



National
Aeronautics and
Space
Administration

Termination Docket Checklist

NOTE: Form must be stapled to inside of docket file cover and be fully executed and completed within 30 days of closing.

CONTRACTOR'S NAME AND ADDRESS	DOCKET NO.
	CONTRACT NO.
	PURCHASE ORDER NO.

TYPE OF SETTLEMENT <input type="checkbox"/> COST <input type="checkbox"/> NO COST	TYPE OF CONTRACT <input type="checkbox"/> FP <input type="checkbox"/> FPI <input type="checkbox"/> CPF <input type="checkbox"/> CPIF <input type="checkbox"/> LETTER	TYPE OF TERMINATION <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL
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TAB NO.	DESCRIPTION	IN FILE (Check or enter n/a)
1	TERMINATION AUTHORITY AND ASSOCIATED PAPERS FROM THE INITIATING AUTHORITY	
2	INITIAL ELECTRICALLY-TRANSMITTED NOTICE OF TERMINATION TO THE CONTRACTOR AND AMENDMENTS, IF ANY	
3	FORMAL NOTICE (<i>Confirming Letter Notice</i>) AND AMENDMENTS, IF ANY	
4	CONTRACT TERMINATION STATUS REPORTS, FROM NO. 1 THROUGH FINAL REPORT	
5	CONTRACT OR PURCHASE ORDER, INCLUDING SUPPLEMENTS OR AMENDMENTS AFFECTING THE TERMINATION, OR CROSS-REFERENCE SHEET INDICATING ITS LOCATION	
6	ASSIGNMENTS OF TERMINATION DOCKETS	
7	DELEGATIONS BY CONTRACTING OFFICER TO REPRESENTATIVES AND ANY REVOCATIONS THEREOF	
8	MEMORANDUM OF INITIAL CONFERENCE OR ANY OTHER CONFERENCE	
9	NO-COST LETTER FROM CONTRACTOR	
10	MISCELLANEOUS PAPERS, DOCUMENTS, RECORDS OF OTHER CONFERENCES, MEMORANDUMS, ETC., CONCERNING SETTLEMENT	
11	PRIME CONTRACTOR'S SETTLEMENT PROPOSAL (<i>Standard Forms 1435, 1436, 1437, 1438, or other document if settlement is limited to adjustment of fee and Contractor elects to voucher out costs</i>)	
12	PARTIAL PAYMENT APPLICATIONS, VOUCHERS, AGREEMENTS AND OTHER PAPERS PERTAINING TO INTERIM FINANCING	
13	ACCOUNTING REVIEW OF PROPOSAL OF PRIME CONTRACTOR	
14	LIST AND DISPOSITION OF SUBCONTRACTOR'S CLAIMS IF NOT INCLUDED IN SETTLEMENT MEMORANDUM; DOCUMENTS SUPPORTING SUBCONTRACT SETTLEMENTS	
15	FINAL REPORTS BY TECHNICAL PERSONNEL (<i>Project engineer, cost analysts, inspectors, etc.</i>)	
16	DOCUMENTS PERTAINING TO COUNTERCLAIMS, SET-OFFS, APPEALS, LITIGATIONS, ETC.	
17	CLOSING REPORTS OF SUBCONTRACTOR'S INVENTORY DISPOSITION WHERE APPROVAL OF GOVERNMENT PERSONNEL IS REQUIRED	
18	CLOSING REPORT(S) FOR DISPOSITION OF PRIME CONTRACTOR INVENTORY (<i>See prime plant clearance officer's file for complete documentation</i>)	
19	SETTLEMENT MEMORANDUM, WHICH COMPLETELY EXPLAINS SETTLEMENT	
20	LIST OF EXCLUDED ITEMS (<i>Documents should explain why items excluded from settlement</i>)	
21	RECOMMENDATIONS, DECISIONS, APPROVAL OR DISAPPROVAL BY THE INSTALLATION SETTLEMENT REVIEW BOARD	
22	APPROVAL, DISAPPROVAL, OR RECOMMENDATION BY HEADQUARTERS NASA SETTLEMENT REVIEW BOARD, IF SETTLEMENT IS OVER \$500,000	
23	RECORDS OF SETTLEMENT BY DETERMINATION	
24	SUPPLEMENTAL SETTLEMENT AGREEMENT OR AMENDMENT (<i>Final</i>)	
25	NOTICE TO AND/OR CONCURRENCE OF ASSIGNEES, GUARANTORS, AND SURETIES	
26	COPY OF VOUCHER ON WHICH FINAL PAYMENT TO CONTRACTOR WAS MADE	

CERTIFICATION OF TERMINATION CONTRACTING OFFICER

I CERTIFY THAT I HAVE EXAMINED THE FILE TO WHICH THIS TERMINATION DOCKET CHECKLIST PERTAINS; THAT THE RECORDS ARE PRESENT IN THE FILES AS INDICATED ON THE CHECKLIST; AND THAT THE FILE CONSTITUTES A RECORD WHICH WILL ADEQUATELY SUPPORT THE ACTIONS TAKEN IN THE CASE, UNDER APPLICABLE DIRECTIVES. PLANT CLEARANCE RECORDS ARE MAINTAINED BY THE PLANT CLEARANCE OFFICER NAMED BELOW IN CONNECTION WITH THIS DOCKET IN ACCORDANCE WITH THE PROVISIONS OF FAR SUBPART 45.6 AND NASA FAR SUPPLEMENT 1845.6

NAME OF PLANT CLEARANCE OFFICER	SIGNATURE OF TERMINATION CONTRACTING OFFICER	DATE
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CERTIFICATE OF EXAMINER (*Examiner must be a person exercising supervisory control over the Terminating Contracting Officer*)

I CERTIFY THAT I HAVE EXAMINED THE FILE TO WHICH THIS CLOSED TERMINATION DOCKET CHECKLIST PERTAINS AND THAT I CONSIDER IT A COMPLETE AND ADEQUATE RECORD OF THE CASE.

SIGNATURE OF EXAMINER	DATE
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