



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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MEMORANDUM FOR 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  
(ACQUISITION AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Wide Area Workflow Contract Closeout Module

In June, 2017, the Wide Area Workflow (WAWF) system deployed a new Contract Closeout Module, which helps users perform the contract closeout processes defined in Federal Acquisition Regulation (FAR) 4.804. Following closeout, this tool also distributes the contract completion statements electronically according to the requirements in Defense FAR Supplement (DFARS) Procedures, Guidance, and Instructions (PGI) 204.804. This is an enhancement to the Automated Closeout Module described in the 14 September 2015 memorandum "Automated Contract Closeout Capability."

Organizations responsible for contract administration that do not have a contract closeout tool capable of meeting all the requirements in FAR 4.804 and DFARS PGI 204.804 shall use the WAWF Contract Closeout Module in lieu of manual or partially automated processes. As a reminder, contracting officers must ensure that all contracts and orders are closed according to the timelines identified in FAR 4.804-1. Using the WAWF module to perform closeout will improve efficiency, enforce compliance with applicable policy, and ensure that contract completion statements are shared in standard formats and distributed to all appropriate downstream systems, including the Federal Procurement Data System (see 23 August 2017 memorandum "Federal Procurement Data System, Version 1.5 Certification and Deployment Requirements").

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