
Commerce Acquisition Manual
CAM Notice 21-02

- 1. Title or Purpose:** Contract Closeout
- 2. File in:** Commerce Acquisition Manual (CAM) Part 4, Subpart 8
1304.804
- 3. Effective:** February 22, 2021
- 4. Applicability:** This CAM is applicable to all Department of Commerce operating units and prescribes policy and procedures for closeout of contracts and simplified acquisitions.
- 5. Supersedes:** CAM 1304.804, *Contract Closeout* (June 2017)
- 4. Summary:** CAM 1304.804 has been revised to remove Office of Acquisition Management reporting requirements as Bureaus are required to monitor closeout in accordance with the Department's Policy for Undelivered Obligations. It is also revised to incorporate Federal Acquisition Regulation inflation adjustments that went in effect October 1, 2020. In addition, the use of certified mail is now optional versus mandatory when sending a second notice to a contractor that has failed to respond to the initial notice of intent to administratively close the contract.

All Department of Commerce employees involved in the acquisition process should read and understand the attached CAM chapter.

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