

# Certificate of Completion (COC)

## Tips for Success

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The Certificate of Completion (CoC) is required with all invoices for payment for Repair Subcontractor work.

1. The CoC form and any other reference documents can be found under number (5) here:  
[nassco.com/suppliers/doing-business-with-us/payment-release-forms](https://nassco.com/suppliers/doing-business-with-us/payment-release-forms)
2. The CoC should be filled out completely by the subcontractor prior to obtaining required signatures.
3. Once filled out, the subcontractor is responsible for obtaining all necessary signatures.
  - a. Required Signatures:
    - i. 25%, 50%, 75% progress
      1. NASSCO SHIPS MANAGEMENT
        - a. Contact the cognizant ship management team for signature ([nasscocfr@nassco.com](mailto:nasscocfr@nassco.com))
    - ii. 100% work complete (Signatures should be obtained in the order listed)
      1. NASSCO ENVIRONMENTAL ([envreports@nassco.com](mailto:envreports@nassco.com))
        - a. “CoC Environmental Checklist” must be submitted along with the CoC to the NASSCO ENVIRONMENTAL DEPARTMENT for signature
        - b. This checklist can also be found at the above web link under number (5)
          - i. Note: No Environmental signature will be required for work completed outside of San Diego County.
      2. NASSCO QA ([qa\\_cocs@nassco.com](mailto:qa_cocs@nassco.com))
        - a. All tips must be cleared
      3. NASSCO SHIPS MANAGEMENT
        - a. Contact the cognizant ship management team for signature ([nasscocfr@nassco.com](mailto:nasscocfr@nassco.com))
  4. Once all required signatures are obtained, the CoC should accompany the invoice for payment. Invoices can be submitted to:

GENERAL DYNAMICS NASSCO

ATTENTION: NASSCO REPAIR PURCHASING M/S RP1

PO BOX 85278

SAN DIEGO, CA 92186-5278

November 3, 2023