



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
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MEMORANDUM FOR DISTRIBUTION

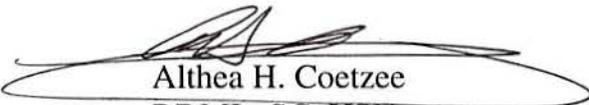
08 JUL 2013

SUBJECT: Closeout of Contract Files

The Government Accountability Office (GAO) issued a report, GAO-13-131, on December 18, 2012, "DoD Initiative to Address Audit Backlog Shows Promise, but Additional Management Attention Needed to Close Aging Contracts." The GAO found that the Department of Defense currently has a large backlog of both flexibly priced and firm-fixed price contracts. GAO recommended that management pay close attention to developing baseline data and performance measures for closing out contracts, including consideration of the use of quick closeout procedures, as appropriate.

Please ensure that your contracting officers remain diligent in closing out contracts within the timeframes required by FAR 4.804-1. You are requested to provide your internal policies and procedures on closing out firm-fixed price as well as flexibly priced contracts, including the use of quick closeout procedures, to this office by July 31, 2013. My point of contact is Ms. Gabrielle Trickett, who can be reached at gabrielle.trickett@navy.mil, or 703-614-9641.

Please ensure this memorandum is provided to all appropriate contracting personnel.



Althea H. Coetzee
RDML, SC, USN
Executive Director
DASN (AP)

Attachment:
As stated

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