

CONTRACT ADMINISTRATION COMPLETION RECORD	1. SUSPENSE DATE (YYYYMMDD)
2. FROM:	3. CONTRACT NUMBER AS AMENDED BY MODIFICATIONS NUMBERED THROUGH _____
4. TO: (Organizational element performing function checked below)	5. NAME OF CONTRACTOR

The contract identified above has been physically completed (*i.e., all required deliveries or shipments have been made and/or services performed or terminated*).

Request column 6c or 6d and 6e and 6f be completed with regard to the function checked in column 6a and this form returned by the suspense date indicated in item 1. If only an anticipated date of completion of required actions can be given by the suspense date, a subsequent advice of final action is requested.

If contract being closed is classified, send signed copy of this form marked "INFORMATION COPY" to cognizant Industrial Security Office.

6. STATUS OF ACTION(S)					
"X"	FUNCTION	"X" IF REQUIRED ACTION(S) COMPLETED	ANTICIPATED DATE FOR COMPLETION OF ACTION(S) (YYYYMMDD)	SIGNATURE	DATE (YYYYMMDD)
a.	b.	c.	d.	e.	f.
	PROPERTY ADMINISTRATION				
	PLANT CLEARANCE				
	CONTRACT TERMINATION				
	OTHER (Specify)				

7. REMARKS

8. TYPED NAME OF RESPONSIBLE OFFICIAL	9. SIGNATURE	10. DATE (YYYYMMDD)
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