

ATTACHMENT J-2

6. SPECIAL INSTRUCTIONS (Attachments)

**ATTACHMENT
REPORT DISTRIBUTION LIST**

Requirements	Frequency	Address Distribution (See Page 3)
Milestone Schedule/Plan	As Required (Includes electronic transmission of Environmental Management financial data to Environmental Monitoring Information System (EMIS) Coordinator)	B, D, G
Milestone Schedule/Status	Monthly	B, D
Cost Management Report	Monthly: by noon (Eastern Time) on the last business day of the month	H
Cost Performance Reports	Monthly (Submitted as part of monthly invoicing through VIPERS.)	C
Topical Report	As identified by Program Manager and Scheduled in approved Task Plan	B,E
Final Technical Report	As Required	B,E
Draft for Review	As identified by Program Manager and Scheduled in approved Task Plan	D
Final for Approval	As identified by Program Manager and Scheduled in approved Task Plan	D
Security Plan	With Proposal or Significant Changes	B
OSHA Statistical Report	Quarterly	B
Progress Report	Monthly (Includes electronic transmission of Environmental Management financial data to Environmental Monitoring Information System (EMIS) Coordinator)	G
SF 294 Subcontracting Reports for Individual Contracts	Semiannual	F
SF 295 Summary Subcontract Reports	Annual	F
DOE F 4300.3 DOE-Owned Plant and Capital Equipment.	Semiannual	A, B
Annual Training Plan	Annual	A, B
Annual ADPE Plan	Annual	A, B
Transition Plan	With Proposal or Significant Changes	A, B
EMIS Requirements	As Required	Electronic through EMIS
ISM Program Description	With Proposal or Significant Changes and Annual	A, B
Documents required in J.1	As Required	A, B, D
Project Milestones	As Required	A, B
Worker Health and Safety Program Plan as required by 10 CFR 851	Prior to commencing work on contract or upon Significant Changes	A, B
Quality Assurance Plan as required by DOE O. 414.1C	Prior to commencing work on contract or upon Significant Changes	A, B
Radiation Protection Plan as required in 10 CFR 830 Subpart A.	Prior to commencing work on contract or upon Significant Changes	A, B
OCI Compliance Plan	Prior to commencing work on contract up upon Significant Changes	A, B

List of Addresses

- A. NNSA Nevada Site Office
Attn: Laura J. Haverlock
P. O. Box 98518
Las Vegas, NV 89193-8518
- B. NNSA Nevada Site Office
Attn: Environmental Restoration Federal
Project Director (COR)
P. O. Box 98518
Las Vegas, NV 89193-8518
- C. Oak Ridge Financial Service Center's (ORFSC)
Vendor Inquiry Payment Electronic Reporting System (VIPERS)
<http://finweb.oro.doe.gov/vipers.htm>
- D. Federal Project Directors As Defined In Each Task Assignment
NNSA/Nevada Site Office
P.O. Box 98518
Las Vegas NV 89193-8518
- E. OSTI E-Link System: www.osti.gov/elink/
- F. ESRS: <https://esrs.symplicity.com/>
- G. Environmental Monitoring Information System (EMIS) Coordinator:
<http://empcs.nv.doe.gov/emis/default.asp>
- H. Energy Finance and Accounting Service Center: Costing@hq.doe.gov