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

- (1) When an office other than the contracting office administers the contract, the administering office shall—
- (i) Provide the contracting office an interim contract completion statement when the contract is physically completed using the ANSI X12 567;
- (ii) Prepare a DD Form 1597, Contract Closeout Check List or agency equivalent, if necessary, to determine that all the required actions have been completed;
- (iii) Initiate DD Form 1593, Contract Administration Completion Record, if necessary to obtain statements from other organizational elements that they have completed the actions for which they are responsible; and
- (iv) Upon final payment—
- (A) Process a DD Form 1594 or the electronic equivalent verifying that all contract administration office actions have been completed; and
- (B) Send the original DD Form 1594 or the electronic equivalent to the contracting office for filing in the contract file and send a copy to EDA and financial systems using the ANSI X12 567.
- (2) If the administrative contracting officer (ACO) cannot close out a contract within the specified time period (see FAR 4.804-1), the ACO shall notify the procuring contracting officer (PCO) within 45 days after the expiration of the time period of—
- (i) The reasons for the delay; and
- (ii) The new target date for closeout.
- (3) If the contract still is not closed out by the new target date, the ACO shall again notify the PCO with the reasons for delay and a new target date.

Parent topic: PGI 204.804 Closeout of contract files.