

REPORTING REQUIREMENTS CHECKLIST

1. PROGRAM/PROJECT TITLE <p style="text-align: center;">Personnel Security and Facility Clearance Programs Support Services</p>	2. IDENTIFICATION NUMBER <p style="text-align: center;">DE-AC52-09NA28681</p>
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3. PARTICIPANT NAME AND ADDRESS

4. PLANNING AND REPORTING REQUIREMENTS <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"></td> <td style="width: 10%; text-align: center;"><u>Frequency</u></td> <td style="width: 50%;"></td> </tr> </table> <p>A. General Management</p> <p><input checked="" type="checkbox"/> Management Plan (requires COR approval) Y</p> <p><input checked="" type="checkbox"/> Status Report M</p> <p><input type="checkbox"/> Summary Report</p> <p>B. Schedule/Labor/Cost</p> <p><input type="checkbox"/> Milestone Schedule/Plan</p> <p><input checked="" type="checkbox"/> Labor Plan Y</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 Y</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 checked="" type="checkbox"/> Conference Record A</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 style="padding-left: 20px;"><input type="checkbox"/> Index</p> <p style="padding-left: 20px;"><input type="checkbox"/> Element Definition</p> <p><input type="checkbox"/> Cost Performance Reports</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 1 - WBS</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 2 - Function</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 3 - Baseline</p>		<u>Frequency</u>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"></td> <td style="width: 10%; text-align: center;"><u>Frequency</u></td> <td style="width: 50%;"></td> </tr> </table> <p>E. Financial Incentives</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 type="checkbox"/> Operating Budget</p> <p><input 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 style="padding-left: 20px;"><input type="checkbox"/> Draft for Review</p> <p style="padding-left: 20px;"><input type="checkbox"/> Final for Approval</p> <p><input type="checkbox"/> Topical Report</p> <p><input type="checkbox"/> Final Technical Report</p> <p style="padding-left: 20px;"><input type="checkbox"/> Draft for Review</p> <p style="padding-left: 20px;"><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>		<u>Frequency</u>	
	<u>Frequency</u>						
	<u>Frequency</u>						

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	

6. SPECIAL INSTRUCTIONS (ATTACHMENTS)

<input 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 20 days after reporting period unless noted	<input type="checkbox"/> Other (See attached)

7. PREPARED BY <p style="text-align: center;">_____ (Signature) _____ (Date)</p>	8. REVIEWED BY <p style="text-align: center;">_____ (Signature) _____ (Date)</p>
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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>
Management Plan		Y	1	A
Status Report		M	2	A,B
Labor Plan		Y	2	A
Cost Plan		Y	1	A
Labor Management Report		M	1	A
Cost Management Report		M	1	A

List of Addresses

A. National Nuclear Security Administration
Attn: Olga Boberg
P.O. Box 5400
Albuquerque, NM 87185-5400

B. National Nuclear Security Administration
Attn: Contracting Officer
P.O. Box 5400
Albuquerque, NM 87185-5400

C. National Nuclear Security Administration
Attn:
P.O. Box 5400
Albuquerque, NM 87185-5400

D. National Nuclear Security Administration
Attn:
P.O. Box 5400
Albuquerque, NM 87185-5400

REPORTING REQUIREMENTS CHECKLIST

PURPOSE

The checklist identifies and communicates additional reporting requirements, which are not otherwise set forth in a DOE/NNSA contractual agreement. It will be included as part of the contractual agreements. The checklist will be completed for each contract or financial incentives agreement.

INSTRUCTIONS

Item 1. Enter the title of the project as indicated in the procurement request, contract, interagency agreement, initiating memorandum, or official award, as appropriate.

Item 2. Enter the identification number of the procurement request, contract award, or financial incentives agreement, as appropriate.

Item 3. Enter the name and address of the participant.

Item 4. Check spaces to indicate plans and reports selected. For each reporting requirement selected, indicate the frequency of delivery using one of the frequency codes from Item 5. The addressees to who reports will be sent and the total number of copies required will be referenced in an attached coded distribution list.

Note: Frequency codes represent specific reporting frequencies for each selected report. The frequencies are recommended in the solicitation and negotiated prior to award. The number of copies required and the addressees are similarly finalized prior to award.

Item 5. This item lists the possible frequency codes to be applied in the selection of reporting requirements.

Item 6. Attach special instructions as necessary. Check the appropriate box(es).

Item 7. Signature of person preparing checklist and the date prepared.

Item 8. Signature of person reviewing the checklist and date reviewed.