



## OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

ACQUISITION  
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Timely Closeout of Contingency Contracts, Use of Automated Closeout Procedures,  
and Available Resources and Training

Contracted capabilities are critical to meeting combatant commander needs during contingency operations and achieving mission success. Timely closeout of contracts supporting contingency operations is a critical part of the Contracting process. Closeout ensures supplies and services are delivered on time and accepted by the Government, that the contract is complete and final payment has been made, that any disputes have been settled, and that final administrative actions have been accomplished. Timely closeout of contracts also allows any excess funds on contract to be deobligated prior to expiration, thereby allowing the funds to be used to support other operational needs. This memorandum reminds contracting officers to comply with the contract closeout timelines in Federal Acquisition Regulation 4.804-1, *Closeout by the office administering the contract*.

To enable streamlined closeout of contracts, to improve accuracy of contract status, and to reduce administrative burden, we developed automated closeout procedures and provided for integrated contract closeout across multiple systems. Contracting officers shall leverage automated contract closeout procedures, in accordance with Federal Acquisition Regulation (FAR) 4.804-5(a) and Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance, and Information (PGI) 204.804, *Closeout of contract files*. While automated contract closeout procedures greatly assist in closing out contracts, the contracting officer and assigned office administering the contract are ultimately responsible for ensuring that all FAR and DFARS requirements have been met. This includes tracking contracts that support contingency operations, reviewing contract status in applicable systems to determine if physically complete contracts have been properly closed, and taking any applicable remaining contract and administrative actions accordingly.

To assist with timely closeout of contracts and ensuring accurate status across contracting systems, specific training and resources are available on the DoD Procurement Toolbox at <https://dodprocurementtoolbox.com/site-pages/training-resources>. This includes recently developed guidance on how to access closeout reports in the Electronic Data Access module in the Procurement Integrated Enterprise Environment and review closeout data at the Issuing Office level. Also, the Contract Closeout Guidebook provides an inventory of pertinent policies and processes, with the goal of streamlining and consolidating guidance on Contract Closeout in a single easy-to-access document. Heads of the Contracting Activity shall ensure the DoD Procurement Toolbox contract closeout resources are incorporated into contingency contracting officer training and exercises.

Please direct questions pertaining to this memorandum to DPCAP, Contract Policy, at [osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil](mailto:osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil).

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