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# 5604.804-1 Closeout by the Office Administering the Contract.

*(Revised October 2014)*

(1)

(A) Contracting officers are responsible for the proper closeout of all contract files in accordance with the procedures outlined in [FAR 4.804](#) and [DFARS 204.804](#), and within the time parameters established in [FAR 4.804-1](#).

(B) Complete a DD1597, Contract Completion Statement, firm-fixed price contracts over the Simplified Acquisition Threshold that are not subject to the automated closeout procedures at PGI 204.804-3.

(C) Contracting officers must use the DD1597, Contract Closeout Checklist, and DD1594, Contract Completion Statement, for all contracts other than firm-fixed price that are not administered by a Defense Contract Management Agency (DCMA) contract administration officer.

**Parent topic:** [5604.804 Closeout of Contract Files](#).