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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](#).