

# CONTRACT ADMINISTRATOR'S CHECKLIST

1. DATE:

2. CONTRACT NUMBER:

3. PLACE OF PERFORMANCE:

4. CONTRACT DESCRIPTION:

5A. CONTRACT ADMIN. CODE:

5B. CONTRACT BUYER CODE:

5C. CLOSING MGR:

6. PER. OF PERFOR:

7. STATUS

MILESTONE

DATE

(A) CURRENT

(B) DELINQUENT

(C) WORK STOP

(D) CL - TERMINATED

(E) CL - R

(F) CL - PROPERTY

(G) CL - OH NEG

(H) CL - FUNDS

(I) CL - AUDIT

(J) CL - DISPUTE

(K) CL - K DELAY

(L) RESERVED

(M) FINAL PAY

(N) RESERVED

14. PAST PERFORMANCE INPUTS

- Not Required
- Required
  - Annual
  - Final

8. CONTRACT ADMINISTRATION FUNCTIONS DELEGATIONS:

ARE ANY CONTRACT ADMINISTRATION FUNCTIONS DELEGATED?

YES       NO

IF "YES", THEN CHECK BOX(ES) FOR THE FOLLOWING ITEMS:

A.  BLANKET DELEGATION (SEE PS-OWI-12).

**NOTE:** If A. is checked, all functions listed below are automatically entered as "Y". If A. is not checked, check one or more delegated functions below.

B.  Post Award Audit

C.  Security

D.  Cost Accounting Standards

E.  Property Administration

F.  Transportation

G.  Quality Assurance

H.  Consent To Subcontract

I.  Closeout

J.  Engineering/Production Surveillance

K.  Other

9. OVERRUN FUNDED:

10. NEW TECH REP CLAUSE: Clause 1852.227-72 included

YES       NO

11. TOTAL CONTRACT VALUE:

12. NASA FORM 1018: Clause 1852.245-73 included

YES       NO

13. PHYSICAL COMPLETION DATE:

15. ADMINISTRATIVE COMPLETION DATE:

16. COTR CODE/NAME: