

# PGI 204.804 Closeout of contract files.

Data supporting contract closeout (e.g., DD Form 1594, Contract Completion Statement) are electronically transmitted throughout DoD. The Defense Logistics Manual, 4000.25 Volume 7, Contract Administration, Chapter 4, Contract Completion Status Reporting, available at [http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/dlm_pubs.asp), contains detailed instructions regarding closeout and electronic data transmission.

(1) The administration office closeout date for file purposes will be the date in Block 9d of the DD Form 1594 or agency equivalent.

(2) If the contracting office must do a major closeout action that will take longer than 3 months after the date shown in Block 9d of the DD Form 1594—

(i) The purchasing office closeout date for file purposes will be the date in Block 10e of the DD Form 1594 or agency equivalent; and

(ii) The contracting office shall notify the contract administration office of the revised closeout date by either sending a copy of the completed DD Form 1594 or by electronically transmitting the data.

**[PGI 204.804-1 Closeout by the office administering the contract.](#)**

**[PGI 204.804-2 Closeout of the contracting office files if another office administers the contract.](#)**

**[PGI 204.804-3 Closeout of paying office contract files.](#)**

**Parent topic:** [PGI 204.8 —CONTRACT FILES](#)