

**CONTRACT DELIVERABLE DESCRIPTION**

<b>Deliverable Number:</b>	GD16		
<b>Title/Description:</b>	Letter of Completion (LOC)		
<b>Frequency of Submission:</b>	As Required	<b>Number of Copies:</b>	5
<b>First Submission Due:</b>	After completion of appropriate activities		
<b>Subsequent Submissions Due:</b>	N/A		
<b>Government Acceptance Required:</b>	No		
<b>Government Response Due:</b>	N/A		
<b>Remarks:</b>	This is an official letter from the contractor to the PTO advising of the completion of tasks or non-CDRL deliverables		
<b>Format/Content Requirements and Instructions:</b>			
At a minimum, the Letter of Completion should include the following information regarding specific tasks/deliverables:			
<ol style="list-style-type: none"> <li>1. Task Order number, task number, and activity number.</li> <li>2. Specifically state that the task has been completed or that the deliverable has been submitted, with the appropriate date.</li> </ol> <p>If only partial completion of any of the deliverables has occurred and the expected thirty (30) day warning was not sent to the PTO, state in the letter which items were not completed and their new completion date.</p>			