



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

SEP 14 2015

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
ASSISTANT SECRETARY OF THE ARMY
(ACQUISITION, LOGISTICS AND TECHNOLOGY)
ASSISTANT SECRETARY OF THE NAVY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
ASSISTANT SECRETARY OF THE AIR FORCE
(ACQUISITION)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Automated Contract Closeout Capability

I am pleased to announce a new capability deployed in Wide Area Workflow (WAWF) version 5.7.3 on August 28, 2015: Automated Contract Closeout. Automated Contract Closeout uses the data available in the tools in the WAWF suite (Invoicing, Receipt, Acceptance, and Property Transfer, Electronic Document Access (EDA), myInvoice) to automatically execute a contract completion notice. This notice is generated once final payment has been made for contracts that meet Defense Federal Acquisition Regulation (DFARS) Procedures, Guidance, and Information (PGI) 204.804-3(1) criteria. All components are encouraged to move to Procurement Data Standard (PDS) production because only contracts issued in PDS compliant formats are eligible for this automated closeout capability.

A contract completion notice will be sent from WAWF to the EDA system in the American National Standards Institute X.12 Electronic Data Interchange 567C format, thus fulfilling the requirements of DFARS PGI 204.804-2(1)(iv)(B). Contracting, finance, or other business systems wishing to receive electronic closeout notifications in the 567C format should contact DPAP. The Automated Contract Closeout capability will improve efficiency by automating an administratively burdensome task, freeing resources that can be devoted to improving the acquisition process within the Department. Components will remain responsible for performing contract closeout on contracts not meeting the criteria in DFARS PGI 204.804-3, and must distribute closeout completion notices in accordance with DFARS PGI 204.804-1.

Training on automated closeout is available at <https://wawftraining.eb.mil/> with the fielding of version 5.7.3. Defense Procurement and Acquisition Policy will be offering webinars on closeout and the use of the automated tool. Questions regarding this memorandum may be directed to Nicholas Mueller, nicholas.j.mueller7.civ@mail.mil or 703-697-4402.

Claire M. Grady
Director, Defense Procurement
and Acquisition Policy