

U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION

REPORTING REQUIREMENTS CHECKLIST

1. PROGRAM/PROJECT TITLE Technical Support Services - Security	2. IDENTIFICATION NUMBER 89303718CEM000002
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3. PARTICIPANT NAME AND ADDRESS

4. PLANNING AND REPORTING REQUIREMENTS	Frequency
<p>A. General Management</p> <p><input checked="" type="checkbox"/> Management Plan A</p> <p><input type="checkbox"/> Status Report</p> <p><input checked="" type="checkbox"/> Summary Report F</p> <p>B. Schedule/Labor/Cost</p> <p><input type="checkbox"/> Milestone Schedule/Plan</p> <p><input checked="" type="checkbox"/> Labor Management Plan A</p> <p><input type="checkbox"/> Facilities Capital Cost of Money Factors Comp.</p> <p><input type="checkbox"/> Contract Facilities Capital and Cost of Money Cost Plan A</p> <p><input type="checkbox"/> Milestone Schedule/Status</p> <p><input checked="" type="checkbox"/> Labor Management Report M</p> <p><input checked="" type="checkbox"/> Cost Management Report M</p> <p>C. Exception Reports</p> <p><input type="checkbox"/> Conference Record</p> <p><input type="checkbox"/> Hot Line Report</p> <p>D. Performance Measurement</p> <p><input type="checkbox"/> Management Control System Description</p> <p><input type="checkbox"/> WBS Dictionary</p> <p style="padding-left: 20px;"><input type="checkbox"/> Index</p> <p style="padding-left: 20px;"><input type="checkbox"/> Element Definition</p> <p><input type="checkbox"/> Cost Performance Reports</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 1 - WBS</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 2 - Function</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 3 - Baseline</p>	<p>E. Financial Incentives</p> <p><input type="checkbox"/> Statement of Income and Expenses</p> <p><input type="checkbox"/> Balance Sheet</p> <p><input type="checkbox"/> Cash Flow Statement</p> <p><input type="checkbox"/> Statement of Changes in Financial Position</p> <p><input type="checkbox"/> Loan Drawdown Report</p> <p><input type="checkbox"/> Operating Budget</p> <p><input type="checkbox"/> Supplementary Information</p> <p>F. Technical</p> <p><input type="checkbox"/> Notice of Energy R&D Project (Required with any of the following)</p> <p><input type="checkbox"/> Technical Progress Report (Annual Accomplishment Report)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Draft for Review</p> <p style="padding-left: 20px;"><input type="checkbox"/> Final for Approval</p> <p><input type="checkbox"/> Topical Report</p> <p><input type="checkbox"/> Final Technical Report</p> <p style="padding-left: 20px;"><input type="checkbox"/> Draft for Review</p> <p style="padding-left: 20px;"><input type="checkbox"/> Final for Approval</p> <p><input type="checkbox"/> Software</p> <p><input checked="" type="checkbox"/> Other (Specify): A</p> <p align="center">Worker's Health and Safety Plan (Prior to Award)</p> <p>G. Environment, Safety & Health</p> <p><input type="checkbox"/></p>

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 <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>	8. REVIEWED BY <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>
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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.)	
Cost Management Report	Monthly (Submitted as part of monthly invoicing through VIPERS.)	

List of Addresses

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| <p>A. Savannah River Operations Office
Attn: Marie Garvin, Contracting Officer
P. O. Box
Aiken, SC 29802</p> | <p>B. Savannah River Operations Office
Attn: Scott Boeke, Contracting Officer Representative
P. O. Box A
Aiken, SC 29802</p> |
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- C. Oak Ridge Financial Service Center's (ORFSC)
Vendor Inquiry Payment Electronic Reporting System (VIPERS)
<http://finweb.oro.doe.gov/vipers.htm>