

U.S. DEPARTMENT OF ENERGY  
Savannah River Operations Office

**REPORTING REQUIREMENTS CHECKLIST**

1. PROGRAM/PROJECT TITLE <b>Administrative and Information Technology Support Services</b>	2. IDENTIFICATION NUMBER <b>Contract DE-EM0004555</b>
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3. PARTICIPANT NAME AND ADDRESS <b>S&amp;K Logistics Services LLC</b>
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<b>4. PLANNING AND REPORTING REQUIREMENTS</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;"> <b>A. General Management</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;"><input checked="" type="checkbox"/> Management Plan</td> <td style="width:20%; text-align: center;"><u>Frequency</u> A</td> </tr> <tr> <td><input type="checkbox"/> Status Report</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Summary Report</td> <td style="text-align: center;">F</td> </tr> </table> <p><b>B. 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<b>5. FREQUENCY CODES</b>		
A - As Required	BM — Bi-Monthly	S - Semi-Annually
C - Change to Contractual Agreement	M - Monthly	X - With Significant Changes
F - Final (end of effort)	O - Once After Award	Y - Yearly or Upon Renewal of Contractual Agreement/Revision of Task Assignment
D — Daily	Q - Quarterly	

<b>6. SPECIAL INSTRUCTIONS (ATTACHMENTS)</b>	
<input type="checkbox"/> Report Distribution List/Addresses	<input type="checkbox"/> Analysis Thresholds
<input type="checkbox"/> Reporting Elements	<input type="checkbox"/> Work Breakdown Structure
<input type="checkbox"/> Due Dates within <b>20 days after reporting period unless noted</b>	<input type="checkbox"/> Other ( <b>See attached</b> )

<b>7. PREPARED BY</b>  <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>_____ (Signature)</span> <span>_____ (Date)</span> </div>	<b>8. REVIEWED BY</b>  <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>_____ (Signature)</span> <span>_____ (Date)</span> </div>
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## 6. SPECIAL INSTRUCTIONS (Attachments)

**ATTACHMENT  
REPORT DISTRIBUTION LIST**

<b>Requirements</b>	<b>Frequency</b>	<b>Address Distribution (See Page 3)</b>
Management Plan	Within 15 calendar days after contract award date.	A, B
Summary Report	Final Summary Report within 15 calendars after completion of the contract.	A, B
Labor Management Plan	Within 15 calendar days after contract award date.	A, B
Cost Management Plan	Within 15 calendar days after contract award date.	A, B
Labor Management Report	Monthly (Submitted as part of monthly invoicing through VIPERS.)	
Cost Management Report	Monthly (Submitted as part of monthly invoicing through VIPERS.)	

List of Addresses

A. Savannah River Operations Office  
 Attn: Contracting Officer (Name)  
 P. O. Box  
 Aiken, SC 29802

B. Savannah River Operations Office  
 Attn: Contracting Officer's Representative (Name)  
 P. O. Box A  
 Aiken, SC 29802

C. Oak Ridge Financial Service Center's (ORFSC)  
 Vendor Inquiry Payment Electronic Reporting System (VIPERS)  
<http://finweb.oro.doe.gov/vipers.htm>