



## Closeout Waiver User Guide

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## About

GC and PO will have an option to mark Closeout items as Not Applicable, Delete, or Add Item prior to log approval. PO will have an option to mark Default items as Not Applicable.

After the log is Approved, a waiver must be requested.

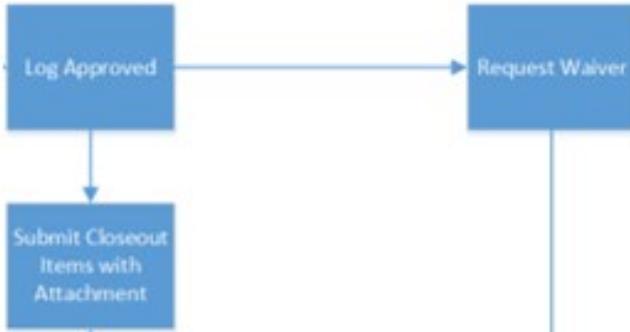
## Process

Closeout log has been acknowledged. A waiver for this item has not been previously requested.

- If the GC requests waiver, the PO receives a task to review.
- If the PO requests waiver, the SPO receives a task to approve.

# Closeout Items

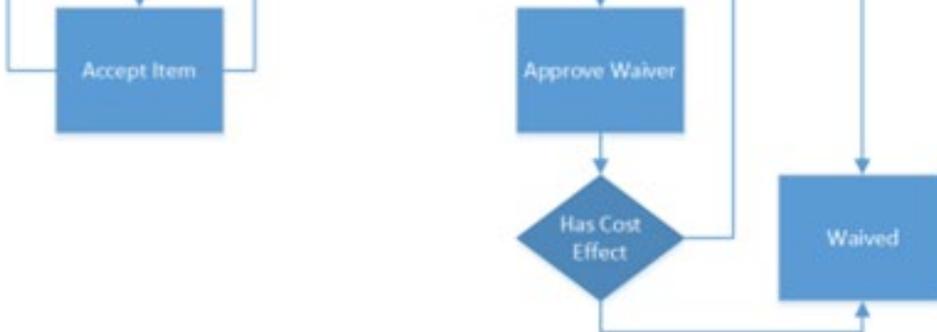
GC / CM Firm



PO / CM Project Manager



AEoR



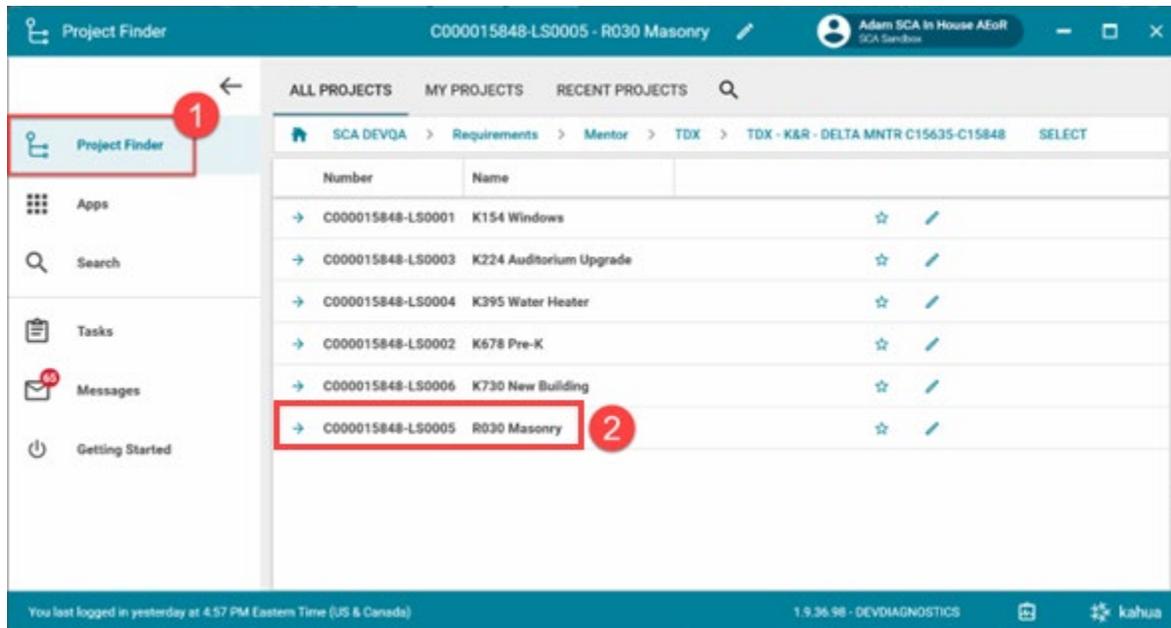
Closeout Reviewer

## Step by Step Instructions

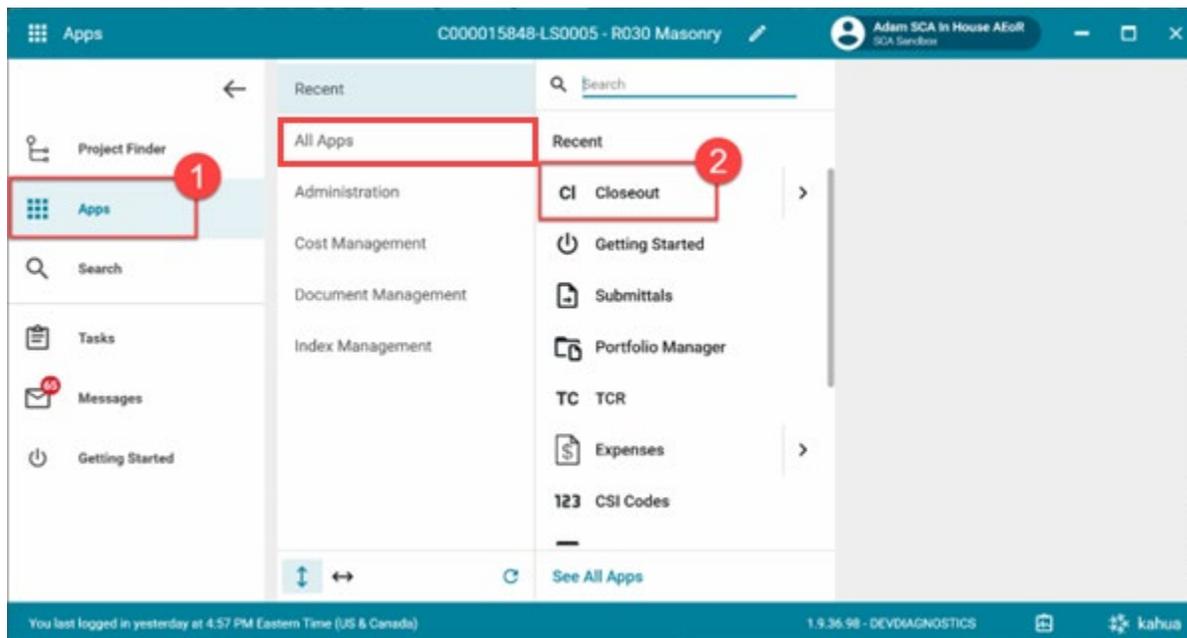
### GC/PO Requests Waiver

Either the GC or the PO will request a waiver for a Closeout item.

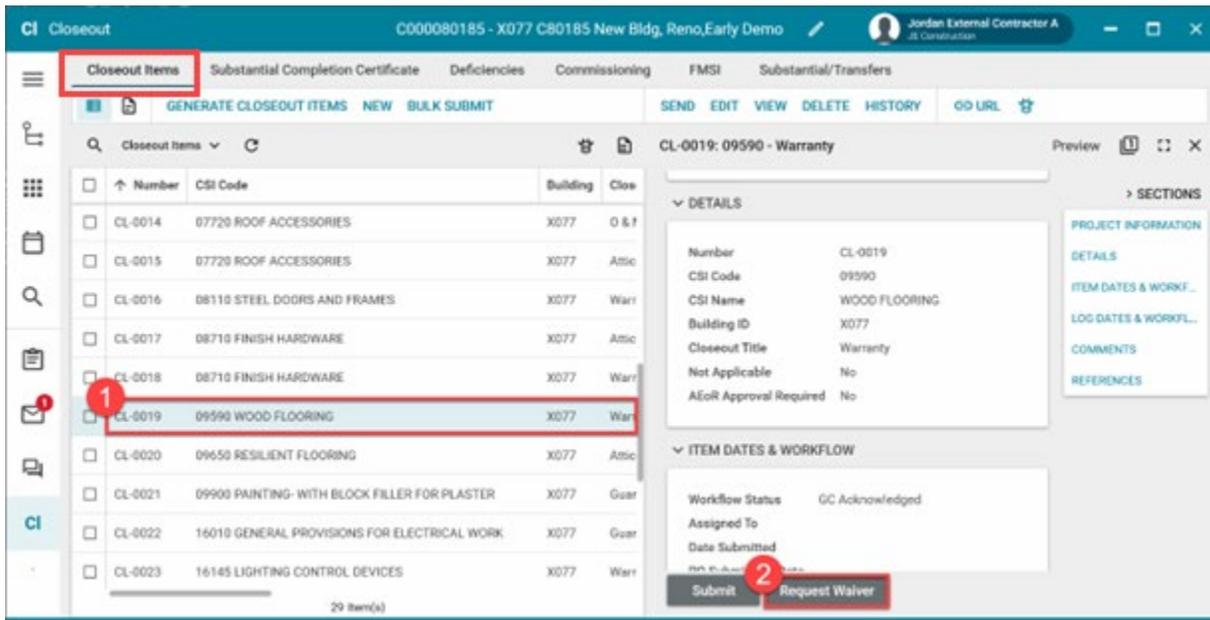
1. Go to Project Finder > Select the desired project



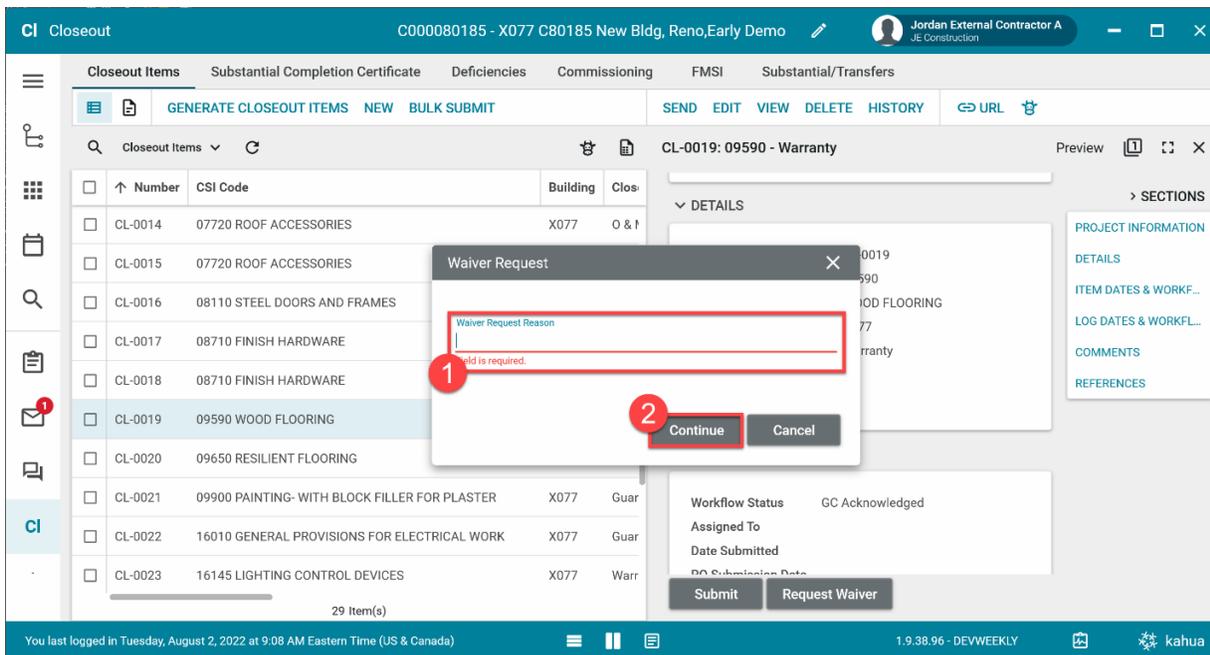
2. Go to Apps > All Apps> Select the Closeout App



3. In the Closeout Items tab, select the desired item
4. Click **Request Waiver**



5. Enter the **Waiver Request Reason**
6. Click **Continue**



Depending on who initiated the request, it will now go to either the PO or the AEO.

## PO/AEoR Concur or Returns Waiver Request

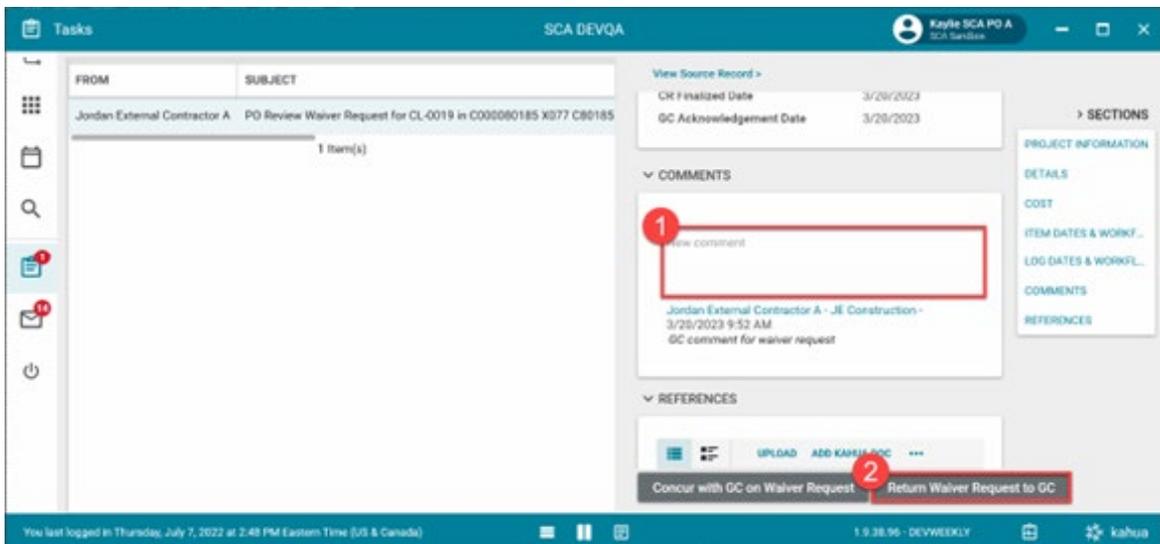
1. Go to **Tasks**> Select the task with subject of PO/AEoR Review Waiver Request



**Option 1: Click Concur with GC on Waiver Request.**



**Option 2: Enter Comments then click Return Waiver Request to GC**

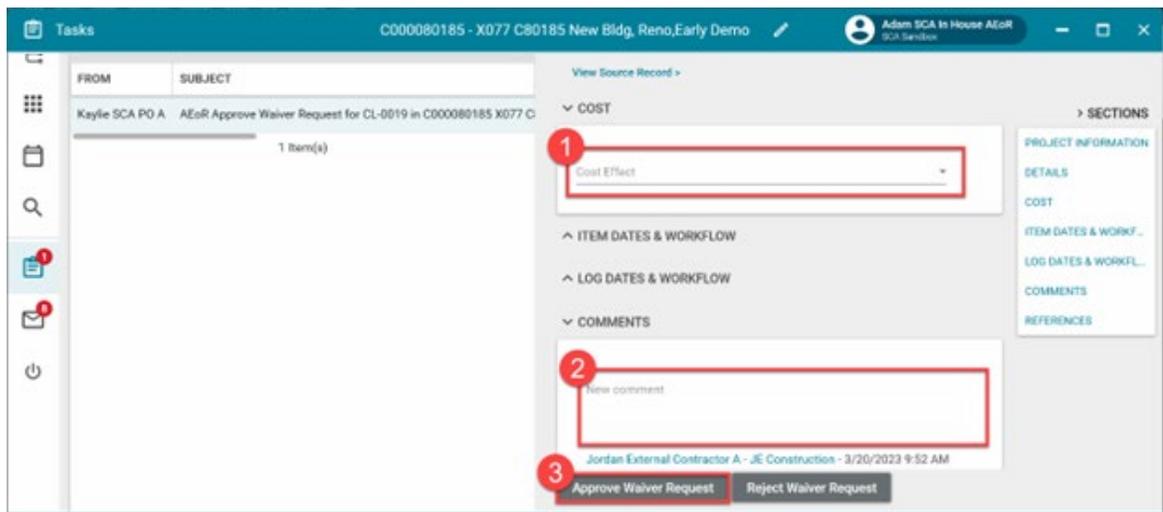


## AEoR Approves or Rejects Waiver Request

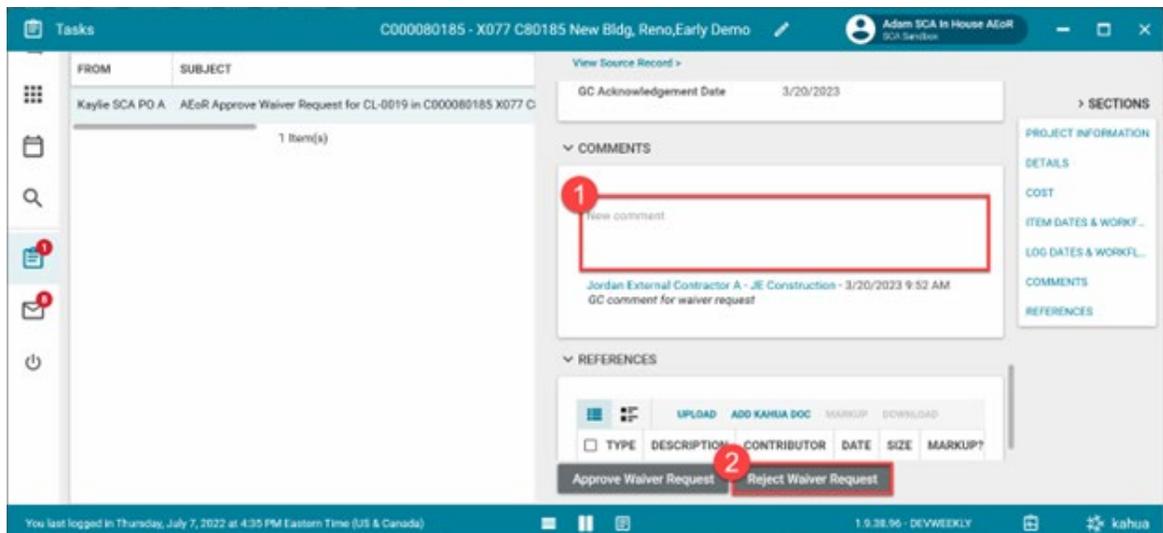
1. Go to **Tasks** > Select the task with subject of **AEoR Approve Waiver Request**



**Option 1:** Select a **Cost Effect**. If Yes, you must also enter a **Cost Estimate Range** and **Reason Code**. Enter **Comments** and click **Approve Waiver Request**



**Option 2:** Enter **Comments (required)** then click **Reject Waiver Request**

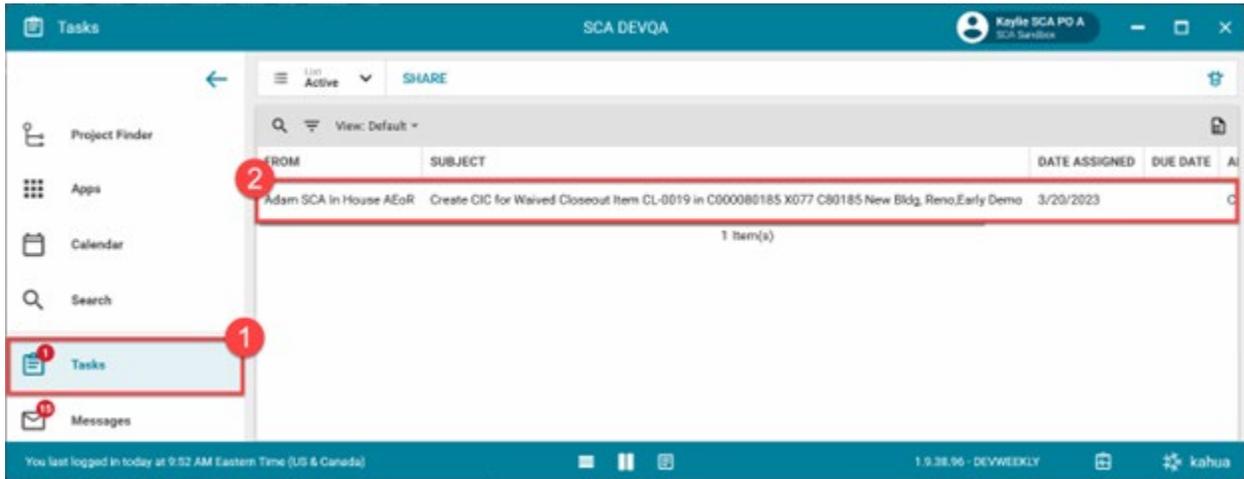


**NOTE:** If there is a cost effect, the PO will receive a task to create a CIC.

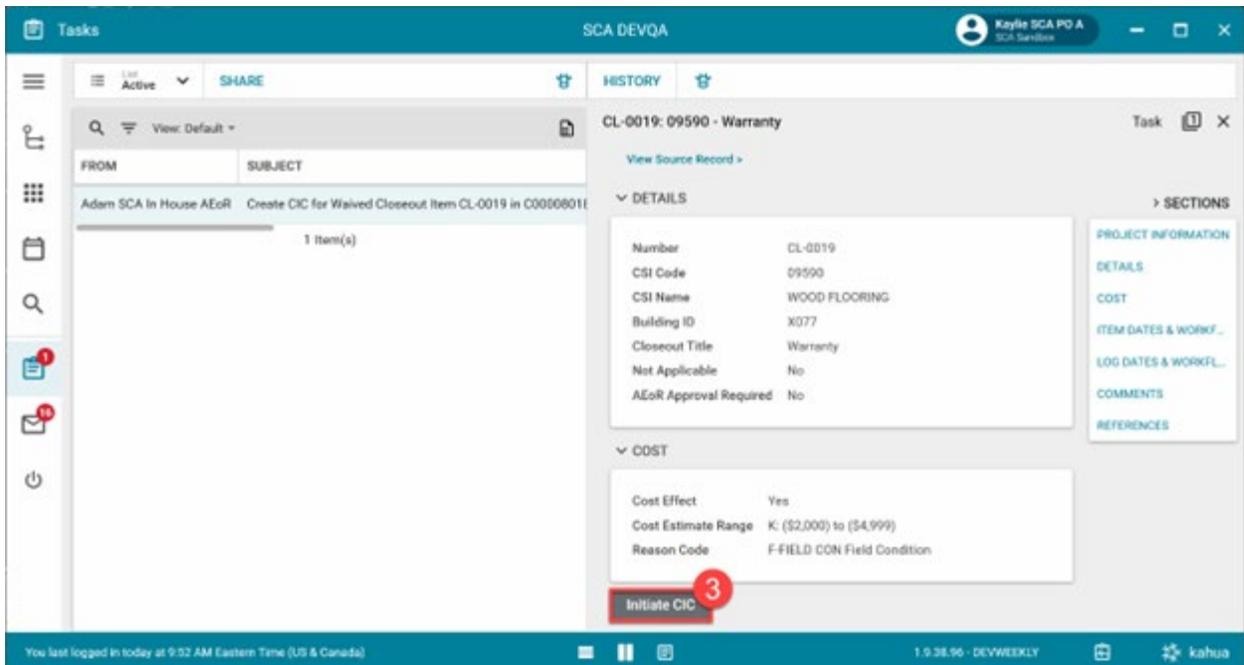
## PO Initiates CIC for Waiver (Cost Effect)

If there is a Cost Effect set by the AEOE the Waiver Request, the PO will create a Change in Conditions (CIC).

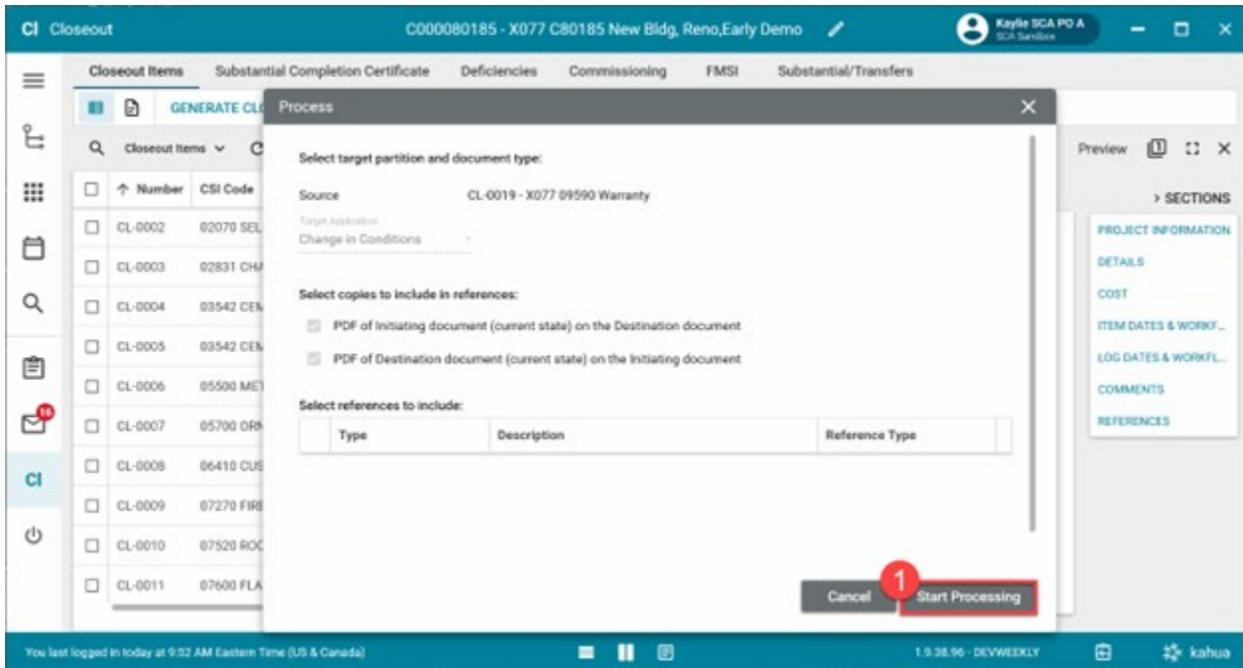
1. Go to **Tasks** > Select the task with subject of **Create CIC for Waived Closeout Item**



2. Click **Initiate CIC**



3. Click **Start Processing**



4. Select an **LLW**
5. Enter **Details** (some data is automatically filled)
6. Click **Save / Close**

**Note:** Please see [CAMP Change in Conditions User Guide](#) for more information on CICs, as well as what actions to take after this step.

