Contract Closeout Worksheet Process

Training Document

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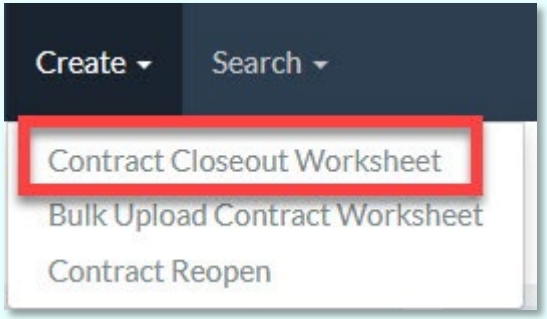
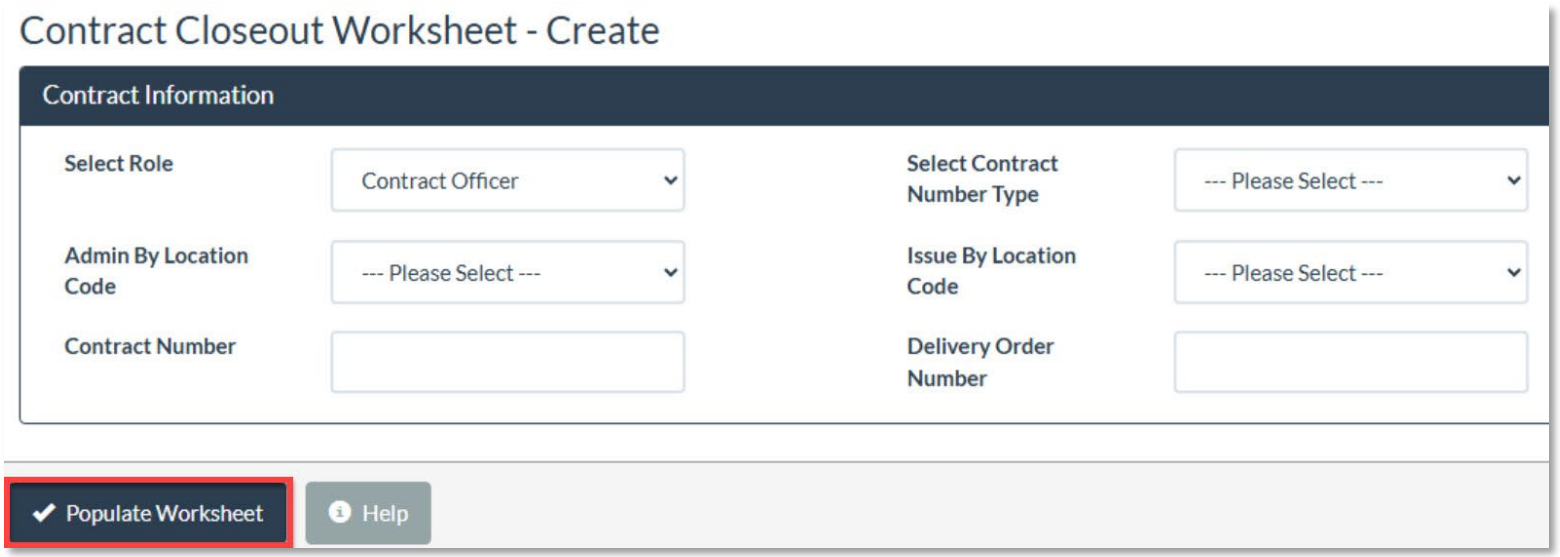
Overview	This training guide explains the Contract Closeout process from **Creating a Contract Closeout Worksheet** to **Closed**.
Roles	Roles with access to create **Contract Closeout Worksheets**: • Contracting Officer (***has access to the Create menu; authority to reassign, edit, or submit a Contract Closeout Worksheet; authority to Complete a Contract Closeout Worksheet***) • Contract Specialist (***has access to the Create menu; authority to reassign, edit, or submit a Contract Closeout Worksheet***)
Navigation	Log in to PIEE and click on the **Contract Closeout** application on the Portal page.  Navigate to the **Create** drop-down near the top of the page. Select **Contract Closeout Worksheet** from the drop-down.  *NOTE: The Create menu is only available for Contracting Officers and Contract Specialists.*

Create a Worksheet	**Creating a Contract Closeout Worksheet** *Contract Closeout Worksheet – Create Screen:* • Select Role (***drop-down options: Contract Officer or Contract Specialist***) • Admin By Location Code (***drop-down***) (***either an Admin By Location Code or an Issue By Location Code is required***) • Contract Number (***field is required***) • Select Contract Number Type (***drop-down***) • Issue By Location Code (***drop-down***) (***either an Admin By Location Code or an Issue By Location Code is required***) • Delivery Order Number (***if the Contract is an Order, the base Contract must be included in the Contract Number field***) *Buttons:* • Populate Worksheet • Help On the Contract Closeout Worksheet - Create screen, a Contract Number and either Admin By Location Code or Issue By Location Code are required. Enter the applicable information, then click **Populate Worksheet**. *NOTE: The Admin Contracting Officer and Admin Contract Specialist must have a user role associated with the administrative DoDAAC shown in the EDA index of the most recent Contract document in EDA to create a Worksheet.* *NOTE: Worksheets for DCMA Administered Contracts will display additional DCMA data elements. Refer to the **Contract Closeout Features for the DCMA Users 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.

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

Contract Closeout Worksheet – Create Sections

- Contract Information
- Contract Closeout Checklist
- Contractor
- Contract Administration Office
- Purchasing Office
- Contract Completion
- Email Notifications

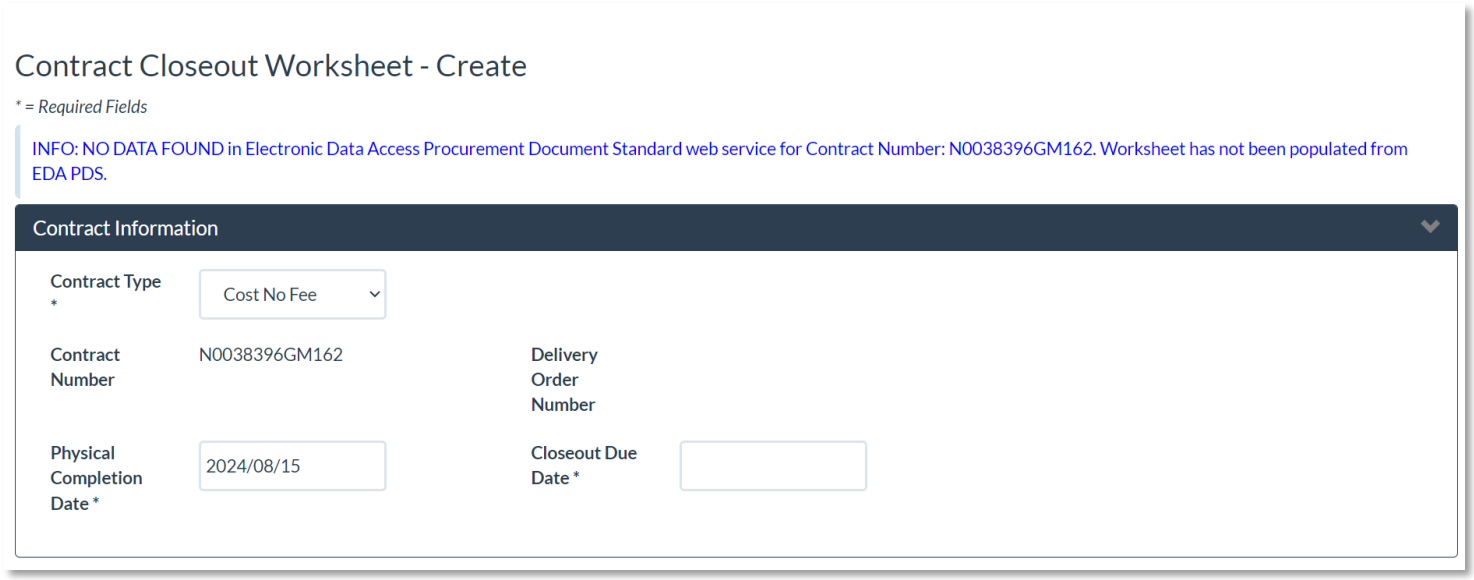
Buttons:

- Create (***puts the Worksheet into an "In Progress" status***)
- Save
- Reassign (***to Reassign the Worksheet to a new DoDAAC***)
- Complete (***sends the 567C and Closes the Worksheet***)
- Previous
- Help

Contract Information:

This section pre-populates with Contract Information from MOCAS or EDA PDS if available. If no Contract Information populates, fill in the **Contract Type** and **Physical Completion Date** fields; the Closeout Due Date field populates based on the entered Physical Completion Date.

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.



Contract Closeout Checklist:

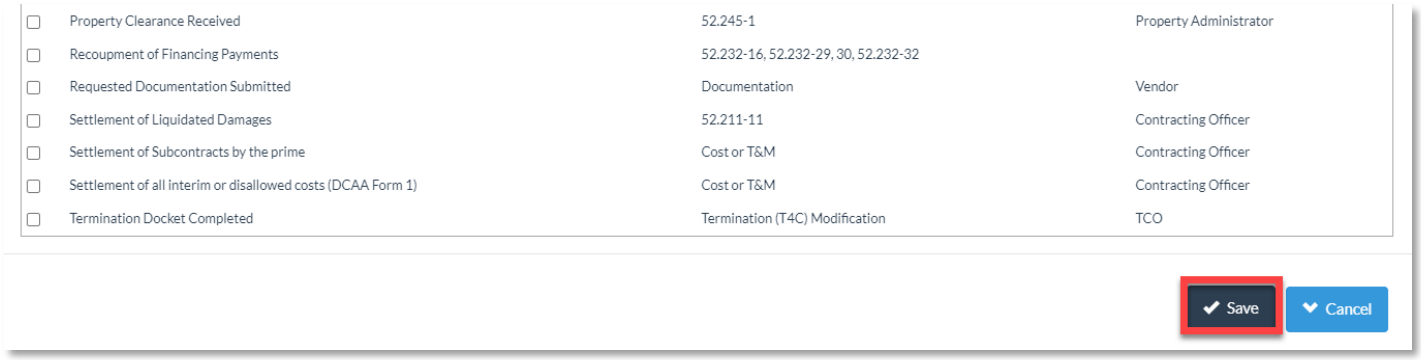
In the Contract Closeout Checklist section, Action Items associated with the Contract display.

Adding an Action Item:

To enter an additional Action Item, select the **Add Action Item** button at the top of the section.

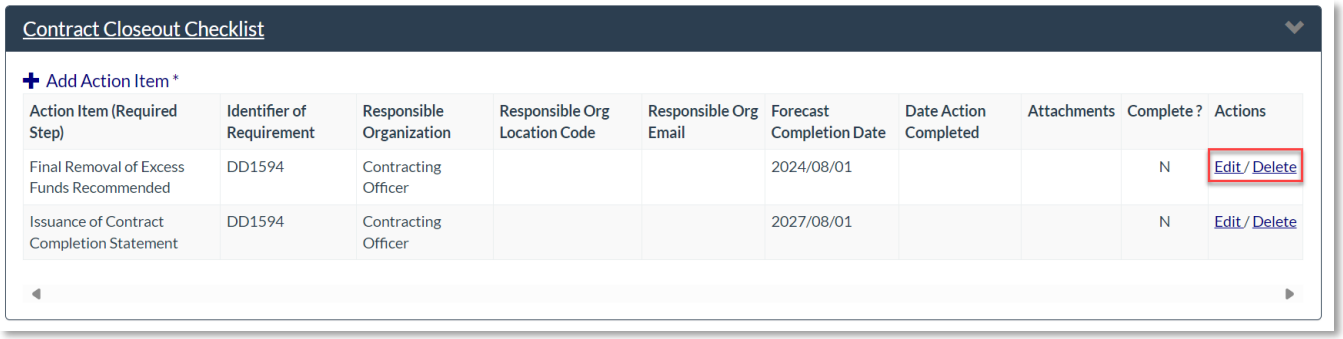


A list of Action Items displays. Select the applicable items using the checkboxes. Click **Save** at the bottom of the screen to add them.

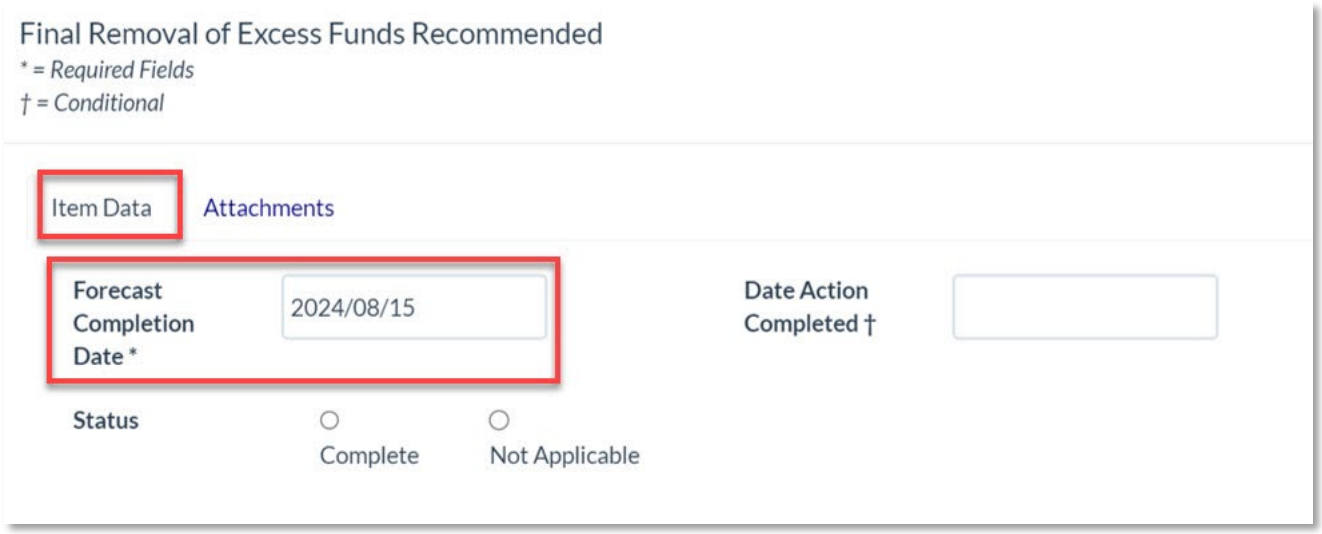


Editing an Action Item and Adding Attachments:

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

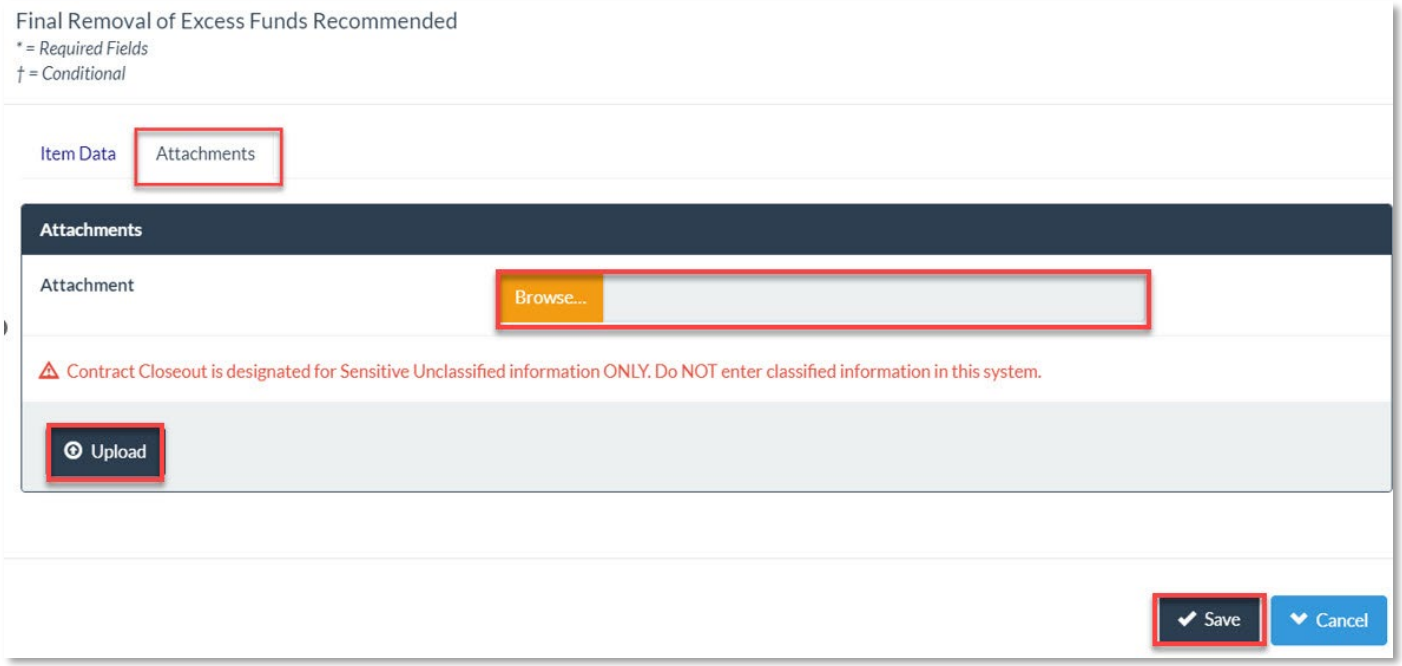


The edit screen displays; the title is dependent on the Action Item selected. In the **Item Data** tab, enter the applicable information.



To add a new Attachment, select the **Attachments** tab then select the **Browse** button to find the applicable file. Select **Upload** once the file has been selected. Select **Save** to upload the new Item Data or Attachment changes.

NOTE: The file name cannot include spaces or special characters, and the max file size limit is 10MB.

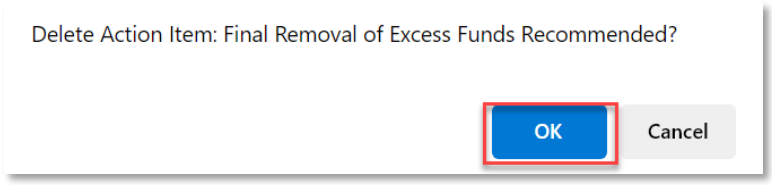


Deleting an Action Item:

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

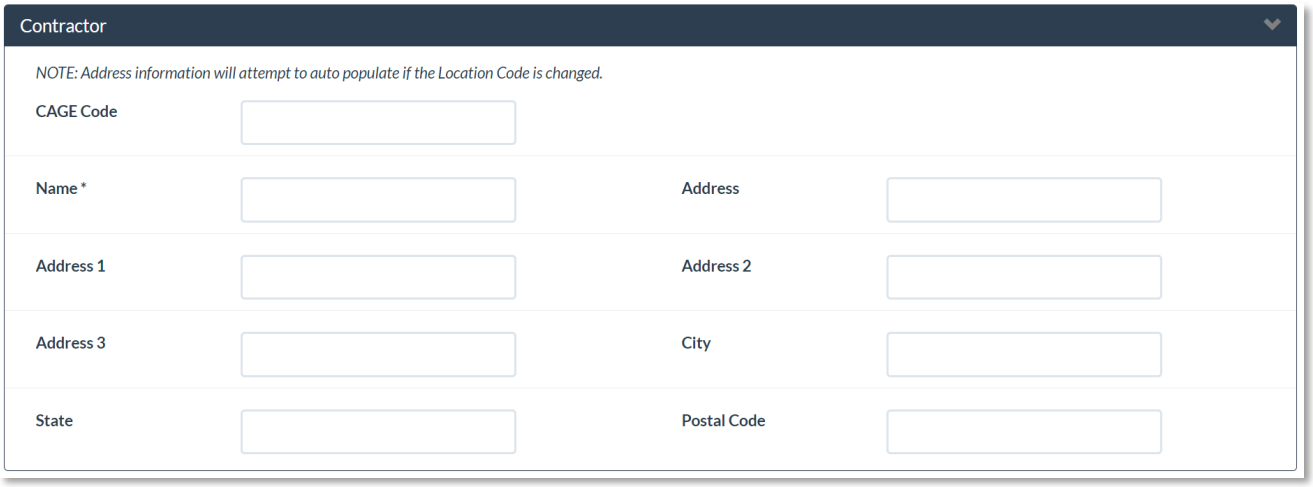


A Delete Action Item pop-up displays. Select **OK** to delete.



Contractor:

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



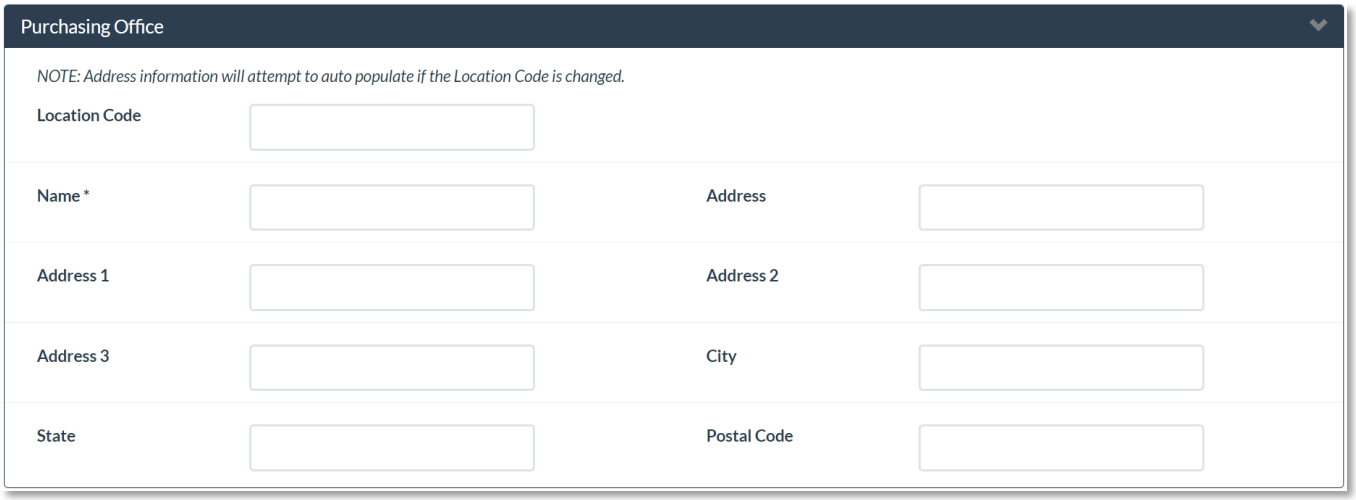
Contract Administration Office:

The fields in the **Contract Administration Office** section are editable and auto-populate based off the **Location Code** entered. The Contract Administration Office (Admin by) DoDAAC, Name, and Address pre-populate from the EDA Contract if the data is available. This section cannot be edited by the user unless they have a role for the Admin Office DoDAAC.

NOTE: The address information attempts to auto-populate if the Location Code is changed.

Purchasing Office:

In the **Purchasing Office** section, fill in the applicable information. This section cannot be edited by the user unless they have a role for the Purchasing Office DoDAAC.



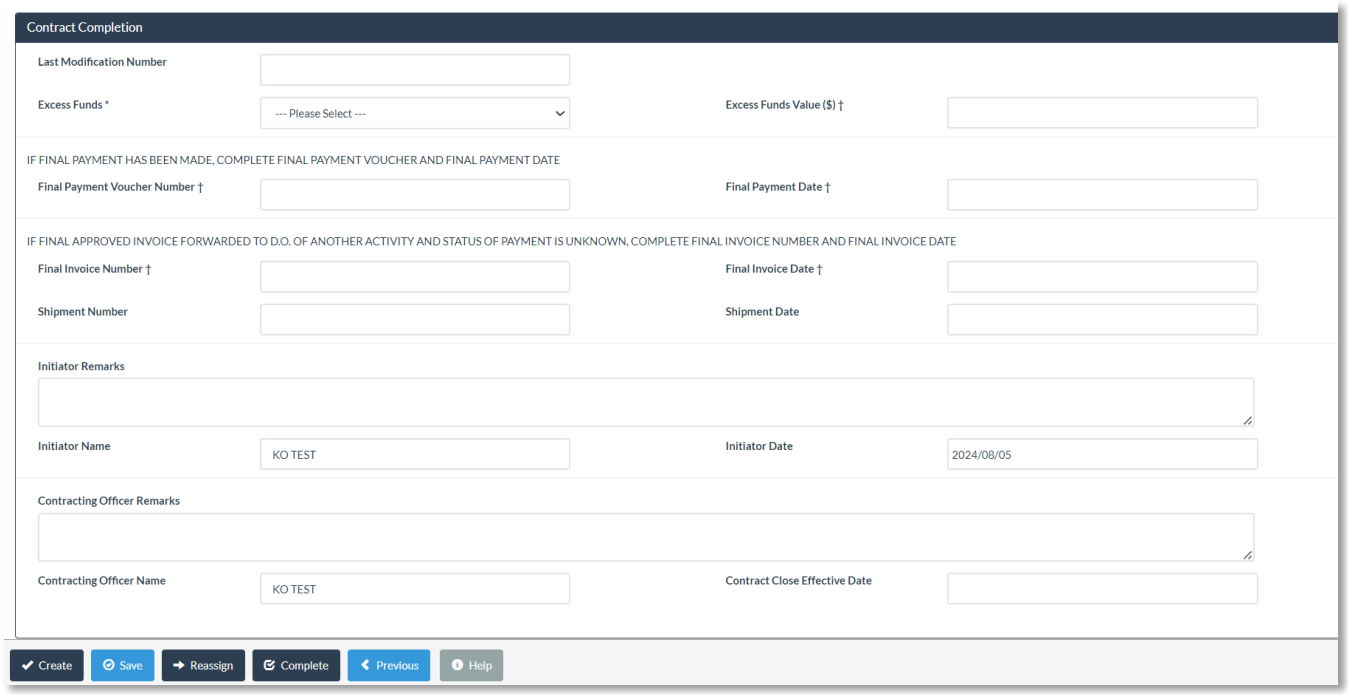
NOTE: The address information attempts to auto populate if the Location Code is changed.

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 also mandatory. Data pre-populates in these fields if they are available from the EDA Contract.

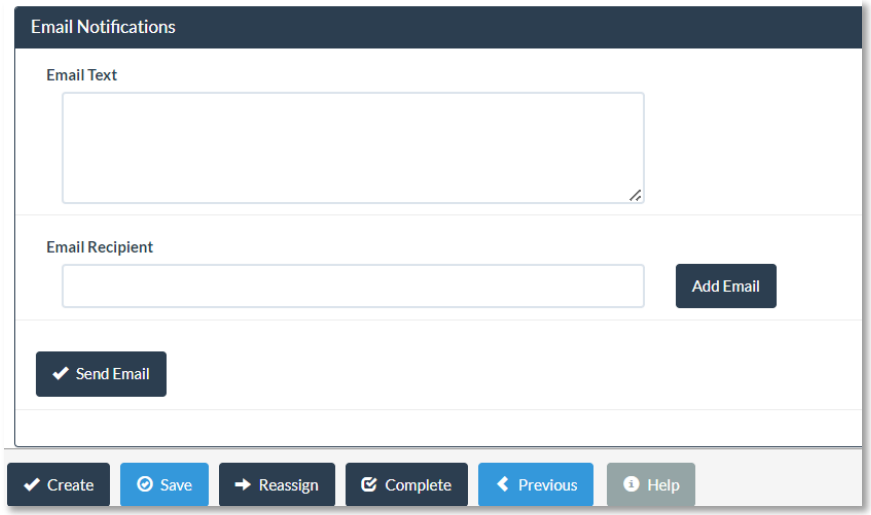
NOTE: If the Contract Closeout Worksheet is populated by data from SDW/MOCAS or if the ULO amount is greater than $0, the Excess Funds and Excess Funds Value ($) fields are pre-populated and are not editable.



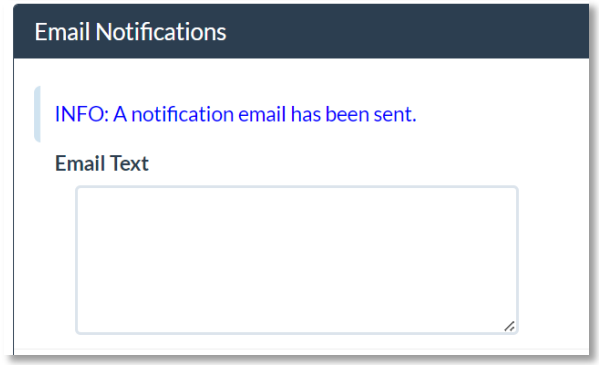
Email Notifications:

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

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



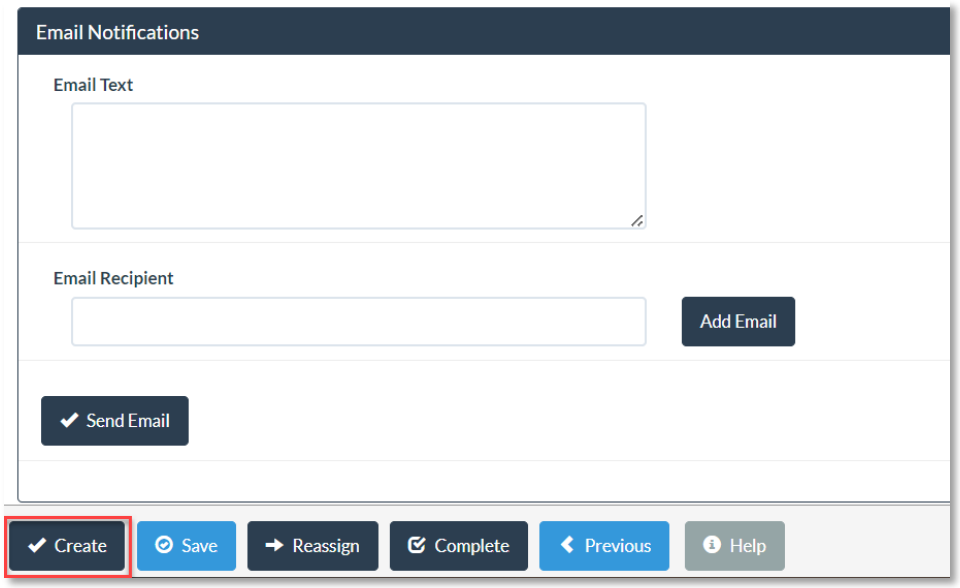
Selecting the **Send Email** button displays a confirmation message.



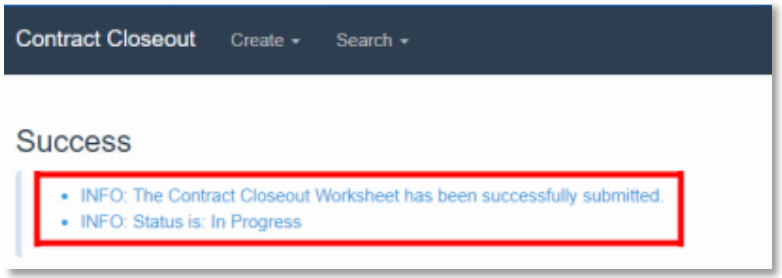
An email with the subject “Contract Closeout in Progress for (Contract Number)” is sent to all the entered recipients.

Create, Save, or Complete a Worksheet

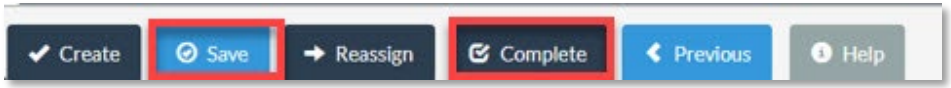
At the bottom of the screen, select the **Create** button to put the Worksheet into an “In Progress” status.



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 Worksheet. Additionally, if the Worksheet is not ready yet, select the **Save** button to save the current data.



NOTE: Contract Closeout Worksheets are edited and submitted by active Contracting Officers and Contract Specialists with DoDAACs that match the Admin by DoDAAC on the Worksheet, no other users have this ability.

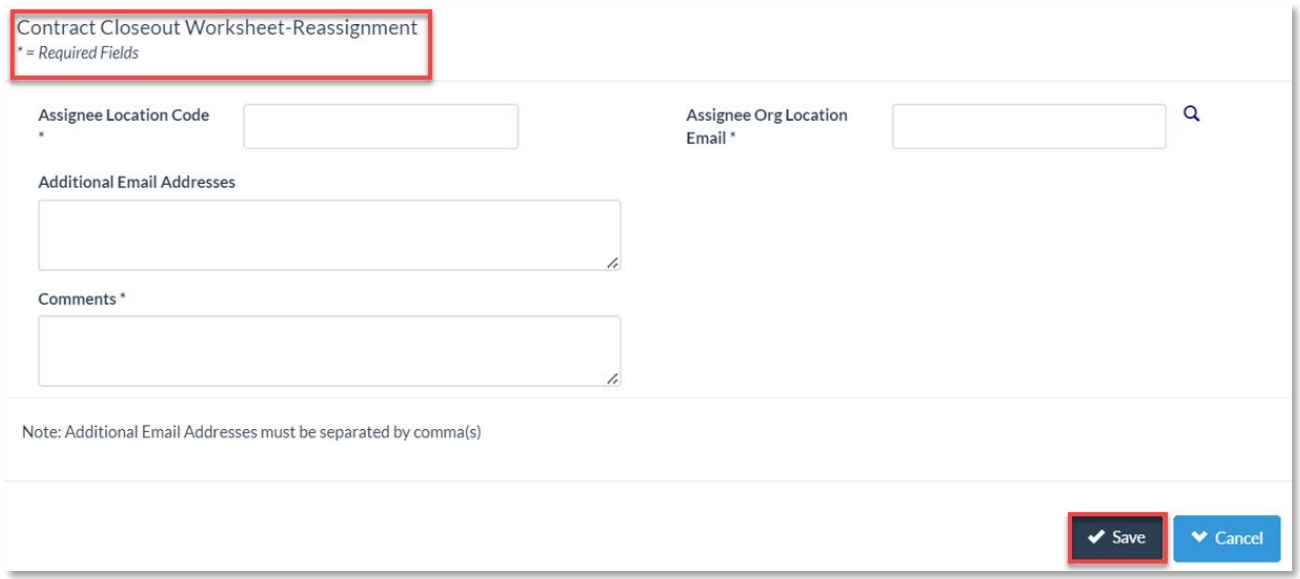
NOTE: To find the saved copy of the Worksheet, click the Contract Closeout Worksheet link from the Search menu drop-down. Include the "Save" Status as part of the Search Criteria to improve Search Results.

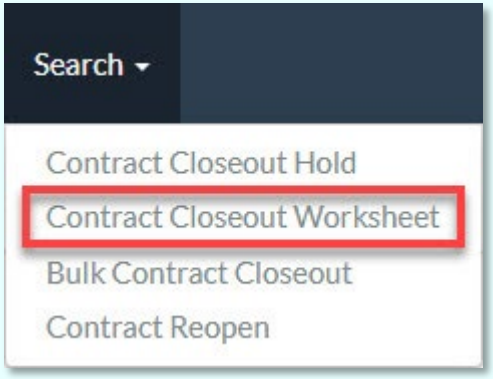
Reassigning a Worksheet

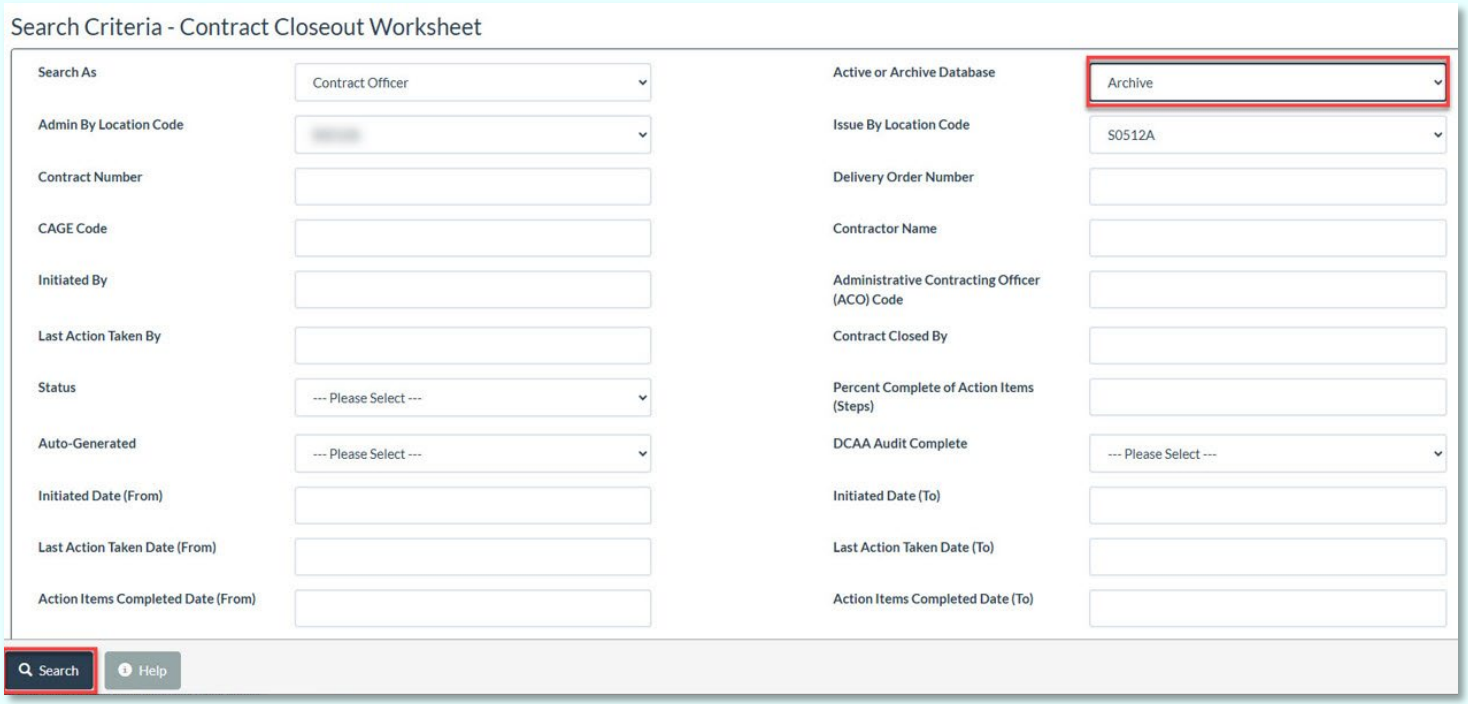
A Contract is re-assignable while in the "Awaiting Release," "In Progress," or "Ready to Close" status. To Reassign a Worksheet to a new Location Code (DoDAAC), select the **Reassign** button. A Contract Closeout Worksheet – Reassignment screen displays. Enter the applicable information and select the **Save** button to Reassign the Worksheet.

NOTE: The DoDAAC that the Worksheet is Reassigned to must match at least one DoDAAC in the EDA index of the Contract being closed. If the DoDAAC does not appear in the EDA index of the Contract, the 567C will not reach EDA, and a 1594 will not be generated upon CCO Closeout.

NOTE: After entering the Assignee Location Code (DoDAAC), the magnifying glass next to the Assignee Org Location Email field must be clicked to auto-populate the applicable email address.



	After clicking **Save**, 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 has a history entry of the Admin By Reassignment in the Contract Administration section.
Search for an Archived Worksheet	**Search Criteria for an Archived Worksheet** Go to the **Search** drop-down and select **Contract Closeout Worksheet** to get to the Search Criteria - Contract Closeout Worksheet page.  The timeframe for a Worksheet to move from Active to Archive status is 30 days after the status is marked as 567C Sent. Enter the applicable information for the desired Contract Closeout Worksheet. Select **Archive** in the Active or Archive Database field. Click **Search** to proceed.



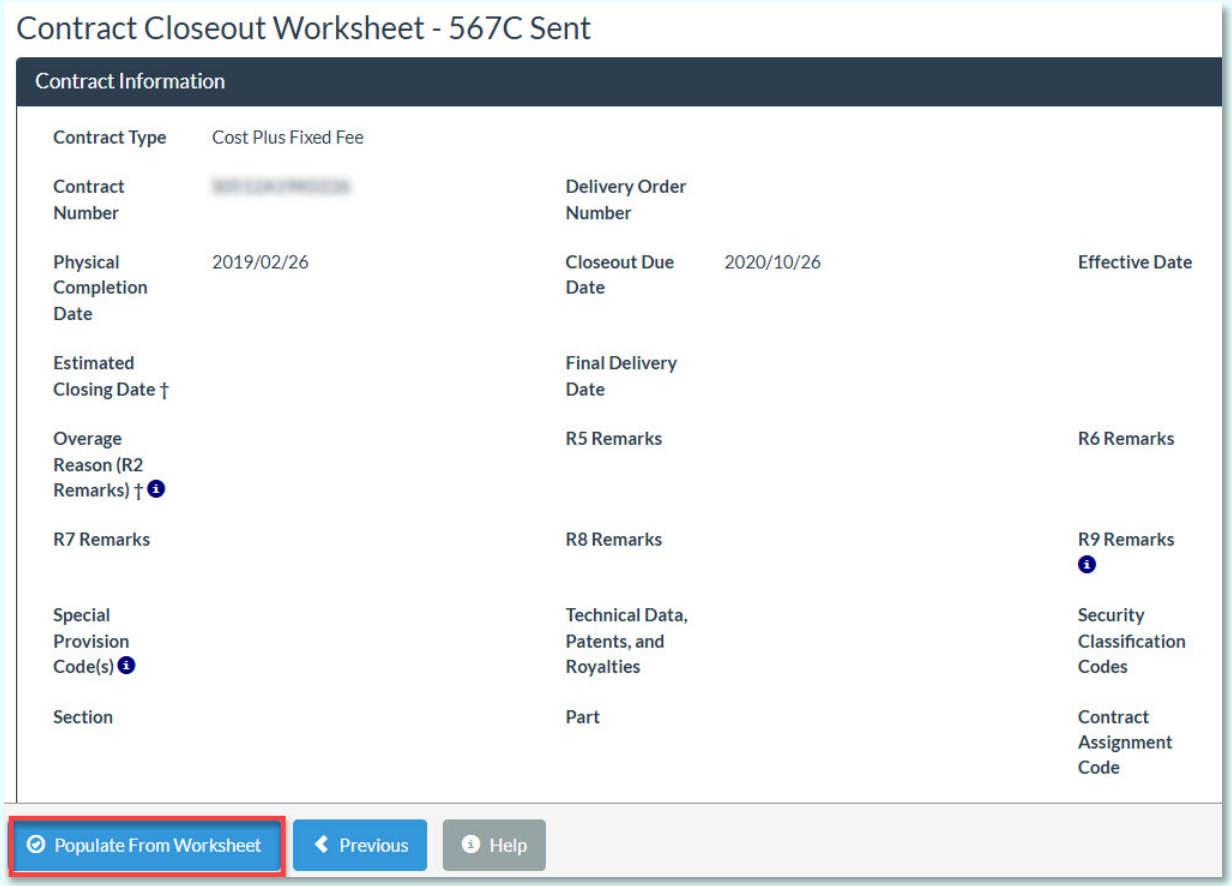
Search Results

From the returned results, find the desired 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.

*NOTE: When a Contract Worksheet is in **Archived** status, selecting the **Populate from Worksheet** button uses the data in the original archived Worksheet in a newly created Contract Closeout Worksheet.*



NOTE: The Admin Office Contracting Officer or Admin Office Contract Specialist are the only users with authority to create a Contract Closeout Worksheet. Issue Office Contracting Officers and Issue Office Contract Specialists have View Only access to the Worksheet.

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

Contract Closeout Worksheet – Create Sections

- Contract Information

- Contract Closeout Checklist
- Contractor
- Contract Administration Office
- Purchasing Office
- Contract Completion
- Email Notifications

Buttons:

- Create (***puts the Worksheet into a "Ready to Close" status***)
- Save (***saves the Worksheet for future work***)
- Reassign (***reassigns the Worksheet to a different DoDAAC***)
- Complete (***sends the 567C and Closes the Worksheet***)
- Previous
- Help

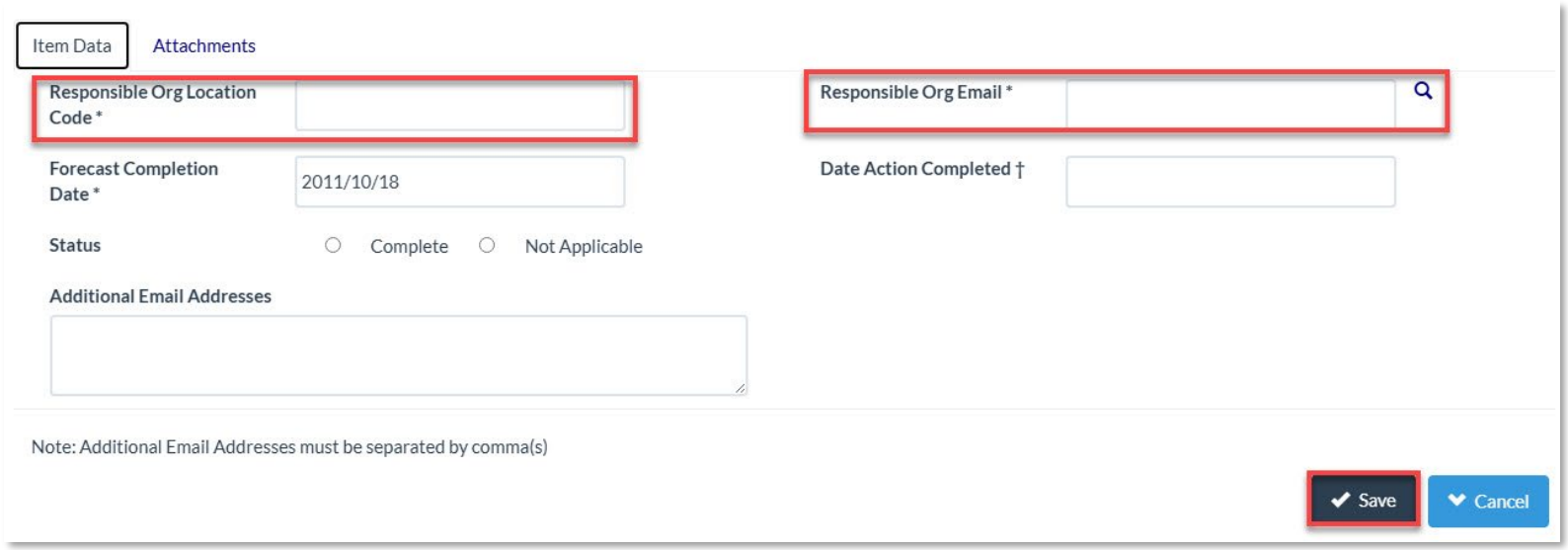
Refer to this section of the guide for more information on each Create section.

Tokenized Emails

Responsible Organization other than the Contracting Officer

Tokenized Emails:

Tokenized emails are sent when an **Action Item** indicates a **Responsible Organization** other than the Contracting Officer. Click **Edit** next to the Action Item to enter a Responsible Org Location Code and Responsible Org Email. Click the **Save** button to continue.



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

Example Link and Steps to Take:

A sample of the tokenized link provided in the Organizational Email to the responsible parties:

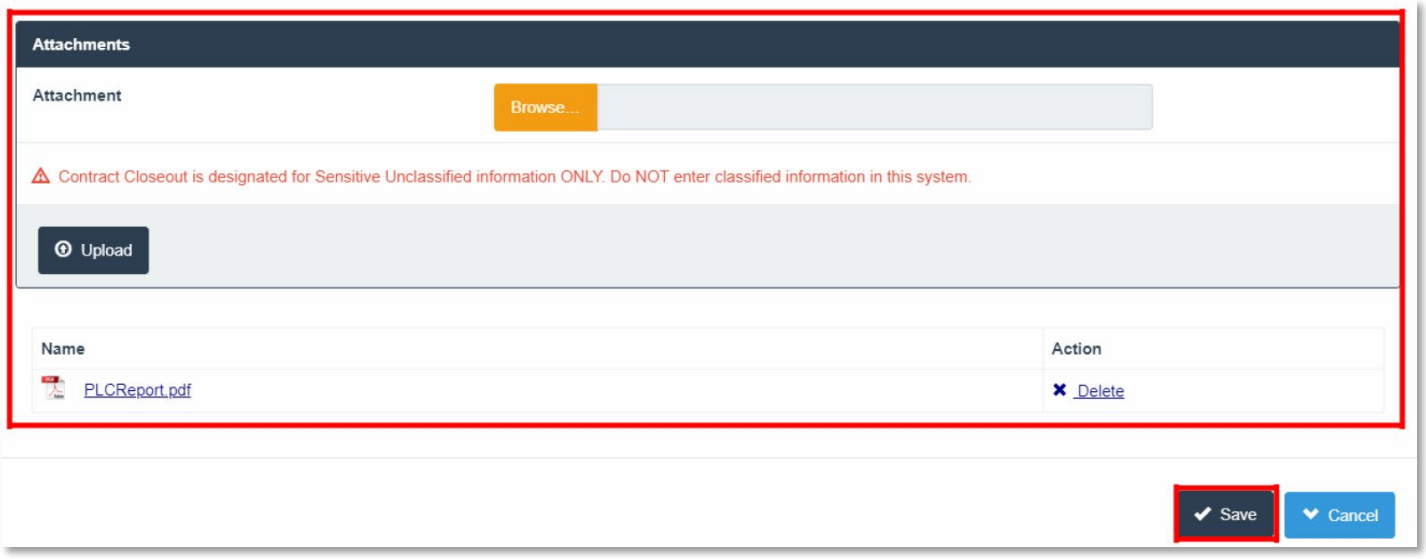


Click the **link** in the email to open a browser page containing the required action(s) to complete. Click the **Edit** link under the Actions column.



NOTE: The Forecast Completion Date may automatically calculate based on the Action Item, Contract Type, and Physical Completion Date.

Enter all the mandatory fields on the **Item Data** tab. **Attachments** are optional; select **Browse**, then **Upload** to add any desired Attachments. Once complete, click the **Save** button.



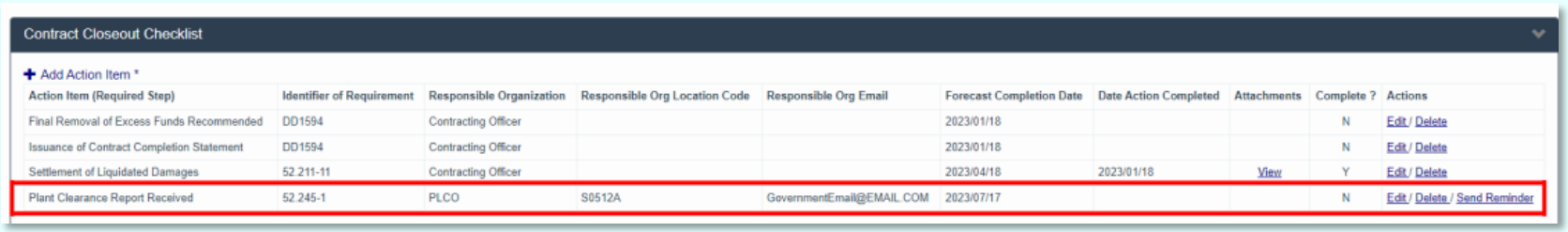
Click the **Submit** button to update the Contract Closeout Worksheet with the information.

NOTE: The Admin Office Contracting Officer or Admin Office Contract Specialist are the only users with the authority to edit a Contract Closeout Worksheet.

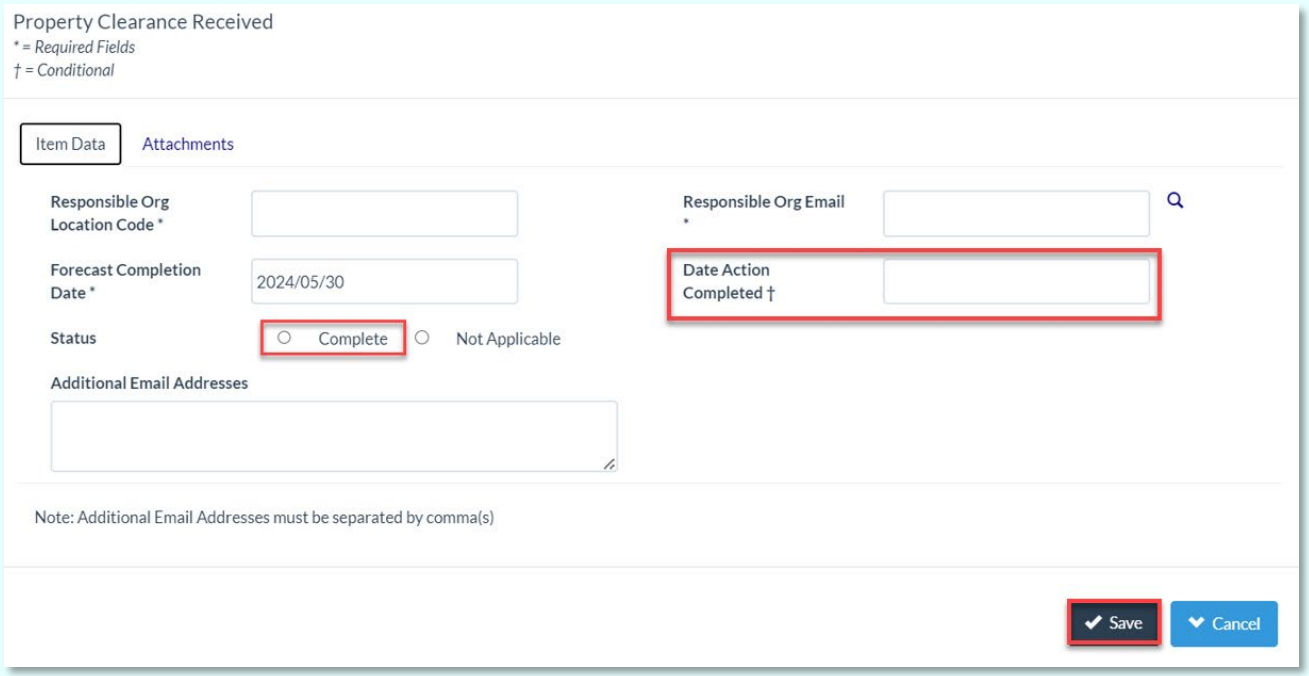
Completing an Action Item

Marking an Action Item as Complete

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.

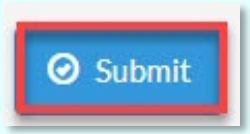


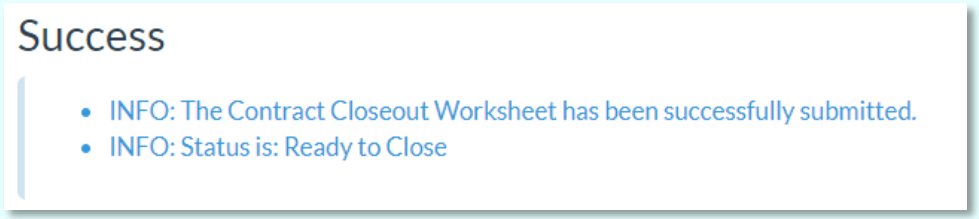
The Action Item screen displays with editable fields. Mark the action as **Complete** and enter the **Date Action Completed.** Click **Save** to proceed.



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.

NOTE: Worksheets in "Ready to Close" status can no longer be edited. The Worksheet must be Rejected back to "In Progress" status by the Contracting Officer user for edits to be made.

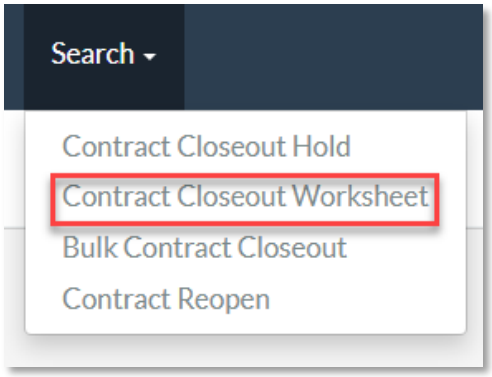




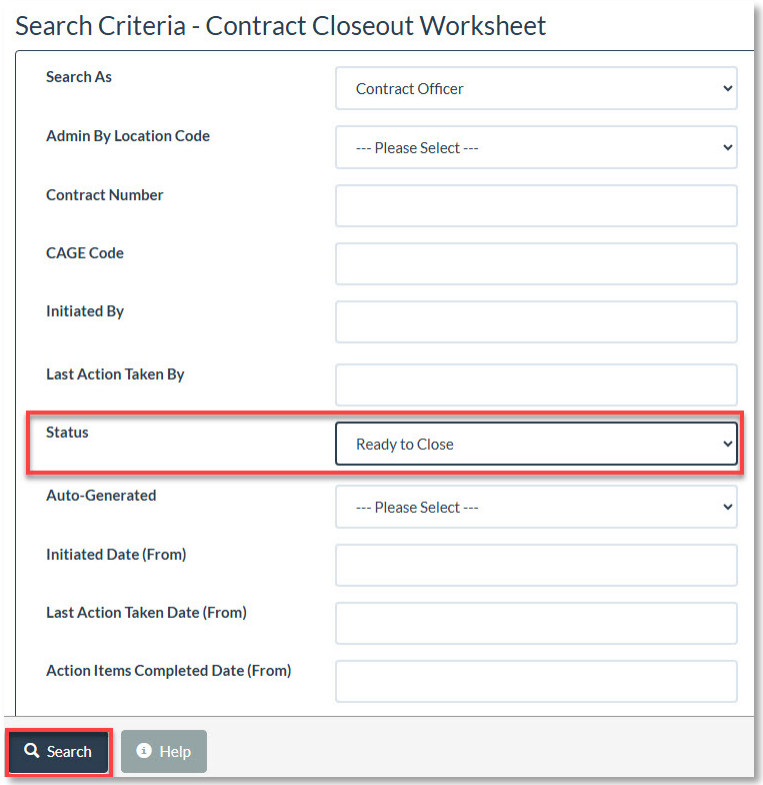
Complete a Worksheet

Completing a Contract Closeout Worksheet

To Complete a Contract Closeout Worksheet, go to the **Search** drop-down and select **Contract Closeout Worksheet**.



Search for the Worksheet, filling in applicable fields. In the **Status** drop-down, select **Ready to Close** then click **Search**.



From the returned list of results, click the **Contract Number** hyperlink for the desired Worksheet. The Contract Closeout Worksheet – Ready to Close page displays.

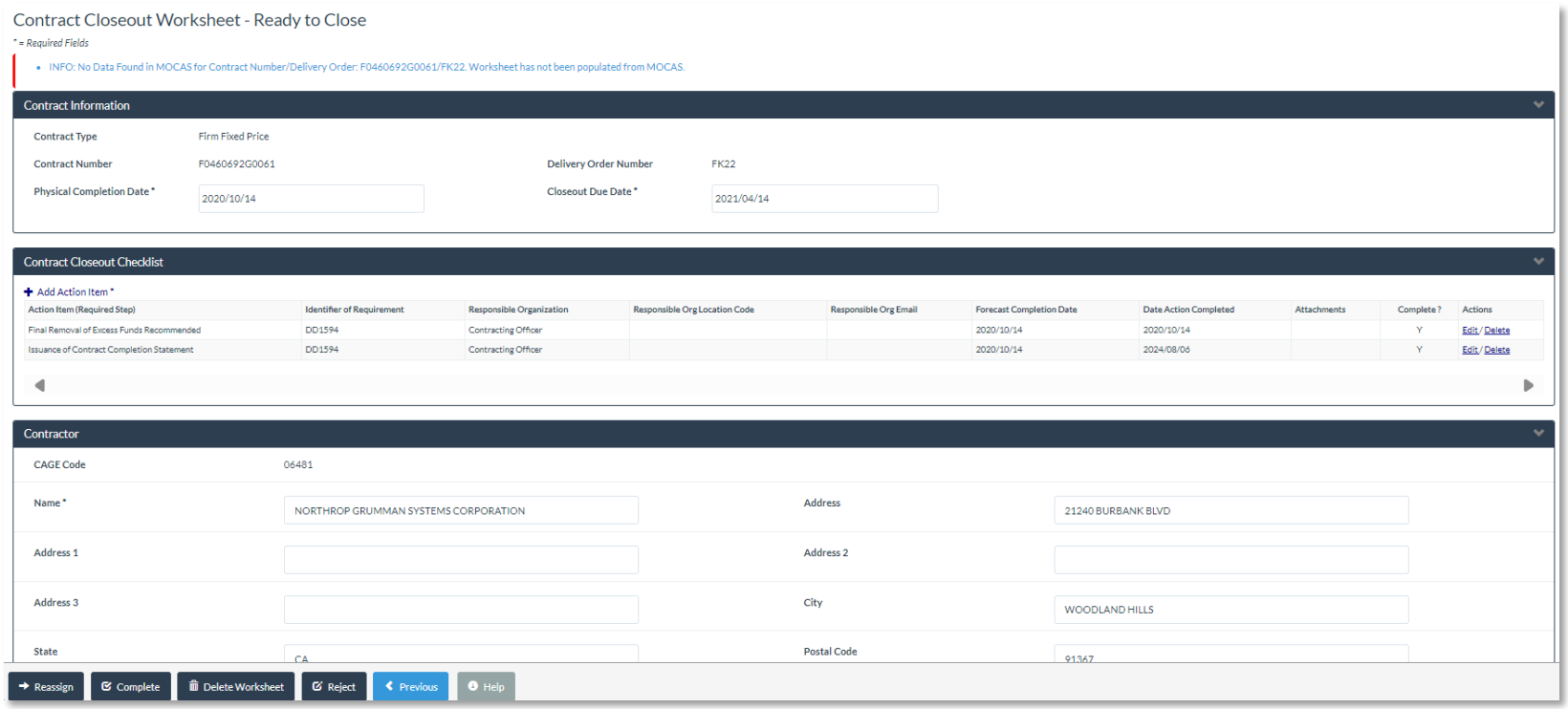
Contract Closeout Worksheet – Ready to Close Sections

- Contract Information
- Contract Closeout Checklist
- Contractor
- Contract Administration Office
- Purchasing Office
- Contract Completion
- Email Notifications

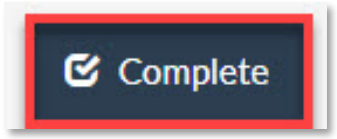
Buttons:

- Reassign (***reassigns the Worksheet to a new DoDAAC***)
- Complete (***click to sign the Worksheet and close the contract; a 567C generates***)

- Delete Worksheet (***deletes a Worksheet***)
- Reject (***rejects the Worksheet back to "In Progress" status***)
- Previous
- Help

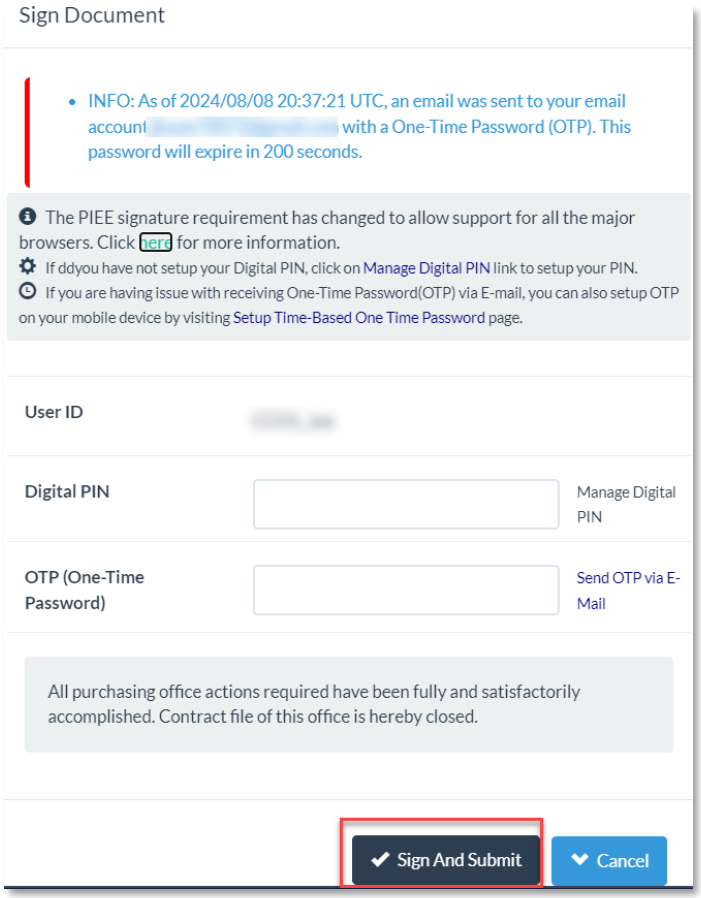


Review the Worksheet information. Make changes, if necessary, then click the **Complete** button to Sign and Complete the Closeout.



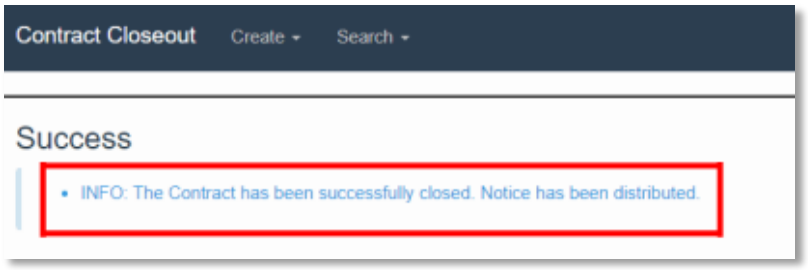
NOTE: The Admin Office Contracting Officer is the only user with the authority to Complete a Contract Closeout Worksheet.

Upon clicking the **Complete** button, a signature pop-up displays. The Contracting Officer clicks the **Sign and Submit** button to digitally Sign the Worksheet and Close the Contract.



Success Screen and 567C Generation:

A success message displays, confirming that the Contract is Closed.



	A 567C generates 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.