

Management System: Personal Property Management**Subject Area: Contract Property Administration****Procedure: Contract Closeout**

Issue Date and Revision Number:
6/24/2015

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1.0 Applicability

The purpose of this procedure is to ensure a contract administration completion statement is provided to the Contracting Officer to certify all Government furnished property has been transferred to other contracts or otherwise disposed of as required by FAR Subpart 45 and FAR Clause 52.245-1.

2.0 Required Procedure

Upon contract completion, close the personal property account:

Step 1	<p>Six months before contract completion date, determine whether a final physical inventory should be waived:</p> <ul style="list-style-type: none"> • May be waived if items will transfer to another contract, joint inventory may be conducted, or • Inventory requirements are already met, or • History shows record is reliably accurate <p>Send notification letter to contractor to plan final closeout, if final inventory is not waived.</p> <ul style="list-style-type: none"> • Require contractor to conduct final inventory • Ensure description on record supports screening • Ensure that all data elements meet requirements for the Property Record <ul style="list-style-type: none"> ○ Confirm that contractor has posted physical inventory adjustments. <p>Review report and investigate unreasonable discrepancies.</p>
Step 2	<p>Review requirements for property records:</p> <ul style="list-style-type: none"> • Confirm the property record has <ul style="list-style-type: none"> ○ Posting Reference (supporting document) ○ Transaction type

	<ul style="list-style-type: none"> ○ Transaction date ● Confirm Accountable Property Officer received updated status
Step 3	<p>Assist with Shipments:</p> <ul style="list-style-type: none"> ● Review shipping request to verify completeness and authorization ● Coordinate inspection of packaging and marking ● Monitor the shipment and confirm the receipt was without any discrepancy
Step 4	<p>Administer disposal of excess property:</p> <ul style="list-style-type: none"> ● Receive contractor report of excess property ● Screen property with local sites ● Create a case in Energy Asset Disposal System (EADS) and apply the screener rule for other activities ● Authorize the transfer of excess property between contract projects ● Support contractor's compliance, and document completion of all disposal actions
Step 5	<p>Certify completion and review the assignment for all tasks to be completed and documented:</p> <ul style="list-style-type: none"> ● Confirm that all EADS cases are closed ● Confirm that all Loss, Theft, Damage, Destroyed (LTDD) cases are closed ● Confirm that final rental payments have been received ● Confirm that all shipments have been made ● Incorporate input from all sources, including the contractor's alternate locations, to support a zero balance on the contract property account. ● Provide the following closeout statement to the Contracting Officer: <i>"As the appointed Property Administrator and representative of the Contracting Office, this is to certify all Government furnished property accountable to (name of contractor) contract (contract number) has been transferred to other contracts or otherwise disposed of as required by FAR Subpart 45 and FAR Clause 52.245-1."</i>
Step 6	<p>Distribute history:</p> <ul style="list-style-type: none"> ● The property control data files established and maintained by the PA are an extension of the Contract Administration Office contract file. ● Upon contract completion, the property data records are forwarded to the Contracting Officer for inclusion into the master contract file.

3.0 References – Forms/Attachments/Exhibits

3.1 Attachments

- Attachment 1 - *Contract Administration Completion Statement*

4.0 Records Generated

In accordance with FAR 4.8, the property control data files established and maintained by the PA are an extension of the Contract Administration Office contract file. Upon contract completion, the property data records are provided to the Contracting Officer for inclusion into the master contract file.

Records generated by this procedure are maintained by the EMCBC or PPPO Contract Administration Offices in accordance with the Organizational/Office File Plan.

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent, or Not Applicable)
ADM 03-03-A1A	Routine Procurement Files – Transactions that exceed the simplified acquisition threshold – Official Contract File	Office of Contracting	Not Applicable

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Contract Closeout**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
Rev. 0	Initial SAP	All	6/24/15