

**OFFICIAL CONTRACT RECORD CHECKLIST -
CONTRACT
(EFARS Subpart 4, Section 802)**

CONTRACT NO.

SOLICITATION NO.

SECTION B - CONTRACT

TAB	ITEM	CHECK COLUMN IF APPLICABLE	CHECK COLUMN IF IN FILE OR WRITE IN LOCATION	DATE OF ACTION
	1. NOTICE OF AWARD.			
	2. MEMO OF REPORT TO HQUSACE AND CONGRESSMAN OF RELEASE OF INFORMATION ON ARMY CONTRACT AWARDS OVER \$3,000,000.			
	3. SIGNED CONTRACT WITH LETTER TRANSMITTING CONTRACT TO CONTRACTOR. INCLUDE CERTIFICATE, IF A CORPORATION.			
	4. SYNOPSIS OF AWARD.			
	5. PERFORMANCE AND PAYMENT BONDS:			
	a. RECEIVED			
	b. REVIEWED BY LEGAL			
	c. SENT TO DA JAG			
	d. APPROVAL/DENIAL RECEIVED			
	6. INDIVIDUAL PROCUREMENT ACTION REPORT (DD FORM 350).			
	7. REPORT OF POST AWARD CONFERENCE (DD FORM 1484).			
	8. SUBCONTRACTING PLAN, SF 294 AND/OR 295, IF APPLICABLE.			
	9. INSURANCE POLICIES OR CERTIFICATES, COMMITMENT OF INSURANCE COMPANY RE:TERMINATION NOTICE.			
	10. NOTICE TO PROCEED.			
	a. STOP WORK ORDERS.			
	b. OVERTIME PREIUM APPROVALS GRANTED AT TIME OF AWARD.			
	11. PRE-CONSTRUCTION, PRE-WORK CONFERENCE, OR LETTERS AS TO ENFORCEMENT AND ADMINISTRATION OF CONTRACT PROVISIONS.			
	12. CONTRACTOR'S SAFETY PROGRAM WITH MINUTES OF PRE-CONSTRUCTION SAFETY CONFERENCE.			
	13. CONTRACTOR'S QUALITY CONTROL PLAN.			
	a. RECEIVED			
	b. APPROVAL			

SECTION B - CONTRACT (CONT'D)

TAB	ITEM	CHECK COLUMN IF APPLICABLE	CHECK COLUMN IF IN FILE OR WRITE IN LOCATION	DATE OF ACTION
	14. DESIGNATION OF AUTHORIZED REPRESENTATIVE OF THE CONTRACTING OFFICER, WITH EVIDENCE OF COPY BEING FURNISHED TO THE CONTRACTOR.			
	15. DESIGNATION OF PROPERTY ADMINISTOR.			
	16. LETTER RE: LABOR RELATIONS. REOCRDS OF COMPLIANCE WITH LABOR POLICIES, EQUAL EMPLOYMENT OPPORTUNITY POLICIES.			
	17. STATEMENT THAT THE WAGE DETERMINATION IS POSTED AT THE PROJECT SITE.			
	18. LABOR COMPLAINTS.			
	19. QUALITY ASSURANCE.			
	a. REPORTS OF INSPECTIONS OR REFERENCE TO LOCATION.			
	b. COPY OF DD 250			
	20. PAYROLLS AND STATEMENTS OR REFERENCE TO LOCATION.			
	21. PAYROLL INVESTATION OR REFERENCE TO LOCATION OF RECORDS.			
	22. LIST OF SUBCONTRACTORS.			
	23. PROGRESS SCHEDULES OR REFERENCE TO LOCATION.			
	24. REQUEST AND APPROVAL FOR OVERTIME.			
	25. APPROVALS OR DISAPPROVALS OF WAIVERS OR DEVIATIONS.			
	26. ROYALTY, INVENTION AND COPYRIGHT REPORTS OR REFERENCE TO LOCATION.			
	27. DOCUMENTS OR DATA RENEGOTIATION.			
	28. MISCELLANEOUS CORRESPONDENCE PERTAINING TO ADMINISTRATION OF CONTRACT FILED IN CHRONOLOGICAL ORDER WITH APPLICABLE PORTION OF FILE.			
	29. LETTER OF FINAL COMPLIANCE.			
	30. PROPERTY DOCUMENTS OR REFERENCE TO LOCATION.			
	31. FISCAL DOCUMENTS OR REFERENCE TO LOCATION.			
	32. SHOP DRAWINGS AND AS-BUILT DRAWINGS OR REFERENCE TO LOCATION.			

SECTION B - CONTRACT (CONT'D)

TAB	ITEM	CHECK COLUMN IF APPLICABLE	CHECK COLUMN IF IN FILE OR WRITE IN LOCATION	DATE OF ACTION
	33. DOCUMENTS FOR TERMINATION AND CLAIMS OR REFERENCE TO LOCATION.			
	34. COMPLETED DD FORMS 1593 AND 1597 AS APPLICABLE.			
	35. DOCUMENTS DENOTING COMPLETION OF THE CONTRACT, INCLUDING CONTRACT COMPLETION STATEMENT (DD FORM 1594) WHEN APPLICABLE.			
	36. CHRONOLOGICAL LIST IDENTIFYING THE AWARDING AND SUCCESSOR CONTRACTING OFFICERS, WITH THE INCLUSIVE DATES OF RESPONSIBILITY.			
	37. OTHER:			
	a.			
	b.			
	c.			
	d.			

I have this date

reviewed the Official Contract File for

Contract No.

and find that it contains papers in support of the above data and is otherwise considered

to provide a clear and complete record.

 SIGNATURE