

U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION

REPORTING REQUIREMENTS CHECKLIST

<p>1. PROGRAM/PROJECT TITLE</p> <p>NNSA Pantex/Y-12 National Security Complex and DOE Oak Ridge Office Consolidated Protective Force Services</p>	<p>2. IDENTIFICATION NUMBER</p>
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3. PARTICIPANT NAME AND ADDRESS

<p>4. PLANNING AND REPORTING REQUIREMENTS</p> <p>A. General Management <u>Frequency</u></p> <p><input checked="" type="checkbox"/> Management Plan (requires COR approval) O</p> <p><input type="checkbox"/> Status Report</p> <p><input type="checkbox"/> Summary Report</p> <p>B. Schedule/Labor/Cost</p> <p><input checked="" type="checkbox"/> Milestone Schedule/Plan O,Y,C</p> <p><input checked="" type="checkbox"/> Labor Plan O,Y,C</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 checked="" type="checkbox"/> Cost Plan O,Y,C</p> <p><input checked="" type="checkbox"/> Milestone Schedule/Status M</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 checked="" type="checkbox"/> Conference Record A</p> <p><input checked="" type="checkbox"/> Hot Line Report A</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>E. Financial Incentives <u>Frequency</u></p> <p><input type="checkbox"/> Statement of Income and Expenses</p> <p><input type="checkbox"/> Balance Sheet</p> <p><input type="checkbox"/> Cash Flow Statement</p> <p><input type="checkbox"/> Statement of Changes in Financial Position</p> <p><input type="checkbox"/> Loan Drawdown Report</p> <p><input checked="" type="checkbox"/> Operating Budget</p> <p><input checked="" type="checkbox"/> Supplementary Information</p> <p>F. Technical</p> <p><input type="checkbox"/> Notice of Energy R&D Project (Required with any of the following)</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"/> Topical 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><input type="checkbox"/> Other (Specify):</p> <p>G. Environment, Safety & Health</p> <p><input type="checkbox"/> (Specify)</p>
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5. FREQUENCY CODES

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

6. SPECIAL INSTRUCTIONS (ATTACHMENTS)

<input checked="" type="checkbox"/> Report Distribution List/Addresses	<input type="checkbox"/> Analysis Thresholds
<input type="checkbox"/> Reporting Elements	<input type="checkbox"/> Work Breakdown Structure
<input type="checkbox"/> Due Dates within	<input checked="" type="checkbox"/> Other (See attached)

<p>7. PREPARED BY</p> <p>_____</p> <p style="text-align: center;"><i>(Signature)</i></p> <p>_____</p> <p style="text-align: center;"><i>(Date)</i></p>	<p>8. REVIEWED BY</p> <p>_____</p> <p style="text-align: center;"><i>(Signature)</i></p> <p>_____</p> <p style="text-align: center;"><i>(Date)</i></p>
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6. SPECIAL INSTRUCTIONS (Attachments)

In addition to those reports and plans required by the applicable DOE Orders/Directives, the contractor shall prepare and submit the following recurring plans and reports. The contractor shall also be responsible for the development of some ad-hoc, specialized reports as requested.

Report/Plan Distribution List

Report/Plan	Frequency	Electronic Copies	Hard Copies	Address
Site Specific Reports				
Transition Plan	O, due on the effective date of contract	1-E-mail w/attachment	None	A,B,C,D
Transition Progress Reports	W	1-E-mail w/attachment	None	A, B, C, D
Pension & Post Retirement Benefit Plan	O, due 10 calendar days after effective date of contract	1-E-mail w/attachment	None	A, D
Safety Plan for Protective Force and Training Facilities Operations	Once, due 15 days before full performance period start date and Y	1-E-mail w/attachment	None	O = A, B, C, D Y = B
Site Security Plan	Y	1-Email transmittal letter	1	Y = B, C, D
Protective Force Training Plan	30 calendar days after effective date of contract, and Y	1-E-mail w/attachment	None	B, D
Quality Assurance Plan	30 calendar days after effective date of contract , and Y	1-E-mail w/attachment	None	A, B, D
Memoranda of Understanding with site Management and Operations	45 calendar days after effective date of contract, and A	1-E-mail w/attachment	None	A, B, C, D
Formal notification of replacement or acceptance of all Post/Patrol/General Orders	30 calendar days after effective date of contract, and A	1-E-mail w/attachment	None	B, C
Comprehensive Safeguards and Security Self-Evaluation Report	NNSA – Y DOE – S	1-E-mail w/attachment	None	B, C
Annual Operating Plan (AOP)	Y, with Q updates	1 – E-mail w/attachment	None	B
Protective Force Strength Report	Q	1-E-mail w/attachment	None	C
Protective Force Overtime Report	NNSA - Q DOE - M	1-E-mail w/attachment	None	A, B, C, D
Protective Force Supplemental	Q	1-E-mail w/attachment	None	A, B

Incidents of Security Concern Reports	Each incident and M	1-E-mail w/attachment	None	A, B, C, D
Annual Security Refresher Briefing Certification Letter of Completion	Y	1-E-mail w/attachment	None	D
Monthly Financial Report	M	1-E-mail w/attachment	None	A, B, C, D
Quarterly Management Systems Assurance Program Report	Q	1-E-mail w/attachment	None	B
Program and Budget Execution Document (PBED)	Y	1-E-mail w/attachment	None	A, B, C, D
Exercise and Limited Scope Performance Test After Action Report	Q	1-E-mail w/attachment	None	B, C
Ammunition Inventory Report	Y	1-E-mail w/attachment	None	B, C
Counter Intelligence Contact Reports	Q	1-E-mail w/attachment	None	B, C
Organizational Conflict of Interest	O, A	1-E-mail w/attachment	None	A, D
Site Agreements	A	1-E-mail w/attachment	None	A, B, C, D
Emergency Preparedness Plan	Y	1-E-mail w/attachment	None	A, B, C, D
Chronic Beryllium Disease Prevention Plan	Y	1-E-mail w/attachment	None	A, B, C, D
Radiation Protection Plan	Y	1-E-mail w/attachment	None	A, B, C, D
Worker Safety Health Plan (WSHP)	Y	1 – E-mail w/ attachment	None	A, B, C, D
Small Business Participation Status Report	S	1 – E-mail w/ attachment	None	A, B, C, D
Work Force Information System (WFIS)				
Equal Employment Opportunity Report	Q	1-E-mail w/attachment	None	C, D
Employment (Headcount) Report	Q	1-E-mail w/attachment	None	C, D
Work Force Restructuring Report	Y	1-E-mail w/attachment	None	A, C, D
Contractor Expenditures for Employee Supplemental Compensation Report	Y	1-E-mail w/attachment	None	C, D
Labor Relations				
Semi Enforcement Report	Each Occurrence	1-E-mail w/attachment	None	A, C, D
Costs of Settlements Report	Each Occurrence	1-E-mail w/attachment	None	A, D
Collective Bargaining Calendar	Y	1-E-mail w/attachment	None	A, B, C, D
Contractor Human Resources Group Reports (CHRG)				
Payroll and Residence Report	Y, 1/15	1-E-mail	None	A, D

		w/attachment		
Diversity Plan	30 calendar days after effective date of contract	1-E-mail w/attachment	None	C, D
Diversity Report	Y	1-E-mail w/attachment	None	C, D
Affirmative Action Plan	O 90 calendar days after the effective date of contract	1-E-mail w/attachment	None	A
Workplace Substance Abuse Program Plan	O, 30 calendar days after effective date of contract	1-E-mail w/attachment	None	A, C, D
Workplace Substance Abuse Program Report	S	1-E-mail w/attachment	None	A, C, D
Drug-Free Workplace Employee conviction	Within 10 days of notice	1-E-mail w/attachment	None	A, C, D
Integrated Safety Management System	O, 30 calendar days after effective date of contract, and Y	1-E-mail w/attachment	None	C, D
Balanced Score Card Plan & Report	Y	1-E-mail w/attachment	None	C, D
Liability Experience Report	Y	1-E-mail w/attachment	None	A, D
Employee Assistance Program Implementation Plan	O, 30 calendar days after effective date of contract	1-E-mail w/attachment	None	A, D
Employee Assistance Reports	A	1-E-mail w/attachment	None	A, D
Property Management Reports				
Physical Inventory Report	Y – early November	1-E-mail w/attachment	None	D
Property Information Data Base (PIDS) Report	Y – mid Dec.	1-E-mail w/attachment	None	D
Annual Report of DOE-Owned Plant and Capital Equipment	Y, by 9/15	1-E-mail w/attachment	None	D
Excess Personal Property Furnished Non-federal Recipients Report	Y – early Nov.	1-E-mail w/attachment	None	D
Exchange/Sale Report	Y – early Nov	1-E-mail w/attachment	None	D
Termination Inventory Report	Upon Termination or completion of the contract	1-E-mail w/attachment	None	A, D
Federal Automotive Statistical Tool (FAST) Report	Y	1-E-mail w/attachment	None	D
Energy Policy Act (EPACT) 2005 Section 701 Waiver Request	Y	1-E-mail w/attachment	None	D

Energy Independence and Security Act, EISA Section 246 Report	Y	1-E-mail w/attachment	None	D
Table 1.2 Identification of Funds for Strengthening Transportation Management	Y	1-E-mail w/attachment	None	D
Motor Vehicle Use Goals Report	Y	1-E-mail w/attachment	None	D
Other Motor Equipment Use Goals Report	Y	1-E-mail w/attachment	None	D
Motor Vehicle Utilization Review Report	S	1-E-mail w/attachment	None	D
Field Budget Call 5 year Plan	Y	1-E-mail w/attachment	None	D
Motor Vehicle Fleet Report (OMB A-11)	Y	1-E-mail w/attachment	None	D
Motor Vehicle Appropriation Request Report	Y	1-E-mail w/attachment	None	D
Motor Vehicle Statement Report	Y	1-E-mail w/attachment	None	D
Government Property Missing - Loss, Theft, Damage, Destruction Report	A, Y	1-E-mail w/attachment	None	A, B, C, D

List of Addresses

A. National Nuclear Security Administration, NNSA Production Office, Location TBD

Attn : TBD
Contracting Officer
Email : TBD

B. National Nuclear Security Administration, NNSA Production Office, Location TBD

Attn : TBD
Contracting Officer Representative
Email : TBD

C. Department of Energy Oak Ridge Office

Attn : TBD
Contracting Officer Representative
Email: TBD

D. Department of Energy Oak Ridge Office

Attn : TBD
Contracting Officer
Email: TBD

Additional Report/Plan Requirements

- All reports and plans shall be of high quality and free of editorial/grammar errors.
- All reports and plans shall be reviewed by a Contractor Technical Editor prior to submittal.
- Deliverables shall be provided in accordance with approved schedules

- Although work may require access to classified information if Contractor deliverables are classified above UCNi handle appropriately.
- All documents will contain the complete contract number
- This is not intended to be a comprehensive listing of all reporting requirements under this contract.