

U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION

REPORTING REQUIREMENTS CHECKLIST

1. PROGRAM/PROJECT TITLE Security Protective Force and Systems Services for the Nevada Site Office (NSO)	2. IDENTIFICATION NUMBER DE-SOL-0002014
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3. PARTICIPANT NAME AND ADDRESS U.S. Department of Energy/NNSA Nevada Site Office/AMSS 232 Energy Way, N. Las Vegas, NV. 89030

4. PLANNING AND REPORTING REQUIREMENTS	
A. General Management	<u>Frequency</u>
<input type="checkbox"/> Management Plan (requires COR approval) <input type="checkbox"/> Status Report <input type="checkbox"/> Summary Report	
B. Schedule/Labor/Cost	
<input type="checkbox"/> Milestone Schedule/Plan <input type="checkbox"/> Labor Plan <input type="checkbox"/> Facilities Capital Cost of Money Factors Comp. <input type="checkbox"/> Contract Facilities Capital and Cost of Money <input type="checkbox"/> Cost Plan <input type="checkbox"/> Milestone Schedule/Status <input type="checkbox"/> Labor Management Report <input type="checkbox"/> Cost Management Report	
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 Financial Incentives <input type="checkbox"/> Statement of Income and Expense <input type="checkbox"/> Balance Sheet <input type="checkbox"/> Statement of Changes in Financial Position	
	E. Scientific and Technical Information (STI) DOE F 241.1 available at http://www.osti.gov/ <input type="checkbox"/> Technical Progress Report (Annual Accomplishment Report) <input type="checkbox"/> Draft for Review <input type="checkbox"/> Final for Approval <input type="checkbox"/> Conference Report <input type="checkbox"/> Final Technical Report <input type="checkbox"/> Draft for Review <input type="checkbox"/> Final for Approval <input type="checkbox"/> Software Other (Specify):
	F. Other Reports (Not Science and Technical Information, STI) <input type="checkbox"/> Draft for Review <input type="checkbox"/> Final for Approval <input type="checkbox"/> Other
	G. Miscellaneous Other Reports Small Disadvantage Subcontracting Plan Reports Available at eSRS website, http://www.esrs.gov/ <input type="checkbox"/> ISR Individual Subcontract Report (Formerly SF 294) <input type="checkbox"/> 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 <input type="checkbox"/> DOE F 4300.3 Semi-Annual Summary Report of DOE-Owned Plant and Capital Equipment <input type="checkbox"/> PIDs Property Information Database Report Work Environment, Health & Safety Plan (10 CFR 851) <input type="checkbox"/> Initial Submission <input type="checkbox"/> Updates Other <input checked="" type="checkbox"/> Other
	See Section 6 (Special Instructions)

5. FREQUENCY CODES A - As Required C - Change to Contractual Agreement F - Final (end of effort) D - Daily BM - Bi-Monthly M - Monthly O - Once After Award Q - Quarterly S - Semi-Annually X - With Proposal/Bid/Application or with Significant Changes Y - Yearly or Upon Renewal of Contractual Agreement/Revision of Task Assignment

7. PREPARED BY <u>Raeferd L. Phifer Jr.</u> Program Manager/COR <u>7-22-2011</u> <i>(Date)</i>	8. REVIEWED BY <u>Larry P. Veltman / Mary B. Henry</u> Contracting Specialist / Officer <u>7-22-2011</u> <i>(Date)</i>
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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>
Foreign Visitor Report		A	1 Electronic	C
Military Certification Report		M	1 Electronic	C
Infraction Report		Q	1 Electronic	C
Estimates of Requests for Q and L Clearances		Y	1 Electronic	C
Badge Office Activity Report		Y	1 Electronic	C
Facility Security Plans		Initial and A	1 Electronic	C
Breach of Rules and Regulations		A	1 Electronic	C
Loss or Theft Report		A	1 Electronic	A, C
Termination Occupational Exposure		A	1 Electronic	C
Unauthorized Aircraft Report		A	1 Electronic	C
Correspondence Regarding Special Events (Reports of Preliminary Inquiries, Special Assignments, etc.)		A	1 Electronic	C
Report of Unsecured Property		A	1 Electronic	C
Irregularity Reports		A	1 Electronic	C
Stolen or Confiscated Property Receipt Report		A	1 Electronic	A, C
Exercise After Action Report		Q	1 Electronic	C
Status Report on Occurrence Reports Pending		M	1 Electronic	C
Performance Indicator Program		M, Q	1 Electronic	A, C
OPSEC Assessments Report		A	1 Electronic	C
DOE F 5484Y – Tabulation of Work Hours, Vehicle Usage and TORT Claims		Q	1 Electronic	C
Emergency Preparedness		Y	1 Electronic	C
Information Security Oversight Report		Q	1 Electronic	C
5-Year Emergency Management Plan		Y	1 Electronic	C
Organizational Input to 10-Year Site Plan		Y	1 Electronic	C
Form OSHA No. 200, Log and Summary of Occupational Injuries and Illnesses		Y	1 Electronic	C
Air Quality Permit Incinerator Use Report		Y	1 Electronic	C
Occurrence Reports		A	1 Electronic	C
Daily Operations Reports		A	1 Electronic	C

DOE Form 5484X, Individual Accident/Incident Report	A	1 Electronic	C
State Industrial Insurance System (SIIS) Form C-3, Employers Report of Industrial Injury	A	1 Electronic	A, C
Receipt Report	A	1 Electronic	C
Cost Reports (To be Received by Noon on the 2 nd Workday Of the Following Month)	M	1 Electronic	B, D
Training Plan	Y	1 Electronic	C
Contractor Personnel and Industrial Report	A	1 Electronic	C
Annual Budget*	Y and Updated as Required	1 Electronic 1 Electronic	D D

*The annual budget requires the maintenance of a budgeting and estimating capability, and periodic updating required for cost requirements for changing program requirements. Such budget and estimate preparation must be prepared in sufficient detail to provide cost breakdowns by DOE/NNSA appropriations, programs, and the various users with those programs.

Company Readiness (Status) Report	M	1 Electronic	C, D
Organizational Input to Annual Operating Plan	Y	1 Electronic	D
Annual Program Plan (IAW NNS-H-1031)	Y and Updated	1 Electronic	A, C, D
Designs, Drawings and Reports for Electronic Security Systems and the Argus System	I & U	1 Electronic	C, D
Employee Benefits Value Study * (IAW NNS-H-1026)	A*	1 Electronic	A, B, E
Employee Benefits Value Study** (IAW NNS-H-1026)	A**	1 Electronic	A, B, E

*In accordance with NNSA Clause NNS-H-1026(b) benefits, the Contractor shall conduct an Employee Benefits Value Study for Non-Bargaining Unit Employees and submit it to the Contracting Officer no later than 60 days after date of the effective contract, and every two years thereafter.

**In accordance with NNSA Clause NNS-H-1026(b) benefits, a Employee Benefits Value Study for Bargaining Unit Employees must be completed 6 months prior to the expiration of the Collective Bargaining Agreement.

Actuarial Valuation Reports w/IRS Forms 5500 & 5300 (IAW NNS-H-1026)	Y	1 Electronic	E
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List of Addresses

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| <p>A. National Nuclear Security Administration
Attn: Mary B. Henry
P.O. Box 5400
Albuquerque, N.M. 87185-5400
Email: Mary.Henry@nnsa.doe.gov
Fax #: 505-284-7590</p> | <p>B. National Nuclear Security Administration
Attn: Larry P. Veltman
P.O. Box 5400
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Email: Larry.Veltman@nnsa.doe.gov
Fax #: 505-284-7467</p> |
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- C. National Nuclear Security Administration
Attn: Raeford L. Phifer Jr.
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- D. National Nuclear Security Administration
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P.O. Box 98518
Las Vegas, NV. 89193-8518
Email: bodin@nv.doe.gov
Fax #: 702-295-0625
- E. National Nuclear Security Administration
Attn: Karen Hart
Pennsylvania & H-Street
KAFB, Albuquerque, N.M. 87116
Email: Karen.Hart@nnsa.doe.gov
- F. Front page of report required only.
- G. Copy of transmission page of document
which was submitted to COR required.