Contract Closeout Features for DCMA Users

Reference Guide
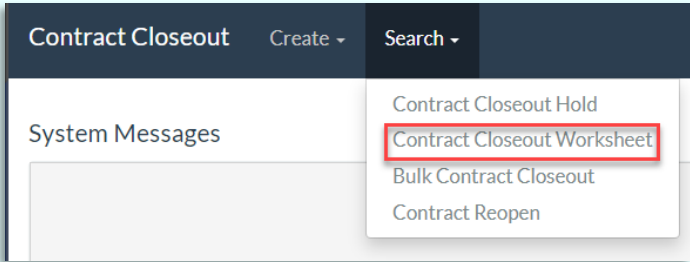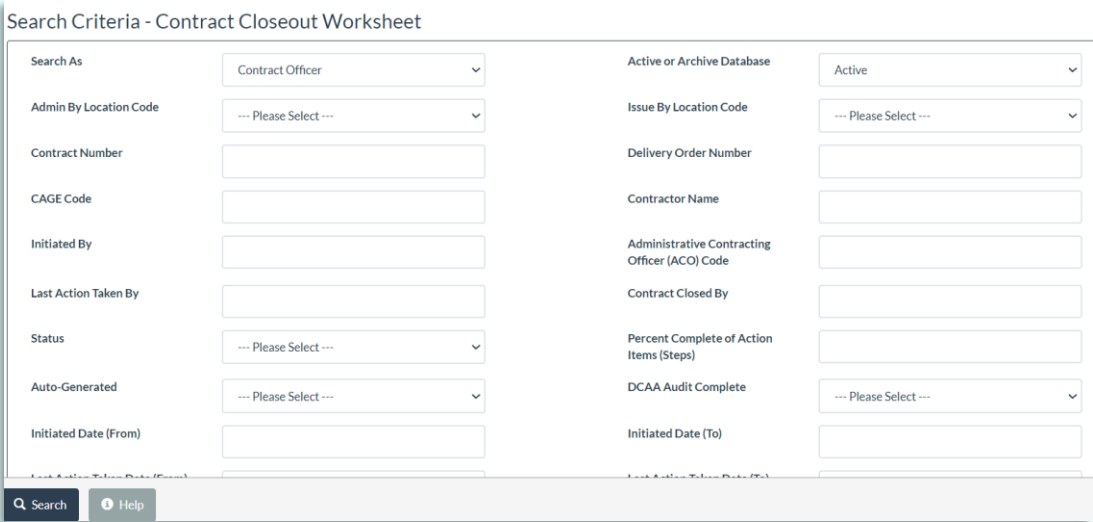
PIEE Homepage	CCO Module	Menu

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Guide Summary	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.
Roles	Roles with the ability to Create a Contract Closeout (CCO) Worksheet: • CCO Contract Officer • CCO Contract Specialist
Contract Closeout Worksheet - Search	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. **Search Criteria – Contract Closeout Worksheet** The Search Criteria – Contract Closeout Worksheet page displays. . *NOTE: The Search As field allows the user to select the role to perform the search if multiple CCO roles are registered.* *NOTE: The Admin By Location Code and Issue By Location Code display the location codes matching the user roles currently registered for.* *NOTE: At least one search criterion is required to perform a search.*

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)
- Actin 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.

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

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.

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

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	Effective Date	
Estimated Closing Date †		Final Delivery Date			
Overage Reason (R2 Remarks) † ❶		R5 Remarks		R6 Remarks	
R7 Remarks		R8 Remarks		R9 Remarks ❶	
Special Provision Code(s) ❶		Technical Data, Patents, and Royalties		Security Classification Codes	
Section		Part		Contract Assignment Code	
Kind		Criticality		Functional	

[⊘ Populate From Worksheet] [◄ Previous] [❶ 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		Delivery Order Number	
	FA810216D0012		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	Co
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] [❶ 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 Close   Contract Closeout Worksheet   ate
                        Contract Reopen

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

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

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

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 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.

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
Physical Completion Date *	2024/08/15

| Delivery Order Number | |
| 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.

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

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

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.

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.

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

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.

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.

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.

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.

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

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.

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.

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.

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)

✔ Save   ✔ Cancel

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.

| **Contract Closeout Worksheet - Submit** | 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.

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. |

Property Clearance Received
* = Required Fields
† = Conditional

| Item Data | Attachments |

Responsible Org Location Code *		Responsible Org Email *	
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

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	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2023/01/18			N	Edit / Delete
Settlement of Liquidated Damages	52.211-11	Contracting Officer			2023/04/18	2023/01/18	View	Y	Edit / Delete
Plant Clearance Report Received	52.245-1	PLCO	S0512A	GovernmentEmail@EMAIL.COM	2023/07/17			N	Edit / Delete / Send Reminder

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

A success message displays stating that the Contract Closeout Worksheet has been successfully submitted and that the status is In Progress.

The status of a Contract Closeout Worksheet remains In Progress until all the action items have been marked as complete. To mark an action as complete, search and open the desired Contract Closeout Worksheet. In the Contract Closeout Checklist section, click the **Edit** button for the action item that is complete.

The Action Item screen displays with editable fields. Mark the action as **Complete** and enter the **Date Action Completed**. Click the **Save** button to proceed.

Property Clearance Received

*= Required Fields
†= Conditional

| Item Data | Attachments |

Responsible Org Location Code *	[ ]	Responsible Org Email *	[ ] 🔍
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

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 - Complete

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 [redacted] with a One-Time Password (OTP). This password will expire in 200 seconds.

ℹ 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	[redacted]	
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   Create ▾   Search ▾   👤 User :   ✖ Exit

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
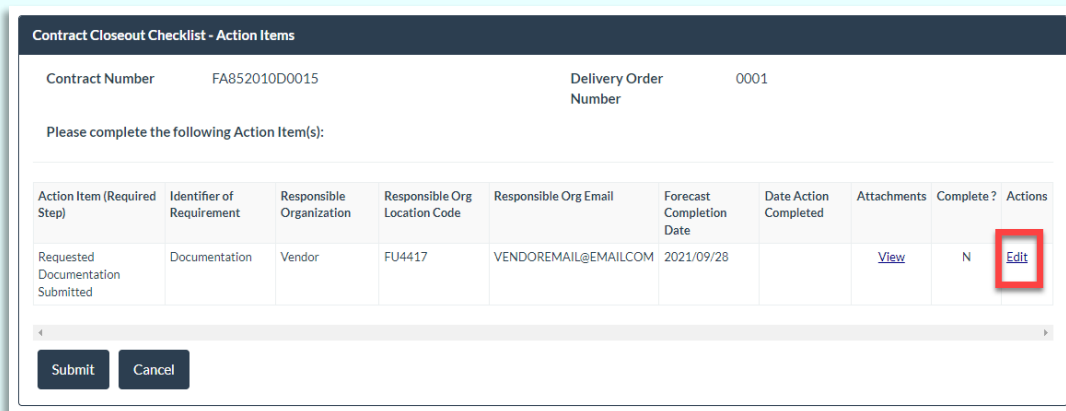
➕ Add Action Item *

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	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2023/01/18			N	Edit / Delete
Settlement of Liquidated Damages	52.211-11	Contracting Officer			2023/04/18	2023/01/18	View	Y	Edit / Delete
Plant Clearance Report Received	52.245-1	PLCO	S0512A	GovernmentEmail@EMAIL.COM	2023/07/17			N	Edit / Delete / Send Reminder

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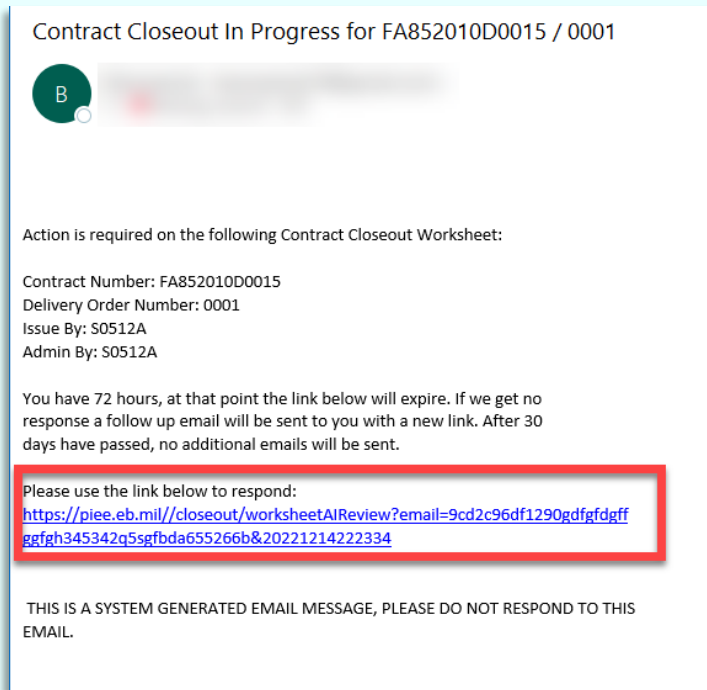
In the populated worksheet, select the **Edit** button in the far right-side of the row to make changes to the action item.

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

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.

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

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

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

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

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. |