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# Procure-to-Pay Capability Summary

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**SUBJECT:** Capturing Contract Closeout in Electronic Document Access

The Procurement Business Operations Requirement Group (PBORG) determined that there was a need to have an enterprise-wide capability to capture and share information on contract closeout. With enterprise systems collecting and storing data about contracts a mechanism was needed to identify contract completion and trigger records retention. To provide a centralized source of closeout data to use for records retention with the direction of the Contract Closeout Working Group (CCWG), Electronic Document Access was modified in 2014 to receive and store Contract Completion Notices through the use of the Defense Logistics Modernization Standard (DLMS) 567 electronic data standard. Maps were created in the Global Exchange (GEX) to enable receipt of the 567 format by any component system capable of creating a DLMS 567C. This initially consisted of the Defense Contract Management Agency's (DCMA) Mechanization of Contract Administration Services (MOCAS) system, but was quickly followed by the Defense Logistics Agency's (DLA) Enterprise Business System (EBS) and two enterprise systems, Standard Procurement System (SPS) and Procurement Integrated Enterprise Environment (PIEE) Contract Closeout Module.

**POLICY:** The requirement for electronic transmission of contract closeout can be found at DFARS PGI 204.804. Records retention policy is present in FAR 4.805.

**DATA STANDARDS:** The Defense Logistics Modernization Standard (DLMS) 567C is the electronic data standard used to transmit Contract Completion Notices.

**INFORMATION TECHNOLOGY INFRASTRUCTURE:** EDA serves as the DoD enterprise-wide repository for contract closeout. Transmission is done via the GEX and can also include routing to financial systems, contract issuing organizations, logistics, and any other parties interested in contract closeout.

**IMPACT:** Beginning in 2015 contract closeout information began being stored in EDA. By 2018 over 15 million contracts had been identified as closed in EDA, with new closeouts being posted at a rate of a quarter million per month. To capture closeout information prior to 2015, the CCWG initiated a project where information relevant to closeout was provided to components from the Wide Area WorkFlow and EDA, merged with data the components provided from MOCAS, EBS, and the Army's Virtual Contracting Enterprise-Business Intelligence (VCE-BI) Tool, enabling the components to identify an additional 16 million contracts as closed. This EDA capability provides enterprise-wide transparency of contract closeout actions including visibility on the closeout status of orders on defense-wide contract actions, facilitates sharing of closeout data between purchasing and contract administration organizations. EDA also provides enterprise data on contract closeout thus enabling insight into the full life span of DoD contracts. The EDA repository is a key step in implementing an enterprise-wide capability for the management, storage, and disposal of contract records.

**CONTACT:** Bruce Propert OUSD(A&S)/DPC at 703-697-4384, [david.b.propert2.civ@mail.mil](mailto:david.b.propert2.civ@mail.mil)