

# Contract Closeout Features for DCMA Users

## Reference Guide

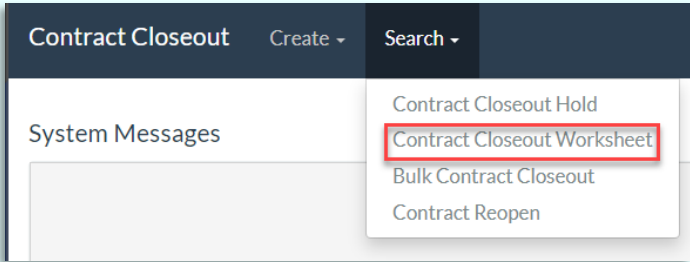
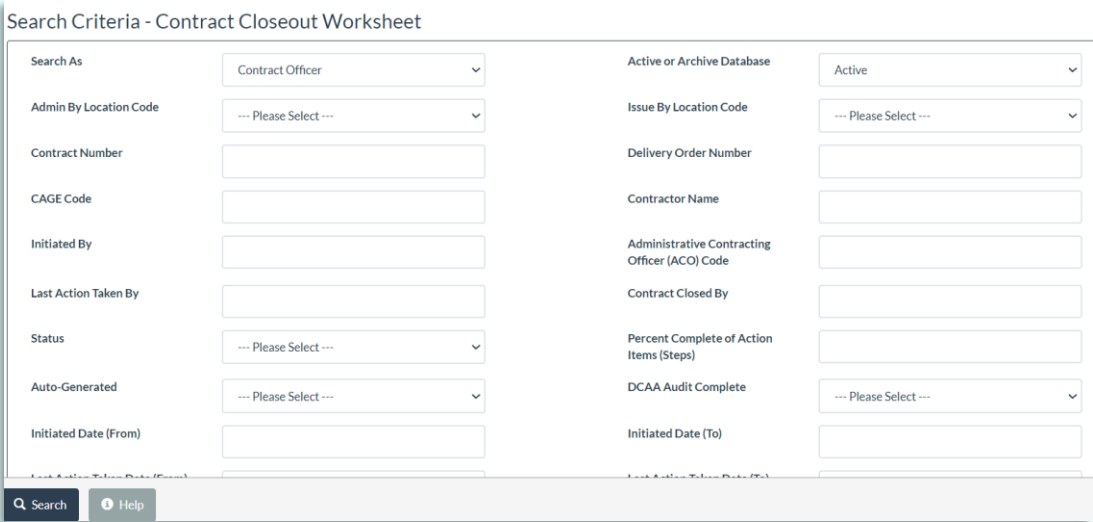
PIEE Homepage

CCO Module

Menu

## Table of Contents

<b>Guide Summary .....</b>	<b>1</b>
<b>Roles .....</b>	<b>1</b>
<b>Contract Closeout Worksheet - Search.....</b>	<b>1</b>
Search Criteria – Contract Closeout Worksheet.....	1
<i>Search Criteria Fields:</i> .....	2
<i>Search Result Fields:</i> .....	3
<b>Contract Closeout Worksheet - Create.....</b>	<b>4</b>
<b>Populate a Contract Closeout Worksheet .....</b>	<b>4</b>
<b>Create a Contract Closeout Worksheet .....</b>	<b>5</b>
<i>Contract Information</i> .....	7
<i>Contract Closeout Checklist</i> .....	8
<i>Contractor</i> .....	10
<i>Contract Administration Office</i> .....	10
<i>Purchasing Office</i> .....	10
<i>Contract Completion</i> .....	11
<i>Email Notifications</i> .....	11
<b>Contract Closeout Worksheet - Submit.....</b>	<b>14</b>
<b>Contract Closeout Worksheet - Complete .....</b>	<b>17</b>
Completing a Contract Closeout Worksheet.....	17
<b>Email Notifications .....</b>	<b>18</b>
<b>Contract Reopen .....</b>	<b>21</b>

<p><b>Guide Summary</b></p>	<p>This guide goes over the lifecycle of a Contract Closeout Worksheet. It also includes additional features that are DCMA specific. Users gain access to these features based on the Location DoDAAC they are registered with.</p>
<p><b>Roles</b></p>	<p>Roles with the ability to Create a Contract Closeout (CCO) Worksheet:</p> <ul style="list-style-type: none"> <li>• CCO Contract Officer</li> <li>• CCO Contract Specialist</li> </ul>
<p><b>Contract Closeout Worksheet - Search</b></p>	<p>To search for a Contract Closeout Worksheet, go to the Search menu at the top of the page. From the dropdown options, select Contract Closeout Worksheet.</p>  <p><b>Search Criteria – Contract Closeout Worksheet</b></p> <p>The Search Criteria – Contract Closeout Worksheet page displays.</p>  <p><i>NOTE: The Search As field allows the user to select the role to perform the search if multiple CCO roles are registered.</i></p> <p><i>NOTE: The Admin By Location Code and Issue By Location Code display the location codes matching the user roles currently registered for.</i></p> <p><i>NOTE: At least one search criterion is required to perform a search.</i></p>

*Search Criteria Fields:*

- Search As
- Admin by Location Code
- Contract Number
- CAGE Code
- Initiated By
- Last Action Taken By
- Status
  - 567C Failed
  - 567C Sent
  - Awaiting Release
  - In Progress
  - Initiated
  - Ready to Close
  - Saved)
- Auto-Generated
  - Yes
  - No
- Initiated Date (From)
- Last Action Taken Date (From)
- Action Items Completed Date (From)
- Contract Closeout Date (From)
- Target Closeout Date (From)
- Active or Archive Database
  - Active
  - Archive
- Issue By Location Code
- Delivery Order Number
- Contractor Name
- Administrative Contracting Officer (ACO) Code
- Contract Closed By
- Percent Complete of Action Items (Steps)
- DCAA Audit Complete
- Initiated Date (To)
- Last Action Taken Date (To)
- Action Items Completed Date (To)
- Contract Closeout Date (To)
- Target Closeout Date (To)

Enter in the desired search criteria and click **Search**. The search results display on the following page.

**Search Criteria - Contract Closeout Worksheet**

Search As	Contract Officer	Active or Archive Database	Active
Admin By Location Code	--- Please Select ---	Issue By Location Code	--- Please Select ---
Contract Number		Delivery Order Number	
CAGE Code		Contractor Name	
Initiated By		Administrative Contracting Officer (ACO) Code	
Last Action Taken By		Contract Closed By	
Status	--- Please Select ---	Percent Complete of Action Items (Steps)	
Auto-Generated	--- Please Select ---	DCAA Audit Complete	--- Please Select ---
Initiated Date (From)		Initiated Date (To)	
Last Action Taken Date (From)		Last Action Taken Date (To)	
Action Items Completed Date (From)		Action Items Completed Date (To)	
Contract Closeout Date (From)		Contract Closeout Date (To)	

**Search** **Help**

Locate and click the **Contract Number** hyperlink to open the worksheet.

### Search Result Fields:

- Item
- Contract Number
- Delivery Order
- Admin By
- Issue By
- Status
- Initiated By
- Target Closeout Date
- Last Action Taken By
- Action Items Completed Date
- Contract Close Date
- Contract Closed By
- Auto-Generated
- DCAA Audit Complete
- Percent Complete of Action Items (Steps)
- Administrative Contracting Officer (ACO) Code
- CAGE Code
- Contractor Name

**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	Initiated By	Target Closeout Date	Last Action Taken Date	Last Action Taken By	Action Items Completed Date	Contract Close Date	Contract Closed By	Auto-Generated	DCAA Audit Complete	Percent Complete of Action Items (Steps)	Administrative Contracting Officer (ACO) Code	CAGE Code	Contractor Name
1	<a href="#">F3361501C1863</a>		50512A	FAB650	Saved	2022/12/15	Tyler Stern	2021/08/31		Tyler Stern				N		92%	NCB	43311	L3HARRIS TECHNOLOGIES, INC.

**Previous** **Export** **Help**

Select the **Previous** button at the bottom of the screen to return to the search criteria page. Select the **Export** button to export the returned search results.

Contract  
Closeout  
Worksheet -  
Create

Populate a Contract Closeout Worksheet

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.

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.

Search Criteria - Contract Closeout Worksheet

Search As	Contract Officer	Active or Archive Database	Archive
Admin By Location Code	--- Please Select ---	Issue By Location Code	--- Please Select ---
Contract Number		Delivery Order Number	
CAGE Code		Contractor Name	
Initiated By		Administrative Contracting Officer (ACO) Code	
Last Action Taken By		Contract Closed By	
Status	--- Please Select ---	Percent Complete of Action Items (Steps)	
Auto-Generated	--- Please Select ---	DCAA Audit Complete	--- Please Select ---
Initiated Date (From)		Initiated Date (To)	
Last Action Taken Date (From)		Last Action Taken Date (To)	

[Search](#) [Help](#)

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

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	Initiated By	Target Closeout Date	Last Action Taken Date	Last Action Taken By	Action Items Completed Date	Contract Close Date	Contract Closed By	Auto-Generated	DCAA Audit Complete	Percent Complete of Action Items (Steps)	Administrative Contracting Officer (ACO) Code	CAGE Code	Cont Nam
1	<a href="#">HR001116C0054</a>		W52P1J	W52P1J	567C Sent	2023/10/16	mik_CCO_officer Talent	2025/06/16	2023/10/16	mik_CCO_officer Talent	2023/10/16		mik_CCO_officer Talent	N		100%		06481	NOR GRU SYST COR
2	<a href="#">SP100218P0111</a>		W52P1J	W52P1J	567C Sent	2024/01/11		2024/07/01	2023/12/29	Tester 788	2023/12/29	2024/01/11	Tester 788	N		100%		2AAE1	PLED INTE PRO INC.
3	<a href="#">W52P1J09G0001</a>	0303	W52P1J	W52P1J	567C Sent	2023/11/15	Tester 788	2025/07/10	2023/11/14	Tester 788	2023/11/14	2023/11/08	Tester 788	N		100%		14912	AME ORE LLC
4	<a href="#">W52P1J2211111</a>	W52P1J2311111	W52P1J	W52P1J	Saved	2023/11/23	CCO WORKSHEET SYSTEM ACCOUNT	2025/07/23	2023/11/17	CCO WORKSHEET SYSTEM ACCOUNT	2023/11/17	2023/11/24		Y		100%		1HKQ6	LEID
5	<a href="#">W912K223E0023</a>		W52P1J	W52P1J	567C Sent	2023/11/13	Tester 788	2025/07/13	2023/10/31	Tester 788	2023/10/31	2023/11/13	Tester 788	N		100%		1HKQ6	LEID

The selected archived Contract Closeout Worksheet displays. At the bottom of the screen, click the **Populate from Worksheet** button.

## Contract Closeout Worksheet - 567C Sent

Contract Information			
Contract Type	Firm Fixed Price		
Contract Number	FA810216D0012	Delivery Order Number	1010
Physical Completion Date	2022/10/20	Closeout Due Date	2023/04/20
Estimated Closing Date †		Final Delivery Date	
Overage Reason (R2 Remarks) †		R5 Remarks	R6 Remarks
R7 Remarks		R8 Remarks	R9 Remarks
Special Provision Code(s)		Technical Data, Patents, and Royalties	Security Classification Codes
Section		Part	Contract Assignment Code
Kind		Criticality	Functional

Populate From Worksheet

Previous

Help

The Contract Closeout Worksheet – Create page displays with the fields pre-populated with data from the archived worksheet.

### Contract Closeout Worksheet - Create

\* = Required Fields

INFO: NO DATA FOUND in Electronic Data Access Procurement Document Standard web service for Contract Number / Delivery Order: FA810216D0012 / 1010. Worksheet has not been populated from EDA PDS.

Contract Information							
Contract Number	FA810216D0012			Delivery Order Number	1010		

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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2022/10/20	2022/10/20	
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2022/10/20	2022/10/20	

Contractor

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

✓ Create

Save

→ Reassign

Complete

Previous

Help

## Create a Contract Closeout Worksheet

On the Contract Closeout landing page, select the **Contract Closeout Worksheet** from the Create drop-down menu.

Contract Closeout

Create

Search

Contract Closeout Worksheet

Contract Reopen

The Contract Closeout Worksheet – Create page displays. Select the DCMA Location Code from the Admin By Location Code drop-down list.

Contract Closeout Worksheet - Create

Contract Information

Select Role  Contract Officer

Select Contract Number Type

Admin By Location Code  S0512A

Issue By Location Code

Contract Number  S0512A

Delivery Order Number

**NOTE:** If the Contract Number entered does not reside in EDA an error message displays.

Contract Closeout Worksheet - Create

ERROR: Contract closeout is not permitted. This DCMA Administered Contract/Order was not found in EDA. If this is a valid Contract/Order, please upload it into EDA to facilitate closeout.

Contract Information

Select Role  Contract Officer

Select Contract Number Type

Admin By Location Code  S0512A

Issue By Location Code

Contract Number  N0016419FW085

Delivery Order Number

Fill in any other fields if applicable. Enter in the Contract Number and click the **Populate Worksheet** button at the bottom of the page.

Contract Closeout Worksheet - Create

Contract Information

Select Role  Contract Officer

Select Contract Number Type

Admin By Location Code  S0512A

Issue By Location Code

Contract Number  FA881804D0024

Delivery Order Number

The remainder of the Contract Closeout Worksheet – Create page displays.

**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.

Contract Closeout
Create
Search
User
Exit

Contract Closeout Worksheet - Create

\* = Required Fields

- WARNING: Contract Number / Delivery Order 'S0512A99D1100' / ' has already been closed.
- INFO: No Data Found in MOCAS for Contract Number/Delivery Order: S0512A99D1100; Worksheet has not been populated from MOCAS.

INFO: NO DATA FOUND in Electronic Data Access Procurement Document Standard web service for Contract Number: S0512A99D1100. Worksheet has not been populated from EDA PDS.

Contract Information

Contract Type \*
--- Please Select ---

Contract Number
S0512A99D1100

Delivery Order Number

Physical Completion Date \*

Closeout Due Date \*

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	<a href="#">Edit</a> / <a href="#">Delete</a>
Issuance of Contract Completion Statement	DD1594	Contracting Officer						N	<a href="#">Edit</a> / <a href="#">Delete</a>

## Contract Information

The Contract Information section pre-populates with the contract information from MOCAS or EDA PDS, if available.

*NOTE: The fields Overage Reason (R2 Remarks), R9 Remarks, and Special Provision Code(s) have an additional "i" information icon that provides more information for the field.*

\* = Required Fields

Contract Information

Contract Type	COST PLUS FIXED FEE			Delivery Order Number	
Contract Number	F3361501C1863				
Physical Completion Date *	2018/08/02	Closeout Due Date *	2021/08/31	Effective Date	2001/06/15
Estimated Closing Date †		Final Delivery Date	2009/01/07		
Overage Reason (R2 Remarks) †		R5 Remarks	OK TO PRO-RATE	R6 Remarks	
R7 Remarks	INTERIM PK9 ISSUED 04 NOV 10	R8 Remarks	FPRODUCTION COMPLETE SCC0065Z 09156	R9 Remarks	0216*****293449616274
Special Provision Code(s)	T	Technical Data, Patents, and Royalties	W - TECHNICAL DATA & PATENTS	Security Classification Codes	C - CLASSIFIED
Section	2 - PHYSICALLY COMPLETE	Part	A - CONTRACTS ASSIGNED TO ACO	Contract Assignment Code	P - PRIMARY ADMINISTRATION
Kind	2 - RESEARCH & DEVELOPMENT CONTRACT	Criticality Designator Code	C - CONTRACT OTHER THAN A OR B	Functional Limitation Code	
Total Contract Amount	\$2,438,901.00	Obligated Amount	\$2,438,901.00	Unliquidated Obligation (ULO)	\$5,072.49
Withhold Amount	\$0.00	Work in Progress	\$0.00	Administrative Contracting Officer (ACO) Code	NCB
Payment Office DoDAAC	HQ0339	Organizational (Org) Code	NH		

†: These fields are conditionally required if the Closeout Due Date is in the past. Data must be externally entered for these fields and exist within SDW.

If there is no contract information populated in the Contract Information section, fill in the **Contract Type** and **Physical Completion Date** fields. The Closeout Due Date field populates based on the entered physical completion date.



## Contract Closeout Worksheet - Create

\* = Required Fields

INFO: NO DATA FOUND in Electronic Data Access Procurement Document Standard web service for Contract Number: N0038396GM162. Worksheet has not been populated from EDA PDS.

**Contract Information**

Contract Type \*

Cost No Fee

Contract Number

N0038396GM162

Delivery Order Number

Physical Completion Date \*

2024/08/15

Closeout Due Date \*

### Contract Closeout Checklist

In the Contract Closeout Checklist section action items associated with the contract display. To enter an additional action item, select the **Add Action Item** button at the top of the section.

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	<a href="#">Edit / Delete</a>
Issuance of Contract Completion Statement	DD1594	Contracting Officer						N	<a href="#">Edit / Delete</a>

A list of action items display. Select the applicable items and click the **Save** button at the bottom of the screen to add them.

<input 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"/>	Requested Documentation Submitted	Documentation	Vendor
<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

To edit an action item, select the **Edit** button on the far right-hand side of the row.

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			2024/08/01			N	<a href="#">Edit / Delete</a>
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2027/08/01			N	<a href="#">Edit / Delete</a>

The edit screen displays, the title of which is dependent on the action item selected. In the Item Data tab, enter in the applicable information.

Final Removal of Excess Funds Recommended

\* = Required Fields  
† = Conditional

Item Data Attachments

Forecast Completion Date \* 2024/08/15 Date Action Completed †

Status ☐ Complete ☐ Not Applicable

✓ Save Cancel

To add a new attachment, select the Attachments tab link. In the Attachments tab, select the **Browse** button to find the applicable file. Select **Upload** once the file has been selected. Select the **Save** button to upload the new item data or attachment changes.

Final Removal of Excess Funds Recommended

\* = Required Fields  
† = Conditional

Item Data Attachments

Attachments

Attachment

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

✓ Save Cancel

To delete an action item, select the **Delete** button on the far right-hand side of the column.

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			2024/08/01			N	<a href="#">Edit / Delete</a>
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2027/08/01			N	<a href="#">Edit / Delete</a>

A Delete Action Item pop-up displays. Select **OK** to continue.

apple.piee.caci.com says

Delete Action Item: Final Removal of Excess Funds Recommended?

OK

Cancel

### Contractor

In the Contractor section, fill in the applicable contractor information. The Contractor CAGE Code, Name and Address are pre-populated from the EDA Contract, if the data is available.

*NOTE: The address information will attempt to auto populate if the Location Code is changed.*

Contractor			
NOTE: Address information will attempt to auto populate if the Location Code is changed.			
CAGE Code	<input type="text"/>		
Name *	<input type="text"/>	Address	<input type="text"/>
Address 1	<input type="text"/>	Address 2	<input type="text"/>
Address 3	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Postal Code	<input type="text"/>

### Contract Administration Office

The fields in the Contract Administration Office section are auto populated based off the entered Location code. Fields are editable. The Contract Administration Office (Admin by) DoDAAC, Name, and Address are pre-populated from the EDA contract, if the data is available.

*NOTE: The address information will attempt to auto populate if the Location Code is changed.*

Contract Administration Office			
NOTE: Address information will attempt to auto populate if the Location Code is changed.			
Location Code	<input type="text" value="N00019"/>		
Name *	<input type="text" value="NAVAL AIR SYSTEMS COMMAND"/>	Address	<input type="text" value="TRANSPORTATION OFFICE"/>
Address 1	<input type="text" value="4070 HANCOCK RD BLDG 402"/>	Address 2	<input type="text"/>
Address 3	<input type="text" value="DEFENSE WARE HSE 30070 CA"/>	City	<input type="text" value="DEFENSE WARE"/>
State	<input type="text" value="CA"/>	Postal Code	<input type="text" value="92078-0007"/>

### Purchasing Office

In the Purchasing Office section, fill in the applicable contractor information.

*NOTE: The address information will attempt to auto populate if the Location Code is changed.*

Purchasing Office

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

Location Code			
Name *		Address	
Address 1		Address 2	
Address 3		City	
State		Postal Code	

## Contract Completion

In the Contract Completion section, fill in the applicable fields. The Last Modification Number is pre-populated from the EDA contract, if the data is available.

The Excess Funds field is mandatory. From the menu drop-down, select Y for Yes or N for No. When Y is selected the Excess Funds Value is mandatory. Data is pre-populated in these fields if they are available in the EDA Contract.

*NOTE: If the Contract Closeout Worksheet is populated by data from SDW/MOCAS or if the ULO amount is greater than \$0, the Excess Funds and Excess Funds Value (\$) fields are pre-populated and are not editable.*

Contract Completion

Last Modification Number			
Excess Funds *	--- Please Select ---	Excess Funds Value (\$) †	
IF FINAL PAYMENT HAS BEEN MADE, COMPLETE FINAL PAYMENT VOUCHER AND FINAL PAYMENT DATE			
Final Payment Voucher Number †		Final Payment Date †	
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 †		Final Invoice Date †	
Shipment Number		Shipment Date	
Initiator Remarks			
Initiator Name	KO TEST	Initiator Date	2024/08/05
Contracting Officer Remarks			
Contracting Officer Name	KO TEST	Contract Close Effective Date	

Create
Save
Reassign
Complete
Previous
Help

## Email Notifications

To send a Contract Closeout Worksheet notice to another user, enter in an applicable message in the Email Text field, enter in the recipient's information into the Email Recipient field, and click the **Add Email** button. Click the **Send Email** button to initiate the message.

*NOTE: Email text is required to send a Contract Closeout Worksheet notice.*

Selecting the **Send Email** button displays a confirmation message.

An email with the subject Contract Closeout in Progress for (Contract Number) is sent to all the entered recipients.

Contract Closeout in Progress for N0038396GM162

**WT** wawf-test@caci.com  
To: [Redacted]

This email was generated in ApplePiee - CACI Development environment. If you are a PRODUCTION user, then please ignore it.

Action is required as checklist updates have been made on the following Contract Closeout Worksheet:

Contract Number: N0038396GM162  
Delivery Order Number:  
Issue By:  
Admin By: FA8903

The Contract Worksheet has been created for this test

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

At the bottom of the screen, select the **Create** button to put the worksheet into an “In-Progress” status.

**Email Notifications**

Email Text

Email Recipient

Add Email

✓ Send Email

✓ Create Save → Reassign ↗ Complete ← Previous ⓘ Help

A success screen displays, and an email is sent out to the applicable parties letting them know that their action on the worksheet is now required.

**Contract Closeout** Create Search User Exit

**Success**

- INFO: The Contract Closeout Worksheet has been successfully submitted.
- INFO: Status is: In Progress

Contract Number	F0300021E0920
Delivery Order Number	
Issue By Location Code	S0512A
Admin By Location Code	S0512A

To bypass that process, select the **Complete** button to send the 567c and close the contract. If the worksheet is not yet ready, select the **Save** button to save the current data.

*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.*


✓ Send Email

✓ Create **Save** → Reassign ↗ Complete ← Previous ⓘ Help

If the worksheet needs to be assigned to a new CO or CS, select the **Reassign** button. A Contract Closeout Worksheet – Reassignment screen displays. Enter in the applicable information and select the **Save** button to reassign the worksheet.

*NOTE: A contract can be reassigned while in the Awaiting Release, In Progress, and Ready to Close status.*

Contract Closeout Worksheet-Reassignment  
\* = Required Fields

Assignee Location Code  Assignee Org Location Email  

Additional Email Addresses

Comments \*

Note: Additional Email Addresses must be separated by comma(s)

After clicking the **Save** button, the Admin By location code is updated on the worksheet and an email notification is 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.

After the initial Contract Closeout Worksheet creation, the worksheet goes into the **In Progress** status. From there, it is reviewed by the CO/CS associated with the contract.

Review all the sections and confirm the accuracy of the information. In the Contract Closeout Checklist section, the individual action items are editable. To add a new Action Item Recipient, select the **Edit** button.

Contract Closeout Worksheet - In Progress  
\* = Required Fields

**Contract Information**

Contract Type: Firm Fixed Price  
Contract Number: F0300021E0920  
Physical Completion Date: 2023/01/18  
Delivery Order Number:  
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	<a href="#">Edit</a> / <a href="#">Delete</a>
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2023/01/18			N	<a href="#">Edit</a> / <a href="#">Delete</a>
Settlement of Liquidated Damages	S2 211-11	Contracting Officer			2023/04/18	2023/01/18	<a href="#">View</a>	Y	<a href="#">Edit</a> / <a href="#">Delete</a>
Plant Clearance Report Received	S2 245-1	PLCO	S0512A	GovernmentEmail@EMAIL.COM	2023/07/17			N	<a href="#">Edit</a> / <a href="#">Delete</a> / <a href="#">Send Reminder</a>

An edit screen displays, the name of which is dependent on the action item selected. The Responsible Org Location Code and Responsible Org Email are mandatory. Fill in the necessary fields. If the Action Item is completed, update its **Status** within this screen. Click the **Save** button to proceed.

**NOTE:** A Contract Closeout Worksheet cannot be closed until all the Action Items are marked as Complete.

The email address entered in that field will receive an [email notification](#) regarding the action item that they are assigned.

**Contract  
Closeout  
Worksheet -  
Submit**

## Property Clearance Received

\* = Required Fields

† = Conditional

Item Data
Attachments

Responsible Org Location Code \*

Responsible Org Email \*

Forecast Completion Date \*

Date Action Completed †

Status
☐ Complete
☐ Not Applicable

Additional Email Addresses

Note: Additional Email Addresses must be separated by comma(s)

Save
Cancel

To add an attachment, select the **Attachment** tab. On the attachment page, click the **Browse** button, find the desired file, and click **Upload**. Click the **Save** button to proceed.

## Final Removal of Excess Funds Recommended

\* = Required Fields

† = Conditional

Item Data
Attachments

Attachments

Attachment
Browse...

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

Upload

Save
Cancel

If the Responsible Org is already linked to the appropriate action item, select the **Send Reminder** button to initiate an email that notifies the listed recipient of their actions needed.

## Contract Closeout Worksheet - In Progress

\* = Required Fields

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	<a href="#">Edit</a> / <a href="#">Delete</a>
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2023/01/18			N	<a href="#">Edit</a> / <a href="#">Delete</a>
Settlement of Liquidated Damages	S2 211-11	Contracting Officer			2023/04/18	2023/01/18	<a href="#">View</a>	Y	<a href="#">Edit</a> / <a href="#">Delete</a>
Plant Clearance Report Received	S2 245-1	PLCO	S0512A	GovernmentEmail@EMAIL.COM	2023/07/17			N	<a href="#">Edit</a> / <a href="#">Delete</a> / <a href="#">Send Reminder</a>

Click the **Submit** button to update the Contract Closeout Worksheet.





Property Clearance Received  
\* = Required Fields  
† = Conditional

Item Data

Attachments

Responsible Org Location Code \*

Responsible Org Email \*

Q

Forecast Completion Date \*

2024/05/30

Date Action Completed †

Status

☒ Complete

☐ Not Applicable

Additional Email Addresses

Note: Additional Email Addresses must be separated by comma(s)

Save

Cancel

When all action items are marked as complete, submit the Contract Closeout Worksheet. A success message displays. The worksheet is now in the **Ready to Close** status.

Success

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

Contract Number

F0460692G0061

Delivery Order Number

FK22

Issue By Location Code

S0512A

Admin By Location Code

S0512A

Contract  
Closeout  
Worksheet -  
Complete

### Completing a Contract Closeout Worksheet

To complete a Contract Closeout Worksheet, go to the Contract Closeout Worksheet page and [search](#) for the worksheet. From the returned list of results, click the Contract Number hyperlink for the desired worksheet. The Contract Closeout Worksheet – Ready to Close page displays.

Contract Closeout Worksheet - Ready to Close

\* = Required Fields

- INFO: No Data Found In MOCAS for Contract Number/Delivery Order: F0460692G0061/ FK22. Worksheet has not been populated from MOCAS.

Contract Information

Contract Type

Firm Fixed Price

Contract Number

F0460692G0061

Delivery Order Number

FK22

Physical Completion Date \*

2020/10/14

Closeout Due Date \*

2021/04/14

Contract Closeout Checklist

Add Action Item \*

Identify 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	DD1294	Contracting Officer			2020/10/14	2020/10/14		Y	<a href="#">Edit</a> <a href="#">Delete</a>
Issuance of Contract Completion Statement	DD1294	Contracting Officer			2020/10/14	2024/08/06		Y	<a href="#">Edit</a> <a href="#">Delete</a>

Contractor

CAGE Code

06481

Name \*

NORTHROP GRUMMAN SYSTEMS CORPORATION

Address

21240 BURBANK BLVD

Address 1

Address 2

Address 3

City

WOODLAND HILLS

State

CA

Postal Code

91367

Assign

Complete

Delete Worksheet

Reject

Preview

Help

Review the worksheet information. Make changes, if necessary, then click the **Complete** button to sign and complete the closeout. Upon clicking the **Complete** button, a signature popup will display. Click the **Sign and Submit** button to digitally sign the worksheet and close the contract.

Sign Document

- INFO: As of 2024/08/08 20:37:21 UTC, an email was sent to your email account with a 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

Digital PIN

Manage Digital PIN

OTP (One-Time Password)

Send OTP via E-Mail

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

Sign And Submit

Cancel

A success message displays, confirming that the contract is closed.

Contract Closeout

Success

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

Contract Number

F0300021E0920

Delivery Order Number

Issue By Location Code

S0512A

Admin By Location Code

S0512A

A 567C is generated upon completion of the Contract Closeout worksheet. The status of the worksheet is now 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.

Email Notifications

Tokenized emails are sent when an action item on a Contract Closeout Worksheet indicates a Responsible Organization other than the Contracting Officer.

Contract Closeout Worksheet - In Progress

\* = Required Fields

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

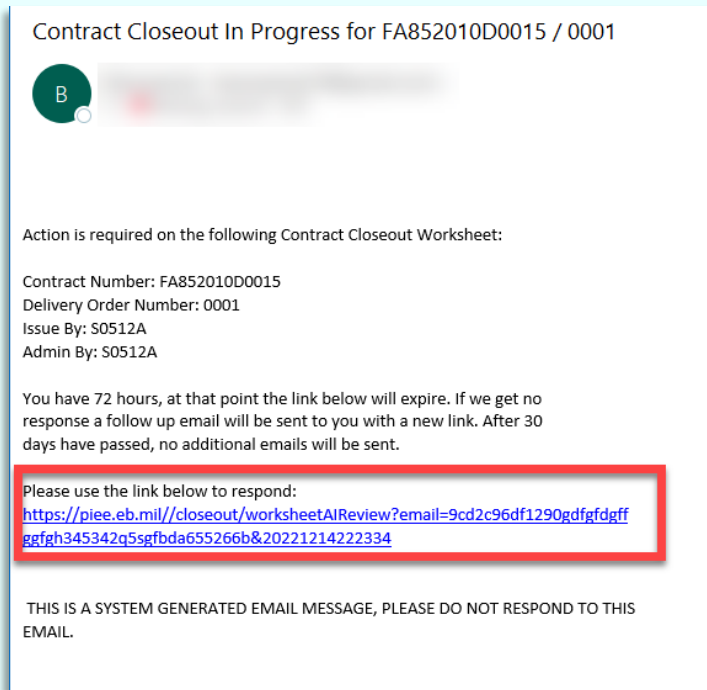
+

Add Action Item \*

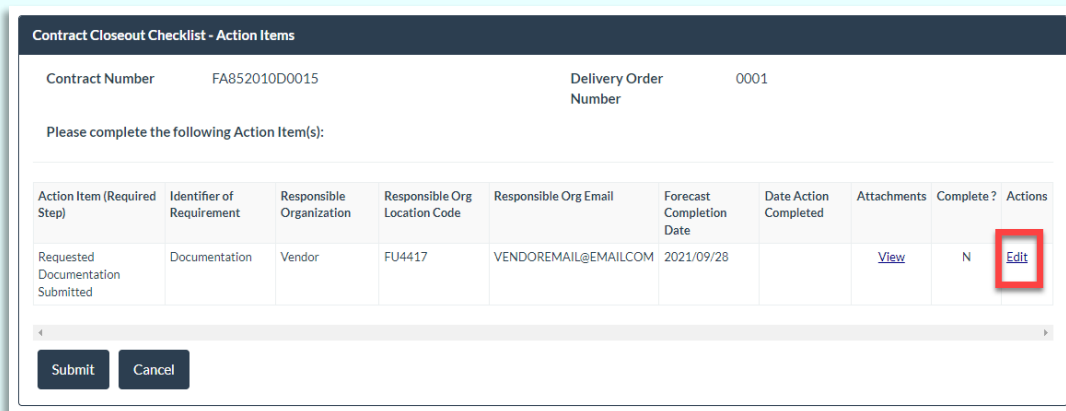
Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2023/01/18	N		N	<a href="#">Edit</a> / <a href="#">Delete</a>
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2023/01/18	N		N	<a href="#">Edit</a> / <a href="#">Delete</a>
Settlement of Liquidated Damages	S2 211-11	Contracting Officer			2023/04/18	2023/01/18	<a href="#">View</a>	Y	<a href="#">Edit</a> / <a href="#">Delete</a>
Plant Clearance Report Received	S2 245-1	PLCO	S0512A	Government@mail@EMAIL.COM	2023/07/17	N		N	<a href="#">Edit</a> / <a href="#">Delete</a> / <a href="#">Send Reminder</a>

In the email, select the token to display the associated action item.

**NOTE:** This email will only happen if **'Requested Documentation Submitted'** Action Item has been added to the worksheet.



In the populated worksheet, select the **Edit** button in the far right-side of the row to make changes to the action item.



A Requested Documentation Submitted screen displays. To add additional attachments, select the **Attachment** tab.

Final Removal of Excess Funds Recommended  
 \* = Required Fields  
 † = Conditional

Item Data Attachments

**Attachments**

Attachment

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

Select the **Browse** button to find the appropriate file. Click **Upload** to add it to an action item in the Contract Closeout Checklist – Action Item list. Click **Save** to proceed with this action.

Requested Documentation Submitted  
 \* = Required Fields  
 † = Conditional

Item Data Attachments

**Attachments**

Attachment

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

Name	Action
EdaDev.txt	<a href="#">Delete</a>

The recipient will then submit the new action item or action item updates.

**Contract Closeout Checklist - Action Items**

Contract Number FA852010D0015 Delivery Order Number 0001

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
Requested Documentation Submitted	Documentation	Vendor	FU4417	VENDOREMAIL@EMAILCOM	2021/09/28		<a href="#">View</a>	N	<a href="#">Edit</a>

A success screen displays. No further action from the recipient is required.

## Success

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

The newly added attachments are visible to the CS/CO under the Attachments column in the Contract Closeout Worksheet – Action Item list.

+ 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			2018/08/02			NA	<a href="#">Edit</a> / <a href="#">Delete</a>
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2021/08/02			NA	<a href="#">Edit</a> / <a href="#">Delete</a>
Contractor's closing statement completed	Cost or T&M	Contracting Officer			2021/08/02			NA	<a href="#">Edit</a> / <a href="#">Delete</a>
Contractor's closing statement received	Cost or T&M	Contracting Officer			2021/04/02			NA	<a href="#">Edit</a> / <a href="#">Delete</a>
Disposition of Classified Material	DD 254	Security Officer			2018/08/02			NA	<a href="#">Edit</a> / <a href="#">Delete</a>
Final Paid Voucher Received	Cost or T&M	FIREMAN			2018/08/02			Y	<a href="#">Edit</a> / <a href="#">Delete</a>
Final Patent Report Cleared	52.227-11, 13	Patent Officer			2018/12/30			NA	<a href="#">Edit</a> / <a href="#">Delete</a>
Final Patent Report Submitted	52.227-11, 13, 252.227-7039	Patent Officer			2018/10/31			NA	<a href="#">Edit</a> / <a href="#">Delete</a>
Funds Reconciliation Completed	Cost Reimbursement Contract	Contracting Officer			2018/10/01			NA	<a href="#">Edit</a> / <a href="#">Delete</a>
Remaining Funds Determination/Contracting Officer Remarks Updated	ULO > \$0	Contracting Officer			2021/08/31			NA	<a href="#">Edit</a> / <a href="#">Delete</a>
Requested Documentation Submitted	Documentation	Vendor			2021/08/31		<a href="#">View</a>	NA	<a href="#">Edit</a> / <a href="#">Delete</a>
Litigation Completion Statement Received	Litigation				2021/08/31			N	<a href="#">Edit</a> / <a href="#">Delete</a>

## Contract Reopen

The Contract Reopen functionality is available to all users. For additional information on this functionality, refer to the [Contract Closeout Contract Reopen training](#).

*NOTE: Upon reopening a contract, the associated Contract Closeout worksheet is removed entirely.*

*NOTE: To be reopened contracts must have the same Issue by DoDAAC as the most recent EDA document.*