

**Defense Acquisition Regulations System, DOD**

**204.404-70**

204.804-2 Closeout of the contracting office files if another office administers the contract.

204.805 Disposal of contract files.

**Subpart 204.9—Taxpayer Identification Number Information**

204.902 General.

**Subpart 204.11—Central Contractor Registration**

204.1103 Procedures.

204.1104 Solicitation provision and contract clauses.

**Subpart 204.70—Uniform Procurement Instrument Identification Numbers**

204.7000 Scope.

204.7001 Policy.

204.7002 Procedures.

204.7003 Basic PII number.

204.7004 Supplementary PII numbers.

204.7005 Assignment of order codes.

**Subpart 204.71—Uniform Contract Line Item Numbering System**

204.7100 Scope.

204.7101 Definitions.

204.7102 Policy.

204.7103 Contract line items.

204.7103-1 Criteria for establishing.

204.7103-2 Numbering procedures.

204.7104 Contract subline items.

204.7104-1 Criteria for establishing.

204.7104-2 Numbering procedures.

204.7105 Contract exhibits and attachments.

204.7106 Contract modifications.

204.7107 Contract accounting classification reference number (ACRN).

204.7108 Payment instructions.

204.7109 Contract clause.

**Subpart 204.72—Contractor Identification**

204.7200 Scope of subpart.

204.7201 Definitions.

204.7202 General.

204.7202-1 CAGE codes.

204.7202-2 DUNS numbers.

204.7202-3 TINs.

204.7203 Responsibilities of contracting officers.

204.7204 Maintenance of the CAGE file.

204.7205 Novation agreements, mergers and sales of assets.

204.7206 Using CAGE codes to identify agents and brokers.

204.7207 Solicitation provision.

AUTHORITY: 41 U.S.C. 421 and 48 CFR chapter 1.

SOURCE: 56 FR 36289, July 31, 1991, unless otherwise noted.

**Subpart 204.1—Contract Execution**

**204.101 Contracting officer's signature.**

Follow the procedures at PGI 204.101 for signature of contract documents.

[71 FR 9268, Feb. 23, 2006]

**Subpart 204.2—Contract Distribution**

**204.201 Procedures.**

Follow the procedures at PGI 204.201 for the distribution of contracts and modifications.

[70 FR 58982, Oct. 11, 2005]

**204.203 Taxpayer identification information.**

(b) The procedure at FAR 4.203(b) does not apply to contracts that include the clause at FAR 52.204-7, Central Contractor Registration. The payment office obtains the taxpayer identification number and the type of organization from the Central Contractor Registration database.

[68 FR 64558, Nov. 14, 2003]

**Subpart 204.4—Safeguarding Classified Information Within Industry**

**204.402 General.**

DoD employees or members of the Armed Forces who are assigned to or visiting a contractor facility and are engaged in oversight of an acquisition program will retain control of their work products, both classified and unclassified.

[71 FR 9268, Feb. 23, 2006]

**204.404 Contract clause.**

**204.404-70 Additional contract clauses.**

(a) Use the clause at 252.204-7000, Disclosure of Information, in solicitations and contracts when the contractor will have access to or generate unclassified information that may be sensitive and inappropriate for release to the public.

(b) Use the clause at 252.204-7003, Control of Government Personnel Work

## 204.670

Product, in all solicitations and contracts.

(c) Use the clause at 252.204-7005, Oral Attestation of Security Responsibilities, in solicitations and contracts that include the clause at FAR 52.204-2, Security Requirements.

[57 FR 14992, Apr. 23, 1992, as amended at 64 FR 45197, Aug. 19, 1999]

## Subpart 204.6—Contract Reporting

### 204.670 Contract action reporting requirements.

Departments and agencies shall report contracting actions in accordance with the requirements at PGI 204.670.

[71 FR 44926, Aug. 8, 2006]

## Subpart 204.8—Contract Files

### 204.802 Contract files.

Official contract files shall consist of—

(1) Only original, authenticated or conformed copies of contractual instruments—

(i) *Authenticated copies* means copies that are shown to be genuine in one of two ways—

(A) Certification as true copy by signature of an authorized person; or

(B) Official seal.

(ii) *Conformed copies* means copies that are complete and accurate, including the date signed and the names and titles of the parties who signed them.

(2) Signed or official record copies of correspondence, memoranda, and other documents.

### 204.804 Closeout of contract files.

Normally, the closeout date for contract files is the date in Block 9d on the DD Form 1594, Contract Completion Statement, or in columns 59-65 on the PK9. If the contracting office must do a major closeout action that will take longer than three months after the date shown in Block 9d of the DD Form 1594, or in columns 59-65 of the PK9—

(1) The closeout date for file purposes will be the date in Block 10e of the DD Form 1594 or the date of the closeout statement executed when the MILSCAP PK9 is received.

## 48 CFR Ch. 2 (10-1-06 Edition)

(2) 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 preparing a MILSCAP Format Identifier PKZ, Contract Closeout Extension.

### 204.804-1 Closeout by the office administering the contract.

(1) For contracting offices administering their own contracts, locally developed forms or statement of completion may be used instead of the DD Form 1594, Contract Completion Statement. Whichever method is used, the form shall be retained in the official contract file.

(2) For contracts valued above the simplified acquisition threshold, prepare a DD Form 1597, Contract Closeout Check List, (or agency equivalent) to ensure that all required contract actions have been satisfactorily accomplished.

[56 FR 36289, July 31, 1991, as amended at 64 FR 2596, Jan. 15, 1999]

### 204.804-2 Closeout of the contracting office files if another office administers the contract.

(1) When an office, other than the contracting office, administers the contract, it shall—

(i) Provide the contracting office an interim contract completion statement when the contract is physically completed and accepted. This notice may be in the form of either a DD Form 1594, Contract Completion Statement, or a MILSCAP Format Identifier Interim PK9, Contract Physical Completion. When the DD Form 1594 is used, the contracting officer—

(A) Annotates Block 8, Remarks, with—

(1) "Notice of Physical Completion;"

(2) Final acceptance date;

(3) Signature of a responsible official; and

(4) Date signed.

(B) Does not complete Blocks 9 (b), (c), and (d) at this time;

(ii) Prepare a DD Form 1597, Contract Closeout Check List, if necessary, to determine that all the required actions have been done;

(iii) Initiate DD Form 1593, Contract Administration Completion Record, if