government.
 - (F) FAR 52.232-16 Progress Payments.
 - (G) FAR 52.232-29 Terms for Financing of Purchases of Commercial Items.
 - (H) FAR 52.232-30 Installment Payments for Commercial Items.
 - (I) FAR 52.232-32 Performance-Based Payments.
 - (J) FAR 52.245-1 Government Property.
 - (K) FAR 52.248-1 Value Engineering.

Three Systems perform Automated Closeout:

- MOCAS
- EBS
- PIEE



PIEE Contract Closeout Module



PIEE Contract Closeout Module



Automated Closeout:

- Automatically closes the contract and creates the 567C for contracts that meet the automated contract closeout criteria.
- Is triggered by the payment of a final invoice.
- Requires PDS data in EDA, invoicing in WAWF, invoicing in MyInvoice
- The Contracting Officer has 60 days to stop auto-close.

Manual Closeout:

- Allows for the manual generation of the DD1594 and contract completion checklist.
- Information is imported and prepopulated to support closeout from EDA, WAWF and MyInvoice.
- Can be used for any contract that can't be auto-closed.



Automated Contract Closeout Overview

- As permitted by FAR 4.804-5(a), Automated Contract Closeout (ACCO) allows a system to initiate and execute the closeout action without action on the part of the Contracting Officer administering the contract.
- ACCO is a capability that currently resides in PIEE.
- A contract qualifies for the ACCO process if it meets all of the criteria in both boxes at the right:
- If the contract meets all of the criteria for ACCO as outlined above, a notification will be sent to the organization administering the contract making them aware that if they do not take action, the contract will be closed in 60 days.
- After the 60 days has lapsed, an electronic Contract Completion notice, also known as the EDI 567C, will be created and posted to EDA. A Contract Closeout notification will also be sent to and stored in FPDS.
- If an organization is aware of an issue that should prevent closeout, the organization must place the contract on hold within the 60-day limit. Upon release of the hold, the contract will automatically close when the 60 days has passed.

DFARS PGI 204.804-3 Requirements for Automated Contract Closeout

Contract Type = Firm-fixed priced

Contract Value does not exceed \$500,000 (inclusive of exercised options)

Contract does not contain any of the following provisions requiring administrative action at closeout:

- (A) FAR 52.211-11 Liquidated Damages—Supplies, Services, or Research and Development.
- (B) FAR 52.216-7 Allowable Cost and Payment.
- (C) FAR 52.227-9 Refund of Royalties.
- (D) FAR 52.227-11 Patent Rights—Ownership by the Contractor.
- (E) FAR 52.227-13 Patent Rights—Ownership by the Government.
- (F) FAR 52.232-16 Progress Payments.
- (G) FAR 52.232-29 Terms for Financing of Purchases of Commercial Items.
- (H) FAR 52.232-30 Installment Payments for Commercial Items.
- (I) FAR 52.232-32 Performance-Based Payments.
- (J) FAR 52.245-1 Government Property.
- (K) FAR 52.248-1 Value Engineering.

Additional Automated Contract Closeout Requirements

All shipments for the contract must be in a processed or extracted status in Wide Area Work-Flow (WAWF)

A final invoice must have been submitted in WAWF

A "Paid" status must be present in WAWF (sourced from MyInvoice data)

Contract does not contain any of the following provisions:

- FAR 52.216-16 Incentive Price Revision – Firm Target
- FAR 52.216-17 Incentive Price Revision – Successive Targets
- FAR 52.219-9 Small Business Subcontracting Plan
- DFARS 252.227-7039 Patents – reporting of subject inventions

Contracts, orders, and all subsequent modifications must be present in EDA in Procurement Data Standard (PDS) compliant status if a Contract Writing System (CWS) was used to generate to contract action.



Manual Contract Closeout Module Overview

- The Contract Closeout Module in PIEE assists users in performing the contract closeout process as defined in FAR 4.804 in an electronic environment.
- The PIEE CCO module can be used to close any contract, regardless of whether the contract is in EDA, uses PDS, or is invoiced using WAWF.
- Fields within the tool also have the ability to prepopulate with any data that is available in PIEE.
- The PIEE CCO module allows the Contracting Officer to create and update the closeout checklist in an electronic format and forwards the resulting Contract Completion Statement in the form of an EDI 567C to EDA.
- Following Closeout, this tool also distributes the contract completion statements electronically to FPDS in accordance with the requirements in DFARS PGI 204.804.
- Organizations responsible for contract administration that do not have a contract closeout tool capable of meeting all of the requirements in FAR 4.804 and DFARS PGI 204.804 shall use the PIEE Contract Closeout Module in lieu of manual or partially automated processes.
- Leveraging the PIEE CCO module to perform closeout will improve efficiency, enforce compliance with applicable policy, and ensure that contract completion statements are shared in standard formats and distributed to all appropriate downstream systems.
- The PIEE CCO module also improves the auditability and timely recovery of excess funds. The PIEE CCO module is available to Contracting Officers or Specialists who have EDA access with an active Upload/Inactive Contracts role.
- Web based training on the PIEE CCO module is available at: <https://wawftraining.eb.mil/wbt/xhtml/wbt/closeout/index.xhtml>

The screenshot shows a web application interface for creating a contract closeout worksheet. The header bar includes 'Contract Closeout', 'Create', 'Search', and a user profile 'User : Demo Builder' with an 'Exit' button. The main title is 'Contract Closeout Worksheet - Create'. Below this is a 'Contract Information' section with a dropdown arrow. The form contains several fields: 'Select Role' (dropdown menu showing 'Contract Officer'), 'Admin By Location Code' (dropdown menu showing 'S0512A'), 'Contract Number' (text input field showing '12'), 'Select Contract Number Type' (dropdown menu showing 'International Agreement'), 'Issue By Location Code' (dropdown menu showing 'S2401A'), and 'Delivery Order Number' (empty text input field).



Registration & Roles

- **Who should register for Contract Closeout Modules in PIEE?**
 - All Contract Office personnel involved in contract closeout processes via Contract Closeout
 - All Contracting Officers who may have contracts Auto-closed by Contract Closeout or will use PIEE for Manual Closeout
- **What Roles are available?**
 - Contract Specialist
 - Contracting Officer
 - View Only



How do I Register?

Click on 'Register' button



Register

Help/Training

Certificate Login

Certificate Login

CAC Help?

User ID Login

User ID

Password

Login

Forgot your User ID? | Forgot your Password? | Who's my GAM?

System Messages

(2016-JUN-28 00:00 MDT) System: **All** Subject: WAWF 5.9 Validation Warning Messages **Message For: All Users**

"Attention: If you receive the following informational message "IRAPT VALIDATION WARNING MESSAGES" and the Pop-Up window does not display "click "OK" to proceed", please try the following steps:

1. Turn off Pop-Up Blockers in your Web Browser. 2. Clear your browser History Folder and Cookies. 3. Clear your browser cache. 4. Close all browser windows. 5. Open new browser and type in the WAWF URL <https://wawf.eb.mil> to access the WAWF website. (Do NOT use any favorites or shortcuts).

If the above options still do not resolve the issue please try a different web browser. (Internet Explorer, Firefox, Chrome)

CORT - These same steps can also be used if the pop-up confirmation box is not displaying to process/reject nominations."

(2016-JUN-19 00:00 MDT) System: **All** Subject: Help Desk Phone Options have Changed **Action Required!** **Message For: All Users**

"The Electronic Business Service Desk phone menu options have changed. Choose option #1 for all calls related to iRAPT, EDA, CORT, NCCS, My Invoice, and GEX. Choose option #2 for all calls concerning IUID."





Contract Closeout Email Workflow

1.

Sun 12/24/2017 3:06 AM

disa.ogden.eis.mbx.wawfnoreply@mail.mil

HT001416P1530\HT0014\Automated Contract Closeout Initiated

o Roedek, John F CIV DHA DHA CAE (US)

Contract will be systematically closed out on 2018/04/23

Contract Number: HT001416P1530

Delivery Order Number:

Issue By: HT0014

To prevent the automated contract closeout, access the Contract Closeout application at Wide Area Workflow e-Business Suite and place the contract on hold.

THIS IS A SYSTEM GENERATED EMAIL MESSAGE. PLEASE DO NOT RESPOND TO THIS EMAIL.

2.

Sat 12/23/2017 2:21 AM

disa.ogden.eis.mbx.wawfnoreply@mail.mil

Contract Closeout Worksheet Initiated for W91QUZ06D0010 / V306

o Roedek, John F CIV DHA DHA CAE (US)

A Contract Closeout Worksheet has been initiated:

Contract Number: W91QUZ06D0010

Delivery Order Number: V306

Issue By: HT0011

Admin By: HT0011

Please access the WAWF e-Business Suite to evaluate the Contract Closeout Worksheet.

THIS IS A SYSTEM GENERATED EMAIL MESSAGE. PLEASE DO NOT RESPOND TO THIS EMAIL.

3.

Mon 12/11/2017 11:32 PM

disa.ogden.eis.mbx.wawfnoreply@mail.mil

Reminder - Contract Closeout Worksheets Initiated for HT0038

o Roedek, John F CIV DHA DHA CAE (US)

Contract Closeout Worksheets were initiated for the following Contracts:

Contract Number: HT003816F0003

Delivery Order Number: null

Issue By: HT0038

Admin By: HT0038

Initiation Date: 2017-10-11 21:27:03

Please access the WAWF e-Business Suite to evaluate the Contract Closeout Worksheet(s).

THIS IS A SYSTEM GENERATED EMAIL MESSAGE. PLEASE DO NOT RESPOND TO THIS EMAIL.

Each of these emails represent a contract that requires action in the PIEE Contract Closeout Module:

1. The first notifies of an automated closeout and requires review for additional action such as hold.
2. The second notifies that automated closeout didn't occur, but that a worksheet was created and meets closeout with final invoice but may require admin action.
3. The third is a reminder of the first email but it's nearing closeout time period.



Accessing the PIEE Contract Closeout Module

Click to access

WideAreaWorkFlow
e-Business Suite 5.10.1

User ▾ Security ▾ Administration ▾ Help

User : cora_EDA_Admin2 ✕ Logout


Last Successful Logon Date: 2017/08/28 11:16:30 EDT

Last Unsuccessful Logon Attempt: 2017/07/20 14:35:36 EDT

Welcome to Wide Area Work Flow e-Business Suite

 Electronic Document Access

 Contract Closeout

 Contract Deficiency Reports

 Web Based Training

The following roles may have access to the Contract Closeout Module:

- Contracting Officer – to view, hold, create, update, release and close a manual CCO worksheet
- Contracting Specialist - to view, hold, create, update and release (if authorized) a manual CCO worksheet
- CCO View Only role – view only



Navigating the PIEE Contract Closeout Module

Contract Closeout

Create ▾

Search ▾

User : JOHN ROECK

Ex

System Messages

(2017-NOV-09 11:03) System: **All** Subject: 5.11.0 EDI/FTP Changes **Action Required! Critical! Message For: All Users**

5.11.0 is scheduled to be deployed over the weekend of December 8-10, 2017

5.11.0 ECP 1124 - Changes to Cost Vouchers, the Unit of Measure will now default to "M4" (Monetary Value) and the Quantity will default to "1". This will affect the Document Total, as documents submitted with a quantity greater than one will load with quantity "1". For EDI documents, this may result in failure if the TDS01 field is calculated to reflect a quantity greater than "1". For FTP this may result in a successful submission but with the wrong Document Total.

WS-Security Header Changes: The WS-Security Header will be modified to require a Timestamp element to be added to every API request. If the Timestamp is not provided, the user will receive an error indicating that the Timestamp is missing.

(2017-DEC-10 00:00) System: **All** Subject: IRAPT document validation warnings. **Action Required! Critical! Message For: All Users**

Be advised when creating or accepting documents in IRAPT validations warnings will appear with regard to prepopulated data. These validation warnings should **not** prevent the submission or acceptance of a document in IRAPT. The warnings are intended to prompt users to verify data before taking action.

See ECP1126 - "Tightening Pre-population Business Rules" in the "What's New" document for additional details <https://wawtraining.eb.mil/wbt/xhtml/vbt/overview/WhatsNew.pdf>

- System Messages and menu options are displayed on the Home page of the Contract Closeout Module
- Note that the 'Create' menu option is only available for the Contracting Officer and Contracting Specialist
- The search item has two functions:
 - Search Hold contracts and Automated worksheets
 - The search is by DODAAC



Placing a Hold on Automated Closeout

Click 'Search' then select
'Contract Closeout Hold'

https://wawf.eb.mil/ - Contract Closeout - Internet Explorer

Contract Closeout Create Search User : JOHN ROECK

System Messages

- Contract Closeout Hold
- Contract Closeout Worksheet

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Placing a Hold on Automated Closeout (Cont'd)

https://wawf.eb.mil/ - Contract Closeout - Internet Explorer

Contract Closeout Create Search

Search Criteria - Contract C

Issue By Location Code

Contract Number

--- Please Select ---
HT0003
HT0011
HT0014
HT0015
HT0038
HT9402

Delivery Order Number

JOHN ROECK

Ex

Select a DoDAAC within the 'Issue By Location Code'



Changing the Automated Closeout Hold Status

https://wawf.eb.mil/ - Contract Closeout - Internet Explorer

Contract Closeout Create Search

Search Result

#	<u>Contract Number</u>	<u>Delivery Order Number</u>	<u>Closeout Date</u>	<u>Hold Status</u>	Action
1	HT001517F0077		2018-01-25	N	--Select One-- <input type="checkbox"/>
2	HT001517F0080		2018-01-25	N	--Select One-- <input type="checkbox"/>
3	HT001515F0078		2018-01-25	N	--Select One-- <input type="checkbox"/>
4	HT001517F0100		2018-02-01	N	--Select One-- <input type="checkbox"/>
5	HT001516P0007		2018-02-01	N	--Select One-- <input type="checkbox"/>
6	HT001517F0123		2018-02-02	N	--Select One-- <input type="checkbox"/>
7	HT001517F0071		2018-02-09	N	--Select One-- <input type="checkbox"/>
8	HT001517P0006		2018-02-16	N	--Select One-- <input type="checkbox"/>
9	HT001517F0104		2018-02-17	N	--Select One-- <input type="checkbox"/>
10	HT001517F0103		2018-02-25	N	--Select One-- <input type="checkbox"/>

Prev [1] 2 3 4 Next

Submit Previous Help

- In the action column, select 'Y' or 'N' to change Hold status, then click 'submit'
 - 'Y' = yes, a contract is now placed on hold for Automated Closeout and updates the Contract Closeout Worksheet status to 'Hold'
 - 'N' = no, a contract is not on hold for Automated Closeout and will be processed for Automated Closeout if it qualifies



Manual Closeout in PLEE

Manual closeout can be initiated in two ways:

- System initiated – When a final invoice on a contract has been paid, but the contract does not meet the criteria for auto-close (email notification).
- User initiated – Whenever a user wants to start taking actions toward closeout once the contract is physically complete.

The Contract Closeout Module will pre-populate as much content as possible based on what information is available in PLEE



Accessing a Manual Closeout Worksheet in PIEE

Contract Closeout

Create ▾

Search ▾

User : JOHN ROECK

Ex

System Messages

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- System Messages and menu options are displayed on the Home page of the Contract Closeout Module.
- Note that the 'Create' menu option is only available for the Contracting Officer and Contracting Specialist roles.



Opening a Manual Worksheet

Click to create a new Contract Closeout Worksheet

Contract Closeout Worksheet

System Messages

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Click the 'Contract Closeout Worksheet' link from the 'Create' menu drop-down.



Creating a Manual Worksheet (Step 1 of 4)

Contract Closeout

Create ▾

Search ▾

User : DCMA_CCO_Contract_Officer

Exit

Contract Closeout Worksheet - Create

Contract Information

Select Role

Contract Officer



Admin By Location Code

S2401A



Contract Number

W56HZV15P0344

Select Contract Number
Type

--- Please Select ---



Issue By Location Code

--- Please Select ---



Delivery Order Number

On the Contract Closeout Worksheet – Create screen, enter all mandatory fields then click the 'Populate Worksheet' button.

✓ Populate Worksheet

Help



Creating a Manual Worksheet (Step 2 of 4)

Contract Closeout Create ▾ Search ▾ User : DCMA_CCO_Contract_Officer ✕ Exit ▾

Contract Closeout Worksheet - Create

Contract Information

Contract Type

--- Please Select --- ▾

Contract Number

W56HZV15P0344

Delivery Order Number

Date of Physical Completion

Target Completion Date

↻ Apply Changes

Contract Closeout Checklist

+ Add Action Item

Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer						N	Edit / Delete

✓ Create

⌚ Save

➔ Reassign

☑ Complete

⬅ Previous

📘 Help

When the user enters a date in the Date of Physical Completion field, the Target Completion Date will be automatically calculated.



Creating a Manual Worksheet (Step 3 of 4)

Contract Closeout

Create ▾

Search ▾

User : Cora Leung ✕ Exit

Contract Closeout Worksheet - Create

Contract Information

Contract Type

Cost Plus Award Fee ▾

Contract Number

W56HZV15P0344

Date of Physical
Completion

2017/06/26

2019/02/26

↻ Apply Changes

Message from webpage



The Forecast Completion Date will be recalculated for all action items on this worksheet based on the Contract Type, Date of Physical Completion, Target Completion Date, and Final Invoice Date. Continue?

OK

Cancel

Contract Closeout Checklist

+ Add Action Item

Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer						N	Edit / Delete

✓ Create

⌚ Save

➡ Reassign

📧 Complete

⬅ Previous

📘 Help

- Once the user clicks the 'Apply Changes' button, a popup message will be displayed.
- Click 'OK' from the popup to continue.



Creating a Manual Worksheet (Step 4 of 4)

Contract Closeout

Create ▾ Search ▾

User : Cora Leung ✕ Exit

Contract Closeout Worksheet - Create

Contract Information

Contract Closeout Checklist

+ Add Action Item

Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete
Disposition of Classified Material	DD 254	Security Officer			2017/06/26			N	Edit / Delete

Contractor

NOTE: Address information will attempt to auto populate if the Location Code is changed.

✓ Create

⌂ Save

➔ Reassign

📧 Complete

⬅ Previous

📘 Help

- In the Contract Closeout Checklist section, the Action Items are prepopulated from the contract.
- Action Items may be added, edited and deleted by clicking the respective links.



Adding Items to a Worksheet

<input type="checkbox"/>	Final Patent Report Submitted	52.227-11, 13, 252.227-7039	Patent Officer
<input type="checkbox"/>	Final Royalty Report Cleared	52.227-9	Contracting Officer
<input type="checkbox"/>	Final Royalty Report Submitted	52.227-9	Contracting Officer
<input type="checkbox"/>	Final Subcontracting Plan Report Submitted	52.219-9	Contracting Officer
<input type="checkbox"/>	Final Voucher submitted	Cost or T&M	Contracting Officer
<input type="checkbox"/>	Issuance of Report of Contract Completion	For MOCAS SCD 1 & 2	
<input type="checkbox"/>	Move Clause calculations to the database	CC-98 - ECP1107	Madhu CCO
<input type="checkbox"/>	No Outstanding Value Engineering Change Proposal	52.248-1	Contracting Officer
<input type="checkbox"/>	Plant Clearance Report Received	52.245-1	PLCO
<input type="checkbox"/>	Price Revision Completed	52.216-16, 17	Contracting Officer
<input type="checkbox"/>	Prior Year Overhead Completed	Cost contracts	Contracting Officer
<input checked="" type="checkbox"/>	Property Clearance Received	52.245-1	Property Administrator
<input type="checkbox"/>	Recoupment of Financing Payments	52.232-16, 52.232-29, 30, 52.232-32	
<input type="checkbox"/>	Settlement of Liquidated Damages	52.211-11	Contracting Officer
<input type="checkbox"/>	Settlement of Subcontracts by the prime	Cost or T&M	Contracting Officer
<input type="checkbox"/>	Settlement of all interim or disallowed costs (DCAA Form 1)	Cost or T&M	Contracting Officer
<input type="checkbox"/>	Termination Docket Completed	Termination (T4C) Modification	TCO

✓ Save

▼ Cancel

After selecting an Action Item, click the 'Save' button.



Saving a Manual Worksheet

Contract Closeout

Create ▾ Search ▾

User : Cora Leung ✕ Exit

Contract Closeout Worksheet - Create

Contract Information ▸

Contract Closeout Checklist ▾

+ Add Action Item

Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete
Disposition of Classified Material	DD 254	Security Officer	N60951	wawf-test@caci.com	2017/06/26		View	N	Edit / Delete
Property Clearance Received	52.245-1	Property Administrator			2017/06/26			N	Edit / Delete

Contractor ▾

✓ Create

⌂ Save

➔ Reassign

✉ Complete

⬅ Previous

ℹ Help

- When edits of the checklist is completed, the 'Save' button is available on the bottom of the screen.
- User can click the 'Save' button to save the worksheet and work on it later.



Adding Attachments


Disposition of Classified Material

Item Data Attachments

Attachments

Attachment

⚠ Contract Closeout is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Name	Action
 documentation.pdf	✕ Delete

In the 'Attachments' tab, the user may upload file attachments.



Adding Attachments (Cont'd)

Contract Closeout

Create ▾

Search ▾

User : Cora Leung

Exit

Contract Closeout Worksheet - Create

Contract Information

Contract Closeout Checklist

+ Add Action Item

Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete
Disposition of Classified Material	DD 254	Security Officer	N60951	wawf-test@caci.com	2017/06/26		View	N	Edit / Delete
Property Clearance Received	52.245-1	Property Administrator			2017/06/26			N	Edit / Delete

Contractor

✓ Create

Save

→ Reassign

Complete

← Previous

Help

- After clicking the 'Save' button from the previous popup window, item data will be added to the Contract Closeout Checklist table.
- Note view link when attachments are imbedded.



Saving a Manual Worksheet

Contract Closeout

Create ▾ Search ▾

User : Cora Leung ✕ Exit

Contract Closeout Worksheet - Create

Contract Information

Contract Closeout Checklist

+ Add Action Item

Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete
Disposition of Classified Material	DD 254	Security Officer	N60951	wawf-test@caci.com	2017/06/26		View	N	Edit / Delete
Property Clearance Received	52.245-1	Property Administrator			2017/06/26			N	Edit / Delete

Contractor

✓ Create **Save** → Reassign Complete < Previous ⓘ Help

- When edits of the checklist is completed, the 'Save' button is available on the bottom of the screen.
- User can click the 'Save' button to save the worksheet and work on it later.



Saving a Manual Worksheet (Cont'd)

Contract Closeout

Create ▾

Search ▾

User : Cora Leung

Exit

Contract Closeout Worksheet - Saved

The Contract Closeout Worksheet has been successfully saved. Notification emails are not distributed while the Contract Closeout Worksheet is in a 'Saved' status.

Contract Information

Contract Type

Cost Plus Award Fee



Contract Number

W56HZV15P0344

Delivery Order Number

Date of Physical
Completion

2017/06/26

Target Completion Date

2019/02/26

Apply Changes

Contract Closeout Checklist

+ Add Action Item

Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
-----------------------------	---------------------------	--------------------------	-------------------------------	-----------------------	--------------------------	-----------------------	-------------	------------	---------

✓ Create

Save

→ Reassign

Complete

← Previous

Help

Once the user clicks the 'Save' button, a success message will be displayed on the top of the page.



Views of a Worksheet

https://www.feb.mil/ - Contract Closeout - Internet Explorer

Contract Closeout Create Search User : JOHN ROECK Exit

Contract Closeout Worksheet - Initiated

Contract Information

Contract Closeout Checklist

Contractor

Contract Administration Office

Purchasing Office

Contract Completion

Contract Completion

Last Modification Number	P00003	Excess Funds Value (\$)	
IF FINAL PAYMENT HAS BEEN MADE, COMPLETE FINAL PAYMENT VOUCHER AND FINAL PAYMENT DATE			
Final Payment Voucher Number	00171120082	Final Payment Date	2017/11/20
IF FINAL APPROVED INVOICE FORWARDED TO D.O. OF ANOTHER ACTIVITY AND STATUS OF PAYMENT IS UNKNOWN, COMPLETE FINAL INVOICE NUMBER AND FINAL INVOICE DATE			
Final Invoice Number	250036Z	Final Invoice Date	2017/10/06
Shipment Number	SSI0036Z	Shipment Date	2017/09/29
Initiator Remarks			
Initiator Name		Initiator Date	

Previous Help

- Six screens comprise the worksheet view with each screen containing pre-populated data on the contract data from EDA.
- Mouse hover the right side of the views to open a wider view, click the arrow to open the view.
- Clicking the arrow again closes the window.
- Open each window to confirm data prior to proceeding with closeout.



Views of a Worksheet (Cont'd)

Contract Closeout

Create ▾

Search ▾

User : Cora Leung

Exit

Contract Closeout Worksheet - Saved

Contract Information

Contract Closeout Checklist

Contractor

NOTE: Address information will attempt to auto populate if the Location Code is changed.

Location Code

18265

Name

DONALDSON COMPANY, INC.

Address 1

Address 2

Address 3

City

MINNEAPOLIS

State

MN

Postal Code

55431

✓ Create

Save

→ Reassign

Complete

← Previous

Help

The Contractor CAGE Code, Name and Address are pre-populated from EDA for the contract.



Changing to In Progress

Contract Closeout

Create ▾

Search ▾

User : Cora Leung

✕ Exit

Contract Closeout Worksheet - Saved

Contract Information

Contract Closeout Checklist

Contractor

NOTE: Address information will attempt to auto populate if the Location Code is changed.

Location Code

18265

Name

DONALDSON COMPANY, INC.

Address 1

Address 2

Address 3

City

MINNEAPOLIS

State

MN

Postal Code

55431

✓ Create

🔄 Save

➡ Reassign

📄 Complete

⬅ Previous

ℹ Help

Once all the fields are reviewed as correct, click Create to change status to In Progress.



In Progress Worksheet

Contract Closeout

Create ▾

Search ▾

User : JOHN ROECK

Exit

Search Result

Sorted by Contract No. in ascending order ▾

Showing 20 items per page ▾

Item	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date	Target Closeout Date	Last Action Taken Date	Action Items Completed Date	Contract Close Date	DCAA Audit Complete	Percent Complete of Action Items (Steps)
1	HT001514P0004		HT0015	HT0015	In Progress	2017/12/10	2017/12/18	2017/12/18		2017/12/18		50%

- Results of a search for In Progress Worksheets.
- Note Status column and Percent completed.
- Click hyperlink of contract number to open.



Worksheet Completion

Contract Closeout

Create ▾

Search ▾

User : John Doe ✕ Exit

Contract Closeout Worksheet - In Progress

Contract Information

Contract Closeout Checklist

Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26	2017/06/26		N	Edit
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26	2017/06/25		N	Edit
Disposition of Classified Material	DD 254	Security Officer	N60951	wawf-test@caci.com	2017/06/26	2017/06/26	View	N	Edit / Send Reminder
Property Clearance Received	52.245-1	Property Administrator	FU4417	coleung@caci.com	2017/06/26	2017/06/26	View	Y	

Contractor

Location Code

18265

Name

DONALDSON COMPANY, INC.

Submit

Complete

Previous

Help

- All the items in 'Completed? Column' must be edited/deleted or completed to change status for Ready to Close status.
- When the Completed column is all Y, click Submit.



Ready to close

Contract Closeout

Create ▾

Search ▾

User : John Doe

Exit ▾

Success

- The Contract Closeout Worksheet has been successfully submitted.
- Status is: Ready to Close

Contract Number

W56HZV15P0344

Delivery Order Number

Issue By Location Code

W56HZV

Admin By Location Code

S0602A

Home

Help

- A success screen is displayed indicating that the worksheet is in “Ready to Close” status.
- Click the search function and status search for Ready to close.



Ready to Close (Cont'd)

Contract Closeout

Create ▾

Search ▾

User : John Doe ✕ Exit

Search Result

Sorted by Contract No. in ascending order ▾

Showing 20 items per page ▾

Item	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date	Target Closeout Date	Last Action Taken Date	Action Items Completed Date	Contract Close Date	DCAA Audit Complete	Percent Complete of Action Items (Steps)
1	W56HZV15P0344		S0602A	W56HZV	Ready to Close	2017/06/26	2019/02/26	2017/06/26	2017/06/26			100%

◀ Previous

Help

Contracting Officers Open the worksheet from the Contract Closeout Worksheet Search Result screen.



Contracting Officer Completion

IF FINAL APPROVED INVOICE FORWARDED TO D.O. OF ANOTHER ACTIVITY AND STATUS OF PAYMENT IS UNKNOWN, COMPLETE FINAL INVOICE NUMBER AND FINAL INVOICE DATE

Final Invoice Number

INV1204

Final Invoice Date

2017/06/23

Shipment Number

SHP1204

Shipment Date

2017/06/21

Initiator Remarks

Initiator Name

CORA LEUNG

Initiator Date

2017/06/26

Contracting Officer Remarks

Contracting Officer Name

JOHN DOE

Contract Close Effective
Date

Complete

Previous

Help

The Contracting Officer must click the 'Complete' button to sign and complete the closeout.



Contracting Officer Signature

Contract Closeout Create Search User : John Doe Exit

Contract Closeout Worksheet - F

Contract Information

Contract Type: Cost Plus Award Fee
Contract Number: W56HZV15P0344
Date of Physical Completion: 2017/06/26

Contract Closeout Checklist

Action Item (Required Step)	Identifier of Requirement	Organization	Contract	Email	Date	Action	Date Action Completed	Attachments	Complete ?
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26		2017/06/26		Y
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26		2017/06/25		Y
Disposition of Classified Material	DD 254	Security Officer	N60951	wawf-test@caci.com	2017/06/26		2017/06/26	View	Y
Property Clearance Received	52.245-1	Property Administrator	FU4417	coleung@caci.com	2017/06/26		2017/06/26	View	Y

Complete Previous Help

Sign Document

User ID: cora_government

Password:

All purchasing office actions required have been fully and satisfactorily accomplished. Contract file of this office is hereby closed.

- Upon clicking the 'Complete' button, a signature popup window will display.
- The Contracting Officer must click the 'Sign and Submit' button to digitally sign the worksheet and close the contract.



Completion Message

Contract Closeout

Create ▾

Search ▾

User : John Doe

Exit ▾

Success

- The Contract has been successfully closed. Notice has been distributed.

Contract Number	W56HZV15P0344
Delivery Order Number	
Issue By Location Code	W56HZV
Admin By Location Code	S0602A



Home



Help

Upon successful completion of the Contract Closeout Worksheet, a success page will be displayed and a 567C extract will be generated.



Special Contract Closeout Policy



Special Contract Closeout Policy Topics

- Quick Closeout
- Special Closeout Authority



Quick Closeout

42.708 -- Quick-Closeout Procedure.

(a) The contracting officer responsible for contract closeout shall negotiate the settlement of direct and indirect costs for a specific contract, task order, or delivery order to be closed, in advance of the determination of final indirect rates set forth in 42.705, if –

(1) The contract, task order, or delivery order is physically complete;

(2) The amount of unsettled direct costs and indirect costs to be allocated to the contract, task order, or delivery order is relatively insignificant. Cost amounts will be considered relatively insignificant when the total unsettled direct costs and indirect costs to be allocated to any one contract, task order, or delivery order does not exceed the **lesser of—**

(i) \$1,000,000; or

(ii) 10 percent of the total contract, task order, or delivery order amount;

(3) The contracting officer performs a risk assessment and determines that the use of the quick-closeout procedure is appropriate. The risk assessment shall include—

(i) Consideration of the contractor's accounting, estimating, and purchasing systems;

(ii) Other concerns of the cognizant contract auditors; and

(iii) Any other pertinent information, such as, documented history of Federal Government approved indirect cost rate agreements, changes to contractor's rate structure, volatility of rate fluctuations during affected periods, mergers or acquisitions, special contract provisions limiting contractor's recovery of otherwise allowable indirect costs under cost reimbursement or time-and-materials contracts; and

(4) Agreement can be reached on a reasonable estimate of allocable dollars.



Quick Closeout Class Deviation

Class Deviation – Quick-Closeout Procedures Threshold (2019-00009) Approved May 2, 2019

Effective immediately, contracting officers shall deviate from the quick-closeout procedures in Federal Acquisition Regulation (FAR) 42. 708(a) for cost reimbursement, time and material, labor hour, fixed-price incentive, and fixed-price redeterminable contracts, task orders, and delivery orders. Specifically, in lieu of the thresholds at FAR 42.708(a)(2)(i) and (ii), contracting officers shall consider cost amounts to be **relatively insignificant when the total unsettled direct and indirect costs to be allocated to any one contract, task order, or delivery order do not exceed \$2 million.**

Defense Contract Management Agency (DCMA) Administrative Contracting Officers (ACOs) are further authorized to deviate from FAR 42. 708(a)(2) and negotiate the settlement of direct and indirect costs for a specific contract, task order, or delivery order to be closed in advance of the determination of final direct costs and indirect rates set forth in FAR 42. 705 **regardless of the dollar value or percent of unsettled direct or indirect costs allocable to the contract.** This class deviation supersedes and incorporates the DCMA Quick-Closeout Procedure Class Deviation (DCMA 17-142), dated August 15, 2017.

Link to memo: <https://www.acq.osd.mil/dpap/policy/policyvault/USA001078-19-DPC.pdf>



Special Contract Closeout Authority

DFARS 204.804

(3)(i) In accordance with section 836 of the National Defense Authorization Act for Fiscal Year 2017 (Pub. L. 114-328) and section 824 of the National Defense Authorization Act for Fiscal Year 2018 (Pub. L. 115-91), contracting officers may close out contracts or groups of contracts through issuance of one or more modifications to such contracts without completing a reconciliation audit or other corrective action in accordance with FAR 4.804-5(a)(3) through (15), as appropriate, if each contract—

(A) Was entered into on a date that is at least 17 fiscal years before the current fiscal year;

(B) Has no further supplies or services due under the terms of the contract; and

(C) Has been determined by a contracting official, at least one level above the contracting officer, to be not otherwise reconcilable, because—

(1) The contract or related payment records have been destroyed or lost; or

(2) Although contract or related payment records are available, the time or effort required to establish the exact amount owed to the U.S. Government or amount owed to the contractor is disproportionate to the amount at issue.

(ii) Any contract or group of contracts meeting the requirements of paragraph (3)(i) of this section may be closed out through a negotiated settlement with the contractor. Except as provided in paragraph (3)(ii)(B) of this section, the contract closeout process shall include a bilateral modification of the affected contract, including those contracts that are closed out in accordance with a negotiated settlement.

(A) For a contract or groups of contracts, the contracting officer shall prepare a negotiation settlement memorandum that describes how the requirements of paragraph (3)(i) of this section have been met.

(B) For a group of contracts, a bilateral modification of at least one contract shall be made to reflect the negotiated settlement for a group of contracts, and unilateral modifications may be made, as appropriate, to other contracts in the group to reflect the negotiated settlement.

(iii) For contract closeout actions under paragraph (3) of this section, remaining contract balances—

(A) May be offset with balances in other contract line items within the same contract, regardless of the year or type of appropriation obligated to fund each contract line item and regardless of whether the appropriation obligated to fund such contract line item has closed; and

(B) May be offset with balances on other contracts, regardless of the year or type of appropriations obligated to fund each contract and regardless of whether such appropriations have closed.

(iv) USD(A&S) is authorized to waive any provision of acquisition law or regulation in order to carry out the closeout procedures authorized in paragraph (3)(i) of this section (see procedures at PGI 204.804 (3)(iv)).



2021 NDAA Section 820 modifying 2017 NDAA Section 836 Contract closeout authority

Closeout any contract or group of contracts

- Was entered into;

(A) with respect to a contract or group of contracts not described in subparagraph (B), at least 7 fiscal years before the current fiscal year; and

(B) with respect to a contract or group of contracts for military construction (as defined in section 2801 of title 10, United States Code) or shipbuilding, at least 10 fiscal years before the current fiscal year; and

The Performance or delivery was completed four years prior to the current fiscal year; and

- No further supplies or services deliverables due under the terms and conditions of the contract; and
- Determined by the Secretary of Defense to be not otherwise reconcilable because—
 - Records have been destroyed or lost; or
 - Time or effort required to determine the exact amount owed to the United States Government or amount owed to the contractor is disproportionate to the amount at issue.
- Without completing a reconciliation audit or other corrective action
- Remaining contract balances may be offset with balances within a contract or within other contracts regardless of the year or type of appropriation
- The Secretary of Defense is authorized to waive any provision of acquisition law or regulation to carry out the authority, with notice to Congress
- No liability for contracting officers or financial personnel

DFARS Case In Progress



EDA Procurement Instruments Awarded and Closed Report



Log into PIEE and Enter the EDA Module

PIEE
6.8.0 Procurement Integrated Enterprise Environment

My Account Help

User :

Last Suc
Last Uns

Welcome to the Procurement Integrated Enterprise Environment

Award

Solicitation

Solicitation

Post Award Admin

EDA

Electronic Data Access

Operational Support

JAM

Joint Appointment Module

PCM

Purpose Code Management



Select 'Award Reports' under the 'Reports' section

Then select 'Procurement Instruments Awarded and Closed'

Electronic Data Access

What would you like to do?

- Dashboard
- Award Data
- CID Database
- Commercial Catalogs
- Create Query
- Saved Queries
- Tasks
- Reports
 - Award Reports**
 - CDR Reports
 - MyInvoice Reports
 - System Property Audit Reports

Contract Phonebook by Contracts	The Contract Phonebook Report provides the ability to search for key individuals on a contract pulling data from key sources. This includes Role on Contract, Location Code, First/Last Name, Email and Phone Number.	VIEW REFERENCE GUIDE
DCAA Report	This report provides the detail for a given Contract#/Order# for detailed audit data reporting. The details are at multiple levels such as CLIN, ACRN, Modifications, and Invoice/Vouchers. The report also provides header information details such as Contractor name, Cage Code, contract type, Obligated and funding amount and the Contract Effective start and end dates.	VIEW REFERENCE GUIDE
Enterprise Award File	This report provides the various Pre-award and Award documents that are relevant for the specified Contract#/Order#. The report also allows for downloading all of them or only the selected documents of interest.	VIEW REFERENCE GUIDE
Mods Changing Location Report	The Mods Changing Location Report provides information on locations changed by mod to include Paying Office, Contract Issuing Office and Contract Administrative Office.	VIEW REFERENCE GUIDE
Ordering Instrument PIID Status	This report provides the detail on the contract status for a given Contract# either all the Contracts or just the Open/close contracts. The Optional filter criteria for the report are FY for the contract#, Issue Office DoDAAC, Admin Office DoDAAC and/or Pay Office DoDAAC.	VIEW REFERENCE GUIDE
Procurement Instruments Awarded and Closed	This report is in two flavors namely the Summary and Detail formats. The report summarizes the data output by one of the three attribute - a) Issue Office Agency, b) Admin Office Agency and c) Pay Office DoDAAC for a given FY (Fiscal Year). The report if run at the summary level allows for drill down at the detail level via the report output.	VIEW REFERENCE GUIDE



Choose 'Summary' or 'Detail' Report

Electronic Data Access

What would you like to do?

Dashboard

Award Data

CID Database

Commercial Catalogs

Create Query

Saved Queries

Tasks

Reports

Award Reports

This report is in a Beta phase. Please validate the accuracy of the data against the authoritative source(s) before using it for official purposes. If you do see data inaccuracies, please report them to the DISA helpdesk at: disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil / 866-618-5988, 801-605-7095.

Procurement Instruments Awarded and Closed (In Test)

Procurement Instruments Awarded and Closed (In Test)

Do you want to run a summary or detail report?

☒ Summary ☐ Detail

Search Bookmark

Cancel



Summary Report

Choose Fiscal Year that the Contracts/Orders were Issued in

Electronic Data Access

What would you like to do?

This report is in a Beta phase. Please validate the accuracy of the data against the authoritative source(s) before using it for official purposes. If you do see data inaccuracies, please report them to the DISA helpdesk at: disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil / 866-618-9988, 801-605-7095.

Procurement Instruments Awarded and Closed (In Test)

Procurement Instruments Awarded and Closed (In Test)

Do you want to run a summary or detail report?
☒ Summary ☐ Detail

*Group data by
☒ Contract Issue Office Agency
☐ Contract Admin Office Agency
☐ Contract Pay Office DoDAAC

*FY of PIID Issue
Required...

Contract Pay Office DoDAAC
Optional

Contract Issue Office Agency
Find Group

Include Subgroups?
☐

Contract Admin Office Agency
Find Group

Include Subgroups?
☐

Search Bookmark

Cancel



Select Component and Include Subgroups to Query Data for the Entire Organization

Electronic Data Access

What would you like to do?

This report is in a Beta phase. Please validate the accuracy of the data against the authoritative source(s) before using it for official purposes. If you do see data inaccuracies, please report them to the DISA helpdesk at: disa.global.servicedesk.mbx.tb-ticket-requests@mail.mil / 866-618-5988, 801-605-7095.

Procurement Instruments Awarded and Closed (In Test)

Do you want to run a summary or detail report?

Summary Detail

*Group data by

*FY of PIID Issue

Contract Pay Office DoDAAC

Contract Issue Office Agency

Find Group

Include Subgroups?

Contract Admin Office Agency

Find Group

Include Subgroups?

Search Bookmark

Organizational Group Selection for Contract Issue Office Agency

Find Contract Issue Office Agency by the organizational group name, or select your specific group that you would like to use

Contract Issue Office Agency Find Organizational Group by Group Name

OR

Contract Issue Office Agency PEE Level 2
DEPT OF THE NAVY

Contract Issue Office Agency PEE Level 3
Select Contract Issue Office Agency PEE 3 Group

Save Cancel



Select 'Search' to Run the Report

Electronic Data Access

What would you like to do? 🔍 ⚙️ 🔌

- Dashboard
- Award Data
- CID Database
- Commercial Catalogs
- Create Query
- Saved Queries
- Tasks
- Reports**
 - Award Reports
 - CDR Reports
 - MyInvoice Reports
 - System Property Audit Reports
 - Contract Closeout Reports
 - Destruction Reports
 - GFP Reports
 - IUID Reports
 - PCM Reports
 - JAM Reports
 - NCCS Reports
 - WAWF Reports
 - Kibana Reports
 - Access and Account Management

This report is in a Beta phase. Please validate the accuracy of the data against the authoritative source(s) before using it for official purposes. If you do see data inaccuracies, please report them to the DISA helpdesk at: disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil / 866-618-5988, 801-605-7095.

Procurement Instruments Awarded and Closed (In Test)

Do you want to run a summary or detail report? ☒ Summary ☐ Detail

*Group data by

☒ Contract Issue Office Agency
☐ Contract Admin Office Agency
☐ Contract Pay Office DoDAAC

*FY of PIID Issue

2020

Contract Pay Office DoDAAC

Optional

Contract Issue Office Agency

Find Group DEPT OF THE NAVY

Clear Group

Include Subgroups?

Contract Admin Office Agency

Find Group

Include Subgroups?

Search Bookmark Cancel



View Summary of Report Results, Including Organization and Office Level Totals

Electronic Data Access

What would you like to do?

Procurement Instruments Awarded and Closed Report Results

Organization Level Summary

Note that 'Archive Retention' data is NOT currently accurate and should be ignored until further notice

Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Past Archive Retention Date	% Past Archive Retention Date
102568	75187	27381	26.70%	7	0.01%

Contract Issue Office Agency	Contract Issue Office DoDAAC	Contract Issue Office MAJCOM	Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Past Archive Retention Date	% Past Archive Retention Date	Detail Report
NAVY, DEPARTMENT OF THE	N00104	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) N00023	8448	2192	6256	74.05%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N00039	NAVAL INFORMATION WARFARE SYSTEMS COMMAND (NAVWAR) N00039	5411	5218	193	3.57%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N00189	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) N00023	4836	3553	1283	26.53%	1	0.02%	✓
NAVY, DEPARTMENT OF THE	N00383	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) N00023	4113	2242	1871	45.49%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N32205	COMMANDER, US FLEET FORCES COMMAND (USFLTFORCOM) N00060	4053	3441	612	15.10%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N40085	COMMANDER, NAVY INSTALLATIONS (CNI) N00052	3324	3022	302	9.09%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N68335	COMMANDER, NAVAL AIR SYSTEMS COMMAND (NAVAIR) N00019	2436	1999	437	17.94%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N00014	CHIEF OF NAVAL RESEARCH (ONR) N00014	2415	2338	77	3.19%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N62473	COMMANDER, NAVY INSTALLATIONS (CNI) N00052	2410	2071	339	14.07%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N66001	NAVAL INFORMATION WARFARE SYSTEMS COMMAND (NAVWAR) N00039	2353	2282	71	3.02%	0	0.00%	✓

Office Level
Summary



Choose to View 'Detail Report'

Electronic Data Access

What would you like to do?

Dashboard

Award Data

CID Database

Commercial Catalogs

Create Query

Saved Queries

Tasks

Reports

- Award Reports
- CDR Reports
- MyInvoice Reports
- System Property Audit Reports
- Contract Closeout Reports
- Destruction Reports
- GFP Reports
- IUID Reports
- PCM Reports
- JAM Reports
- NCCS Reports
- WAWF Reports
- Kibana Reports
- Access and Account Management

Procurement Instruments Awarded and Closed Report Results

Export Summary

Save Search

Refine Search

New Search

Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Past Archive Retention Date	% Past Archive Retention Date
102568	75187	27381	26.70%	7	0.01%

Contract Issue Office Agency	Contract Issue Office DoDAAC	Contract Issue Office MAJCOM	Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Past Archive Retention Date	% Past Archive Retention Date	Detail Report
NAVY,DEPARTMENT OF THE	N00104	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) N00023	8448	2192	6256	74.05%	0	0.00%	<input checked="" type="radio"/>
NAVY,DEPARTMENT OF THE	N00039	NAVAL INFORMATION WARFARE SYSTEMS COMMAND (NAVWAR) N00039	5411	5218	193	3.57%	0	0.00%	<input checked="" type="radio"/>
NAVY,DEPARTMENT OF THE	N00189	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) N00023	4836	3553	1283	26.53%	1	0.02%	<input checked="" type="radio"/>
NAVY,DEPARTMENT OF THE	N00383	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) N00023	4113	2242	1871	45.49%	0	0.00%	<input checked="" type="radio"/>
NAVY,DEPARTMENT OF THE	N32205	COMMAND, US FLEET FORCES COMMAND (USFLTFORCOM) N00060	4053	3441	612	15.10%	0	0.00%	<input checked="" type="radio"/>
NAVY,DEPARTMENT OF THE	N40085	COMMANDER, NAVY INSTALLATIONS (CNI) N00052	3324	3022	302	9.09%	0	0.00%	<input checked="" type="radio"/>
NAVY,DEPARTMENT OF THE	N68335	COMMANDER, NAVAL AIR SYSTEMS COMMAND (NAVAIR) N00019	2436	1999	437	17.94%	0	0.00%	<input checked="" type="radio"/>
NAVY,DEPARTMENT OF THE	N00014	CHIEF OF NAVAL RESEARCH (ONR) N00014	2415	2338	77	3.19%	0	0.00%	<input checked="" type="radio"/>
NAVY,DEPARTMENT OF THE	N62473	COMMANDER, NAVY INSTALLATIONS (CNI) N00052	2410	2071	339	14.07%	0	0.00%	<input checked="" type="radio"/>
NAVY,DEPARTMENT OF THE	N66001	NAVAL INFORMATION WARFARE SYSTEMS COMMAND (NAVWAR) N00039	2353	2282	71	3.02%	0	0.00%	<input checked="" type="radio"/>

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3

4

5

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Export Summary and Choose 'As CSV' or 'As Excel'

Electronic Data Access

Dashboard

Award Data

CID Database

Commercial Catalogs

Create Query

Saved Queries

Tasks

Reports

Award Reports

CDR Reports

MyInvoice Reports

System Property Audit Reports

Contract Closeout Reports

Destruction Reports

GFP Reports

IUID Reports

PCM Reports

JAM Reports

NCCS Reports

WAWF Reports

Kibana Reports

Access and Account Management

What would you like to do?

Export Summary

Save Search

Refine Search

New Search

Procurement Instruments Awarded and Closed Report Results

Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Past Archive Retention Date	% Past Archive Retention Date
102568	75187	27381	26.70%	7	0.01%

Contract Issue Office Agency	Contract Issue Office DoDAAC	Contract Issue Office MAJCOM	Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Past Archive Retention Date	% Past Archive Retention Date	Detail Report
NAVY, DEPARTMENT OF THE	N00104	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) N00023	8448	2192	6256	74.05%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N00039	NAVAL INFORMATION WARFARE SYSTEMS COMMAND (NAVWAR) N00039	5411	5218	193	3.57%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N00189	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) N00023	4836	3553	1283	26.53%	1	0.02%	✓
NAVY, DEPARTMENT OF THE	N00383	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) N00023	4113	2242	1871	45.49%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N32205	COMMANDER, US FLEET FORCES COMMAND (USFLTFORCOM) N00060	4053	3441	612	15.10%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N40085	COMMANDER, NAVY INSTALLATIONS (CNI) N00052	3324	3022	302	9.09%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N68335	COMMANDER, NAVAL AIR SYSTEMS COMMAND (NAVAIR) N00019	2436	1999	437	17.94%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N00014	CHIEF OF NAVAL RESEARCH (ONR) N00014	2415	2338	77	3.19%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N62473	COMMANDER, NAVY INSTALLATIONS (CNI) N00052	2410	2071	339	14.07%	0	0.00%	✓
NAVY, DEPARTMENT OF THE	N66001	NAVAL INFORMATION WARFARE SYSTEMS COMMAND (NAVWAR) N00039	2353	2282	71	3.02%	0	0.00%	✓



Select 'Task Download' and Click the Cloud/Download Button









Electronic Data Access

What would you like to do?

Job List

Filter Job Data

Help Refresh

	Job ID	Report Type	Start Date (UTC)	Finish Date (UTC)	Format	Status	Total Records	Actions
>	17147	Awarded_And_Closed_Detail_Report	4/13/21, 8:56 PM	4/13/21, 8:57 PM	EXCEL	FINISHED	8448	 
>	17146	Awarded_And_Closed_Detail_Report	4/13/21, 8:56 PM	4/13/21, 8:57 PM	CSV	FINISHED	8448	 
>	17145	Awarded_And_Closed_Summary_Report	4/13/21, 8:33 PM	4/13/21, 8:33 PM	CSV	FINISHED	414	 
>	17144	Awarded_And_Closed_Summary_Report	4/13/21, 8:33 PM	4/13/21, 8:33 PM	EXCEL	FINISHED	414	 

Dashboard
Award Data
CID Database
Commercial Catalogs
Create Query
Saved Queries
Tasks
Legacy Tasks
Task Download
Reports



Select 'Direct Download' and then 'OK'

Electronic Data Access

What would you like to do?

Job List

Filter Job Data

Help Refresh

Job ID	Report Type	Start Date (UTC)	Finish Date (UTC)	Format	Status	Total Records	Actions
17147	Awarded_And_Closed_Detail_Report	4/13/21, 8:56 PM	4/13/21, 8:57 PM	EXCEL	FINISHED	8448	
17146						8448	
17145						414	
17144						414	
17012						123176	
16728						205240	
16686							
16685							
16660							
16658							
16657							
16653	Contract_Closure_Report	4/12/21, 4:14 PM	4/12/21, 4:29 PM	EXCEL			
16277	CDR_By_Reason_Code_Report	4/8/21, 11:25 PM	4/8/21, 11:30 PM	EXCEL			
16275	CDR_By_Reason_Code_Report	4/8/21, 10:52 PM	4/8/21, 11:00 PM	CSV			
16274	CDR_By_Reason_Code_Report	4/8/21, 10:52 PM	4/8/21, 10:58 PM	EXCEL			

Download Files

Job ID	Create Date (UTC)	Package Name	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
17147	4/13/21, 8:57 PM	Awarded_And_Closed_Detail_Report_17147_1_20210413_205718_e779f1-0b37-40db-8d20-95a79ec5a944.zip	0.41179 MB	1 / 1	Direct Download	

Part: If you don't see all the parts available then it means that the data are still being extracted. This usually happens for a huge amount of data. Download: Using 'Direct Download' will allow you to download artifacts in parallel and download speed will be significantly faster. Use 'Download via EDA App' option if you are having trouble downloading.

Opening Awarded_And_Closed_Detail_Report_17...

You have chosen to open:

...ede779f1-0b37-40db-8d20-95a79ec5a944.zip
which is: Document (402 KB)
from: ...ctdata.s3.us-gov-west-1.amazonaws.com

What should Firefox do with this file?

☐ Open with Archive Utility (default)

☒ Save File

Cancel **OK**



View Additional Contract Information within Each Office

Select 'Additional Details' if Desired

Electronic Data Access

<

Additional Details
Pop-up:

Additional Details			
Last Invoice Date	Final Invoice Payment Date	Final Invoice Indicator	Final Shipment Indicator

Close



Save Search, Refine Search, or Create New Search

Electronic Data Access

Dashboard

Award Data

CID Database

Commercial Catalogs

Create Query

Saved Queries

Tasks

Reports

Award Reports

CDR Reports

MyInvoice Reports

System Property Audit Reports

Contract Closeout Reports

Destruction Reports

GFP Reports

IUID Reports

PCM Reports

JAM Reports

NCCS Reports

WAWF Reports

Kibana Reports

Access and Account Management

What would you like to do?

Save Search

Refine Search

New Search

Procurement Instruments Awarded and Closed Report Results

Download Detail

Save Search

Refine Search

New Search

Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Past Archive Retention Date	% Past Archive Retention Date
8448	2192	6256	74.05%	0	0.00%

Contract Number	Order Number	Contract Issue Office DoDAAC	Contract Admin Office DoDAAC	Contract Pay Office DoDAAC	Contract Total Obligated Amount	Vendor Total Invoice Amount	Unliquidated Obligation Amount	Closeout Date	Archive Retention Date	Record Destroyed Date	Additional Details
47QSHA19A000D	N0010420M00SJ	N00104	N00104	CRCARD							6
47QSHA19A000D	N0010420M00SM	N00104	N00104	CRCARD							1
47QSHA19A000U	N0010420M01DH	N00104	N00104	CRCARD							1
GS02F0023X	N0010420M01DJ	N00104	N00104	CRCARD							2
GS02F0195Y	N0010420M00SK	N00104	N00104	CRCARD							1
GS02F0203V	N0010420M00SL	N00104	N00104	CRCARD							1
GS07F0375T	N0010420M00SH	N00104	N00104	CRCARD							6
GS07F100GA	N0010420F0Q70	N00104	S3911A	HQ0337	\$58,362.72			2020-10-09	2026-10-10		6
GS07F174DA	N0010420F0Q61	N00104	S5111A	HQ0338	\$109,398.45			2020-08-18	2026-08-19		1
GS21F0061W	N0010420M00GB	N00104	N00104	CRCARD							1

< 1 2 3 4 5 >



Detail Report

Choose What Data to Return

Electronic Data Access

What would you like to do?

Dashboard

Award Data

CID Database

Commercial Catalogs

Create Query

Saved Queries

Tasks

Reports

- Award Reports**
- CDR Reports
- MyInvoice Reports
- System Property Audit Reports
- Contract Closeout Reports
- Destruction Reports
- GFP Reports

Procurement Instruments Awarded and Closed (In Test)

Procurement Instruments Awarded and Closed (In Test)

Do you want to run a summary or detail report? ☐ Summary ☒ Detail

What data do you want to return?

- ☒ All Contracts
- ☐ Closed Contracts Only
- ☐ Open Contracts Only

Search By

- ☐ Fiscal Year and DoDAAC
- ☐ PIID/Order Number



If Searching by 'Fiscal Year and DoDAAC' Make Both Selections and Click 'Search'

Electronic Data Access

What would you like to do?

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Procurement Instruments Awarded and Closed (In Test)

Do you want to run a summary or detail report?

☐ Summary ☒ Detail

What data do you want to return?

☒ All Contracts
☐ Closed Contracts Only
☐ Open Contracts Only

Search By

☒ Fiscal Year and DoDAAC
☐ PIID/Order Number

*FY of PIID Issue 2020

Note: At least one of the following must be specified

Contract Issue Office DoDAAC N00164

Contract Admin Office DoDAAC

Contract Pay Office DoDAAC

Search Bookmark Cancel



View Results of Detail Search by 'Fiscal Year and DoDAAC'

Electronic Data Access

What would you like to do?



- Dashboard
- Award Data
- CID Database
- Commercial Catalogs
- Create Query
- Saved Queries
- Tasks
- Reports
 - Award Reports
 - CDR Reports
 - MyInvoice Reports
 - System Property Audit Reports
 - Contract Closeout Reports
 - Destruction Reports
 - GFP Reports
 - IUID Reports
 - PCM Reports
 - JAM Reports
 - NCCS Reports
 - WAWF Reports
 - Kibana Reports
 - Access and Account Management

Procurement Instruments Awarded and Closed Report Results

Export Detail Save Search Refine Search New Search

Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Past Archive Retention Date	% Past Archive Retention Date
1969	1280	689	34.99%	0	0.00%

Contract Number	Order Number	Contract Issue Office DoDAAC	Contract Admin Office DoDAAC	Contract Pay Office DoDAAC	Contract Total Obligated Amount	Vendor Total Invoice Amount	Unliquidated Obligation Amount	Closeout Date	
47QRAA19D007R	N0016420F0082	N00164	N00164	N68732	\$140,000.00				
47QSHA19D0001	N0016420F0049	N00164	N00164	N62828	\$14,681.30			2020-08-04	2
47QSWA18D007G	N0016420F0140	N00164	N00164	N68732	\$112,581.34				
47QSWA19D0071	N0016420F0154	N00164	N00164	N68732	\$19,991.99	\$19,991.99	\$0.00	2020-11-25	2
47QSWA20D001P	N0016420F0114	N00164	N00164	N62828	\$40,438.29				
47QTCA19D002A	N0016420F0001	N00164	N00164	N62828	\$64,000.00			2020-02-06	2
47QTCA19D006U	N0016420F0113	N00164	N00164	N62828	\$24,354.68			2020-10-08	2
47QTCA20D0019	N0016420F0146	N00164	N00164	N62828	\$5,835.90				
DABL0103A1006	N0016419FA098	N00164	N00164	N62828	\$0.00				2
GS00F022DA	N0016416F0008	N00164	N00164	N62828	\$19,262.86				




1 2 3 4 5





If Searching by 'PIID/Order Number',


Insert Contract Number and Order Number (if applicable)


Electronic Data Access


What would you like to do?   


 Dashboard


 Award Data


 CID Database


 Commercial Catalogs


 Create Query


 Saved Queries


 Tasks


 Reports


 Award Reports


 CDR Reports


 MyInvoice Reports


 System Property Audit Reports


 Contract Closeout Reports


 Destruction Reports


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 IUID Reports

 PCM Reports

 JAM Reports

 MCS Reports

 This report is in a Beta phase. Please validate the accuracy of the data against the authoritative source(s) before using it for official purposes. If you do see data inaccuracies, please report them to the DISA helpdesk at: disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil / 866-618-5988, 801-605-7095.

Procurement Instruments Awarded and Closed (In Test)

Do you want to run a summary or detail report? ☐ Summary ☒ Detail

What data do you want to return?

☒ All Contracts

☐ Closed Contracts Only

☐ Open Contracts Only




Search By

☐ Fiscal Year and DoDAAC

☒ PIID/Order Number

PIID

Order Number (SPIIN/PIID)

 Search  Bookmark  Cancel



View Results of Detail Search by 'PIID/Order Number'

Electronic Data Access

Dashboard

Award Data

CID Database

Commercial Catalogs

Create Query

Saved Queries

Tasks

Reports

Award Reports

CDR Reports

MyInvoice Reports

Procurement Instruments Awarded and Closed Report Results

Export Detail

Save Search

Refine Search

New Search

Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Past Archive Retention Date	% Past Archive Retention Date
1	1	0	0.00%	0	0.00%

Contract Number	Order Number	Contract Issue Office DoDAAC	Contract Admin Office DoDAAC	Contract Pay Office DoDAAC	Contract Total Obligated Amount	Vendor Total Invoice Amount	Unliquidated Obligation Amount	Closeout Date
N6247311D0065		N62473	N62473	N68732				

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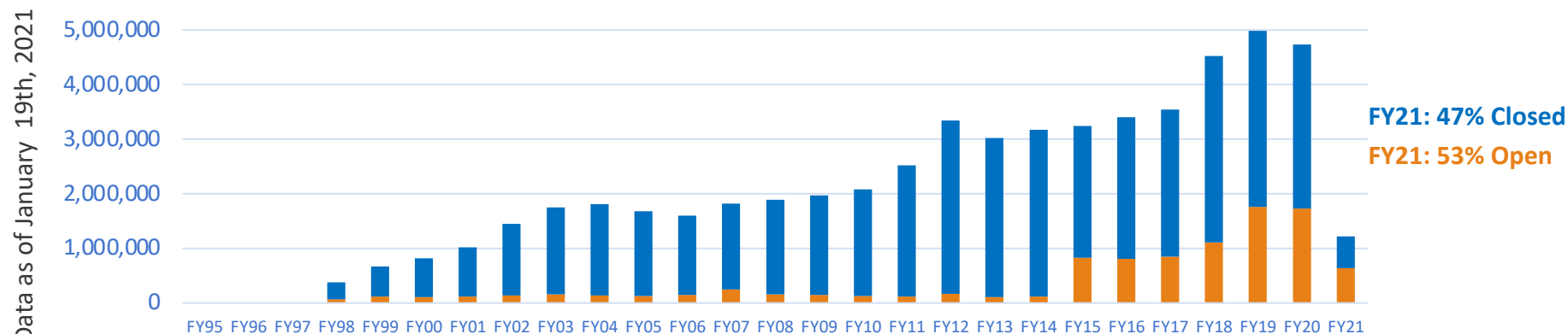
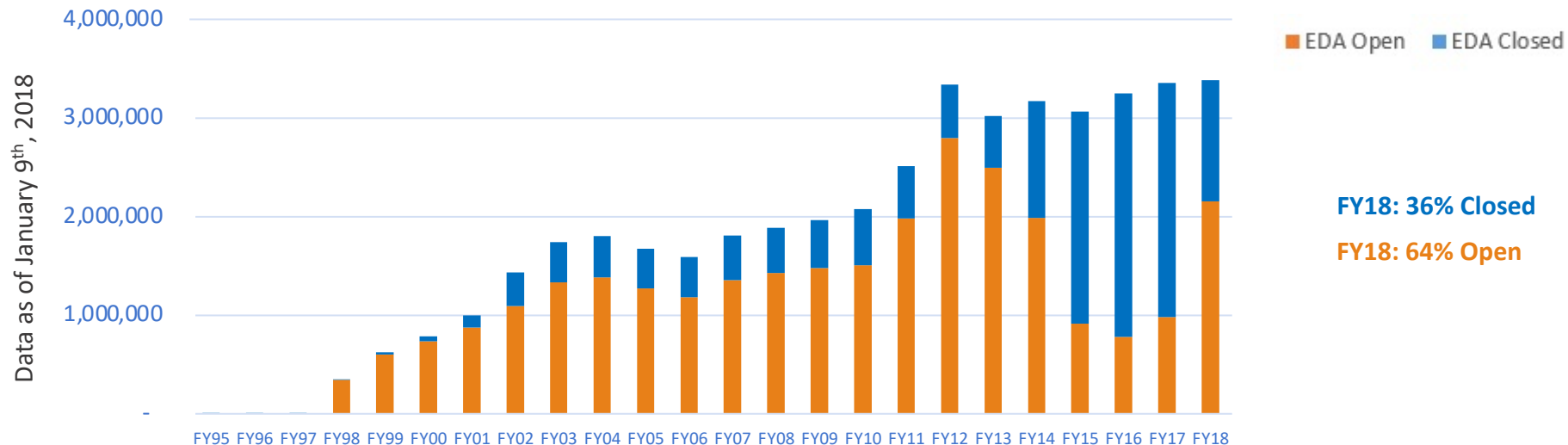
>



EDA and FPDS Contract Closeout Clean-up Initiative



EDA Database Contract Closeout Progress





Interim Bulk Contract Closeout Process

This capability will be very similar to the current EDA Contract Closeout Clean-up Initiative

An Excel template will be provided that captures 12 data elements, based on the DD 1594 (see table at right)

Components will validate contracts as closed, list all applicable data elements on templates, and send to DPC

DPC will coordinate with EDA and FPDS to record the bulk contract closeouts in both systems

Components will take actions to close contract in their Contract Writing Systems

- The process for SPS closeout available at <https://dodprocurementtoolbox.com/site-pages/training-resources>

DD 1594 data fields available in EDA

Contract Administration Office

Purchasing Office

PII Number

Call/Order Number

Last Modification Number

Excess Funds

Voucher Number

Voucher Date

Invoice Number

Invoice Date

Responsible Official

Closed Date



Batch Closing Contracts

Interim Bulk Closeout

- Allows for the closeout of large numbers of contracts at one time by providing the data for DD form 1594s to DPC on an EXCEL template.
- DPC will work with EDA and FPDS to run scripts to close contracts, and provide load reports.
- Template: <https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2021-02/Interim%20Bulk%20Contract%20Closeout%20Within%20Records%20Retention%20%26%20Create%20567C.xlsx>

Mass Closeout

- Allows for the identification of contracts that are closed and past records retention to EDA and FPDS through an EXCEL template provided to DPC.
- DPC will work with EDA and FPDS to run scripts to close contracts, and provide load reports.
- Template: <https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2021-02/Mass%20Closeout%20Clean-up%20Past%20Records%20Retention.xlsx>

Submit completed templates to DPC at emma.m.burke3.ctr@mail.mil and stephanie.l.radzimirski.ctr@mail.mil.



PIEE Records Retention & Destruction



PIEE Records Retention & Destruction

Background:

- Since the inception of the Procurement Integrated Enterprise Environment (PIEE)'s first application, Electronic Document Access, which was established in 1997, over 200 million records have been created and stored within the suite of systems.
- To comply with federal regulations, meet audit requirements, a systematic records retention and destruction policy has been implemented in PIEE.
- This effort will also decrease the number of antiquated records in PIEE, while reducing PIEE operating costs and improving PIEE performance.

Records Retention Period:

Record Type	Period
Contracts and Orders (DLA 10 years)	6 Years
Canceled Solicitations	6 Years
Grants and Assistance Agreements	10 Years
Micro-Purchase Receiving Reports	10 Years
Miscellaneous Payments	10 Years
Purchase Requests (Not associated with an Award)	10 Years
Government-to-Government Property Transfers	10 Years
Transportation	10 Years

What is Destroyed?

- Contracts, Orders, and Grants & Assistance Agreements (Documents and Data) in PIEE and other associated records, such as:
 - Solicitation
 - NCCS DD Form 254
 - WAWF Invoice and Receiving Reports
 - MyInvoice Records
 - Contract Deficiency Reports
 - Contracting Communication Module Records
 - Purpose Code Management Records (Contractor DoDAAC)
 - SPM and JAM Records
 - GFP Module Records
 - Contract Closeout Records
- Records Not Associated with Contracts or Grants
 - Canceled Solicitations
 - Micro-Purchase Receiving Reports
 - Miscellaneous Payments
 - Purchase Requests (Not associated with an Award)
 - Government-to-Government Property Transfers
 - Transportation



PIEE Record of Destruction Data Elements

Document Destruction Data	Awards	Micro-Purchase Receiving Report	Miscellaneous Pay	Purchase Request	Property (Government to Government)	Transportation	Cancelled Solicitation
Award Number (Contract Number, Grant Number, Micro-Purchase Number, Miscellaneous Pay Number)	X	X					
Delivery Order Number	X						
Document Number			X	X		X	X
Modification Number						X	
Signature Date/Order Date/Acceptance Date/ Posting Date/Receipt Date	X		X	X	X		X
Issue DoDAAC	X		X				X
Admin DoDAAC	X		X				
Pay DoDAAC	X		X				
CAGE Code	X		X				
DUNS Number	X		X				
From				X	X		
To				X	X		
Shipment Date					X		
Shipment Number					X		
Closeout Date/Records Retention Start Date	X	X	X	X	X	X	X
Destruction Date	X	X	X	X	X	X	X

A “Death Certificate” will be kept for each type of document destroyed



PIEE Records Retention & Destruction Way Forward

- PIEE will identify a records destruction date based on the closeout date for records associated with awards (contracts, grants, and other assistance documents).
- For documents not associated with an award, a records destruction date will be established based on the type of record and the date of the last action in the system.
- Records will be stored in EDA for their required retention periods and systematically destroyed after the records retention period has passed.
- A record of destruction, inclusive of the minimum set of data elements needed to identify whether a record once existed in PIEE, will be maintained in PIEE after the documents and associated data for a record have been destroyed.
- Components will be able to identify documents that need to be excluded from destruction due to investigation, litigation, or historical significance.
- Components must set up internal processes to monitor records that have upcoming destruction dates in PIEE and submit exclusions from destruction accordingly.



Records Destruction Exclusions Process

- Components will need identify records to be excluded from destruction in PIEE if they are currently in litigation, under criminal investigation, or of historical significance
 - Link to SOP: https://www.acq.osd.mil/dpap/pdi/eb/docs/PIEE/PIEE_Records_Retention_and_Destruction_SOP_20200423.pdf
- The “PIEE Records Retention & Destruction Exclusions Request Form”, and “PIEE Records Retention & Destruction Exclusions Removal Request Form” are available for download on the DoD Procurement Toolbox, along with supporting instructions: <https://dodprocurementtoolbox.com/site-pages/piee-records-retention-destruction>
 - All requests for exclusion must be submitted using the “PIEE Records Retention & Destruction Exclusions Request Form” to PIEE_Rec_Retention@dla.mil, Stephanie.L.Radziminski.ctr@mail.mil, and emma.m.burke3.ctr@mail.mil.
 - The reason for exclusion **must** be included on the “PIEE Records Retention & Destruction Exclusions Request Form”
 - If contracts should not have been closed, please submit a trouble ticket with the list of contracts that need to be re-opened to disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil in addition to submitting the “PIEE Records Retention & Destruction Exclusions Request Form” to PIEE_Rec_Retention@dla.mil, Stephanie.L.Radziminski.ctr@mail.mil, and emma.m.burke3.ctr@mail.mil.



Exclusions Request Form

PIEE Records Retention & Destruction Exclusion Request Form

All requests for Exclusion from PIEE Records Retention & Destruction must be submitted by an Authorized Individual.

Please complete the form below and submit it to PIEE_Rec_Retention@dla.mil.

All requests for Exclusion from PIEE Records Retention & Destruction should be sent to PIEE_Rec_Retention@dla.mil directly from the Component's Authorized Individual. If the request is not sent from the Authorized Individual, then the request should include approval documentation (ie approval emails) from the COR, GAM, or ORC Agency/Service lead.

General Information

Date of Request:	
Requester Name:	
Requester Role:	
Requester Email:	
Requester Phone:	
Requester Organization:	
Requester DoDAAC:	
Reason for Exclusion:	

Required Data By Record Type

Award

Contract Number:	
Delivery Order Number:	

Micro-Purchase Card Receiving Report

Micro-Purchase Number:	
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Miscellaneous Payment

Misc. Pay/Telecom Control Number:	
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Purchase Request (MIPR/eMIPR)

MIPR/eMIPR Number:	
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Government-to-Government Property Transfer

From:	
To:	
Shipment Number:	
Shipment Date:	

Transportation

GBL Number/GTR Number:	
GBL Mod:	

Canceled Solicitation

Solicitation Number:	
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Authorized Individual By Record Type

Award

Contracting or Grant Officer* for either the Issuing or Administering Office
or the Local GAM for the Paying Office

Micro-Purchase Card Receiving Report

Local GAM for the Acceptor DoDAAC

Miscellaneous Payment

Local GAM for the Approver DoDAAC

Purchase Request (MIPR/eMIPR)

Local GAM for the To or From Office DoDAAC

Government-to-Government Property Transfer

Local GAM for the Receiving or Shipping Office DoDAAC

Transportation

Local GAM

Canceled Solicitation

Contracting or Grant Officer* or the Local GAM for the Contracting Office DoDAAC

*Contracting or Grant Officers must be active and have a valid warrant

All Document Types

Component Level II GAM



References

- **Handshake 9 – Distribution of Contract Completion Statements**

- Link to memo: https://www.acq.osd.mil/dpap/pdi/p2p/docs/P2P_Handshake_9_Memo.pdf
- Link to SOP: https://www.acq.osd.mil/dpap/pdi/p2p/docs/Handshake_9_SOP_20200109.pdf

- **Contract Closeout Guidebook**

- Link to guidebook: https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2019-11/Contract%20Closeout%20Guidebook_20191025_Final.pdf

- **PIEE Records Retention and Destruction SOP**

- Link to SOP: <https://dodprocurementtoolbox.com/site-pages/piee-records-retention-destruction>
- Link to Resources: <https://dodprocurementtoolbox.com/site-pages/piee-records-retention-destruction>

- **Contract Closeout Resources and Trainings**

- Link to Resources: <https://dodprocurementtoolbox.com/site-pages/training-resources>



For more information

DPC Website

<https://www.acq.osd.mil/dpap/pdi/index.html>

Training, Tools, and Resources

www.dodprocurementtoolbox.com



Contact David Guinasso at davidguinasso@gmail.com or (703)727-0317



Questions?

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