

Contract Closeout Actions and ACO Key Steps

Actions by Function

Function	Actions
Administrative Contracting Officer (ACO)	<ul style="list-style-type: none"> Responsible for the entire contract Ensures final patent and royalty reports have been submitted by the contractor and cleared Ensures property has been turned in and divested See additional actions in the next section of this document, ACO Key Steps
Contracting	<ul style="list-style-type: none"> Initiates closeout process Tracks Investigates Reviews Contract Closeout Checklist Engages with other functional specialists to close the contract
Engineering (EN)	<ul style="list-style-type: none"> Verifies that Engineering Change Proposals (ECPs) are not outstanding. ECPs include any changes to configuration of items Confirms engineering work completed Determines who owns the data rights Determines if all specifications have been met Talks with the industrial, earned value, and quality assurance specialists
Manufacturing/Industrial Specialist (IS)	<ul style="list-style-type: none"> Ensures/verifies all line items in the contract are/have been delivered and accepted which is necessary to make the contract physically complete for the closeout process to begin Quantity ordered equals quantity shipped equals quantity accepted Speaks to the quality assurance specialist about receiving reports Participates in on-going communication with the procurement technician, contractor, ACO and buying activity to determine actions to be taken throughout the life of the contract to ensure closeout actions can be performed timely and in accordance with the FAR
Quality Assurance Specialist (QAS)	<ul style="list-style-type: none"> Reviews requirements against the inspection and receiving report to ensure requirements have been met before accepting the product

ACO Key Steps

ACO	Leads the Contract Closeout Process
Begins contract closeout	<ul style="list-style-type: none"> • Reviews the contract as the starting point of closeout
Identifies contract closeout requirements	<ul style="list-style-type: none"> • Identifies contract closeout requirements in accordance with DD Form 1597, Contract Closeout Checklist and DCMA Contract Closeout Policy
Completes action items in the Contract Closeout Checklist	<ul style="list-style-type: none"> • Coordinates with required functional specialists and external agencies, such as Defense Contract Audit Agency (DCAA) and Defense Finance and Accounting Service (DFAS), as needed. • Note: Section u. specifies “Final removal of excess funds recommended.” Contract closeout may also allow reprogramming of unliquidated funds to other DoD priorities.
Ensures the contract file is complete	<ul style="list-style-type: none"> • Ensures all closeout action items are complete, documented, and in the file
Closes the contract	<ul style="list-style-type: none"> • Ensures the final invoices are paid • Adds remarks in the Mechanization of Contract Administration Services (MOCAS) to finalize actions • Ensures Defense Finance and Accounting Services (DFAS) reconciles any excess and/or remaining funds • Documents closeout actions on the DD Form 1597. While that is typically the standard, some Contract Management Offices (CMOs) use a local checklist with additional closeout actions that are required for their specific location. • Closeout is completed in MOCAS.