



National Aeronautics and
Space Administration

**NASA Shared Services
Center**

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www.nssc.nasa.gov

NASA Shared Services Center Service Delivery Guide

NSSDG-5000-0001 Revision 6.0

Effective Date: May 1, 2023
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AGENCY-WIDE CONTRACT CLOSEOUT SERVICES

Responsible Office: Procurement Division

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Procurement Officer

May 1, 2023

Date

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DOCUMENT HISTORY LOG

Status (Basic/Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic		11/24/2008	Basic Release
Revision	2.0	07/08/2010	Administrative correction to expiration of SDG. Original expiration date should have been 11/23/2013 vice 2009. Typo corrected. A five-year expiration date is standard for SDGs.
Revision	3.0	11/24/2013	Updated all processes to document current activities. Document originated under NSSC-PR-SDG-0009 and renumbered to NSSDG-5000-0001 on 11/22/13 to align with the SDNS document numbering system
Revision	4.0	4/15/2014	Updated the time period to close out grants and cooperative agreements as a result of Grant Information Circular 14-01. Grants and Cooperative Agreements should be closed no later than one year after receipt and acceptance of all reports as required by the terms and conditions of the grant or cooperative agreement. This will result in changes to the following sections of this SDG: Closeout of Grants & Cooperative Agreements; Metrics; and Appendix A.
Revision	5.0	3/26/2018	1. Updated page 7, Agency-Wide Contract Closeout Services, deleted sections a. (SBIR) and b (Small Business Technology Transfer) were

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			<p>deleted and the closeout definition updated.</p> <ol style="list-style-type: none"> 2. Updated page 8, Agency Wide Contract Closeout Services, updated contract closeout timeframes. 3. Updated page 9, Agency Wide Contract Closeout Services, items 2,3,4,5, and 6. Also updated on page 9 were contract closeout timeframes and FAR and NASA FAR Supplement references. 4. Updated page 10, Agency Wide Contract Closeout Services, updated FAR, NASA FAR Supplement and Grant Information Circular references. 5. Updated page 13, Process 1- Closeout of Grants & Cooperative Agreements section g which makes changes to NASA closeout forms. 6. Updated page 21, Process 2- Closeout of Cost Reimbursement Contracts Step 1 to include email notification and to reference appendix B and applied changes to step 10 pertaining to closeout forms. 7. Updated page 23 Process 2- Closeout of Cost Reimbursement Contracts Step 10 to make changes to contract closeout forms. 8. Updated page 25, Process 3 – Closeout of Fixed Price Instruments by incorporating an email notification reminder
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			<p>to vender for closeout in step 1.</p> <p>9. Updated page 26, Process 3 – Closeout of Fixed Price Instruments to makes changes to sections d., e., f., h. and I of the Roles and Responsibilities Section.</p> <p>10. Updated page 27, Process 4 – Closeout of Interagency Agreements by incorporating an email notification reminder to vender for closeout in step 1.</p> <p>11. Updated page 28, Process 4 – Closeout of Interagency Agreements step 6 pertaining to closeout forms.</p> <p>12. Updated page 29, Process 4 – Closeout of Interagency Agreements step 7 pertaining to closeout forms.</p> <p>13. Updated page 30, Process 5 – Closeout of JPL Documents for NMO step 3 pertaining to contract closeout forms.</p> <p>14. Updated page 33 relating to closeout metrics.</p> <p>15. Updated page 36 to include a phase pertaining to the transfer of contract files to the contractor.</p>
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Revision	6.0	4/26/2023	<ol style="list-style-type: none"> 1. Updated page 9 concerning grants & CA closeout timelines 2. Updated the references on page 10. 3. Updated Process 1 on page 11 on grants & CA closeout 4. Updated grants & CA process steps on page 12-13 5. Updated grants deobligation supplement process on page 14 6. Deleted process 1b on page 15-16 and updated the info in process 1a 7. Deleted attachments 2 and 3 on pages 17-18 8. Updated grants & CA guidance when reports are 270 days overdue to be in accordance w/GCAM on page 19 9. Updated process 2 wording on page 20-21 concerning cost reimbursable closeouts 10. Updated Process 3 wording on pages 24-26 on fixed-price closeouts 11. Updated NOJMO closeout process on pages 30-32 12. Updated and added metrics on page 33. 13. Updated Systems components table on page 34 14. Updated Appendices A, B, C, and D letters to be more generic on pages 36-39. 15. Updated acronyms on page 40.
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Introduction

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) administers the Agency contract for closeout of NASA contracts which include:

1. Grants and Cooperative Agreements (GCA):
 - a) Grants - Grants are legal instruments used to accomplish a public purpose of support or stimulation by increasing basic knowledge and understanding in aeronautics, space and other related fields. Grants provide financial assistance to a recipient and do not obligate the recipient to furnish supplies or services for payment. However, the recipient is required to furnish an end product, which is a Final Report/Summary of Research;
 - b) Cooperative Agreements - Cooperative Agreements are financial assistance instruments used to support or accomplish a public purpose authorized by Federal statute, in which substantial involvement or collaboration is anticipated between NASA and the recipient;
2. Cost-Reimbursement Contracts: Cost-Reimbursement types of contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without the approval of the Contracting Officer (CO);
3. Time-and-Material and Labor-Hour Contracts: Time-and-materials contracts provide for acquiring supplies or services on the basis of:
 - a) Direct labor hours at specified fixed hourly rates that include wages, overhead, general and administrative expenses, and profit; and,
 - b) Actual cost for materials.
4. Fixed-Price Contracts: Fixed-price types of contracts provide for a firm price or, if appropriate, an adjustable price. Fixed-price contracts providing for an adjustable price may include a ceiling price, a target price (including target cost), or both. Unless otherwise specified in the contract, the ceiling price or target price is subject to adjustment only by operation of contract clauses providing for equitable adjustment or other revision of the contract price under stated circumstances.

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5. Purchase Orders: An offer by the government to buy supplies or services including research, development, and construction upon specified terms and conditions using simplified acquisition procedures;
6. Task Orders: An order for Services issued under an Indefinite Delivery/Indefinite Quantity (IDIQ) or multiple award contract;
7. Delivery Orders: An order for supplies placed against an established contract or with a government source of supply;
8. BPA Call Orders: An order for supplies or services issued under a Blanket Purchase Agreement (BPA),
9. Interagency Agreements: Procedure by which an agency needing supplies or services (the requesting agency) obtains supplies or services from another government agency (the servicing agency).

*Note: Funding Orders may be created and associated with NASA contracts in order to obligate funds within NASA's business systems. Resolving funding orders associated with a contract is completed with the closure in various business systems. **Funding orders are not a separate contract type to be administered in the contract closeout process.***

Closeout is the "wrap-up" of a completed contract, involving review of the contract file, taking necessary actions to administratively complete the procurement, and disposal of the file. The Closeout Contractor is responsible for the close out of the official procurement file by working those actions as defined by the agency-wide contract after such closeout instruments are received. The Contract Administration Office is responsible for initiating (automated or manual) the administrative closeout of the contract after receiving evidence of its physical completion. At the outset of this process, the Contract Administration Office must review the contract funds status and make a recommendation concerning any excess funds that need to be deobligated. Federal Acquisition Regulations (FAR) 4.804-5 requires the administering office to ensure that:

1. Disposition of classified material is completed;
2. Final Patent Report is cleared;
3. Final Royalty Report is cleared;
4. There is no outstanding value engineering change proposal;
5. Plant Clearance Report is received;
6. Property Clearance is received;
7. All interim or disallowed costs are settled;
8. Price revision is completed;

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9. Subcontracts are settled by the prime contractor;
10. Prior year indirect cost rates are settled;
11. Termination docket is completed;
12. Contract audit is completed;
13. Contractor closing statement is completed;
14. Contractor's final invoice has been submitted; and
15. Contract funds review is completed and excess funds are removed (deobligated).

Contracts are considered ready for closing when they are physically complete as defined by FAR 4.804-4, which states:

1. The contract is considered to be physically completed when
 - The contractor has completed the required deliveries and the Government has inspected and accepted the supplies;
 - The contractor has performed all services and the Government has accepted these services; and
 - All option provisions, if any, have expired; or
2. The Government has given the contractor a notice of complete contract termination.
3. GCAs or contract instruments that have been placed on legal hold

The closeout of contract files should occur during the following timeframes:

1. Files for Contracts using simplified acquisition procedures should be considered closed when the CO receives evidence of receipt of property and final payment
2. Firm Fixed-Price Contracts, other than those using simplified acquisition procedures, should be closed within six months after the date on which the CO receives evidence of physical completion (e.g., signed receipt or delivered product).
3. GCAs should be closed no later than one year after the period of performance end date.
4. Contracts requiring settlement of indirect cost rates (e.g., Cost-Reimbursable, Time-and-Material, and Labor-Hour) should be closed within 36 months of the month in which the CO receives evidence of physical completion.

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- Files for all other contracts should be closed within 20 months of the month in which the CO receives evidence of physical completion.

The Closeout Contractor can run dynamic reports that provides status of all closeouts. This report is updated on a periodic basis and is available upon request.

References

- FAR 4.804-1, 4.804-4 and 4.804-5
- FAR 42.708 Quick-closeout procedures
- NASA FAR Supplement (NFS) 1842.708
- NASA FAR Supplement (NFS) Appendix B
NASA Records Retention Schedules (NPR 1441.1D)
- NASA Grant and Cooperative Agreement Manual, January 10, 2022

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PROCESS 1: CLOSEOUT OF GRANTS & COOPERATIVE AGREEMENTS



Note: The tasks described in Process 1 do not necessarily take place in a chronological order

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Roles & Responsibilities

Process 1 – Closeout of Grants & Cooperative Agreements		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 1</u></p> <p>Center Procurement Office</p> <p>Hand off expired grants to the Closeout Contractor</p>	<p>Grant/Cooperative Agreement is expired; a no-cost extension is unlikely.</p> <p>Output: Send e-mail notifying the grant recipient that the grant is being closed out.</p>	
<p><u>Step 2</u></p> <p>Center Procurement Office</p> <p>Transfer file to the Closeout Contractor</p>	<p>Transfer hardcopy/electronic file to the Closeout Contractor.</p>	
<p><u>Step 3</u></p> <p>Closeout Contractor</p> <p>Triage the GCA into the Contractor's database</p>	<p>Review GCA file for completeness and receipt of required deliverables. In-process into database.</p> <p>Output: The Closeout Contractor database is updated to reflect status and responsible parties are notified to submit any missing documentation.</p>	
<p><u>Step 4 (a-k)</u></p> <p>Closeout Contractor</p>	<ol style="list-style-type: none"> Obtain the Final Standard Form (SF)-425 from the grant recipient and reconciliation from Finance Block further Health and Human Services (HHS) drawdown in PO Details. Initiate a deobligation mod in order to deobligate excess funds. (See Step 1a, supplemental) Obtain the Final Summary of Research Report for the GCA file. 	<p>Note 1: The grant recipients provide the final SF-425 and it is reconciled by Center/NSSC Financial Management Office (FMO).</p>

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Process 1 – Closeout of Grants & Cooperative Agreements		
Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> e. Obtain Performance Validation Form from Technical Officer f. Obtain New Technology Report from the grant recipient, if applicable. g. Obtain Property Report from the grant recipient, if applicable. h. Coordinate with the Grant Officer (GO) to approve the Contract Completion Statement (e.g., NASA Form (NF) 1611 or DD1593/1594 if administration was delegated to the Office of Naval Research (ONR). i. Populate fields on NASA data tab in PO Details; complete closure in various business systems. j. Print and include a screenshot from Business Warehouse (BW) or SAP showing the obligated amount, disbursed amount and the unliquidated obligation amount (ULO) k. Complete the NF1612 – Contract Completion Statement. l. Archive the file. <p>Output: All administrative requirements for closeout have been met. The audit trail is complete. The hardcopy or electronic file, SAP, the Closeout Contractor's database, and any local status keeping databases are in agreement and accurately reflect the closed and archived status of the GCA.</p>	<p>The Closeout Contractor will ensure the final SF-425 is signed by the grantee certifying it is true, complete, and accurate.</p> <p><u>Note 2:</u> If government furnished equipment is involved, execution of a 1018 will be required. Otherwise, negative reports may be submitted and will not require the Property Officer's signature.</p>

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PROCESS 1a: DEOBLIGATION SUPPLEMENT REQUIRED

Step 1
(Supplemental)

Generate supplement
if deobligation is
required

Center Procurement
Office

Roles & Responsibilities

Process 1a – Deobligation Supplement Required		
Roles and Responsibilities	Action	Tips/Notes
<p>Step 1 (Supplemental)</p> <p>Closeout Contractor, Grant Recipient and GO</p> <p>To be followed if a deobligation supplement is required</p>	<p>Deobligation supplement required.</p> <p>Coordinate with GO and grant recipient (if required) to generate modification to deobligate excess funds.</p> <p>If ULO amount > \$1,000.00 email request for concurrence is made to grantee. If concurrence is not received prior to the grant aging one year the closeout contractor will proceed with preparing the supplement in order to meet the requirement of the GCAM section 9.0. If ULO <= \$1,000.00 no notification is required prior to preparing the deobligation supplement.</p> <p>Deobligations are unilateral supplements based on executed final SF425 provided by grantee and reconciliation provided by NASA FMD.</p> <p>Deobligation supplements are prepared by the closeout contractor for review and execution by the closeout Grants Officer.</p> <p>Make appropriate entry in various NASA business systems (SAP, PPS, etc.) and Federal Procurement Data System-New Generation (FPDS-NG).</p> <p>Output: Excess funds are deobligated.</p>	

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PROCESS 1b: UNILATERAL CLOSEOUT OF GRANTS BEYOND 270 DAYS

Background

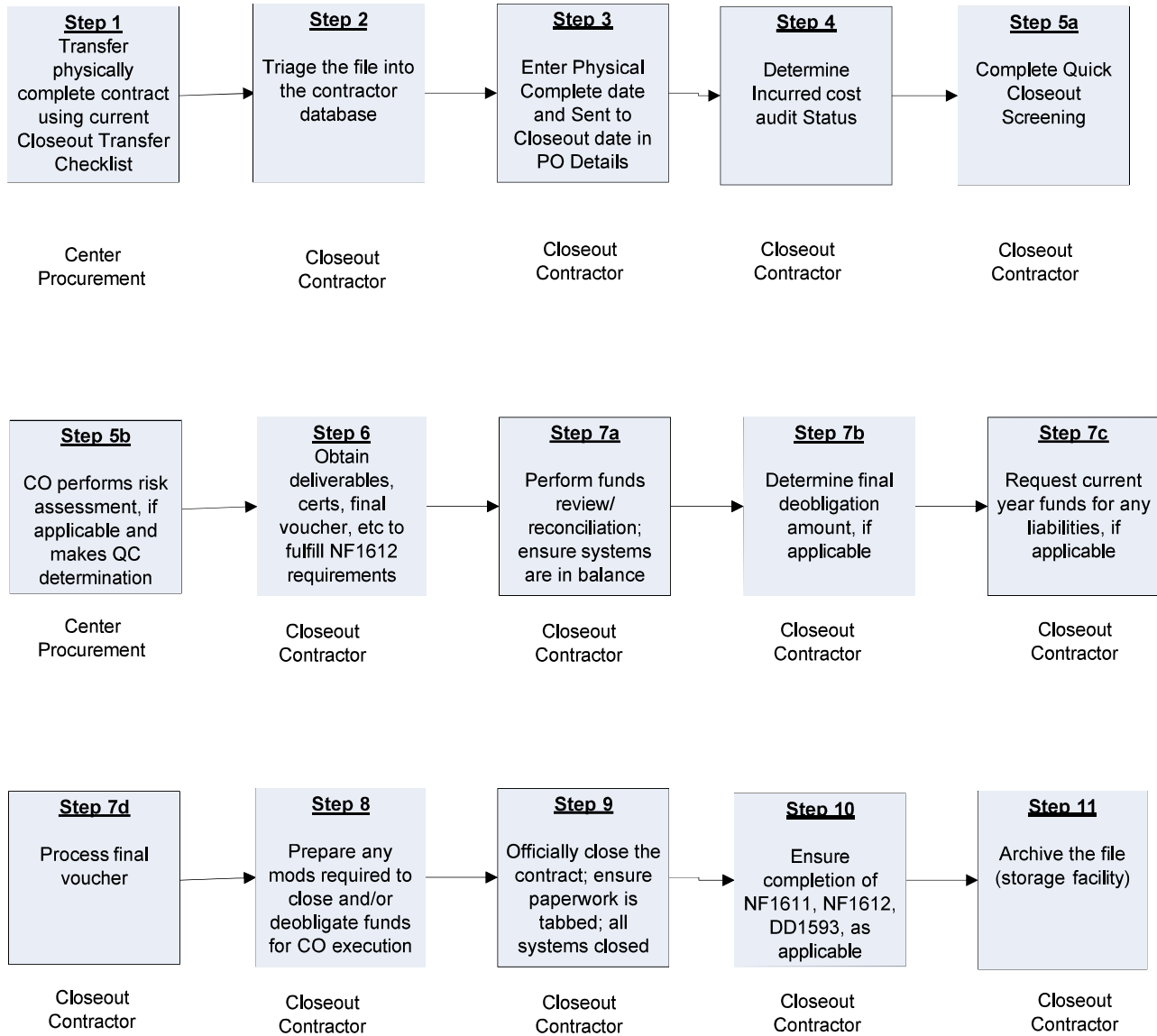
The NASA Grant and Cooperative Agreement Manual Section 9.1.4 describes the steps associated with unilateral closeout within 270 days of the due date of final reports for non-compliant grantees.

The Closeout Contractor will draft a letter for the Closeout Grant Officer per GCAM 9.1.4c for notification of noncompliance and subsequent notification in FAPIIS

10 days after submission of notification the Closeout Contractor will prepare the closeout package for Closeout Grant Officer review and execution.

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PROCESS 2: CLOSEOUT OF COST-REIMBURSEMENT CONTRACTS



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Roles & Responsibilities

Process 2 - Closeout of Cost Reimbursement Contracts		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 1</u></p> <p>Center Procurement</p> <p>Physically complete file is transferred to the Closeout Contractor using the current Closeout Transfer Checklist</p>	<p>Hand off physically complete contract to the Closeout Contractor with the transfer document signed by the COR.</p> <p>Send e-mail notifying the vendor that the cost reimbursement contract is being closed out.</p>	<p>See Appendix B.</p> <p>The contract period of performance is complete; extensions will not be granted.</p>
<p><u>Step 2</u></p> <p>Closeout Contractor</p> <p>Triage the file into the contractor database</p>	<p>Triage the contractor database</p>	<p>Triage is the process of reviewing the contract file and determining what actions are required to close the instrument.</p>
<p><u>Step 3</u></p> <p>Closeout Contractor</p> <p>Enter dates in PO details</p>	<p>Enter physical complete and sent to closeout dates in PO details</p>	
<p><u>Step 4</u></p> <p>Closeout Contractor</p> <p>Notify the Defense Contract Audit Agency (DCAA) and determine audit status</p>	<p>Coordinate with DCAA, NASA Audit Contractor and/or contract holder to determine incurred cost audit status or if a low risk memorandum is being issued in lieu of an audit.</p>	<p>Request assistance from the CO to resolve any issues between DCAA and the contractor.</p> <p>When audit is required, years may pass before audit completion and final voucher submission.</p>
<p><u>Step 5</u></p> <p>Closeout Contractor/Center Procurement</p> <p>Complete QC Checklist;</p>	<p>a. Complete Quick Closeout (QC) Screening Checklist and provide facts to the CO, if applicable.</p> <p>b. CO performs risk assessment and determines whether QC is appropriate; determines final rates, if applicable.</p>	

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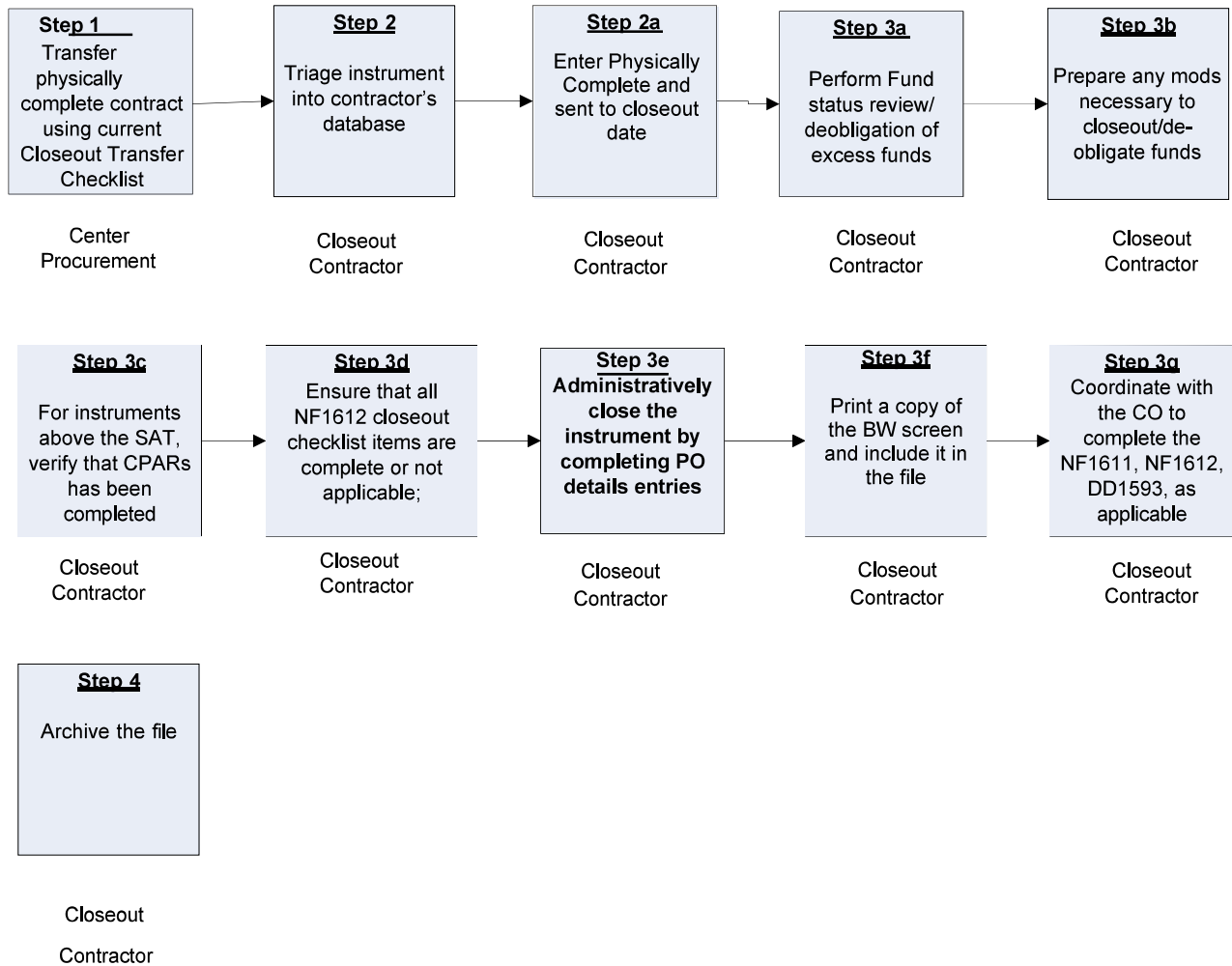
Process 2 - Closeout of Cost Reimbursement Contracts		
Roles and Responsibilities	Action	Tips/Notes
make QC determination; determine final rates		
<u>Step 6</u> Closeout Contractor Obtain deliverables, certs, voucher, etc.	Obtain deliverables, certifications, final voucher, etc. to fulfill closeout checklist (NF1612). Verify final incurred cost audit is complete; Verify final rates have been determined.	If the contractor challenges the audited rates questioned or unallowable costs, the matter should be referred to the CO for resolution.
<u>Step 7</u> Closeout Contractor Funds review/reconciliation; determine final deobligation amount; request funds; process final voucher	a. Perform funds review/reconciliation. Validate that obligations and disbursements agree to contractor's cumulative totals. Ensure cost total and fee total are billed within contract limitations; ensure all systems are in balance including PPS, SAP, BW, FPDS, Enhanced Procurement Data Warehouse (EPDW). b. Determine final deobligation amount, if applicable. c. Request current year funds for any owed cancelled funds, if applicable. d. Process Final Voucher.	Reconcile Value, Obligation, and Payments to: SAP, PPS, BW, FPDS, and any written ledgers.
<u>Step 8</u> Closeout Contractor Prepare any necessary modifications	Prepare any modifications required to close and deobligate funds. Coordinate with CO for the execution of the modification	
<u>Step 9</u> Closeout Contractor Officially close the contract.	Officially close the contract: <ul style="list-style-type: none"> - Ensure all paperwork is included in closeout file (screenshots, certifications, audits, forms, etc.); and - Close in all systems: SAP, FPDS, EPDW. 	

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Process 2 - Closeout of Cost Reimbursement Contracts		
Roles and Responsibilities	Action	Tips/Notes
Step 10 Closeout Contractor Ensure completion of NF1611, NF1612, DD1593, as applicable	Ensure completion of NF1611, NF1612 and DD1593, as applicable.	Obtain CO signature on applicable NASA forms.
Step 11 Closeout Contractor/Center Procurement Archive the File	Archive the file (storage facility).	Prepare and send to storage facility as applicable per Center guidelines.

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PROCESS 3: CLOSEOUT OF FIXED PRICE INSTRUMENTS



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Roles & Responsibilities

Process 3 – Closeout of Fixed Price Instruments		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 1</u></p> <p>Center Procurement</p> <p>Physically complete file is transferred to the Closeout Contractor using the Closeout Transfer Checklist</p>	<p>The instrument period of performance is complete; extensions will not be granted; and all legal issues have been settled.</p> <p>Send e-mail notifying the vendor that fixed price instruments are being closed out.</p>	<p><u>See Appendix B</u></p>
<p><u>Step 2</u></p> <p>Closeout Contractor</p> <p>Triage instrument into contractor's database</p>	<p>Triage the instrument into the contractor database.</p> <p>Output: Contractor's database is updated for future reporting, tracking, and status-keeping.</p>	<p>Triage is the process of reviewing the contract file and determining what actions are required to close the instrument.</p>
<p><u>Step 2a</u></p> <p>Closeout Contractor</p> <p>Enter Physically complete date and Sent to Closeout Date</p>	<p>Enter the Physically complete date and Sent to Closeout Date in applicable system.</p>	

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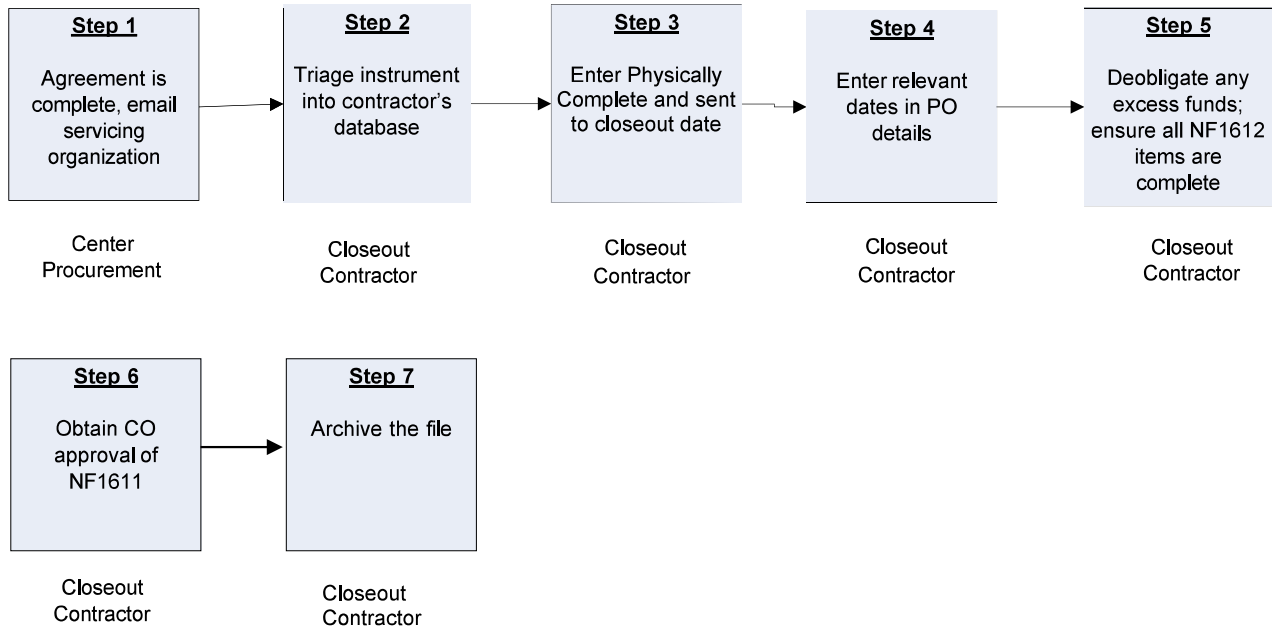
<p>Step 3</p> <p>Closeout Contractor</p>	<p>Perform the following in accordance with the NF1612 requirements</p> <ul style="list-style-type: none"> a. Perform fund status review and deobligate excess funds; De-obligation of funds are coordinated with vendor and closeout CO, and COR (as necessary) to ensure final invoice is received and identify excess funds remaining on the fixed price instrument. b. Prepare any modifications necessary to close out the instrument and/or deobligate funds. Coordinate with the CO for execution of any modifications required; c. For instruments above the Simplified Acquisition Threshold (SAT), verify the official file is complete and includes Contractor Performance Assessment Reporting (CPAR) System.; d. Ensure that all NF1612 closeout checklist items are complete or not applicable; 	
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Process 3 – Closeout of Fixed Price Instruments		
Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> e. Administratively close the contract for services and supplies by checking the “Delivery Complete” and “Final Invoice” boxes; Ensure the administrative completion and destroy dates are entered on the NASA Data tab. f. Print a copy of the BW or SAP screen (which records obligation, invoiced amounts, and goods receipt total) to confirm the obligations, costs, and disbursements amounts are equal and place in the instrument file; and g. Coordinate with the CO to complete the NF1611, NF1612, and DD1593, as applicable). <p>Output: Collect the other non-financial documents evidencing instrument completion. Update PO Details/SAP on closeout status. Include appropriate screen shots to provide an audit ready status.</p>	
<p>Step 5</p> <p>Closeout Contractor</p> <p>Archive the file</p>	<p>Archive the file.</p> <p>Output: All administrative requirements for closeout have been completely met. The audit trail is complete. The hardcopy/electronic file, SAP, the Closeout Contractor’s database, and any local status keeping databases are in agreement and accurately reflect the closed and archived status of the instrument.</p>	

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PROCESS 4: CLOSEOUT OF INTERAGENCY AGREEMENTS



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Roles & Responsibilities

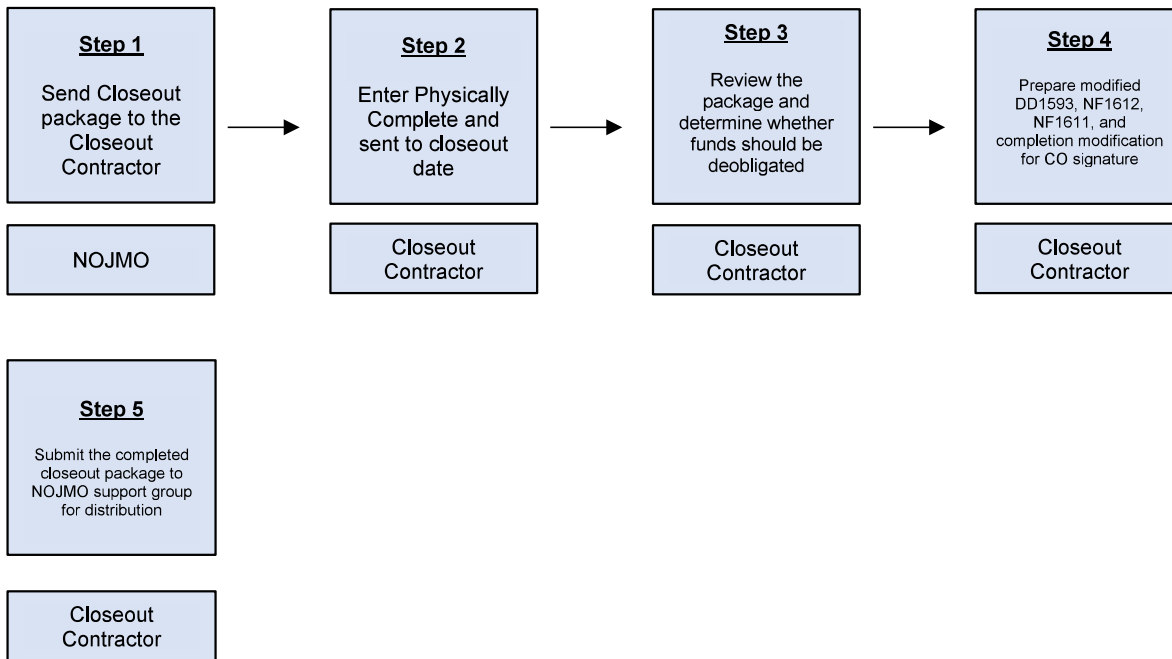
Process 4 – Closeout of Interagency Agreements		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 1</u></p> <p>Center Procurement</p> <p>Agreement is complete</p>	<p>Send e-mail notifying the vendor that the cost reimbursement contract is being closed out.</p> <p>The agreement's performance period is complete; extensions will not be granted; the work has been accomplished by the Servicing Organization and accepted by the Requesting Organization.</p> <p>Output: Servicing Organization is informed of changes in custody of the Agreement and is introduced to the POC for closeout.</p>	<p><u>See Appendix D</u></p>
<p><u>Step 2</u></p> <p>Closeout Contractor</p> <p>Triage file into contractor database</p>	<p>Triage the instrument into the contractor database.</p> <p>Output: Contractor's database is updated for future reporting, tracking, and status-keeping.</p>	<p>Triage is the process of reviewing the contract file and determining what actions are required to close the instrument.</p>
<p><u>Step 3</u></p> <p>Closeout Contractor</p> <p>Enter Physically complete date and Sent to Closeout Date</p>	<p>Enter the Physically complete date and Sent to Closeout Date in applicable system.</p>	
<p><u>Step 4</u></p> <p>Closeout Contractor</p> <p>Populate relevant fields on PO details</p>	<p>Populate relevant fields in PO details. Ensure the administrative completion and destroy dates are entered on the NASA Data tab.</p> <p>Output: Follow up in SAP to ensure correct data is reflected. If not, amend the data.</p>	

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<p><u>Step 5</u></p> <p>Closeout Contractor</p> <p>Deobligate any excess funds; ensure NF1611 or DD 1594 is completed.</p>	<p>If funds status review reveals extremely excessive funds remaining on the Interagency Agreements, Military Interdepartmental Procurement Request/Intragovernmental Payment and Collection (MIPR/IPAC) coordinate with the CO to issue a modification to the agreement to deobligate the extremely excess amount.</p> <p>Process a deob modification for all excess funds.</p> <p>If the Interagency Agreement is above the SAT, ensure the NF1611 or DD 1594 is completed.</p> <p>Note: If the Interagency Agreement is below the SAT, the agreement is considered closed when the contracting officer receives evidence of receipt of property/services and final payment has been completed.</p> <p>Output: Agreement is ready for administrative closeout processing.</p>	
<p><u>Step 6</u></p> <p>Closeout Contractor</p> <p>Obtain CO approval of NF1611.</p>	<p>Obtain CO approval of NF1611 or DD 1594. Administratively close the agreement for services and supplies by checking the Delivery Complete and Final Invoice boxes in PO details</p> <p>Output: The agreement is administratively complete.</p>	
<p><u>Step 7</u></p> <p>Closeout Contractor</p> <p>Archive the file</p>	<p>Archive the file.</p> <p>Output: All administrative requirements for closeout have been completely met. The audit trail is complete. The hardcopy document file, the SAP, the Closeout Contractor's database, and any local status keeping databases are in agreement and accurately reflect the closed and archived status of the contract.</p>	

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**PROCESS 5: CLOSEOUT OF NASA OFFICE OF JET PROPULSION
LABORATORY (JPL) MANAGEMENT AND OVERSIGHT (NOJMO)
INSTRUMENTS**



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Roles & Responsibilities

Process 5 – Closeout of NOJMO Instruments		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 1</u></p> <p>NOJMO</p> <p>Send Closeout package to the Closeout Contractor</p>	<p>Send closeout package to the Closeout Contractor when NOJMO determines a Task Order is ready for closeout. Package will contain a closeout letter with a statement that work under the Task Order is complete and information regarding the final deliverable, Government property, subcontracts, and financial information. Patents and new technology are reported at the prime contract level. The package will also contain:</p> <ol style="list-style-type: none"> 1) Copy of or excerpt from the final report and/or other evidence that the final deliverable was sent to the sponsor (if a deliverable is required); 2) Cost and Funds Management Report; and 3) A completion modification. If no deobligation is required Closeout Contractor prepares the modification for the CO's signature. If a deobligation is required Closeout Contractor provides a draft modification. 	
<p><u>Step 2</u></p> <p>Closeout Contractor</p> <p>Enter Physically complete date and Sent to Closeout Date</p>	<p>Enter the Physically complete date and Sent to Closeout Date in applicable system.</p>	

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<p>Step 3</p> <p>Closeout Contractor</p> <p>Review the package and determine whether funds should be deobligated.</p> <p>Populate PO details data</p>	<ol style="list-style-type: none"> 1) Review the package submitted by JPL to ensure that the package is in accordance with established NOJMO procedures. 2) If there are funds to be deobligated and/or cost reduction/deobligation to be completed, prepare a NOJMO Deobligation/Cost Reduction form in the GSFC deobligation tool for approval. If no deobligation/cost reduction is required prepare the NOJMO provided modification for the CO's signature (stamp CO's name and the date on the modification). Note: de-obligations and cost reduction/de-obligations are frequently submitted in the GSFC deobligation tool on completed task orders prior to the submission of the closeout package submitted by NOJMO under Step 1. 3) Ensure the physical complete, sent to closeout, administrative completion and destroy dates are entered on the NASA Data tab. 	
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<p><u>Step 4</u></p> <p>Closeout Contractor</p> <p>Prepare the modified DD1593, NF1612, and NF1611 for CO signature and completion modification for CO signature.</p>	<ol style="list-style-type: none"> 1) Prepare the modified NOJMO Contract Completion Administration Completion Record (DD Form 1593), Contract Closeout Checklist (NASA Form 1612), and Contract Completion Statement (NASA form 1611). 2) Submit completion modification and documents prepared in Action 1 to the CO for approval and signature 1) if no de-obligation is required or 2) after approval is received from the GSFC deobligation tool on task orders requiring de-obligations. 	
<p><u>Step 5</u></p> <p>Closeout Contractor</p> <p>Submit the completed closeout package to NOJMO support group for distribution.</p>	<p>Submit completed closeout package to the NOJMO support group for distribution.</p>	

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SYSTEM COMPONENTS

Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
SAP	SAP is NASA accounting system of record	BW Production Core Financial CM PO Buyer AGPO Super user	
BW (BOBJ)	BW is a module within SAP that provides procurement information.		
Contractor Database	Closeout Contractor's internal reporting and work tracking SharePoint site		
EPDW (Enhanced Procurement Data Warehouse)	Reporting tool	bReady	FPDS-NG, SAP
PPS	Procurement for Public Sector	Production	
PRISM Legacy Storage	PRISM Legacy Storage		
PO Details	PO Details	bReady	

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CUSTOMER CONTACT CENTER STRATEGY

Customers with inquiries related to closeout services may utilize the NSSC Customer Contact Center. The NSSC Customer Contact Center Service Delivery Guide [NSSDG-1200-0001](#) provides details regarding menu positioning, routing, and escalation of inquiries for this activity.

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Note: Upon transfer of a file to the closeout contractor, the closeout contractor will inventory the file and send the appropriate email (depending on award type) from Appendices A- D below to the vendor in an effort to obtain any outstanding deliverables.

APPENDICES

Appendix A - E-mail Notification to Grantee, Grants & Cooperative Agreements

Subject: [Grant Number] - NASA Grant / Cooperative Agreement Closeout Reminder

Dear Grantee,

The subject award ended [POP End Date]. The following final documentation is pending for closeout of the award. Documentation submission is due by [POP End Date Plus 120 Days].

- Final SF425 Financial Report
- Final Summary of Research Report. Please copy the NASA Technical Officer.
- Final Property Report. See Summary of Research Cover Page Template. Check https://www.nasa.gov/offices/LMD/programs/contract_property_management for additional information.
- Final New Technology Report. Submit through <https://invention.nasa.gov/> contact nasa-contract-compliance-t2@mail.nasa.gov if you need assistance.

Please send copies of the pending documentation to nssc-closeout@mail.nasa.gov with copy to me by the due date.

Thank you,

[Closeout Contractor Team Member Name]
[Closeout Contractor Team Member Email]

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Appendix B - E-mail Notification to Contractor, Cost Reimbursement Contract

E-mail

Subject: Contract Closeout

Contract# _____

Name of Contractor _____

Contract Title: _____

The Contract period of performance ended on [Period of Performance End Date] and has been turned over to NASA's Agency-Wide Contractor for Contract Closeouts.

Please designate a closeout Point of Contact (POC) for your organization, and forward contact details to [INSERT POC NAME, NUMBER AND E-MAIL].

Provided that contract wrap-up process has begun, please initiate final actions, including but not limited to as applicable, for the following:

- 1) Final Patent/Royalty reports.
- 2) Property/Plant clearance reports.
- 3) Final Report of Research.
- 4) Commence interim and final Audit/Settle rates.
- 5) Issue Final Invoice and Release forms.

Please contact [NAME] if you have any questions concerning the closeout of this contract.

Sincerely,

CO

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Appendix C - E-mail Notification to Contractor, Fixed-Price Contract

SUBJECT: Contract Closeout

Contract #: _____

Name of Contractor _____

Contract Title: _____

This Contract was completed on [Period of Performance End Date], and has been turned over to NASA's Agency-Wide Contractor for Contract Closeouts.

Please designate a closeout point of contact (POC) for your organization, and forward contact details to [INSERT POC NAME, NUMBER AND E-MAIL].

Provided that contract wrap-up process has begun, please initiate final actions, including but not limited to as applicable, for the following:

- 1) Final Patent/Royalty reports.
- 2) Property/Plant clearance reports.
- 3) Final Report of Research (if applicable).
- 4) New Technology reports.
- 5) Issue Final Invoice

Please contact [NAME] if you have any questions concerning the closeout of this contract.

Sincerely,

CO

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Appendix D - E-mail Notification for Interagency Agreement

DATE:
SUBJECT: Interagency Agreement Closeout
MIPR/IPAC #: _____
Agency _____
Agreement Title: _____

This Agreement was completed on [Period of Performance End Date], and has been turned over to NASA's Agency-Wide Contractor for Contract Closeouts. This e-mail is being sent as a reminder that the agreement wrap-up process has begun. To the extent applicable to this contract, and under your control, please initiate action to address the following issues:

- (1) Interim funds review to deobligate extremely excess funds;
- (2) Closeout of subcontracts;
- (3) Submission Agency's final invoice/voucher; and
- (4) Final Contract funds review is completed and excess funds deobligated.

Please designate a Closeout Point of Contact (POC) for your organization and forward contact details to the POC designated herein.

If you have any questions concerning the Closeout of this Contract, please contact: [INSERT THE CONTACT DETAILS OF THE CLOSEOUT CONTRACTOR'S POC].

Please do not hesitate to contact [CLOSEOUT CONTRACTOR'S POC FIRST NAME] if there are any issues or concerns regarding the closeout of the agreement.

Sincerely,

CO

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Appendix E - Acronyms

ACRONYM	DEFINITION
BOBJ	NASA Business Objects
bReady	NASA Business Systems Portal
BW	Business Warehouse
Caltech	California Institute of Technology
CO	Contracting Officer
CPAR	Contractor Performance Assessment Reporting
DCAA	Defense Contract Audit Agency
EPDW	Enhanced Procurement Data Warehouse
FAR	Federal Acquisition Regulations
FFRDC	Federally Funded Research and Development Center
FMO	Financial Management Officer
FPDS-NG	Federal Procurement Data System-New Generation
GCA	Grants and Cooperative Agreements
GO	Grant Officer
GSA	General Services Administration
HHS	Health and Human Services
JPL	Jet Propulsion Laboratory
MIPR/IPAC	Military Interdepartmental Procurement Request/Intragovernmental Payment and Collection
NASA	National Aeronautics and Space Administration
NF	NASA Form
NFS	NASA FAR Supplement
NOJMO	NASA Office of JPL Management and Oversight
NPR	NASA Procedural Requirements
NSSC	NASA Shared Services Center
ONR	Office of Naval Research
PMS	Payment Management System
POC	Point of Contact
QC	Quick Closeout
SAP ECC	NASA Financial Management System
SAP PPS	Procurement for Public Sector
SAT	Simplified Acquisition Threshold
SBIR	Small Business Innovative Research
ServiceNow	NASA Change Management Request System
SF	Standard Form
STTR	Small Business Technology Transfer
TechDoc	Technical Document Management System
TO	Technical Officer