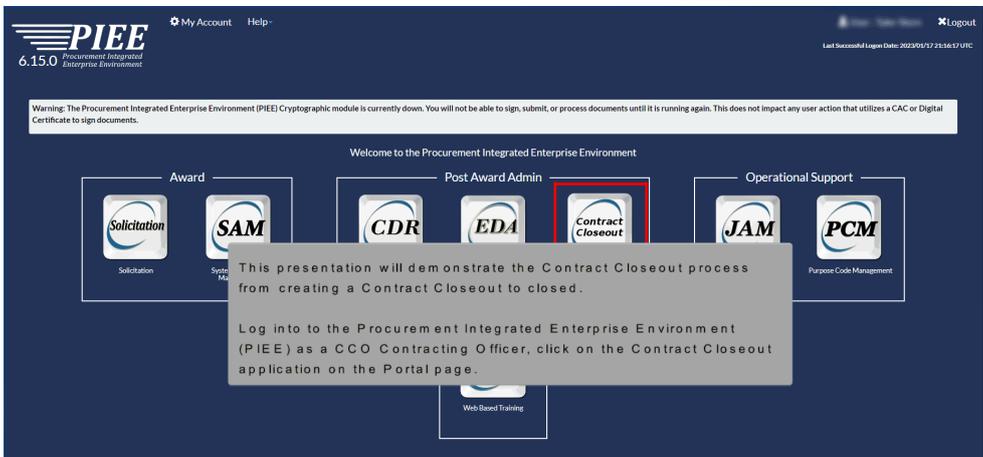


Intro



Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

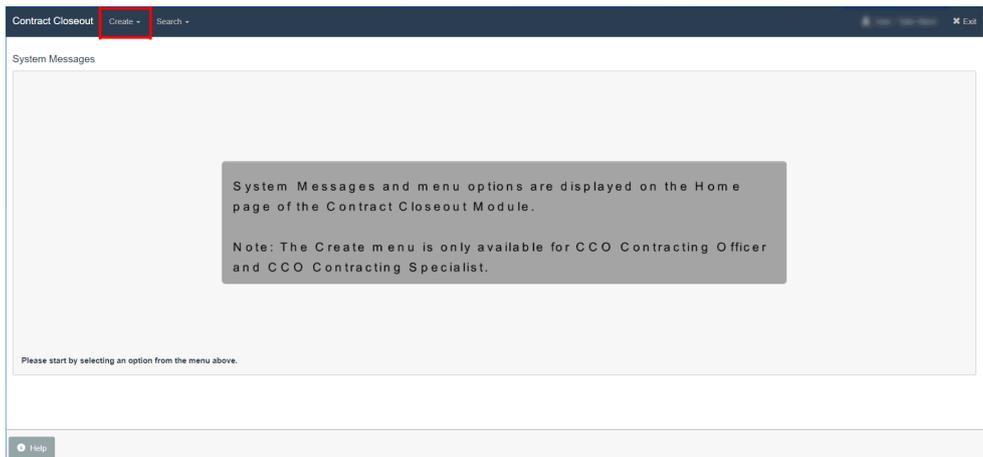
Step 1



This presentation will demonstrate the Contract Closeout process from creating a Contract Closeout to closed.

Log into to the Procurement Integrated Enterprise Environment (PIEE) as a CCO Contracting Officer, click on the Contract Closeout application on the Portal page.

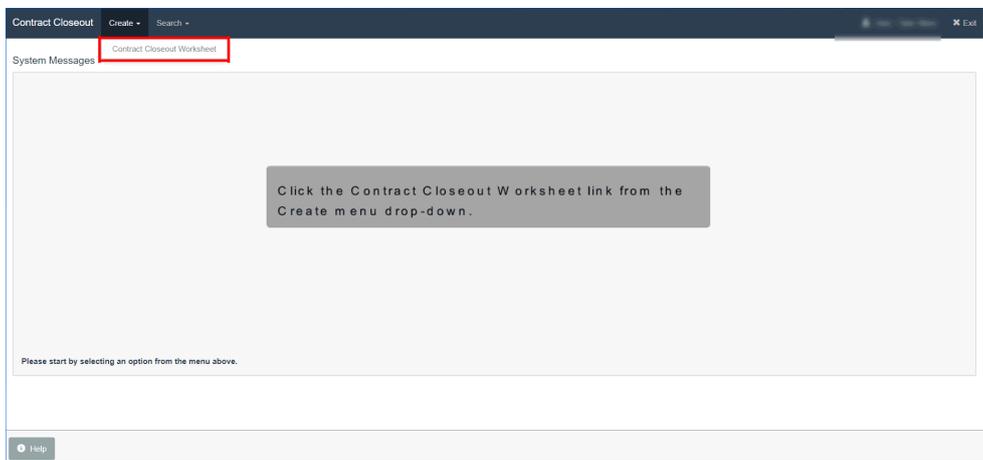
Step 2



System Messages and menu options are displayed on the Home page of the Contract Closeout Module.

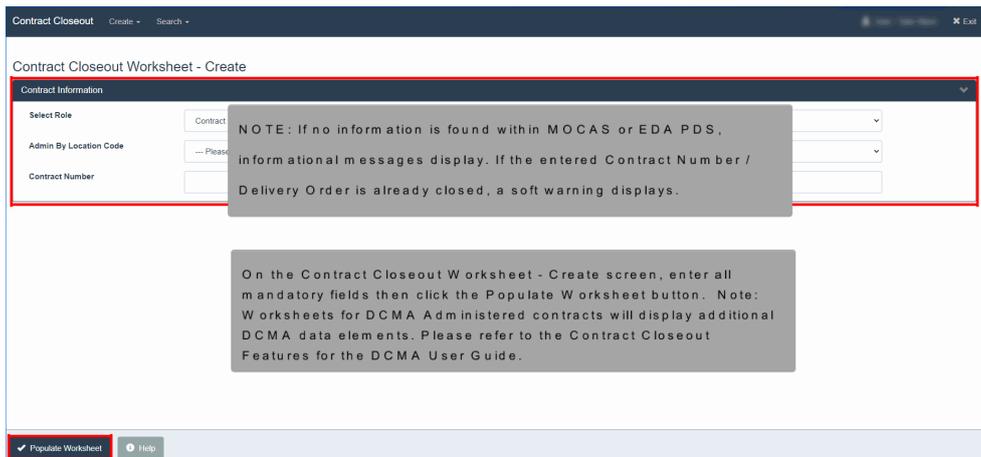
Note: The Create menu is only available for CCO Contracting Officer and CCO Contracting Specialist.

Step 3



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

Step 4

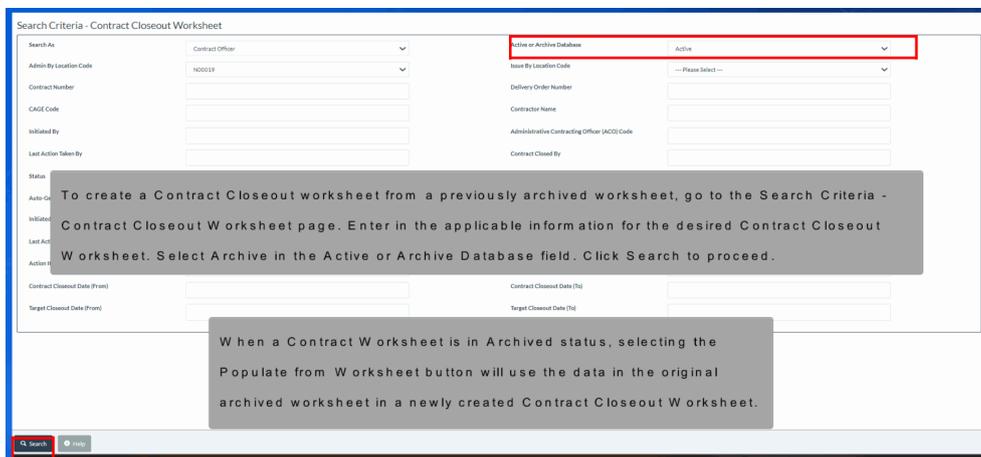


On the Contract Closeout Worksheet - Create screen, enter all mandatory fields then click the Populate Worksheet button.

Note: Worksheets for DCMA Administered contracts will display additional DCMA data elements. Please refer to the Contract Closeout Features for the DCMA User Guide.

NOTE: If no information is found within MOCAS or EDA PDS, informational messages display. If the entered Contract Number / Delivery Order is already closed, a soft warning displays.

Step 5



To create a Contract Closeout worksheet from a previously archived worksheet, go to the Search Criteria - Contract Closeout Worksheet page. Enter in the applicable information for the desired Contract Closeout Worksheet. Select Archive in the Active or Archive Database field. Click Search to proceed.

When a Contract Worksheet is in Archived status, selecting the Populate from Worksheet button will use the data in the original archived worksheet in a newly created Contract Closeout Worksheet.

Step 6

The screenshot shows a search results table with columns: Item, Contract Number, Delivery Order, Action By, Issue By, Status, Initiated Date, Initiated By, Target Closeout Date, Last Action Date, Last Action Taken By, Action Items Completed Date, Contract Close Date, Contract Closed By, Auto Generated, SCMA Audit Complete, Percent Complete of Action Items (Step), Administrative Contracting Officer (ACCO Code), CAGE Code, and Contractor Name. A red box highlights the first three rows. A grey callout box contains the text: "From the returned results, find the Contract Closeout Worksheet. Click the Contract Number hyperlink."

From the returned results, find the Contract Closeout Worksheet. Click the Contract Number hyperlink.

Step 7

The screenshot shows a 'Contract Information' page with fields for Contract Type (Cost No Fee), Contract Number (1234567891234567891), Delivery Order Number, Physical Completion Date (2019-09-06), Estimated Closing Date, Coverage Reason (R2 Remarks), R7 Remarks, Special Provision Code(s), Section, Kind, Total Contract, Criticality Designator Code, Functional Limitation Code, Obligated Amount, and Unliquidated. Two callout boxes are present: one at the top stating "The Contract Closeout Worksheet - Create page will display with the fields pre-populated with the data from the archived worksheet." and another at the bottom stating "The selected Archived Contract Closeout Worksheet displays. At the bottom of the screen, click the **Populate from Worksheet** button." A red box highlights the 'Populate from Worksheet' button at the bottom left.

The selected Archived Contract Closeout Worksheet displays. At the bottom of the screen, click the Populate from Worksheet button. The Contract Closeout Worksheet - Create page will display with the fields pre-populated with the data from the archived worksheet.

Step 8

Contract Closeout Worksheet - Create

\* = Required Fields

INFO: NO DATA FOUND in Electronic Data Access Procurement Document Standard web service for Contract Number: F0300021E0920. Worksheet has not been populated from EDA PDS

**Contract Information**

Contract Type \* Firm Fixed Price

Contract Number F0300021E0920 Delivery Order Number

Physical Completion Date \* 2023/01/18 Closeout Due Date \* 2023/07/18

**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			2023/01/18			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2023/01/18			N	Edit / Delete

**Contractor**

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

CAGE Code

Name \* Address

Address 1 Address 2

Address 3

State

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

Create Save Reassign Complete Previous Help

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

Step 9

Contract Closeout Worksheet

Date \* 2023/01/18 Closeout Due Date \* 2023/07/18

**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			2023/01/18			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2023/01/18			N	Edit / Delete

**Contractor**

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

CAGE Code

Name \* Address

Address 1 Address 2

Address 3

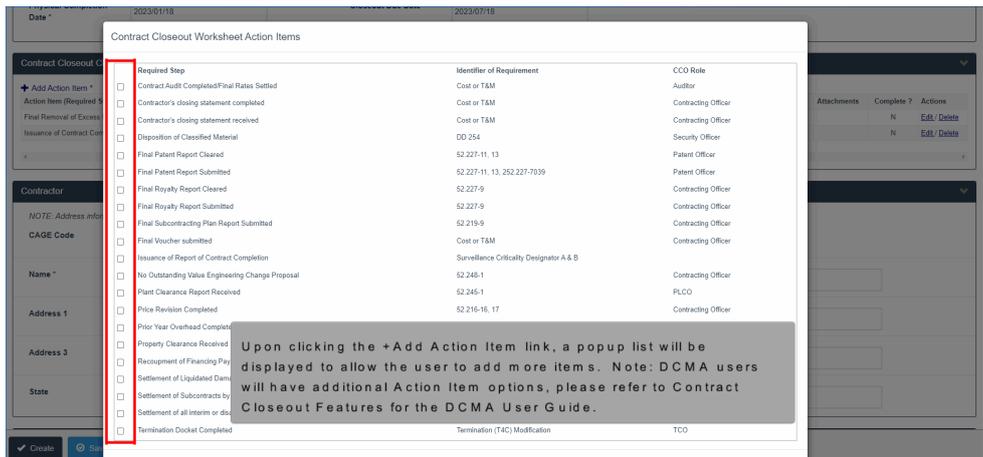
State

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

Create Save Reassign Complete Previous Help

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

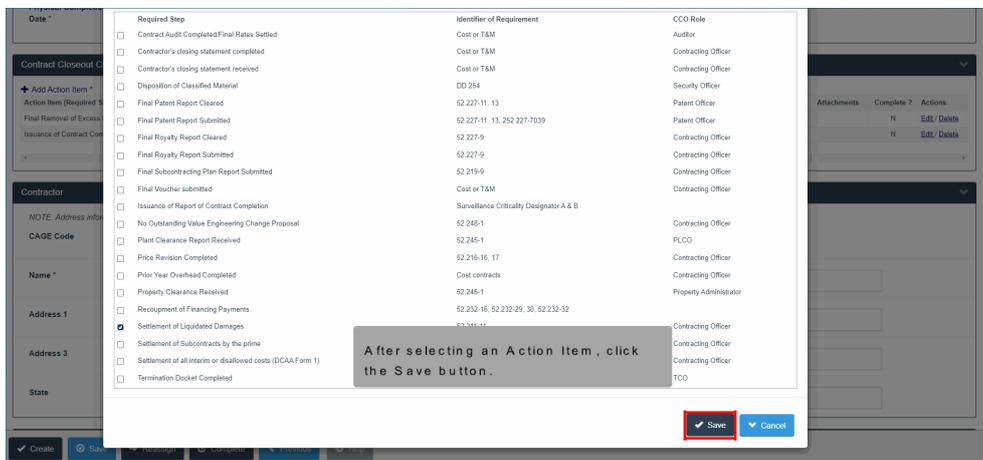
Step 10



Upon clicking the +Add Action Item link, a popup list will be displayed to allow the user to add more items.

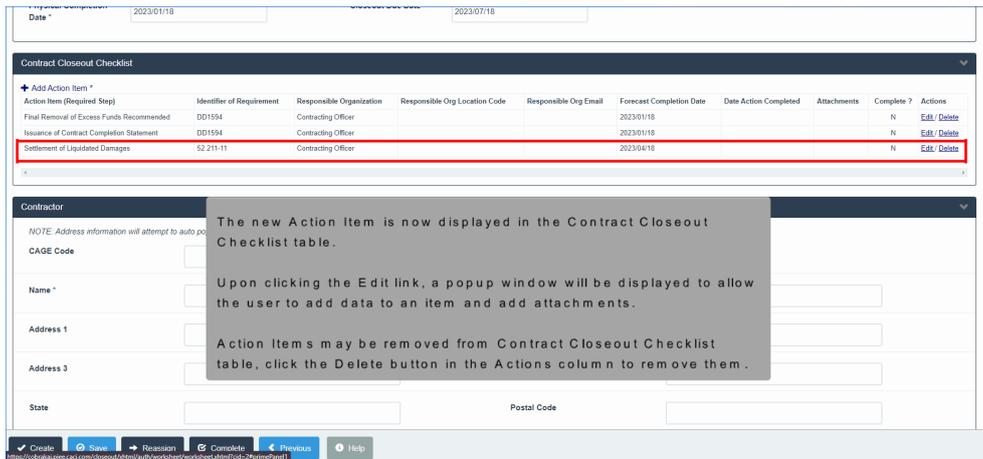
Note: DCMA users will have additional Action Item options, please refer to Contract Closeout Features for the DCMA User Guide.

Step 11



After selecting an Action Item, click the Save button.

Step 12

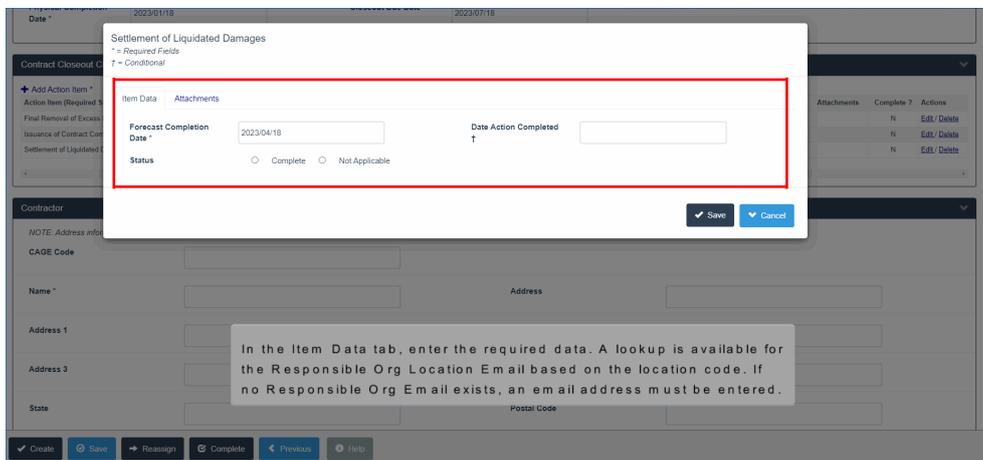


The new Action Item is now displayed in the Contract Closeout Checklist table.

Upon clicking the Edit link, a popup window will be displayed to allow the user to add data to an item and add attachments.

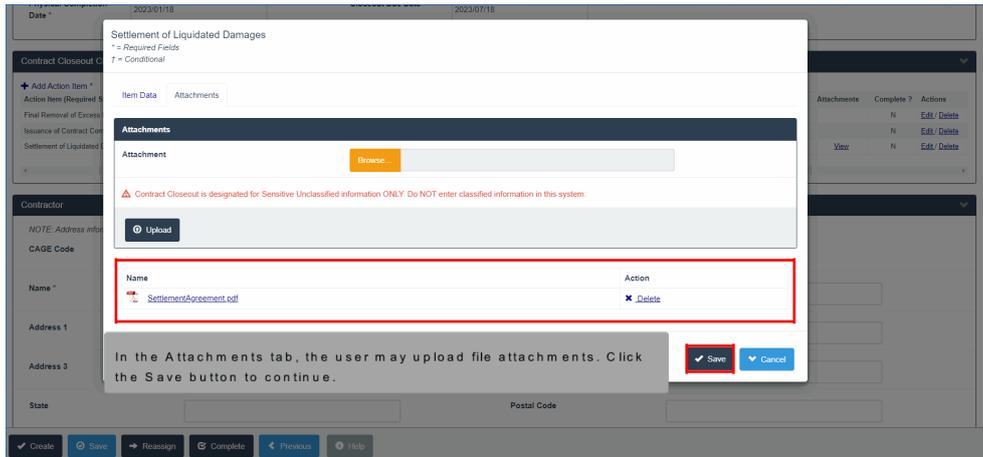
Action Items may be removed from Contract Closeout Checklist table, click the Delete button in the Actions column to remove them.

Step 13



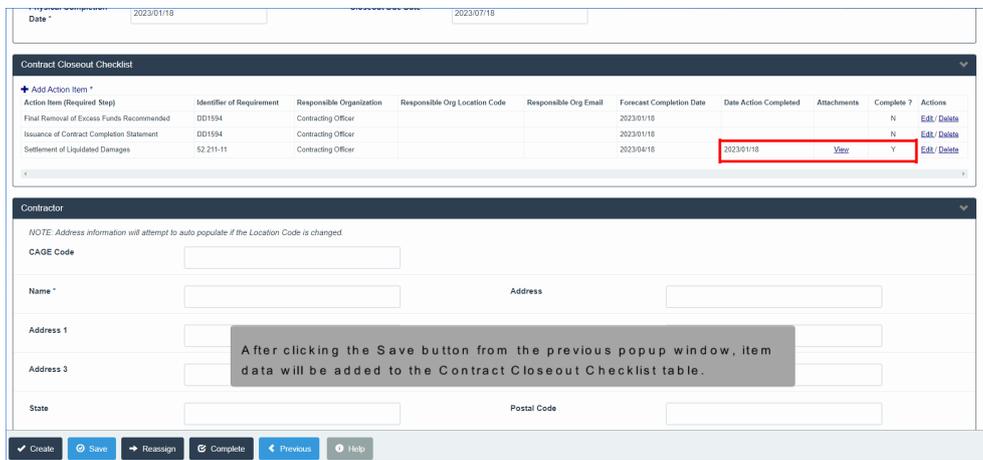
In the Item Data tab, enter the required data. A lookup is available for the Responsible Org Location Email based on the location code. If no Responsible Org Email exists, an email address must be entered.

Step 14



In the Attachments tab, the user may upload file attachments. Click the Save button to continue.

Step 15



After clicking the Save button from the previous popup window, item data will be added to the Contract Closeout Checklist table.

Step 16

Contractor

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

CAGE Code: 05461

Name: NORTHROP GRUMMAN SYSTEMS CORPORATION

Address: 21240 BURBANK BLVD

Address 1: [Empty]

Address 2: [Empty]

Address 3: [Empty]

City: WOODLAND HILLS

State: CA

Contract Administration Office

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

Location Code: S0512A

Name: DCMA LOS ANGELES

Address 1: VAN NUYS, CA 91401

Address 2: [Empty]

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

The Contract Administration Office (Admin by) DoDAAC, Name, and Address are pre-populated from the EDA contract.

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

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

The Contract Administration Office (Admin by) DoDAAC, Name, and Address are pre-populated from the EDA contract.

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

Step 17

Contract Completion

Last Modification Number: [Pre-populated]

Excess Funds: [Please Select]

Excess Funds Value (\$): [Empty]

IF FINAL PAYMENT HAS BEEN MADE, COMPLETE FINAL PAYMENT VOUCHER AND FINAL PAYMENT DATE

Final Payment Voucher Number: [Empty]

Final Payment Date: [Empty]

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: [Empty]

Final Invoice Date: [Empty]

Shipment Number: [Empty]

The Last Modification Number is pre-populated from the EDA contract.

Initiator Remarks: [Empty]

Initiator Name: TYLER STERN

Initiator Date: 2023/01/18

Contracting Officer Remarks: [Empty]

Contracting Officer Name: TYLER STERN

Contract Close Effective Date: [Empty]

The Last Modification Number is pre-populated from the EDA contract.

Step 18

The Excess Funds field is mandatory. From the menu drop-down, select Y for Yes or N for No. When Y is selected from the Excess Funds Value will be mandatory.

Data will be pre-populated in these fields if they are available in the EDA Contract.

Mandatory fields:

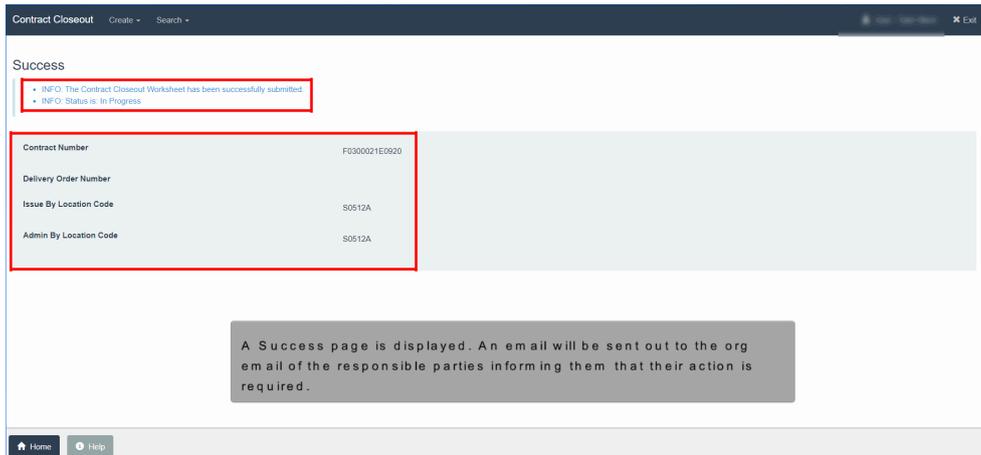
- Final Payment Voucher Number
- Final Invoice Number
- Final Payment Date/Final Invoice Date

Note: The user can either enter one or both the Final Payment Date and Final Invoice Date. NOTE: The Excess Funds and Excess Funds Value (\$) fields pre-populate and are not editable when the data is coming from SDW/MOCAS or when the ULO amount is greater than or equal to \$0

Step 19

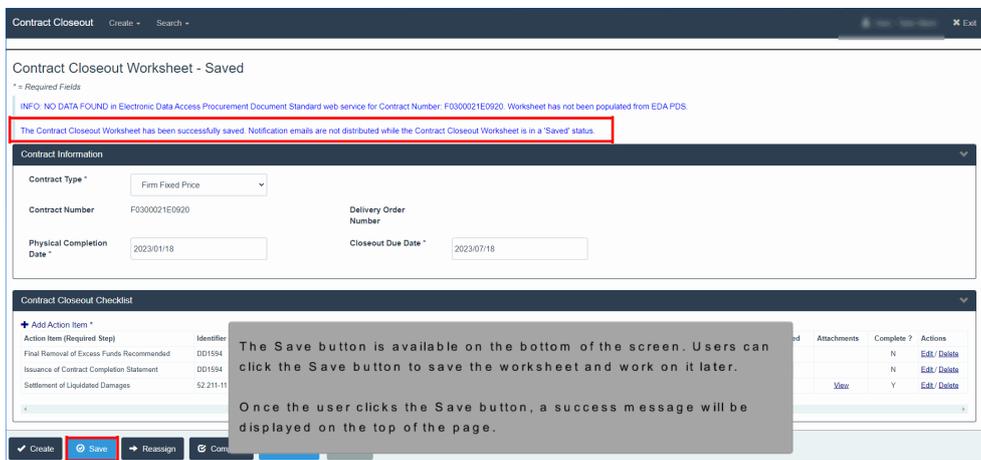
Click the Create button to put the worksheet in an In Progress status.

Step 20



A Success page is displayed. An email will be sent out to the org email of the responsible parties informing them that their action is required.

Step 21

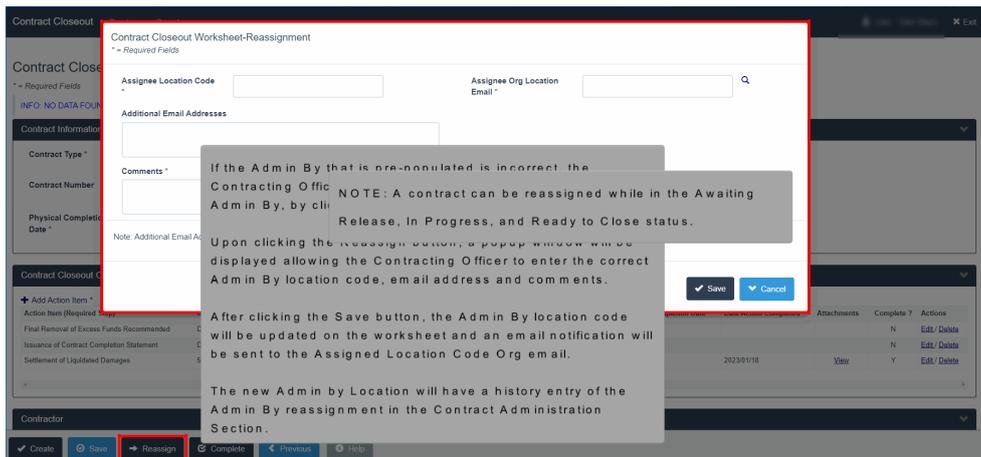


The Save button is available on the bottom of the screen. Users can click the Save button to save the worksheet and work on it later.

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

NOTE: To find the Saved copy of the worksheet, click the Contract Closeout Worksheet link from the Search menu drop-down. Include the Save Status as part of the search criteria to improve search results.

Step 22



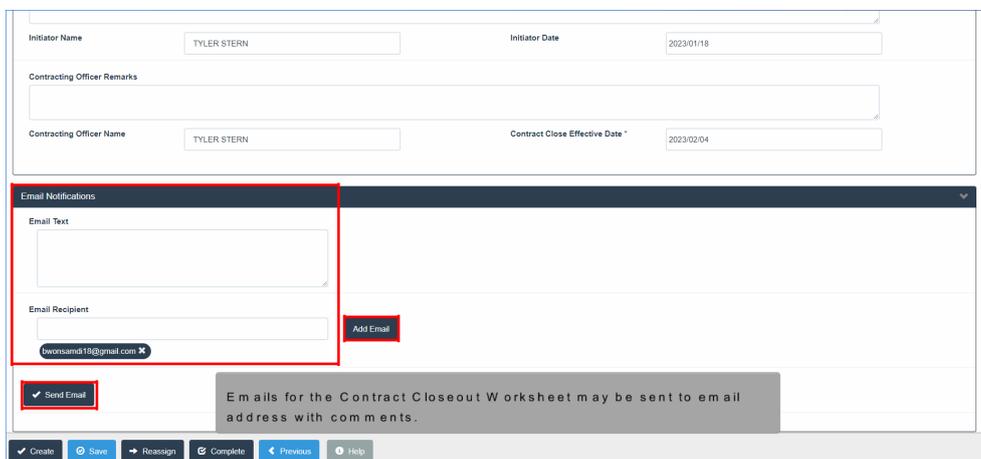
If the Admin By that is pre-populated is incorrect, the Contracting Officer can reassign the worksheet to the correct Admin By, by clicking the Reassign button.

Upon clicking the Reassign button, a popup window will be displayed allowing the Contracting Officer to enter the correct Admin By location code, email address and comments.

After clicking the Save button, the Admin By location code will be updated on the worksheet and an email notification will be sent to the Assigned Location Code Org email.

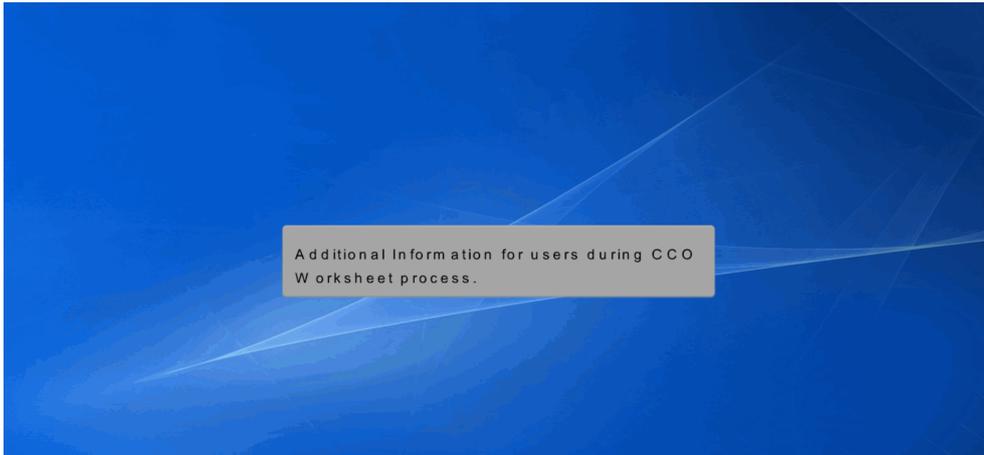
The new Admin by Location will have a history entry of the Admin By reassignment in the Contract Administration Section. NOTE: A contract can be reassigned while in the Awaiting Release, In Progress, and Ready to Close status.

Step 23



Emails for the Contract Closeout Worksheet may be sent to email address with comments.

Step 24



Additional Information for users during CCO Worksheet process.

Step 25

Contract Closeout Worksheet - In Progress

\* = Required Fields

**Contract Information**

Contract Type: Cost Plus Award Fee  
Contract Number: FA303018M7608  
Delivery Order Number: [ ]  
Physical Completion Date \*: 2023/03/17  
Closeout Due Date \*: 2024/11/17

**Contract Closeout Checklist**

+	Add Action Item *	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			2023/03/17	2023/03/17		Y	Edit / Delete
	Issuance of Contract Completion Statement	DD1594	Contracting Officer			2026/03/17			N	Edit / Delete

**Contractor**

CAGE Code: 1QU78  
Name \*: CACLINC  
Address 1: [ ]  
Address 2: [ ]

Tokenized emails are sent when an Action Item indicates a Responsible Organization other than the Contracting Officer.

Submit Reassign Complete Delete Worksheet Previous Help

Tokenized emails are sent when an Action Item indicates a Responsible Organization other than the Contracting Officer.

Step 26

Contract Number: Plant Clearance Report Received  
 Physical Completion Date \*  
 Contract Closeout Checklist  
 Item Data Attachments  
 Responsible Org Location Code \* Responsible Org Email \*  
 Forecast Completion Date: 2013/06/16 Date Action Completed \*  
 Status: Complete Not Applicable  
 Additional Email Addresses  
 Note: Additional Email Addresses must be separated by comma(s)  
 Save Cancel

Enter Responsible Org Location Code and Responsible Org Email. Click the Save button to continue.

Enter Responsible Org Location Code and Responsible Org Email. Click the Save button to continue.

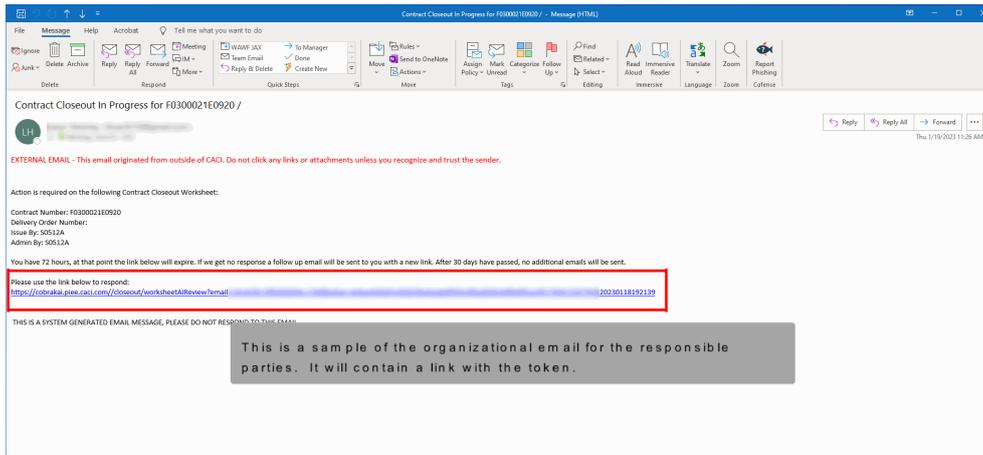
Step 27

Contract Closeout Worksheet - In Progress  
 Contract Information  
 Contract Type: Firm Fixed Price  
 Contract Number: FA251710D9002 Delivery Order Number: 0012  
 Physical Completion Date: 2012/12/18 Closeout Due Date: 2015/12/31  
 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 2012/12/18 N Edit/ Delete  
 Issuance of Contract Completion Statement DD1594 Contracting Officer 2012/12/18 N Edit/ Delete  
 Plant Clearance Report Received 52245-1 PLCO 50512A 2013/06/16 N Edit/ Delete  
 Final Paid Voucher Received Cost or TSM FIREMAN 2012/12/18 Y Edit/ Delete  
 Contractor  
 CAGE Code: BA9NS  
 Name: REBECCA  
 Submit Reassign Complete Delete Worksheet Previous Help

After entering the Responsible Org information, the Contracting Officer or Contracting Specialist may send an email reminder to responsible organizations for incomplete steps by clicking the Send Reminder link or clicking the Submit button.

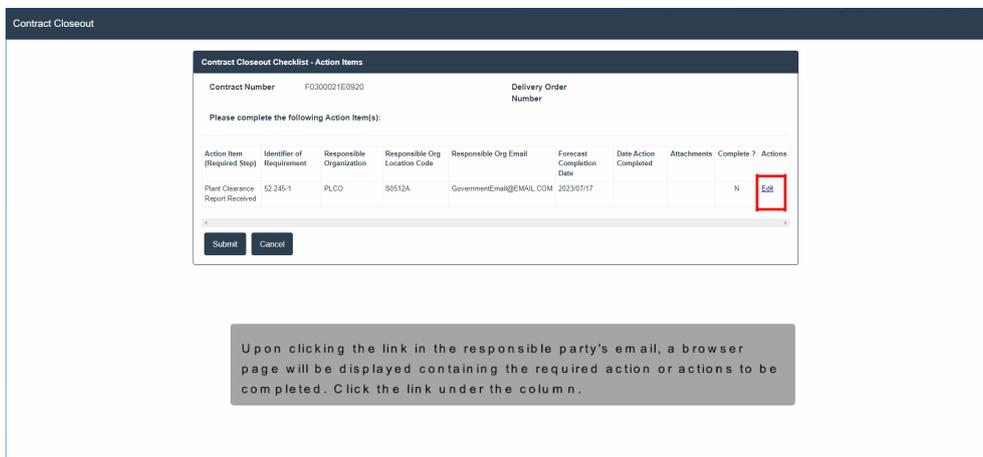
After entering the Responsible Org information, the Contracting Officer or Contracting Specialist may send an email reminder to responsible organizations for incomplete steps by clicking the Send Reminder link or clicking the Submit button.

Step 28



This is a sample of the organizational email for the responsible parties. It will contain a link with the token.

Step 29



Upon clicking the link in the responsible party's email, a browser page will be displayed containing the required action or actions to be completed. Click the link under the column.

Step 30

Contract Closeout

Plant Clearance Report Received

\* = Required Fields  
† = Conditional

Item Data Attachments

Forecast Completion Date	2023/07/17	Date Action Completed	2023/01/19
--------------------------	------------	-----------------------	------------

Status \*  Complete  N/A

Submit Cancel

Save Cancel

The Forecast Completion Date may be automatically calculated based on the action item, contract type, and physical completion date.

The Forecast Completion Date may be automatically calculated based on the action item, contract type, and physical completion date.

Step 31

Contract Closeout

Plant Clearance Report Received

\* = Required Fields  
† = Conditional

Item Data Attachments

Attachments

Attachment

Name	Action
PLCReport.pdf	<input type="button" value="Delete"/>

Save Cancel

Enter all the mandatory fields on the Item Data tab. Attachments are optional. Once complete, click the Save button.

Enter all the mandatory fields on the Item Data tab. Attachments are optional. Once complete, click the Save button.

Step 32

Contract Closeout Checklist - Action Items

• INFO: Contact the Contracting Officer offline if there is future action required for this action taken.

Contract Number: F0300021E0920      Delivery Order Number

Please complete the following Action Item(s):

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
Plant Clearance Report Received	S2.245-1	PLCO	S0512A	GovernmentEmail@EMAIL.COM	2023/07/17	2023/01/19	<a href="#">View</a>	Y	<a href="#">Edit</a>

Click the Submit button to update the Contract Closeout Worksheet with the information.

Click the Submit button to update the Contract Closeout Worksheet with the information.

Step 33

Contract Closeout

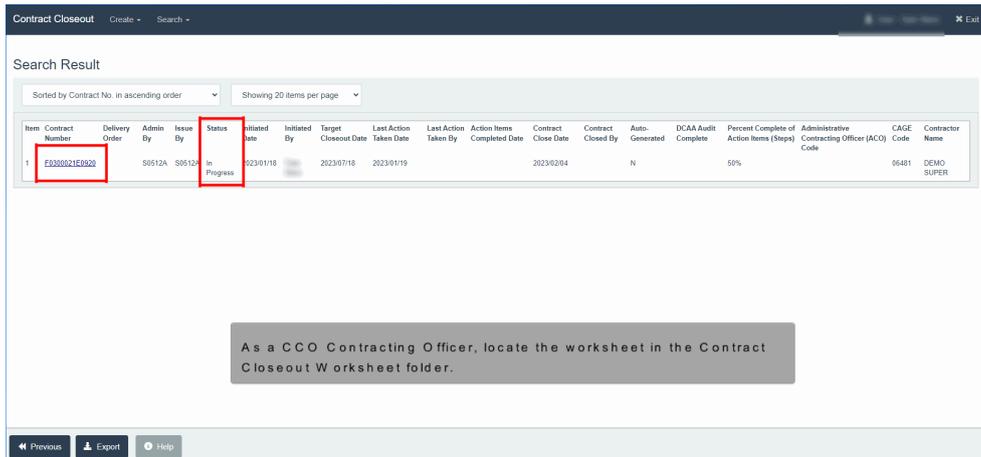
Success

You have successfully reviewed the Action Item(s) for your agency. Have a nice day!

A Success message is displayed after submission. The worksheet will remain as In Progress.

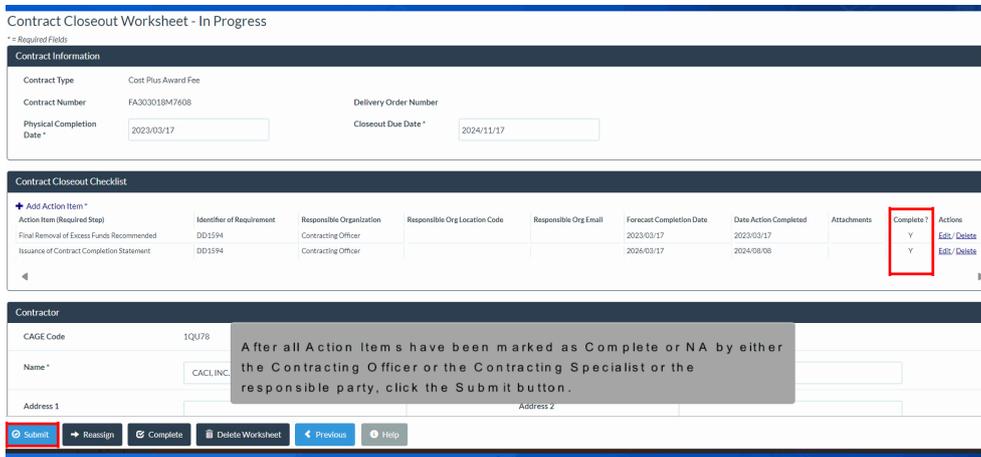
A Success message is displayed after submission. The worksheet will remain as In Progress.

Step 34



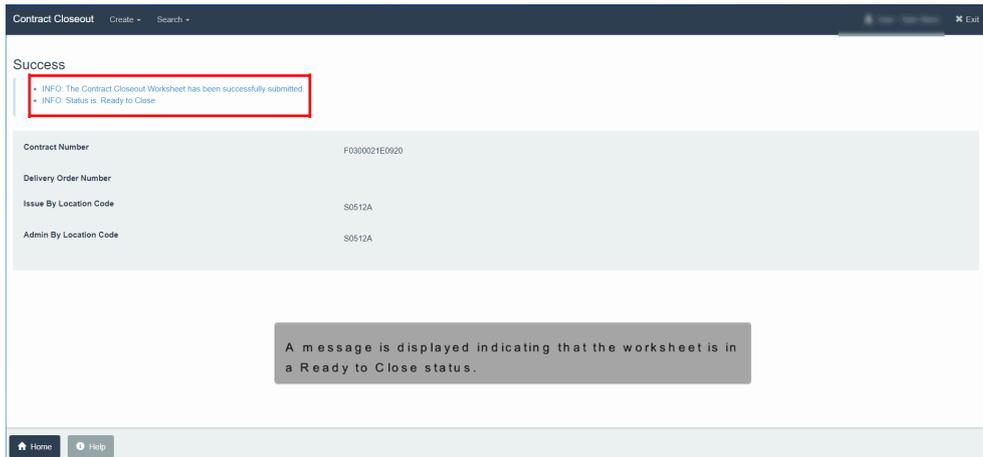
As a CCO Contracting Officer, locate the worksheet in the Contract Closeout Worksheet folder.

Step 35



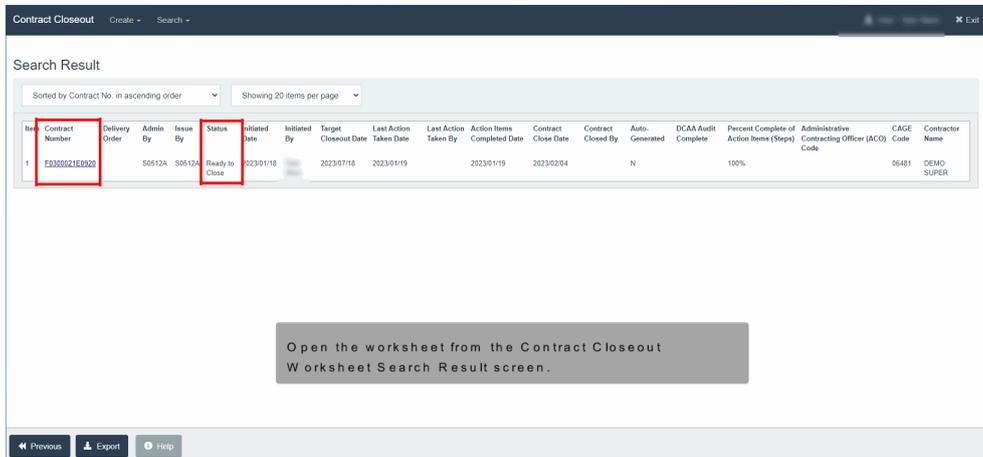
After all Action Items have been marked as Complete or NA by either the Contracting Officer or the Contracting Specialist or the responsible party, click the Submit button.

Step 36



A message is displayed indicating that the worksheet is in a Ready to Close status.

Step 37



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

Step 38

Contract Closeout Worksheet - Ready to Close

\* = Required Fields

- INFO: The following orders have not been closed: 0047. Closeout of this contract may be prohibited.

**Contract Information**

Contract Type: Firm Fixed Price  
Contract Number: DA480700DH004  
Delivery Order Number: [ ]  
Physical Completion Date\*: 2020/10/01  
Closeout Due Date\*: 2021/04/01

**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			2020/10/01	2020/10/01		Y	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/10/01	2020/10/01		Y	Edit / Delete

**Contractor**

CAGE Code: 06481  
Name\*: NORTHROP GRUMMAN SYSTEMS CORPORATION  
Address: 21240 BURBANK BLVD

Buttons: Reassign, Complete, Delete Worksheet, Reject, Previous, Help

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

Step 39

Sign Document

- INFO: As of 2024/08/09 21:00:50 UTC, an email was sent to your email account [redacted] One-Time Password (OTP). This password will expire in 200 seconds.

The PIEE signature requirement has changed to allow support for all the major browsers. Click here for more information.

- If you have not setup your Digital PIN, click on Manage Digital PIN link to setup your PIN.
- If you are having issue with receiving One-Time Password (OTP) via E-mail, you can also setup OTP on your mobile device by visiting Setup Time-Based One-Time Password page.

User ID: CCO1\_Joe

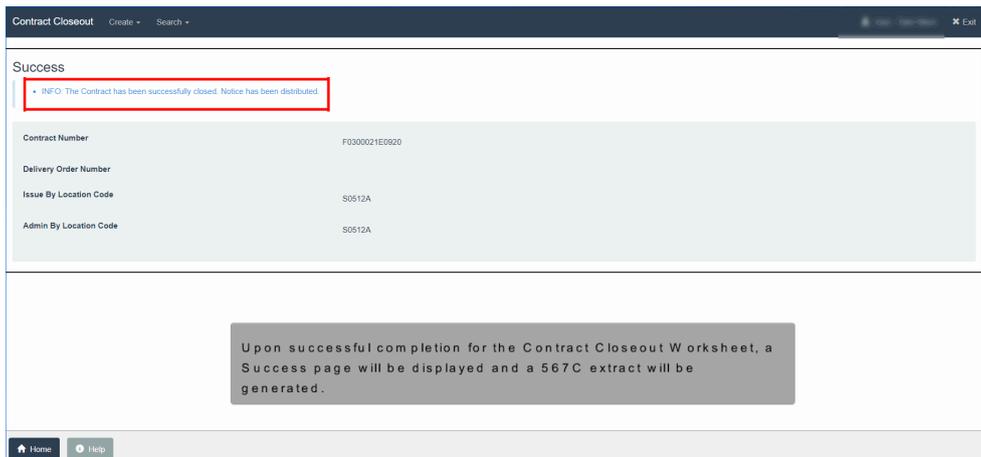
Digital PIN: [ ] Manage Digital PIN

OTP (One-Time Password): [ ] Send OTP via E-Mail

Buttons: Sign And Submit, Cancel

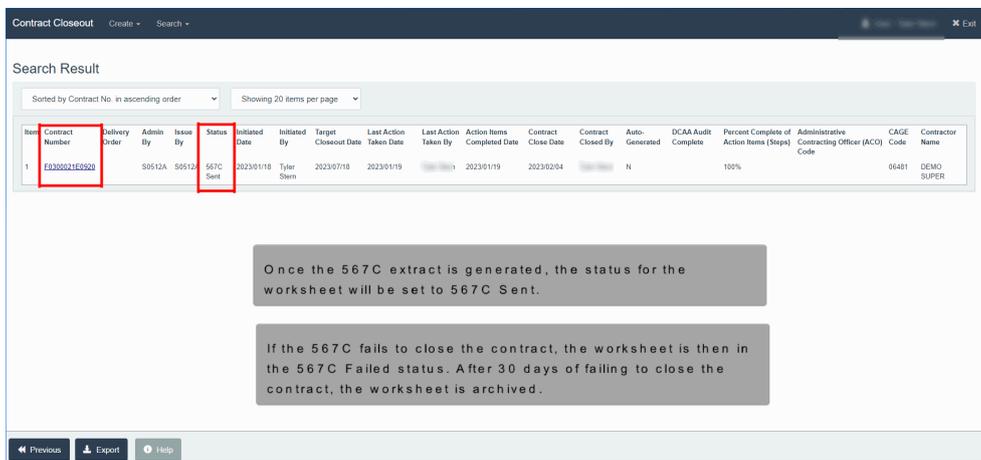
Upon clicking the Complete button, a signature popup will display. The Contracting Officer must click the Sign and Submit button to digitally sign the worksheet and close the contract.

Step 40



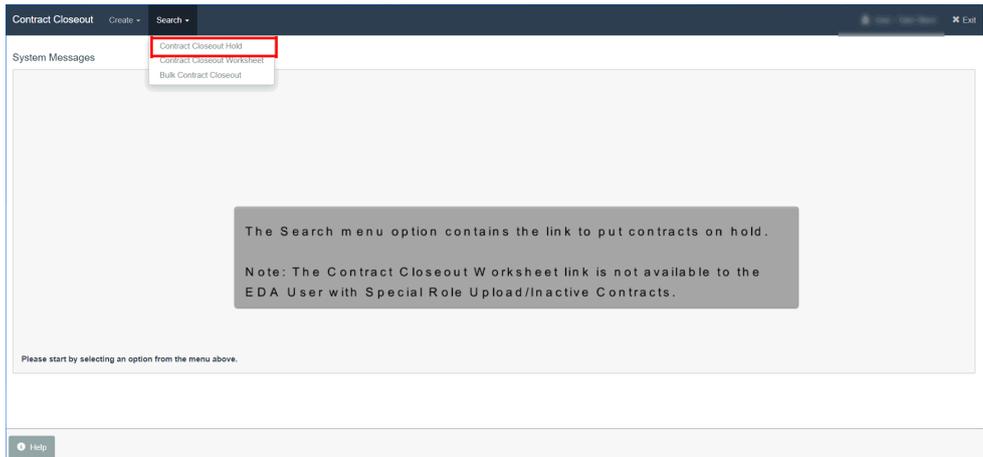
Upon successful completion for the Contract Closeout Worksheet, a Success page will be displayed and a 567C extract will be generated.

Step 41



Once the 567C extract is generated, the status for the worksheet will be set to 567C Sent. If the 567C fails to close the contract, the worksheet is then in the 567C Failed status. After 30 days of failing to close the contract, the worksheet is archived.

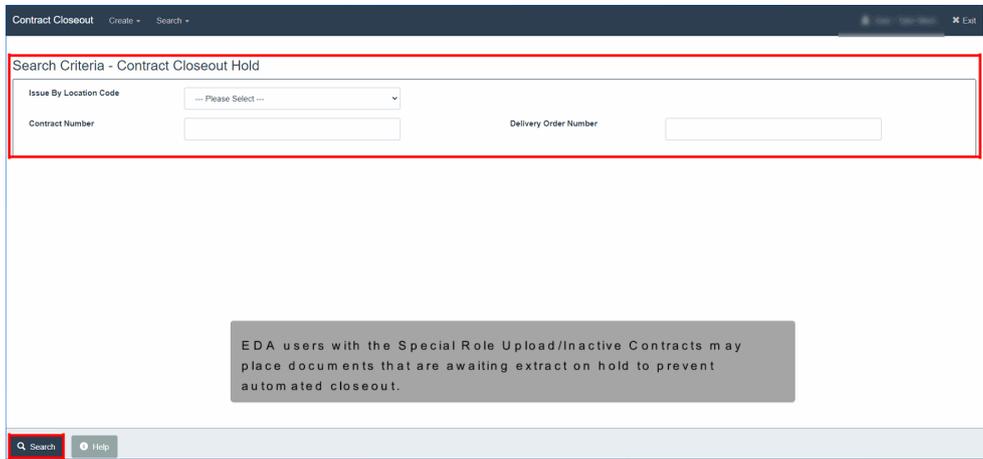
Step 42



The Search menu option contains the link to put contracts on hold.

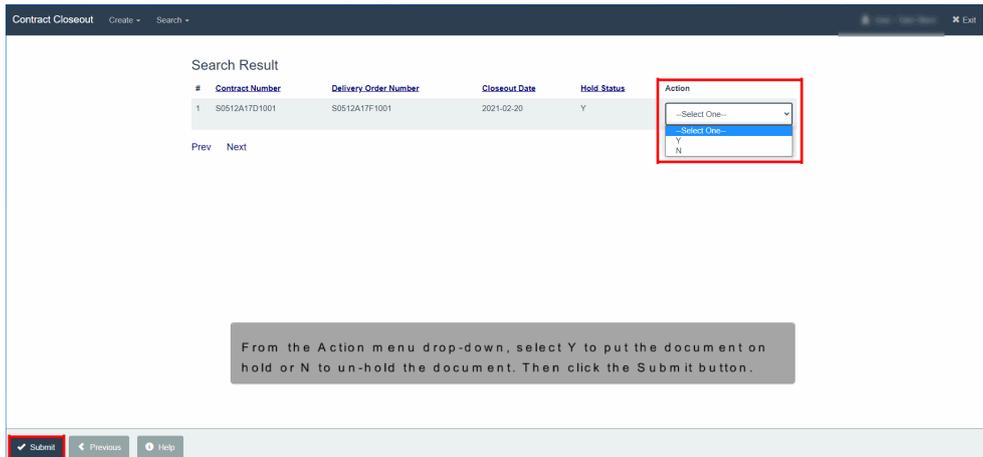
Note: The Contract Closeout Worksheet link is not available to the EDA User with Special Role Upload/Inactive Contracts.

Step 43



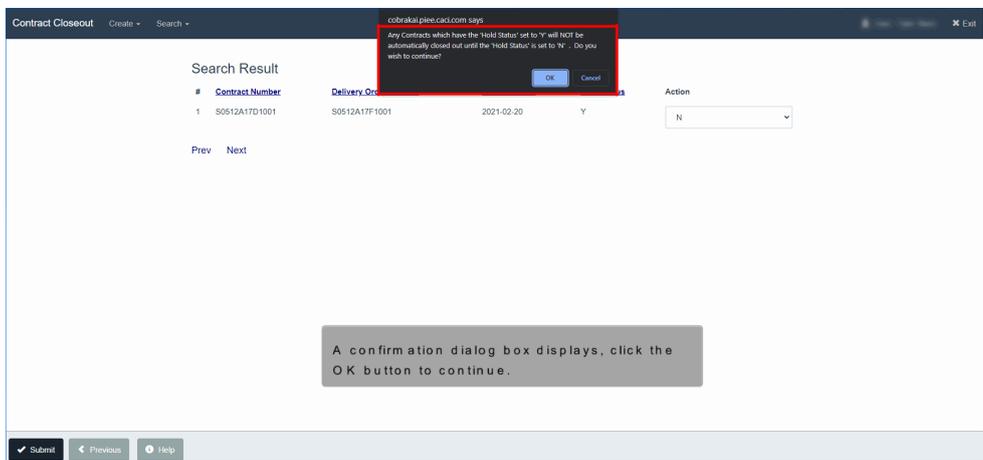
EDA users with the Special Role Upload/Inactive Contracts may place documents that are awaiting extract on hold to prevent automated closeout.

Step 44



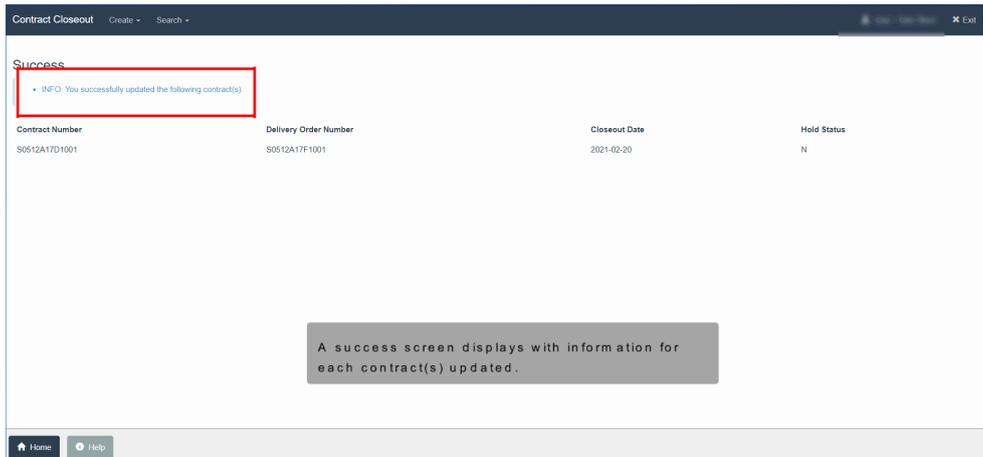
From the Action menu drop-down, select Y to put the document on hold or N to un-hold the document. Then click the Submit button.

Step 45



A confirmation dialog box displays, click the OK button to continue.

Step 46



A success screen displays with information for each contract(s) updated.

End



This concludes our demonstration.