

SECTION J

APPENDIX I

REPORTS & PLANS REQUIREMENTS LIST

PART III -LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS
SECTION J – LIST OF ATTACHMENTS

APPENDIX I – REPORTS & PLANS REQUIREMENTS LIST

Reporting Requirement	Freq.	Distribution	Date Due
1. Annual Work Plans	Y	OPM&P, OGS	As Directed
2. S/C small/disadvantaged contract Report (FM294/5)	S	CO	April 25 and October 25
3. Cyber Security Program	A	OGS	As Required, every 2 yrs
4. Statement of Cost Incurred and Claimed	Y	CO, OPM&P, NNSA/SC	November 15
5. Trial Balance Activity	M	CO, NNSA/SC	4 th working day following close of calendar mo. and YE as established.
6. Checks Paid Letter of Credit Report	M	OPM&P, NNSA/SC	30 days after the end of the reporting month
7. Internal Audit Plans	Y	CO, OPM&P	11 th working day after comp. DOE Month- end Close
8. Internal System Audit Reports	A	CO, OPM&P, NNSA/SC	July 15 or as determined by the OIG
9. Compliance Audit Tracking System Report	Q	CO, OPM&P, NNSA/SC	In accordance with DOE-approved schedule
10. Annual Submittal of Property Management Information	Y	CO, CMSOO	As directed – close of the fiscal year
11. Negotiated Sales Report	Y	CMSOO	30 days after close of the fiscal year
12. Excess Personal Property furnished to Non-Federal Recipients	Y	CMSOO	30 days after close of the fiscal year
13. Enter Data in the DOE Property Information Database System (PIDS)	Y	CMSOO	30 days after close of the fiscal year
14. Deferred Maintenance Report for Personal Property	Y	CMSOO, NNSA/SC	20 days after close of the fiscal year
15. Summary Individual Contractor Personal Property Sales	Q	CMSOO, NNSA/SC	30 days after reporting quarter
16. Final Property Inventory Report	Y	CMSOO	As Required
17. Property Theft Report	Q	CMSOO	As Required
18. Actuarial Valuation for the BSC defined benefit plan	Y	CO	9 mos. after beg. of plan year
19. IRS Form 5500	Y	CO	As Required (30 days after submission to IRS)
20. Report of Compensation	S	CO	Apr 15 & Oct 15
21. Contractor Salary/Wage Increase Expenditure Report	Y	CO	45 days after plan approved
22. Report of Employment	Q	CO	As of 1/10; 4/10; 7/10; 10/10
23. Affirmative Action Plan	Y	CO	June 12
24. Report of Contractor Exp for Supplemental Compensation	Y	CO	March 15
25. Training/Educational Reimbursement Log	A, S	CO	As required, April 15 and October 15
26. MYPS Database Upload	M	Database	15 th calendar day following reporting month
27. GM Assurance Memo for FMFIA	Y	OGS, OCRWM, NNSA	October 1
28. M&O Overtime Report	M	CO (Email)	15 th calendar day following reporting month

Reporting Requirement	Freq.	Distribution	Date Due
29. Contractor Fulltime Equivalent Report	M	CO (Email)	15 th calendar day following reporting month
30. Open Commitment Report	M	OPM&P (Email)	10 th calendar day following reporting month
31. Contractor Travel Report	Q	CO, OPM&P	20 calendar days after reporting quarter
32. Functional Support Cost Report	Y	OPM&P, NNSA/SC	November 15
33. Balance Scorecard Report	Y	CO	30 days after close of the fiscal year
34. Balance Scorecard Plan	Y	CO	September 30
35. List of Funds Certifying Officers	A	CO, OPM&P	As required
36. Payment-Equal-To-Taxes (PETT) Information Packages	Y	OEA, OGS, OPM&P	As required
37. Monthly Progress Report	M	OPM&P	As required
38. Statement of Work-required reports	A	CO, others	As required

LEGEND: A=As Req'd; M-Monthly; Q-Quarterly; S-Semi-annually; Y=Yearly

Distribution Acronyms:

CMSOO - Construction Management and Site Operations Office, OCRWM
CO - Contracting Officer, OCRWM
OEA - Office of External Affairs, OCRWM
OGS - Office of Government Services, OCRWM
OPM&P - Office of Project Management and Procurement, OCRWM
NNSA/SC - National Nuclear Security Administration/Service Center