

NMCARS PART 5204 ADMINISTRATIVE MATTERS

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PART 5204 ADMINISTRATIVE MATTERS

SUBPART 5204.2—CONTRACT DISTRIBUTION

5204.270 Electronic Document Access.

5204.270-1 Policy.

(b)(1) DoN activities shall post a copy of each manually executed procurement instrument (contract, purchase order, delivery order, modification, etc.) within six working days of execution, to the DoD Electronic Document Access (EDA).

SUBPART 5204.6—CONTRACT REPORTING

5204.604 Responsibilities.

(3)(i) No later than 30 days from the end of the quarter, HCAs shall complete quarterly data verification and validation (V&V) in accordance with the data V&V process described in section 4.0 available at <http://www.acq.osd.mil/dpap/pdi/eb/dataimp.html#> and submit quarterly results and certifications to DASN(AP) eBusiness Policy and Oversight Division by email at RDAJ&As.fct@navy.mil with the subject "DFARS 204.604 - Quarterly Data Verification and Validation."

(ii) By December 1st of each year, HCAs shall submit the required annual certification and data validation results for the preceding fiscal year reported data on contract actions following the instructions and format at <http://www.acq.osd.mil/dpap/pdi/eb/dataimp.html#> to DASN(AP) e-Business Policy and Oversight Division by email at RDAJ&As.fct@navy.mil with the subject "DFARS 204.604 - Annual Data Verification and Validation."

SUBPART 5204.8—GOVERNMENT CONTRACT FILES

5204.804 Closeout of contract files.

5204.804-1 Closeout by the office administering the contract.

(a)(1) After receiving evidence of receipt of supplies/services for firm-fixed price contracts or task or delivery orders valued at less than the simplified acquisition threshold, the contracting officer may close the contract, citing NMCARS 5204.804-1(a)(1), as long as there is evidence of final payment or 180 days have elapsed after the final scheduled delivery date.

(S-90) Submit an annual report compliant with the DASN(AP) memorandum entitled, "Addressing the Backlog of Overage Contracts" dated January 5, 2016 in the format prescribed in Annex 16 to DASN(AP) by e-mail at RDAJ&As.fct@navy.mil with the subject "NMCARS 5201.804-1(S-90) - Annual Overage Contracts Report" by 28 February. Negative reports ARE required.

5204.805 Storage, handling, and contract files.

(c) Contracts, task and delivery orders and any modifications thereto (and related records or documents, including successful and unsuccessful proposals) shall be retained for 10 years after final payment.