

Contract Number DE-EM0002820
 Veteran Solutions, Inc

U.S. DEPARTMENT OF ENERGY
 NATIONAL NUCLEAR SECURITY ADMINISTRATION

REPORTING REQUIREMENTS CHECKLIST

1. PROGRAM/PROJECT TITLE Technical Support Services Office of Safeguards, Security and Emergency Services	2. IDENTIFICATION NUMBER Contract Number DE-EM0002820
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3. PARTICIPANT NAME AND ADDRESS
**Veteran Solutions, Inc.
 32 Defense Street
 Annapolis, MD 21401**

4. PLANNING AND REPORTING REQUIREMENTS	E. Financial Incentives																																																																																																																		
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5. FREQUENCY CODES

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	

6. SPECIAL INSTRUCTIONS (ATTACHMENTS)

<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 20 days after reporting period unless noted	<input type="checkbox"/> Other (See attached)

7. PREPARED BY _____ (Signature) (Date)	8. REVIEWED BY _____ (Signature) (Date)
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6. SPECIAL INSTRUCTIONS (Attachments)

**ATTACHMENT
REPORT DISTRIBUTION LIST**

Requirements	Frequency	Address Distribution (See Page 3)
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.) Copy as indicated	A, B, C
Cost Management Report	Monthly (Submitted as part of monthly invoicing through VIPERS.) Copy as indicated	A, B, C

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>