



## NATIONAL GUARD BUREAU

3501 FETCHET AVENUE  
JOINT BASE ANDREWS MD 20762-5157

18 March 2015

MEMORANDUM FOR SEE DISTRIBUTION

FROM: NGB/A7

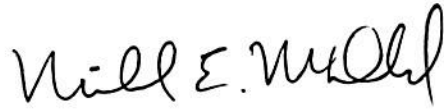
SUBJECT: Air National Guard Engineering Technical Letter (ANGETL) 15-03, MILCON  
Project Closeout Process

1. **Purpose:** This ANGETL implements required project closeout procedures necessary for the physical and financial closeout of MILCON construction projects.
2. **Coordination:** This ANGETL has been coordinated with the National Guard Bureau Office of the Principal Assistant Responsible for Contracting, Acquisition Policy Branch, NGB-OPARC-P.
3. **Effective Date:** Immediately
4. **Supersedes:** ANGETL 09-11, dtd 23 November 2009
5. **References:**
  - 5.1. Federal Acquisition Regulation, (FAR) 4.804-5 Procedures for Closing Out Contract Files
  - 5.2. Department of Defense FAR Supplement (DFARS) 204.804 Closeout of Contract Files
  - 5.3. ANGETL 15-02, Design and Construction Reports
  - 5.4. ANGETL 10-03, ANG Design Objectives and Procedures (Tab C)
  - 5.5. UFC 1-300-08, Criteria for Transfer and Acceptance of DoD Real Property
6. **Description and Implementation:** The project closeout process described herein was developed with input from the civil engineering, financial management (FM), and contracting community. This document is intended to improve the project closeout process through the combined involvement of the appropriate personnel in a timely manner.

7. Timely project closeout maximizes financial resources by providing an opportunity for funds to be realigned for other requirements prior to expiration. The ANG goal for financial closeout is within 12 months of beneficial occupancy for all Military Construction (MILCON) projects. For projects with LEED commissioning requirements, which normally require additional work by the Architect-Engineer (A-E) approximately 12 months after project completion, the goal for financial closeout is no later than 18 months after beneficial occupancy.
8. Completion of the following items will facilitate project closeout within the ANG timelines:
  - 8.1. NGB/A7O PM will send the base a closeout package consisting of the following items:
    - 8.1.1. CRIS Report
    - 8.1.2. Project Closeout Request memorandum for designated project.
    - 8.1.3. PDS Funding sheet for Design and Construction
  - 8.2. Conducting closeout meetings IAW the guidelines at Attachment 1.
  - 8.3. Creating a comprehensive punch list prior to beneficial occupancy that identifies all defective work items and completing it prior to project completion.
  - 8.4. Completion of initial DD1354, Real Property Transfer and Acceptance form, within 10 days after beneficial occupancy.
  - 8.5. Obtaining a "Release of Claims" or, if needed, a "Release of Claims with Exceptions."
  - 8.6. Updating the Project Closeout Checklist (Attachment 2) every month.
  - 8.7. Accurately tracking the funding for the construction contract and all other contracts related to the MILCON project.
9. Project closeout meetings assist the NGB/A7O Project Manager (PM), the COR (normally the Base Civil Engineer [BCE] or Deputy BCE), and the Contracting Officer (KO) in submitting required documentation for proper closeout within ANG timelines. Closeout meetings are used to build a schedule of and update the milestones needed to achieve project completion and financial closeout. Refer to Project Closeout Meeting Guidelines (Attachment 1) for guidance.

- 9.1. The following individuals shall attend the project closeout meeting.
  - 9.1.1. A representative from the BCE office chairs the meeting; this person should be the Contracting Officer Representative (COR) and is normally the BCE or Deputy BCE
  - 9.1.2. Contracting Officer (KO)
  - 9.1.3. Resource Advisor (RA)
  - 9.1.4. Project Manager from the Architect-Engineer Firm performing Type C services
  - 9.1.5. Project Manager from the construction contractor
  - 9.1.6. Real Property Specialist
  - 9.1.7. LEED Accredited Personnel (if applicable)
  - 9.1.8. Commissioning Agent (if applicable)
  - 9.1.9. NGB/A7O Project Manager (optional)
  - 9.1.10. Other personnel as required, e.g., Fire Chief, Communications, Security Forces, etc.
- 9.2. Offices of Primary Responsibility (OPRs) will be assigned to each action listed on the project closeout checklist (Attachment 2) at the initial project closeout meeting.
- 9.3. A copy of the project closeout checklist, with OPRs and estimated completion dates listed for each item, will be submitted to the NGB/A7O PM within 7 calendar days of the initial closeout meeting.
10. The RA, COR, and KO shall ensure all funds issued for the project have been reconciled. If any excess funds remain, the COR shall notify the NGB/A7O PM immediately and make them available for withdrawal.
11. The following documents shall be submitted to the NGB/A7O PM for project closeout.
  - 11.1. A completed Project Closeout Checklist (Attachment 2). Each item should be annotated with the date it was completed. The checklist should show that all funds issued against the project have been reconciled.
  - 11.2. Request for Project Closeout memorandum (Attachment 3), signed by the BCE, Base Comptroller, and Contracting Officer. This document shall not be signed unless all actions have been completed.

- 11.3. Construction Status Report (submitted in PDS Web) recording the project as 100% construction complete, and an available balance of zero dollars.
12. Any comments and questions for this ANGETL should be addressed to Jacqueline A. M. Nino, NGB/A7OT, jacqueline.nino@ang.af.mil, DSN 612-8117.



MICHAEL E. MCDONALD, P.E., Colonel, USAF  
Director of Installations and Mission Support

Attachments

1. Project Closeout Meeting Guidelines
2. Project Closeout Checklist
3. Request for Project Closeout
4. Current ANGETL Index

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