**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

#### 3. PARTICIPANT NAME AND ADDRESS
Nevada Field Office  
232 Energy Way  
N. Las Vegas, Nevada 89030

#### 4. PLANNING AND REPORTING REQUIREMENTS

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Management Plan (requires COR approval)</td>
</tr>
<tr>
<td>A</td>
<td>Status Report</td>
</tr>
<tr>
<td>M</td>
<td>Milestone Schedule/Plan</td>
</tr>
<tr>
<td>M</td>
<td>Contract Facilities Capital and Cost of Money</td>
</tr>
<tr>
<td>M</td>
<td>Labor Management Report</td>
</tr>
</tbody>
</table>

#### C. Exception Reports
- Conference Record
- Hot Line Report

#### D. Performance Measurement
- Management Control System Description
- WBS Dictionary
  - Index
  - Element Definition
- Cost Performance Reports
  - Format 1 - WBS
  - Format 2 - Function
  - Format 3 - Baseline

#### Financial Incentives
- Statement of Income and Expense
- Balance Sheet
- Statement of Changes in Financial Position

#### E. Scientific and Technical Information (STI)
- DOE F 241.1 available at http://www.osti.gov/
    - Draft for Review
    - Final for Approval
    - Conference Report
    - Final Technical Report
    - Draft for Review
    - Final for Approval
    - Software
  - Other (Specify):

#### F. Other Reports (Not Science and Technical Information, STI)
- Draft for Review
- Final for Approval
- Other

#### G. Miscellaneous Other Reports
- Small Disadvantage Subcontracting Plan Reports  
  Available at eSRS website, http://www.ehrs.gov/
- ISR Individual Subcontract Report (Formerly SF 294)
- SSR Summary Subcontracting Report (Formerly SF 295)
- Government Property Reports (41 CFR 102-36.295)
  Available at http://www.directives.doe.gov/forms/index.html
- DOE F 4300.3 Semi-Annual Summary Report of DOE-Owned Plant and Capital Equipment
- PIDs Property Information Database Report
- Work Environment, Health & Safety Plan (10 CFR 851)
  - Initial Submission
  - Updates
  - Other

#### 5. FREQUENCY CODES

<table>
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<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>As Required</td>
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<td>BM</td>
<td>Bi-Monthly</td>
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<tr>
<td>M</td>
<td>Monthly</td>
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<tr>
<td>O</td>
<td>Once After Award</td>
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<tr>
<td>Q</td>
<td>Quarterly</td>
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<tr>
<td>S</td>
<td>Semi-Annually</td>
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<tr>
<td>X</td>
<td>With Proposal/Bid Application or with Significant Changes</td>
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<tr>
<td>Y</td>
<td>Yearly or Upon Renewal of Contractual Agreement/Revision of Task Assignment</td>
</tr>
</tbody>
</table>

#### 7. PREPARED BY
Program Manager/COR  
7/28/16

#### 8. REVIEWED BY
Contracting Specialist/Officer  
7/28/2016
6. **SPECIAL INSTRUCTIONS (Attachments)**

### Report Distribution List

<table>
<thead>
<tr>
<th>Report/Plan</th>
<th>Form No. (if any)</th>
<th>Frequency</th>
<th>Copies</th>
<th>Address</th>
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<tbody>
<tr>
<td>Management Plan</td>
<td></td>
<td>See previous page</td>
<td>A, B, C</td>
<td></td>
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<tr>
<td>Status Report*</td>
<td></td>
<td>A, B, C</td>
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<td>Labor Management Report*</td>
<td></td>
<td>A, B, C</td>
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<tr>
<td>Cost Management Report*</td>
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<td>WEHSP Updates</td>
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<td>A, B, C</td>
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<td></td>
</tr>
</tbody>
</table>

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

### List of Addresses

A. National Nuclear Security Administration  
   Attn: Larry Veltman  
   PO Box 5400  
   Albuquerque, NM 87187-5400  
   Email: larry.veltman@nnsa.doe.gov  
   Fax #:

B. National Nuclear Security Administration  
   Attn: Jason Julian  
   232 Energy Way  
   N. Las Vegas, NV 89030  
   Email: Jason.julian@nnsa.doe.gov  
   Fax #:

C. National Nuclear Security Administration  
   Attn: Lilian Minor  
   232 Energy Way  
   N. Las Vegas, NV 89030  
   Email: Lilian.Minor@nnsa.doe.gov  
   Fax #:

D. National Nuclear Security Administration  
   Attn:  
   Address  
   City, State, Zip  
   Email:  
   Fax #:

E. Front page of report required only

F. Copy of transmission page of document which was submitted to COR required

### Other Reports Description: