

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

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/> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>	8. REVIEWED BY <hr/> <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> |
| <p>C. Oak Ridge Financial Service Center's (ORFSC)
Vendor Inquiry Payment Electronic Reporting System (VIPERS)
http://finweb.oro.doe.gov/vipers.htm</p> | |