

U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION

REPORTING REQUIREMENTS CHECKLIST

1. PROGRAM/PROJECT TITLE Management, Organizational, and Administrative Support Services for the Nevada Field Office	2. IDENTIFICATION NUMBER
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3. PARTICIPANT NAME AND ADDRESS
Nevada Field Office
232 Energy Way
N. Las Vegas, Nevada 89030

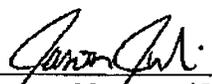
4. PLANNING AND REPORTING REQUIREMENTS

<p>A. General Management</p> <p><input checked="" type="checkbox"/> Management Plan (requires COR approval) A</p> <p><input checked="" type="checkbox"/> Status Report A</p> <p><input type="checkbox"/> Summary Report</p> <p>B. Schedule/Labor/Cost</p> <p><input type="checkbox"/> Milestone Schedule/Plan</p> <p><input type="checkbox"/> Labor Plan</p> <p><input type="checkbox"/> Facilities Capital Cost of Money Factors Comp.</p> <p><input type="checkbox"/> Contract Facilities Capital and Cost of Money</p> <p><input type="checkbox"/> Cost Plan</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><input type="checkbox"/> Index</p> <p><input type="checkbox"/> Element Definition</p> <p><input type="checkbox"/> Cost Performance Reports</p> <p><input type="checkbox"/> Format 1 - WBS</p> <p><input type="checkbox"/> Format 2 - Function</p> <p><input type="checkbox"/> Format 3 - Baseline</p> <p>Financial Incentives</p> <p><input type="checkbox"/> Statement of Income and Expense</p> <p><input type="checkbox"/> Balance Sheet</p> <p><input type="checkbox"/> Statement of Changes in Financial Position</p>	<p>E. Scientific and Technical Information (STI) DOE F 241.1 available at http://www.osti.gov/</p> <p><input type="checkbox"/> Technical Progress Report (Annual Accomplishment Report)</p> <p><input type="checkbox"/> Draft for Review</p> <p><input type="checkbox"/> Final for Approval</p> <p><input type="checkbox"/> Conference Report</p> <p><input type="checkbox"/> Final Technical Report</p> <p><input type="checkbox"/> Draft for Review</p> <p><input type="checkbox"/> Final for Approval</p> <p><input type="checkbox"/> Software</p> <p>Other (Specify):</p> <p>F. Other Reports (Not Science and Technical Information, STI)</p> <p><input type="checkbox"/> Draft for Review</p> <p><input type="checkbox"/> Final for Approval</p> <p><input type="checkbox"/> Other</p> <p>G. Miscellaneous Other Reports</p> <p>Small Disadvantage Subcontracting Plan Reports Available at eSRS website, http://www.esrs.gov/</p> <p><input type="checkbox"/> ISR Individual Subcontract Report (Formerly SF 294)</p> <p><input type="checkbox"/> SSR Summary Subcontracting Report (Formerly SF 295)</p> <p>Government Property Reports (41 CFR 102-36.295) Available at http://www.directives.doe.gov/forms/index.html</p> <p><input type="checkbox"/> DOE F 4300.3 Semi-Annual Summary Report of DOE-Owned Plant and Capital Equipment</p> <p><input type="checkbox"/> PIDs Property Information Database Report</p> <p>Work Environment, Health & Safety Plan (10 CFR 851)</p> <p><input checked="" type="checkbox"/> Initial Submission A</p> <p><input checked="" type="checkbox"/> Updates Y</p> <p>Other</p> <p><input type="checkbox"/> Other</p>
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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 Proposal/Bid/Application or 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	

7. PREPARED BY


 Program Manager/COR 7/28/16
(Date)

8. REVIEWED BY


 Contracting Specialist/Officer 7-28-2016
(Date)

6. SPECIAL INSTRUCTIONS (Attachments)

Report Distribution List

<u>Report/Plan</u>	<u>Form No. (if any)</u>	<u>Frequency</u>	<u>Copies</u>	<u>Address</u>
Management Plan		See previous		A, B, C
Status Report*		page		A, B, C
Labor Management Report*				A, B, C
Cost Management Report*				A, B, C
WEHSP Initial				A, B, C
WEHSP Updates				A, B, C

*Reporting can also be submitted as part of monthly invoicing through FAST.

List of Addresses

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| <p>A. National Nuclear Security Administration
Attn: Larry Veltman
PO Box 5400
Albuquerque, NM 87187-5400
Email: larry.veltman@nnsa.doe.gov
Fax #:</p> | <p>B. National Nuclear Security Administration
Attn: Jason Julian
232 Energy Way
N. Las Vegas, NV 89030
Email: Jason.julian@nnsa.doe.gov
Fax #:</p> |
| <p>C. National Nuclear Security Administration
Attn: Lillian Minor
232 Energy Way
N. Las Vegas, NV 89030
Email: Lillian.Minor@nnsa.doe.gov
Fax #:</p> | <p>D. National Nuclear Security Administration
Attn:
Address
City, State, Zip
Email:
Fax #:</p> |
| <p>E Front page of report required only</p> | <p>F Copy of transmission page of document which was submitted to COR required</p> |

Other Reports Description: