

## **HNC PROC 4010**

### **Contract Closeout**

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#### **Scope**

This process covers the actions necessary to closeout a contract that has been established to support a Project, Activity, Phase or Program.

#### **Policy**

[AR 25-400-2, The Modern Army Recordkeeping System \(MARKS\)](#)

[DFAS-IN 37-1, Finance and Accounting Policy Implementation, Chapter 27](#)

[DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 3](#)

[ER 5-1-11, U. S. Army Corps of Engineers Business Process](#)

[ER 415-1-16, Fiscal Management](#)

[FAR 4.804, Federal Acquisition Regulation, Closeout of Contract Files](#)

#### **Responsibility**

The Project Manager (PM) is responsible for facilitating project closeout to include the closeout of appropriate contracts; however, the required actions will require participation of a number of Project Delivery Team (PDT) members.

The Project Delivery Team (PDT) is responsible for:

- Assisting the PM in project closeout, which includes closeout of project financial cost accounts.
- Assisting the PM in ensuring that necessary documentation has been prepared or received.

#### **Distribution**

Project Delivery Team (PDT)

Project Manager (PM)

Resource Management (RM)

Contracting Directorate (CT)

## Ownership

The Office of the Deputy for Programs and Technical Management (DPTM) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

## System References

[Acronyms and Glossary – REF 8000G](#)

[CEFMS Users Manuals Online](#)

[Earned Value Management – REF 8018G](#)

[PMP/PgMP Content – REF 8005G](#)

[Activity/Project/Program Closeout – HNC PROC 4000](#)

## Activity Preface

This process is performed whenever projects are completed or terminated. Projects can also include oversight of contracts, such as Service and Indefinite Delivery, Indefinite Quantity (IDIQ). The initiation of this process will derive from [Activity/Project/Program Closeout - HNC PROC 4000](#).

## Contracting Officer

1. Assure that all options have expired or notice of termination has been provided to the contractor.
2. Assure that physical contract deliverables have been completed and accepted by the customer.
3. Assure that final payment has been made.
4. Determine if Project contract is in litigation.

**If the contract is in litigation, go to Task #5. Otherwise, go to Task #6.**

5. Await litigation results.
6. Determine if contract is in audit.

**If the contract is in audit, go to Task #7. Otherwise, go to Task #10.**

7. Determine if quick closeout is applicable.

**If the quick closeout applies, go to Task #9. Otherwise, go to Task #8.**

8. Await audit results.

9. Execute quick closeout procedure.

10. Determine if excess funds on the contract have been de-obligated.

**If excess funds have been de-obligated, go to Task #13. Otherwise, go to Task #11.**

11. De-obligate excess funds.

12. Notify Project Manager (PM) and Resource Management (RM) of the de-obligation of funds and the general status of contract funds.

**Stop and complete [Activity/Project/Program Closeout - HNC PROC 4000](#).**

13. Execute administrative close out procedures as outlined in FAR 4.805 and HNC Reg. 715-1-XX, Contract Closeout.

14. Verify completion of closeout actions.

**If the closeout actions are complete go to Task #15. Otherwise, return to Task #13.**

15. Execute contract completion statement.

16. Notify PM of contract closeout.

**Stop and complete [Activity/Project/Program Closeout - HNC PROC 4000](#).**

17. Prepare contract for filing in appropriate archive.

**End of Contract Closeout - HNC PROC 4010.**

