



# RMS

# User's Guide

Software Version 2.37

**SPECIAL EDITION FOR CEGRD  
BAGHDAD, IRAQ**

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**Resident Management System**

U.S. Army Corps of Engineers  
RMS Center  
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Written under contract for Stanley-Baker-Hill  
Gulf Region Division, U.S. Army Corps of Engineers

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# Introduction

## What Is RMS, QAS, and QCS?

**T**he Resident Management System (RMS) is a user-friendly comprehensive system for the expedient and effective management of construction contracts through tracking and documentation of all facets of a contract by Corps of Engineers' field offices and contractors. RMS uses Oracle © for the software platform.



The Quality Assurance System (QAS) is an extension of RMS for Government personnel to use remotely from the main RMS software program. Certain modules/tasks can be assigned by RMS to be accomplished with QAS and such modules/tasks will become **Read Only** in the RMS program. The program can import and/or export to and from RMS to synchronize both programs. QAS uses Firebird© as the software platform.

The Quality Control System (QCS) is the Contractor Module of RMS that construction contractors utilize to exchange information electronically with the Government. The QCS program includes a **Remote QCS Program** module that allows the **Master QCS Site** to assign various modules to one or more remote QCS sites. It operates similar in principle to the QAS program that is used remotely from the Government program (RMS). QCS uses Firebird© as the software platform.

## Disk of Knowledge – A resource

The Knowledge Library was designed by two Corps of Engineers Instructors as supplements to course materials provided in the Prospect Course - **Construction Contract Administration**. Both instructors have extensive experience in construction. Both realized their knowledge can easily be shared with their employees and students. This library contains hundreds of files on Construction Contract Administration, The Resident Management System and Construction Safety Topics. There is no other single reference library currently in publication by the Corps of Engineers. This collection provides students and employees an efficient method to plan and accomplish construction contract administration tasks. Our success is accomplished by integrating job specific requirements, corporate technical knowledge, and management policies into the day-to-day process of Construction Contract Administration.

You will find these references invaluable for your own learning experience and then sharing what you gain with your co-workers.

We encourage you to sign up for the D.O.K. and receive the entire course on compact disk (CD). The website link is available from the RMS Website home page.

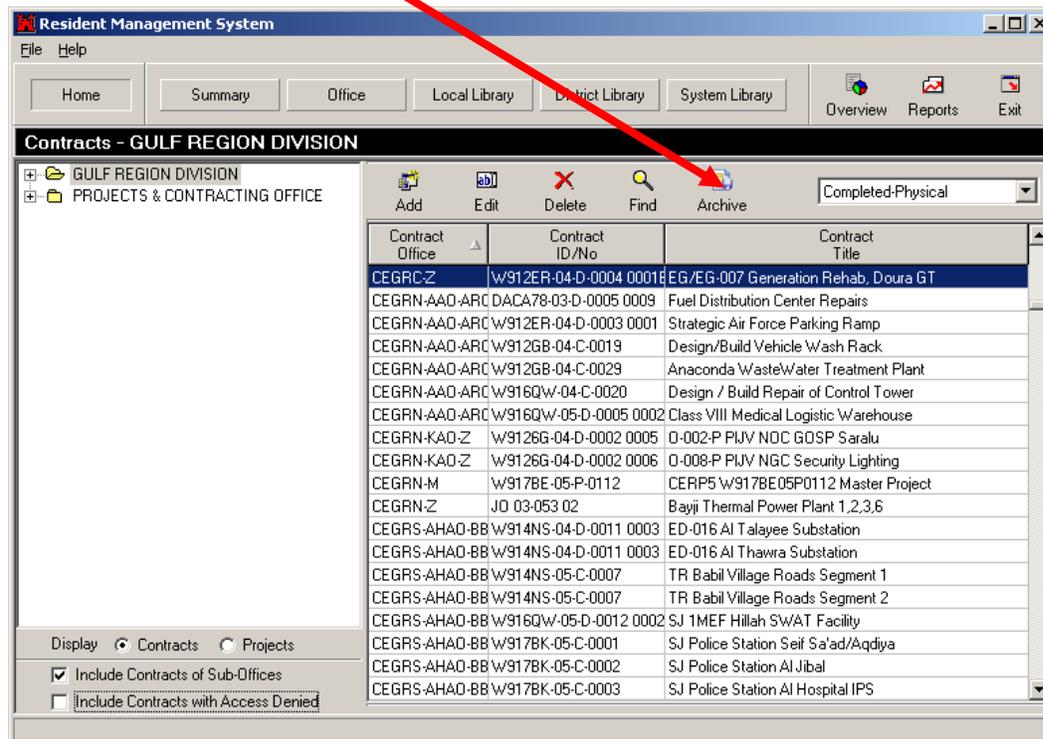
## Opening Screens

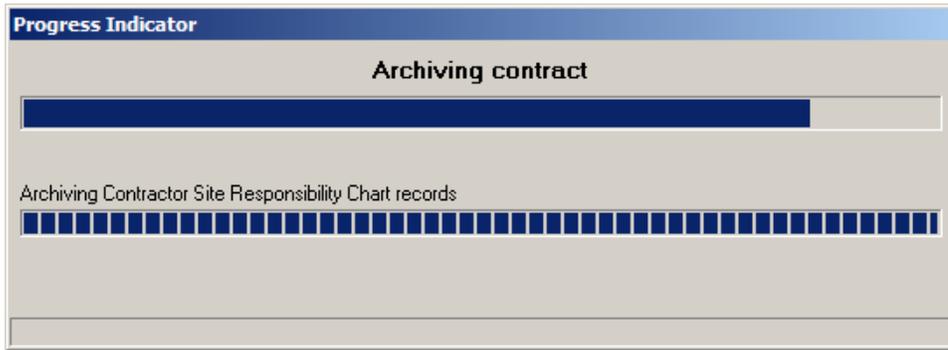
### RMS Opening Screen

This is often referred to as the “contracts control center”. It is where you choose the contract you are looking for and wish to work with.

### Archive a Contract

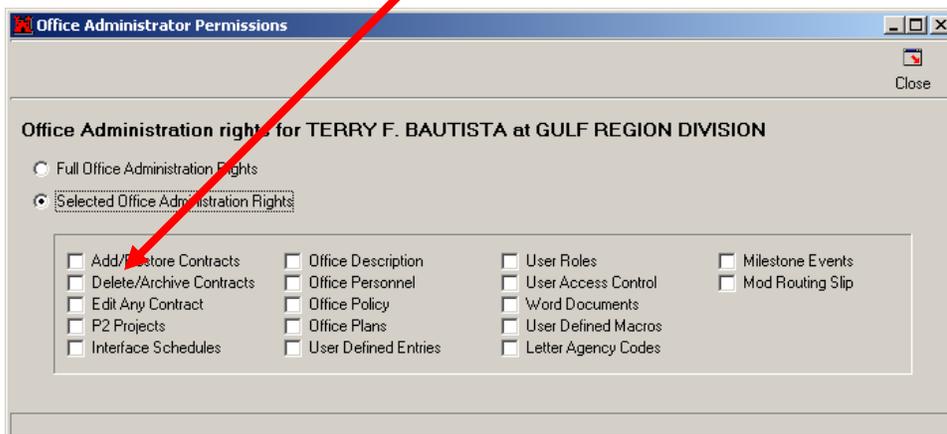
You may also decide to **Archive** contracts as they become complete, as is shown here:





### How the Archive Feature Works

Only a System Administrator, an Office Administrator with full Office Administration Rights, or an Office Administrator with **Add/Restore Contracts** and **Delete/Archive Contracts** will be able to utilize the Archive feature.

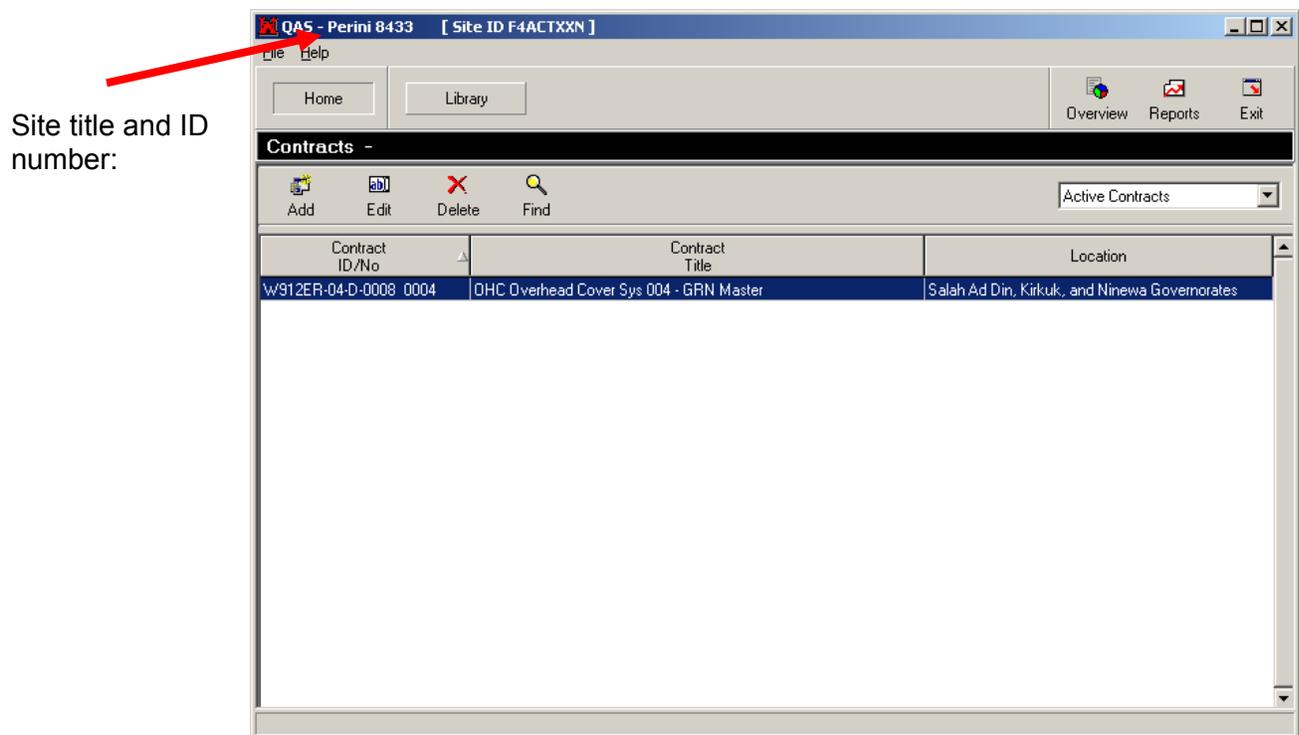


There will be a single archive database for the entire Corps of Engineers offices and it will reside at the WPC, Portland, Oregon. Once a day, a service will run at the WPC and will pull any archived contracts from the normal RMS database into the RMS Archive Database. The RMS Center is tasked to run all program updates on the RMS Archive Database as they are

released to ensure that the archived/deleted contracts will be able to be added back to the live RMS database. Once you Archive a contract, it will be removed from your database.

Archive Users will actually log into the archive RMS just like they would log into their normal (live) RMS database. It will basically be like logging into another Corps District's RMS program. When you elect to **Add** a contract to your normal RMS, you will be given choices to add a new contract, restore an archived contract, or to restore a deleted contract. If you choose to restore a deleted or archived contract you will see a listing of all available archived and deleted contracts for your District. These features are still under construction.

## QAS Opening Screen



## Review the Steps to Install and use QAS

1. Download the QAS program (QASSETUP#####.exe) from the RMS Center.
2. Launch the exe File to begin the installation of QAS.
3. Upon completion of the QAS installation, import a contract from RMS.
  - a. RMS must indicate that you will be a QAS User (**Office/Office Personnel/Staff Assignments and Administration / User Roles**). You must also have a QAS password.
  - b. RMS must indicate that the contract will use QAS (**Administration/Contract Setup/ and Administration/Funding**).

## Actual Installation of QAS

After downloading QAS from the RMS Center, double-click on the exe file (or use the Windows “Run” command) and the installation process will begin. It will start by extracting the QAS Setup files and then it will be ready to install, as indicated on the following screen.

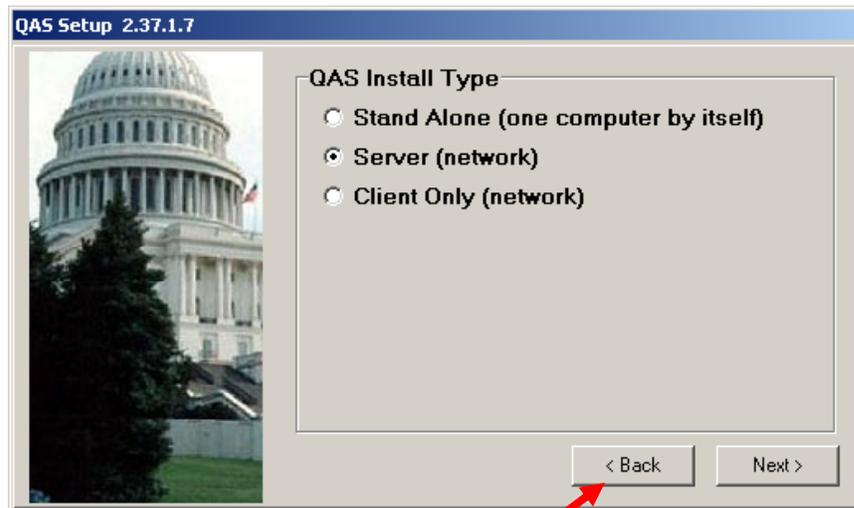


**Click the Next> button.**

Typically, QAS will be used in the field (or field office) with a stand-alone computer (either a desktop or laptop) that is not connected to the RMS program. The installation, by default, assumes you will need the Firebird ® database installed as a “Server and Client”, as shown below.



If you desire, or need to install QAS on a network you can select **Force Different Install Type** on the above screen and choose to install the Server only or the Client only, as seen below.



**Click the Next> button following your choice of Installation type.**

We will assume the default installation of “Server and Client”.

**Note: When you install QAS the first time, this line will read: “Install Empty QAS Database”. The next time you install it will say “Update QAS Database Structure”.**

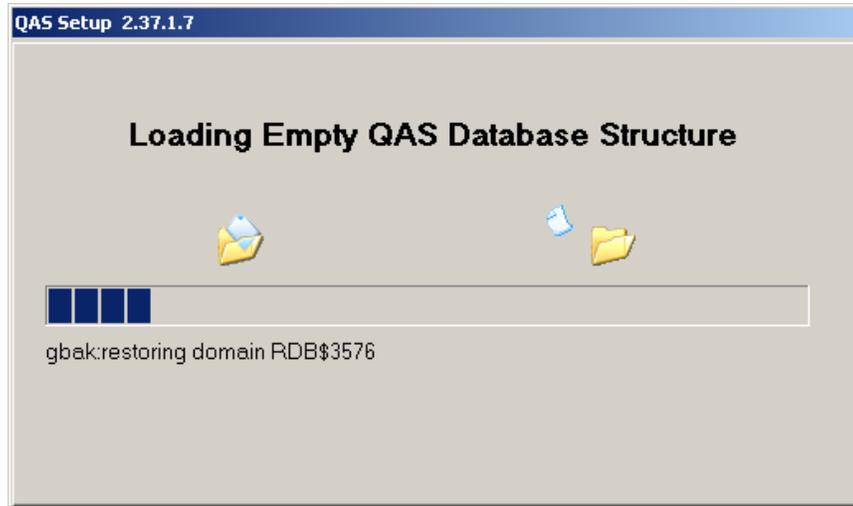


On subsequent installations, the program will then backup your QAS database (if existing) and let you know where it is on your computer should you need to reinstall it. This next screen shows that an empty QAS Database will be installed.

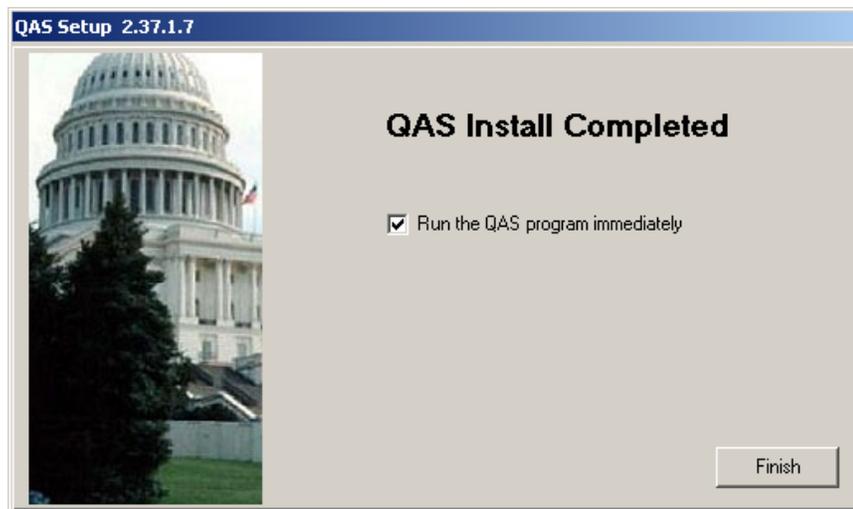
You will note that the default path is always C:\Program Files\QAS\QAS.fdb. However, that can be changed and in this example we have changed it to match the Contract ID we are setting it up for (P0008433).



It will then update and validate your existing database. This occurs when you migrate from one version (i.e., 2.36) to another version (i.e., 2.37). If this is the first install, it will load an empty QAS database.

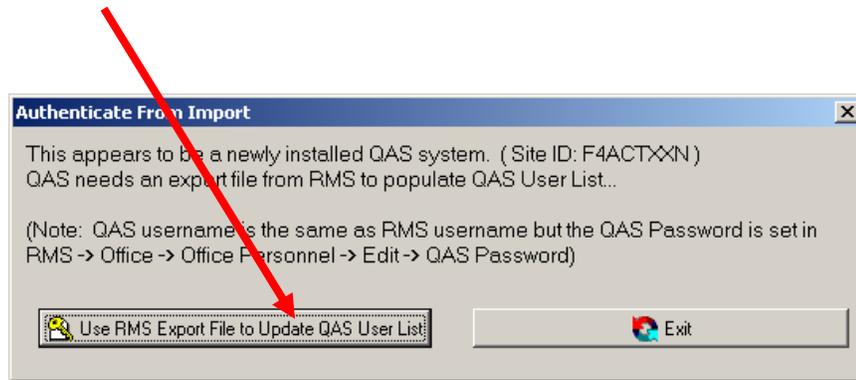


When the program completes the installation you will see a “QASSchema Log – Notepad” window. Unless you are a geek, this window will not be of any consequence or interest and can be ignored by simply closing it.



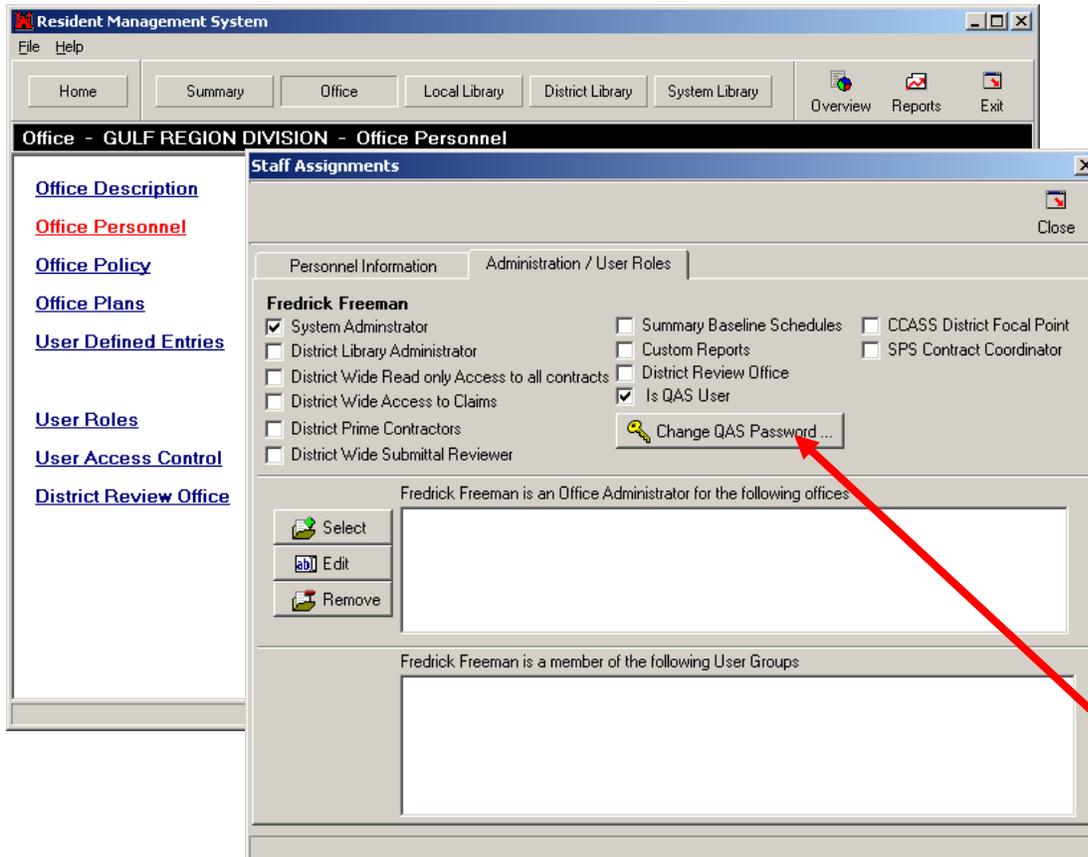
Click “**Finish**” to launch the QAS program.

If you do not yet have any contracts in your QAS program you will need to get an import from the RMS program for the contract you will be working with.



## Assign QAS User Role and Password

At this point, you will need to have a User Role assigned that indicates you will be using the QAS program. This Role is granted from RMS at **Office/Office Personnel**. The **Administration /User Roles** screen is used for this purpose as seen on the next screen.



After the QAS User Role is indicated on the foregoing screen, you must enter a **QAS Password** on the same screen.

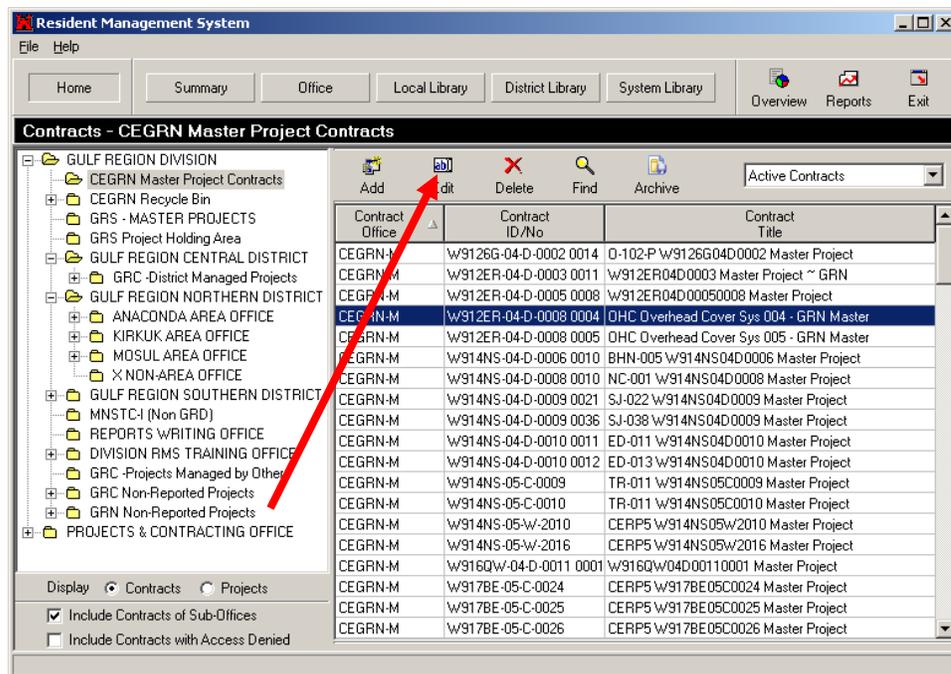
Set your password following the password rules indicated on the QAS Password window.



## Resident Management System

## Choose contract for using QAS

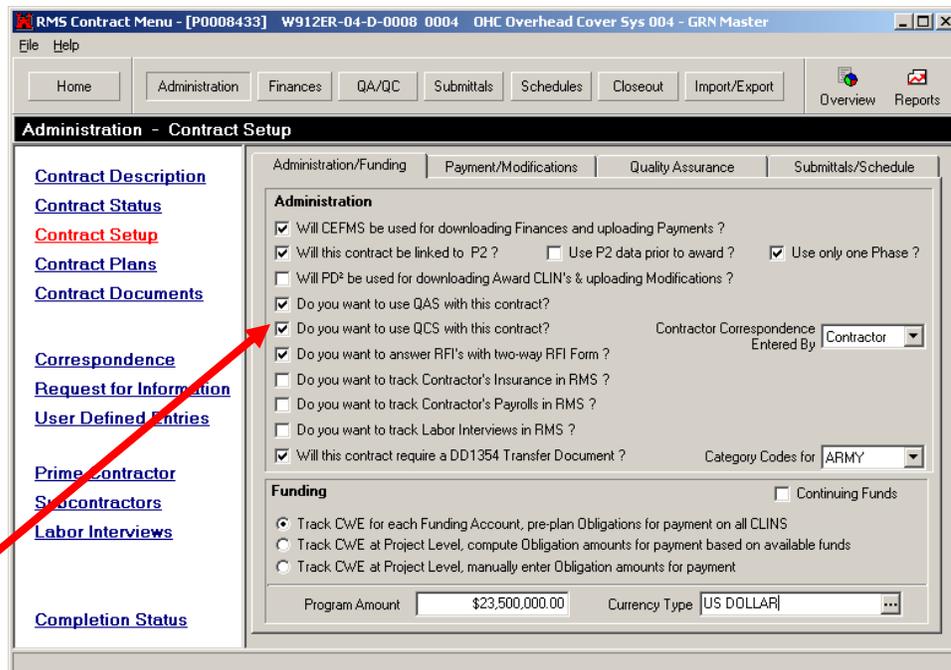
The next step is to choose the contract that QAS will be used on for the QAS User we just set up. Find the contract and hit the **Edit** button (or, double mouse-click the contract).



## Contract Setup for QAS

Before you can export the contract from RMS, for use with QAS (or, QCS for that matter) you will need to indicate that you wish to do so. Proceed to the first tab of **Administration / Contract Setup** after entering the contract.

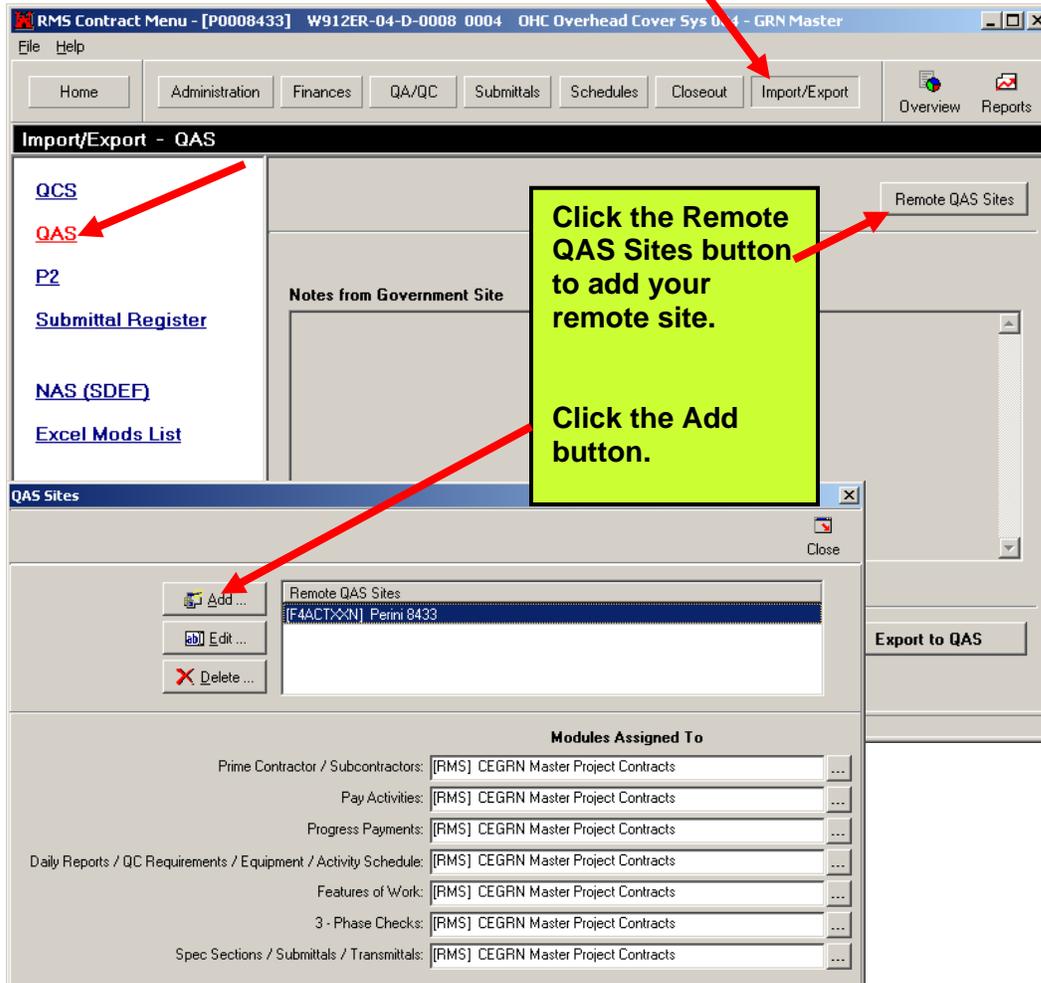
You must ensure that **Do you want to use QAS with this contract?** is checked.



Now it is time to export the contract to QAS from RMS.

## Assign Remote QAS Site

You will then proceed to the **Import/Export** screen in RMS to export the chosen contract to the QAS User. Choose the **QAS Module** accordingly.



The following screen will tell you the next step, one at a time. It first says you must enter a name for the site.

The 'Remote QAS Site' dialog box is shown. It has a title bar with the text 'Remote QAS Site'. Inside, there are two input fields: 'Remote QAS Site Title:' and 'Site ID:'. Below these fields is a message: 'You must enter a name for this site. It cannot be empty.' At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

After you enter a name, you must enter a Site ID. You should get the name and Site ID from the person (system) that installed the QAS program. It is unique for each of your sites.



Remote QAS Site

Remote QAS Site Title: Perini 8433

Site ID:

You must enter a Site ID for this site.

OK Cancel

It will let you know if you enter an invalid Site ID also.



Remote QAS Site

Remote QAS Site Title: Perini 8433

Site ID: lwDD4445

The Site ID for this site is not valid.

OK Cancel

When (or, if - ☺) you finally get it right, you can push the **OK** button to proceed to the next step. (See, almost fool-proof.)



Remote QAS Site

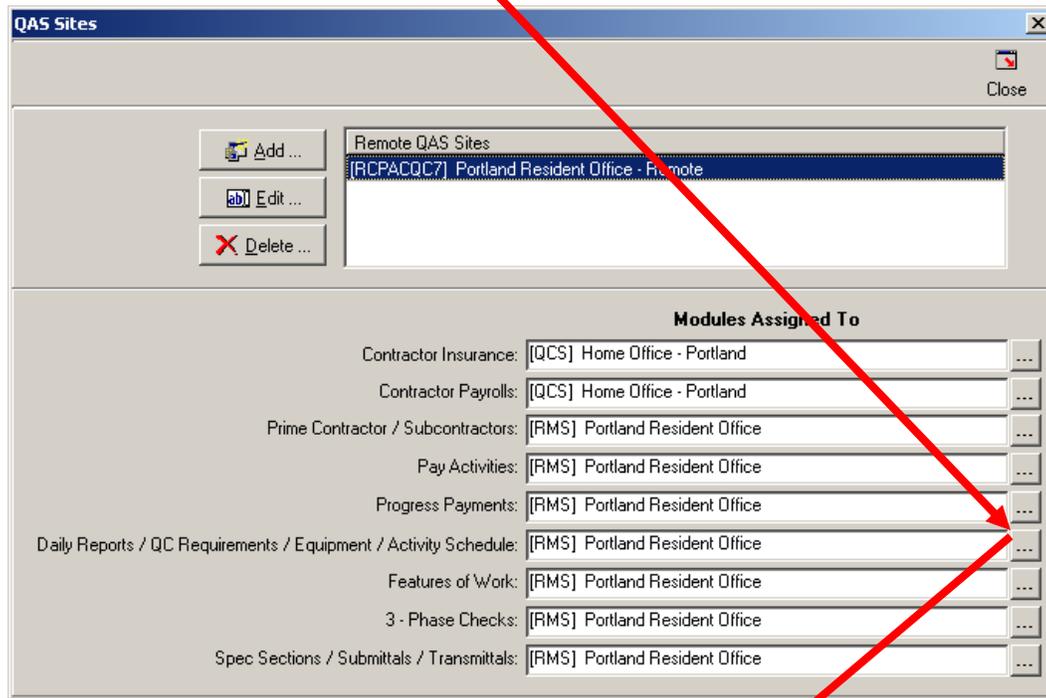
Remote QAS Site Title: Perini 8433

Site ID: F4ACTXN

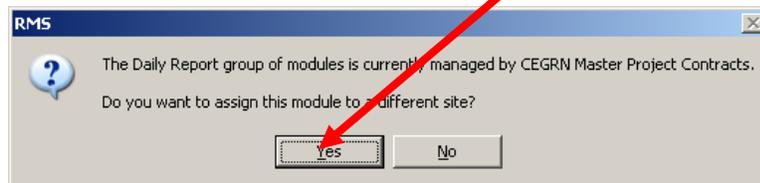
OK Cancel

## Assign one or more RMS Modules to the Remote QAS Site

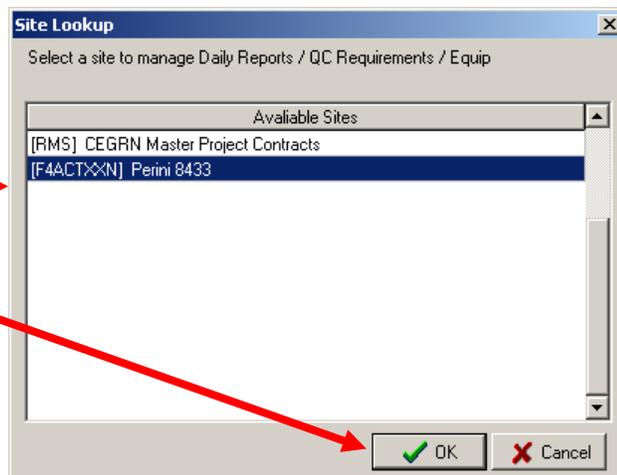
Once you **Add** your Remote QAS Site select the ellipsis to the right of a module. We are going to assign the Daily Report stuff to the remote site.



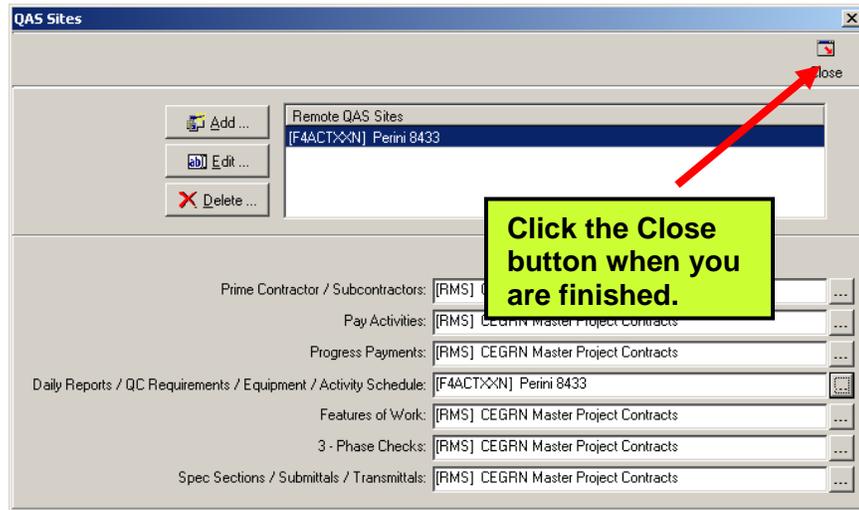
Choose **Yes** (unless you goofed and meant another one, or if you changed your mind.)



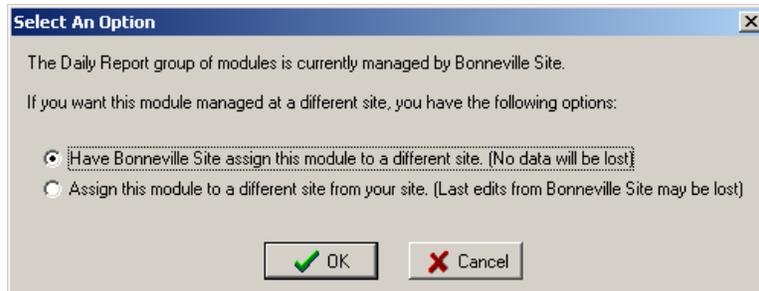
A list of available sites appears and you then pick your poison. In this case we will choose **Bonneville** to manage the remote module.



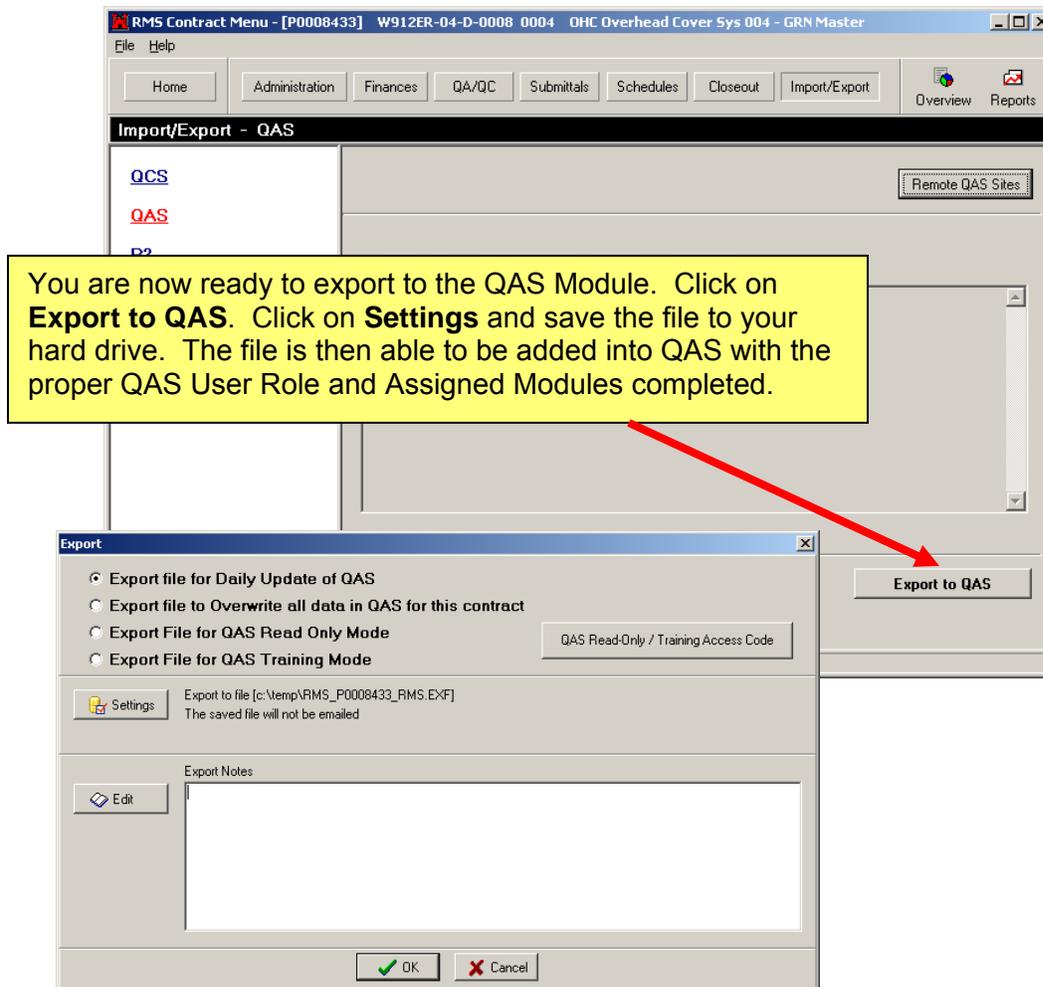
Click the **OK** button and repeat for any other modules you wish to assign remotely from the RMS program. You are ready to export the contract for your Remote QAS Site.



If you have already assigned a module to a remote QAS site, you will see this message:



## Export the Contract to the Remote QAS Site

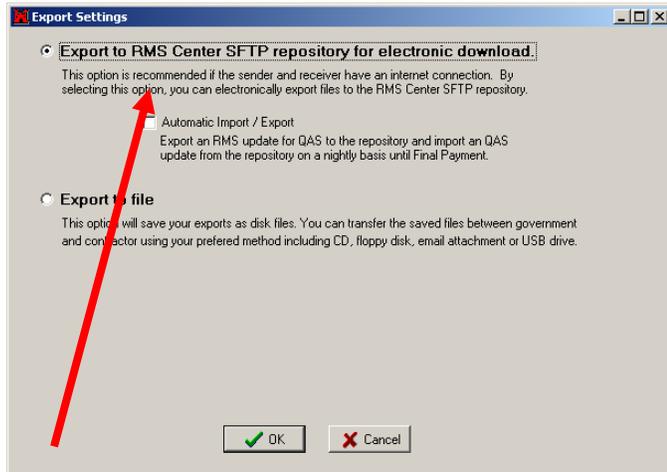


If this is your first export for this contract, you should choose the default, **Export file for Daily Update of QAS**.

Later, if your Remote QAS Site runs into difficulty (did the **DUMB** thing and did not backup as often as we should) you may use the second radial button to overwrite the data entirely. Of course, the QAS program will lose any information they entered since the last export back to the main RMS program.

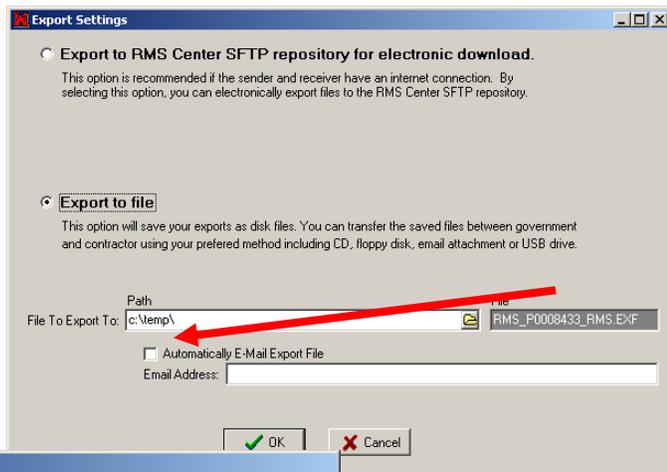
The preferred and recommended way to exchange data between RMS/QAS/QCS is by use of the **RMS Center SFTP repository**. It is pretty much automatic and you don't have to worry about exchanging files and won't make the mistake of importing an older file. The repository only holds the last exchange – the new one in, overwrites the old one.

This version of QAS allows you to have the program automatically update your contract from RMS on a nightly basis, until Final Payment of the Contract. You will need to check the box to enable this function.

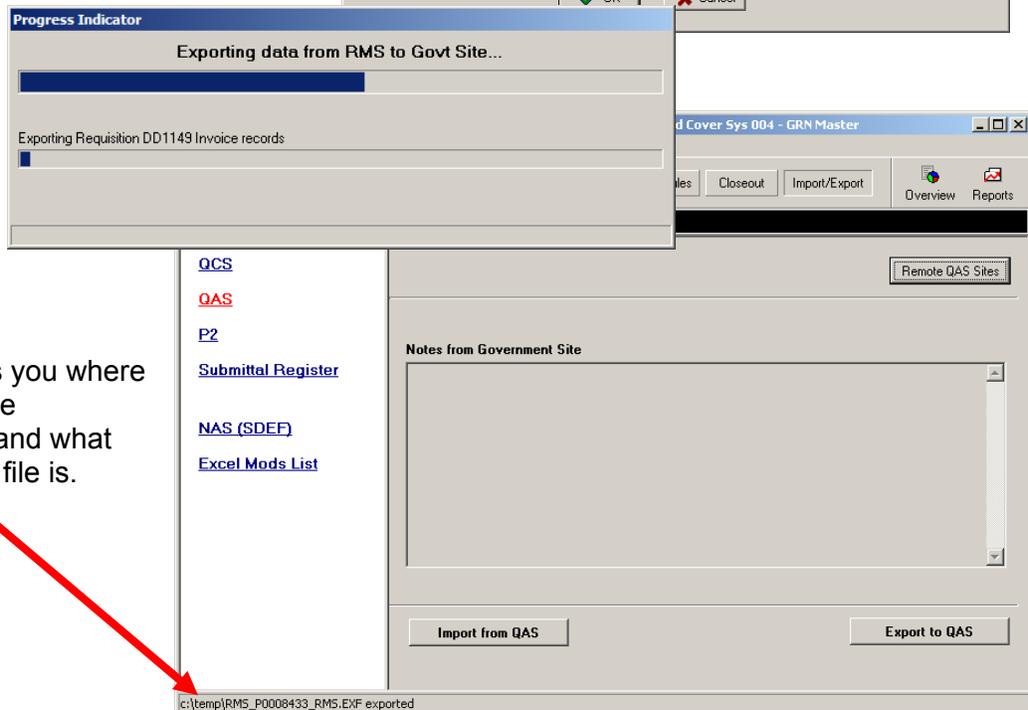


There could be occasion you might wish to **Export to File**, and that is also an option. If such is the case, you need to identify the path to which the file should be placed on your computer.

This example is placing the file in the C:\temp\ directory.



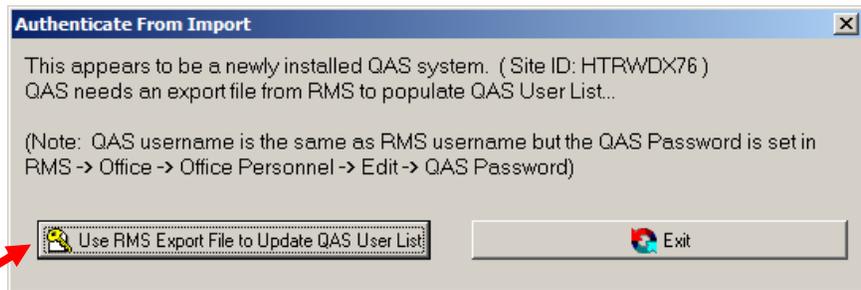
Select **OK** when you are ready.



This screen tells you where your exported file disappeared to and what the name of the file is.

## Add a new contract to the QAS Program

Adding a contract in QAS is the same process as adding one in a Remote QCS site. You will click on the QAS icon on your desktop and use the RMS file just created to add the contract to QAS.



Push this button to begin.

Now we will review the three choices on this screen.



### Request Export File

If you have not yet advised the RMS User of your QAS Site ID, or a file has not yet been created from RMS you need to request it be done. This screen just reminds you of that need.



## Import from SFTP

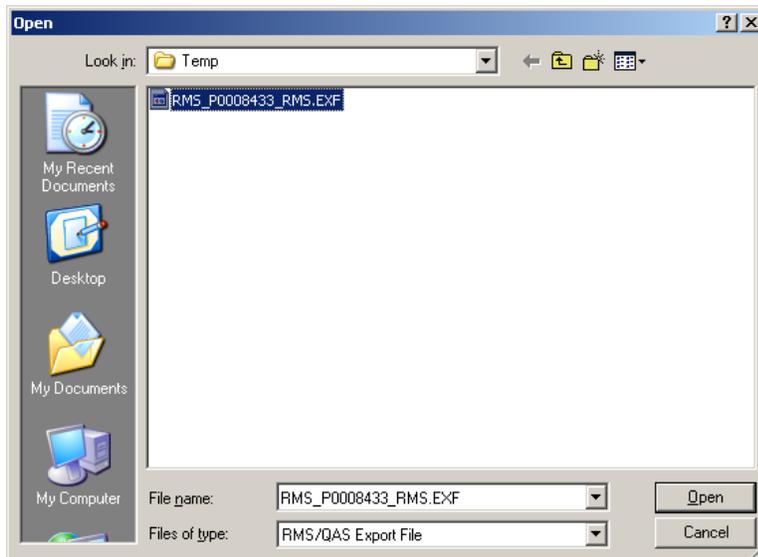
This will always be the preferred method. You must have a live internet connection of course and, hopefully, a high-speed connection. Dialup (56KB/s) is do-able, but painfully slow. You simply add the unique **Contract ID** as obtained from the RMS program and select **OK**.

The file will then be automatically downloaded from the repository after making connection to the RMS Server.



## Import from File

When you select this method, you must find the file on your computer or portable media that you may have used. A windows explorer will appear to start you off.



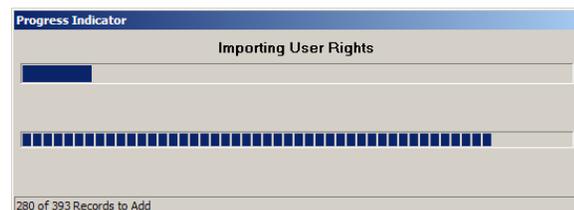
Highlight the file and hit **Open** to begin.

(It is usually easier just to double mouse-click the file and it will start immediately.)



The file will be added to QAS. One of the first things it does is provide the **User Rights** to use the program. If the site is not identified in RMS prior to the export it will not complete the process.

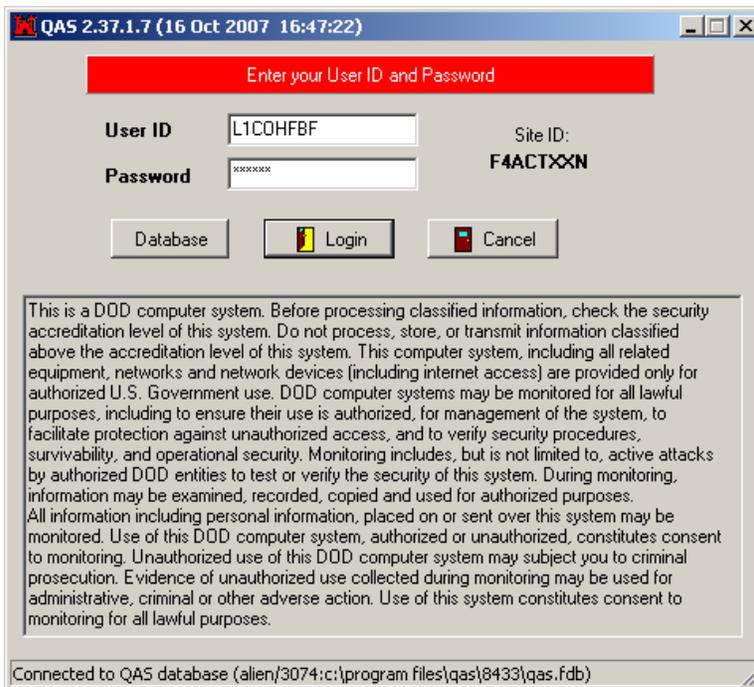
**The contract is now available for use in QAS.**



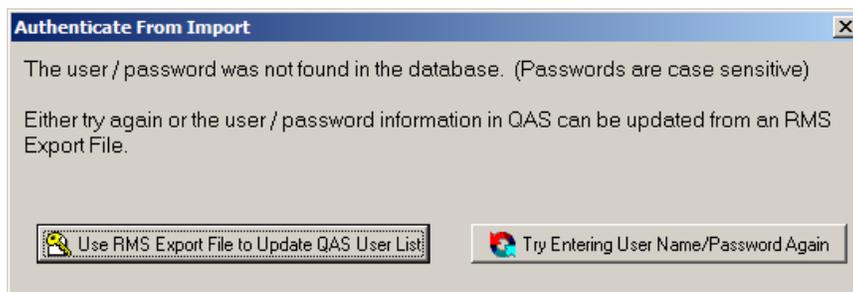
## Log in to QAS

The QAS Logon screen will appear and be ready to receive an RMS file to enable you to access the contract using the QAS Module of RMS.

You will use the same User ID as you do for RMS, but the password, as shown previously, is set within the RMS program – you cannot use your normal **Oracle** password to access QAS.



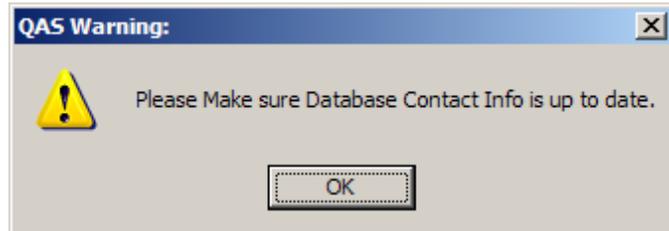
If you have not been given permission to use QAS from the RMS program, you will see message such as the following.



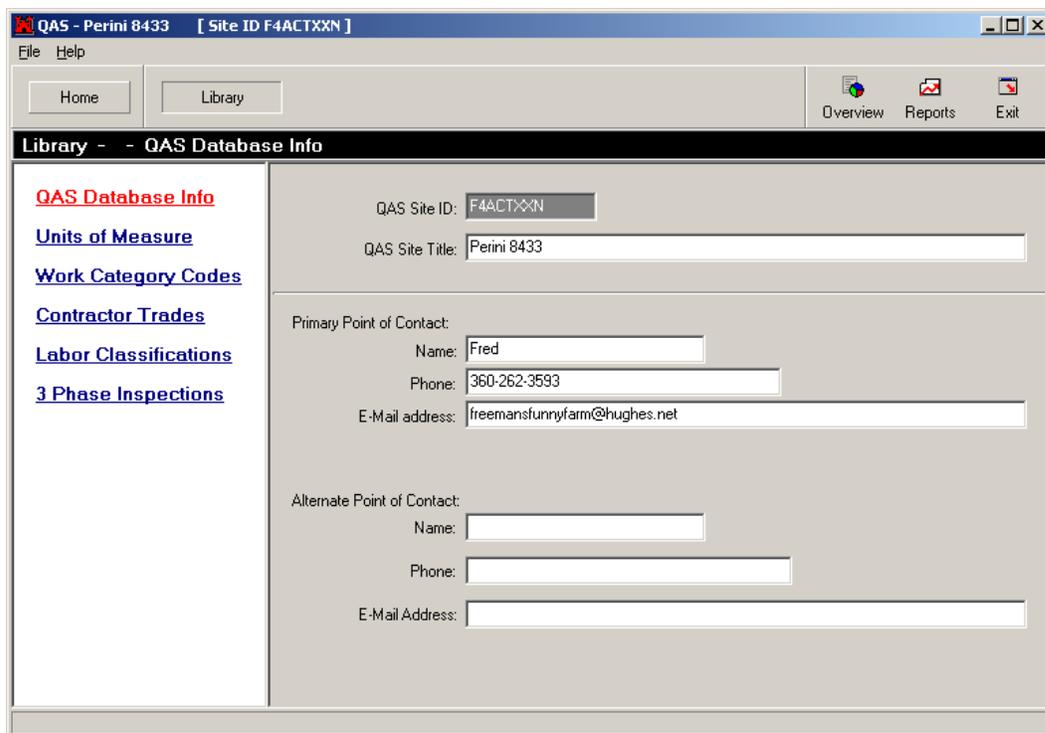
## Enter Contact Information in QAS

You must complete this initial screen before adding a contract to your system. It must have a name AND either a telephone number or an email address before you can use the system.

First, a **Warning** message is given:

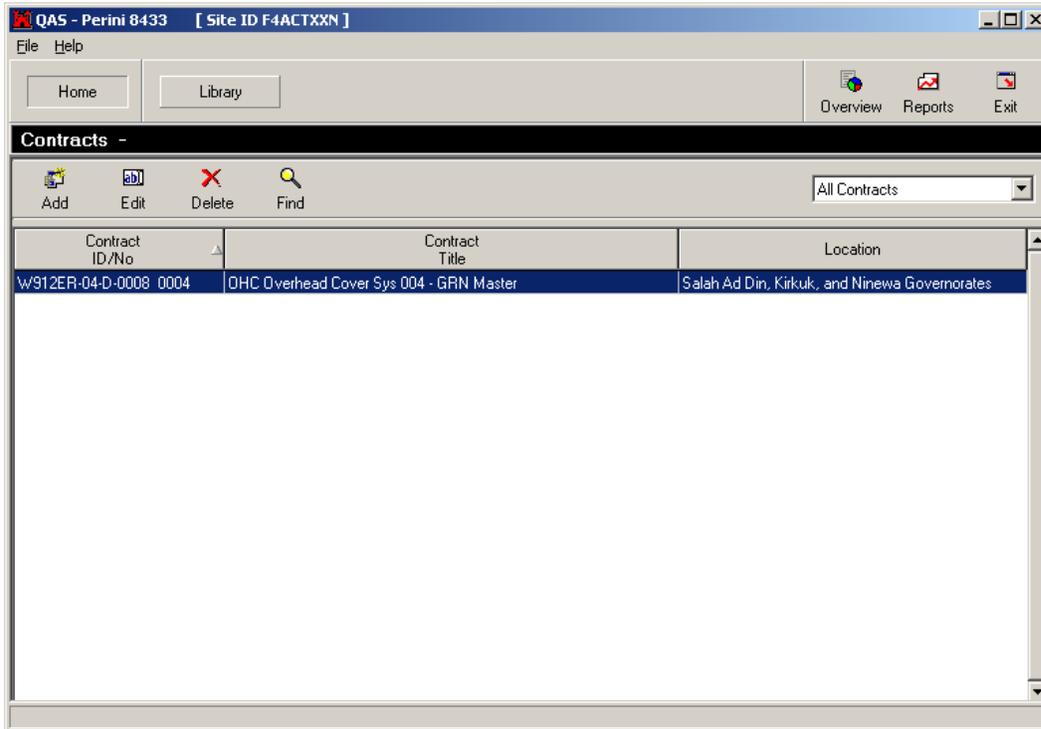


Then you enter the appropriate screen after you push **OK**.

A screenshot of the QAS software interface. The title bar shows "QAS - Perini 8433 [ Site ID F4ACTXXN ]". The menu bar includes "File" and "Help". There are buttons for "Home" and "Library". On the right, there are icons for "Overview", "Reports", and "Exit". The main content area is titled "Library - - QAS Database Info". On the left, there is a sidebar with links: "QAS Database Info", "Units of Measure", "Work Category Codes", "Contractor Trades", "Labor Classifications", and "3 Phase Inspections". The main area contains form fields for "QAS Site ID" (F4ACTXXN), "QAS Site Title" (Perini 8433), "Primary Point of Contact" (Name: Fred, Phone: 360-262-3593, E-Mail address: freemansfunnyfarm@hughes.net), and "Alternate Point of Contact" (Name, Phone, E-Mail Address).

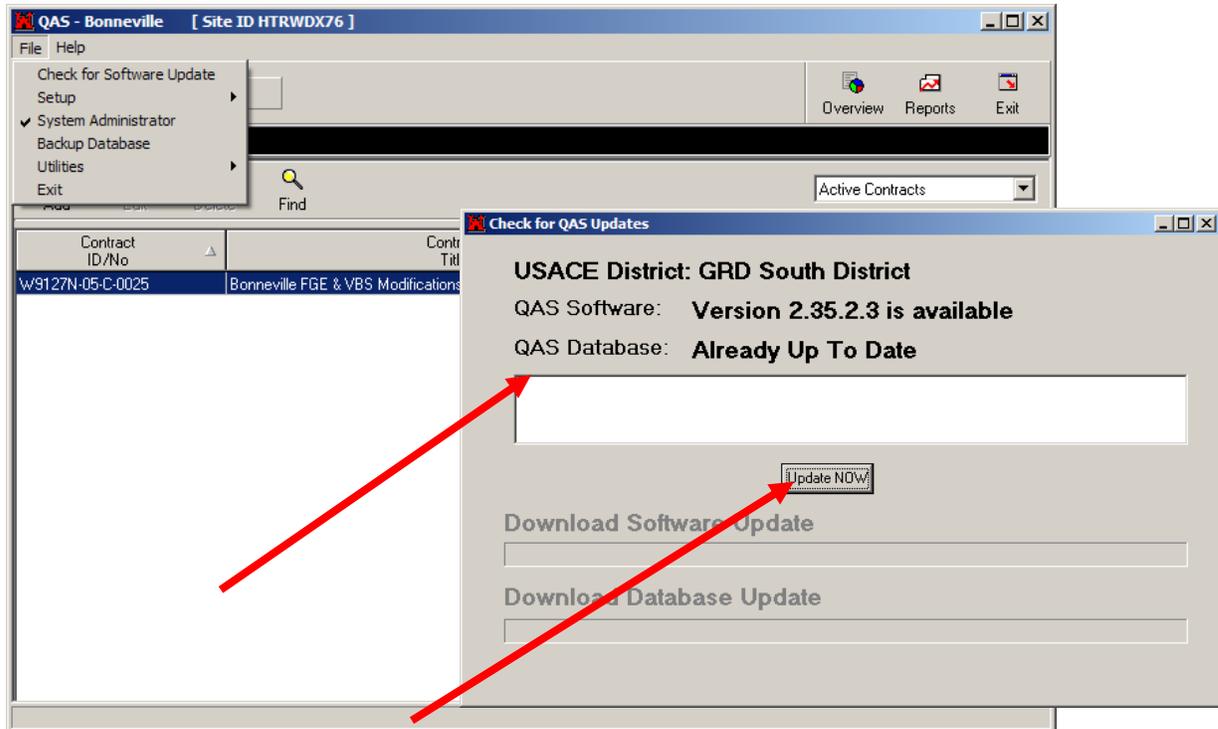
## Contract is now added to the QAS Program

You can now hit the **Home** button and go to the contract controls center to use your newly added contract. Once you are into your contract, the procedures are the same as if you were in the main RMS program.



## Updating the QAS Program

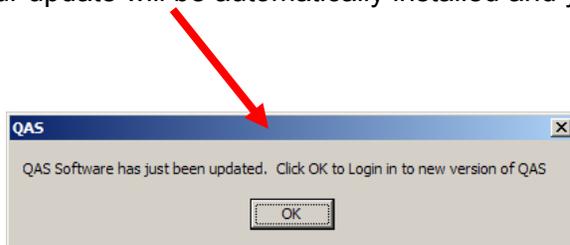
You should periodically check for software updates to ensure you have the latest and greatest. This feature is built in to automate the process. If you are connected to the internet, QAS will automatically check for updates each day you log on to the program (the opening screen will time out in just a few seconds).



The program will advise that an update is available and/or tell you that your program is already up to date.

Push the **Update NOW** button to begin the download from the RMS Center.

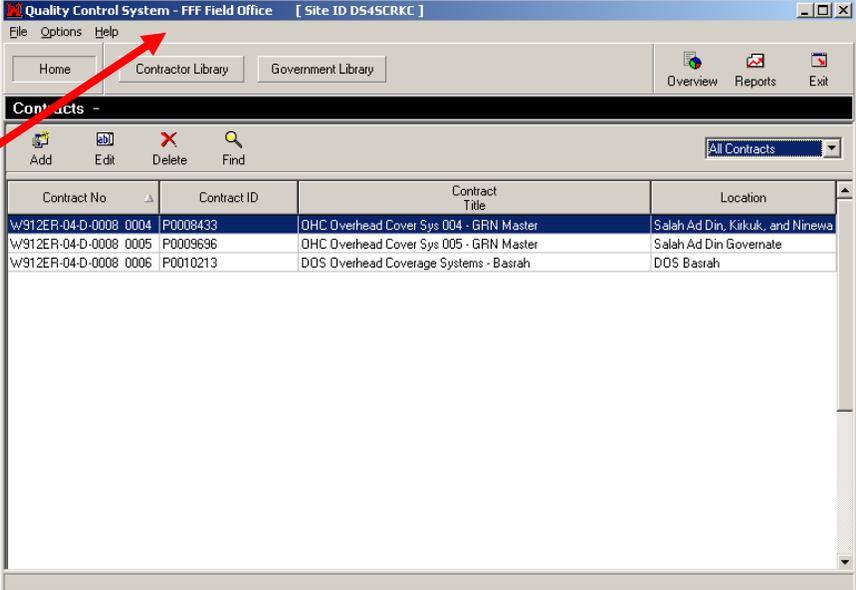
Your update will be automatically installed and you can enter the new version.



## QCS Opening Screen

(See **QCS Manual** on procedures to install and maintain the QCS program.)

Contractor Site title and ID number:



Contract No.	Contract ID	Contract Title	Location
w912ER-04-D-0008 0004	P0008433	DHC Overhead Cover Sys 004 - GRN Master	Salah Ad Din, Kirkuk, and Ninewa
w912ER-04-D-0008 0005	P0009696	DHC Overhead Cover Sys 005 - GRN Master	Salah Ad Din Governate
w912ER-04-D-0008 0006	P0010213	DOS Overhead Coverage Systems - Basrah	DOS Basrah

## About This Manual

This User's Guide is intended to give the information that you might need for the effective use of the RMS program. The reader is directed to other sources of information for particular practices and suggestions on Contract Management, such as from available Corps of Engineers "Prospect" training courses, Disk of Knowledge (D.O.K.), your District's SOPs, etc.

## RMS Center Tools

- RMS Home Page: <http://www.rmssupport.com/home.aspx>
- RMS Government Home Page: <http://www.rmssupport.com/rmswebhome.aspx>  
(Login or Password is not required.)
- QCS Contractor Home Page: <http://www.rmssupport.com/qcs/default.aspx>  
(Login or Password is not required.)
  1. Power Point Training Slides
  2. Technical Data / FAQ
  3. Software Upgrades / Downloads
  4. User Manuals
  5. Links to other data sources, such as the Disk Of Knowledge (D.O.K.).

## RMS Center Assistance

When contacting the RMS Center with a question on a specific contract you should ALWAYS advise them of the Contract ID number to assist in locating the project within your database. The Contract ID is the prime-key number assigned by RMS when the project is first entered into RMS and appears at the very top of almost every contract-level screen in RMS. (Some of the older contracts may still linger that have the Contract Number showing as the Contract ID number. The older versions allowed that field to be whatever the User entered. The bad news is that those contracts are not able to use either QAS or QCS.)

If you know the significant digits of the Contract ID, you can use the FIND button on the opening menu where the contracts/projects are listed. For example, if the Contract ID is P00000331, you can find this contract by entering "331" in the Search field. RMS will "find" the contract and immediately open it for you. (Note: you can ignore the EROC District identifier – i.e., 'P0' in this example.) For Contract ID numbers that are longer than 4 numbers, you will have to use the entire number, including the EROC identifier.

The screenshot displays the Resident Management System interface. The main window is titled "Contracts - GULF REGION DIVISION". On the left is a tree view of the organizational structure. The main area shows a table of contracts. A red arrow points to the "Find" button in the toolbar. A "Find" dialog box is open, showing the search characters "331" and the search column set to "Contract ID".

Contract Office	Contract ID/No	Contract Title
CEGRN-KAQ-Z	W9126G-04-D-0002 0012	0-007-P PIJV NOC Ind Water Rehab PH 1
CEGRN-KAQ-Z	W9126G-04-D-0002 0012	0-007-P PIJV NOC Ind Water Rehab PH 2
CEGRN-KAQ-Z	W9126G-04-D-0002 0012	0-007-P PIJV NOC ITP Telecom
CEGRN-KAQ-Z	W9126G-04-D-0002 0012	0-007-P PIJV NOC Utilities Truck Double
CEGRN-KAQ-Z	W9126G-04-D-00	
CEGRN-KAQ-Z	W912ER-04-D-00	
CEGRN-KAQ-Z	W912ER-04-D-00	
CEGRN-KAQ-Z	W914NS-04-D-00	
CEGRN-M	W9126G-04-D-00	
CEGRN-M	W912ER-04-D-00	
CEGRN-M	W912ER-04-D-00	
CEGRN-M	W912ER-04-D-00	

## Chapter 1 - Overview, Basics and Logging In

### What this Chapter presents:

- **Logging Into The System**
- **Menu Bar Options**



### Logging Into the System

CEFMS is a large, diverse system encompassing virtually every functional area of the U.S. Army Corps of Engineers' organization. It handles much more than the finances having to do with construction contracts. Like CEFMS, RMS is controlled through use of USERIDS and Passwords and application access permissions. Without these items, a user will be unable to enter the system to initiate and process documents or to download financial data needed for RMS.



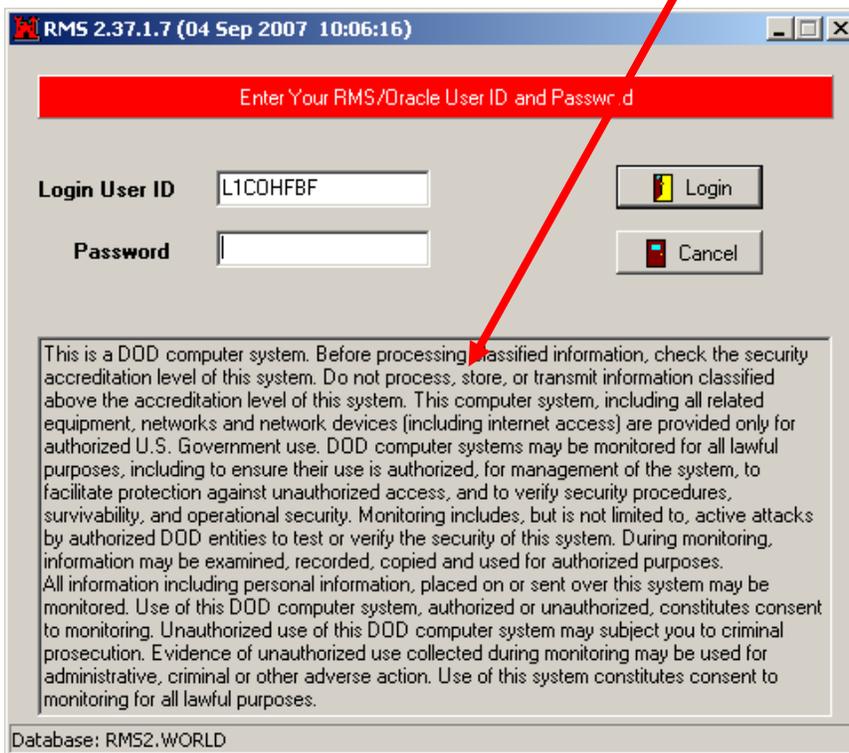
Before accessing RMS you must login. Depending on your setup, there are different procedures.

Click the RMS Castle Icon on the Desktop to begin using the RMS program.

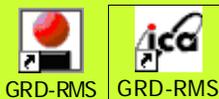


After the Login button is pressed, the system verifies the User with the RMS security system and the Oracle Database. This Login User ID and Password must be a valid User ID with the Oracle database and a valid User ID and Password for RMS.

The paragraph in the box is a requirement for DITSCAP certification of DOD computers.



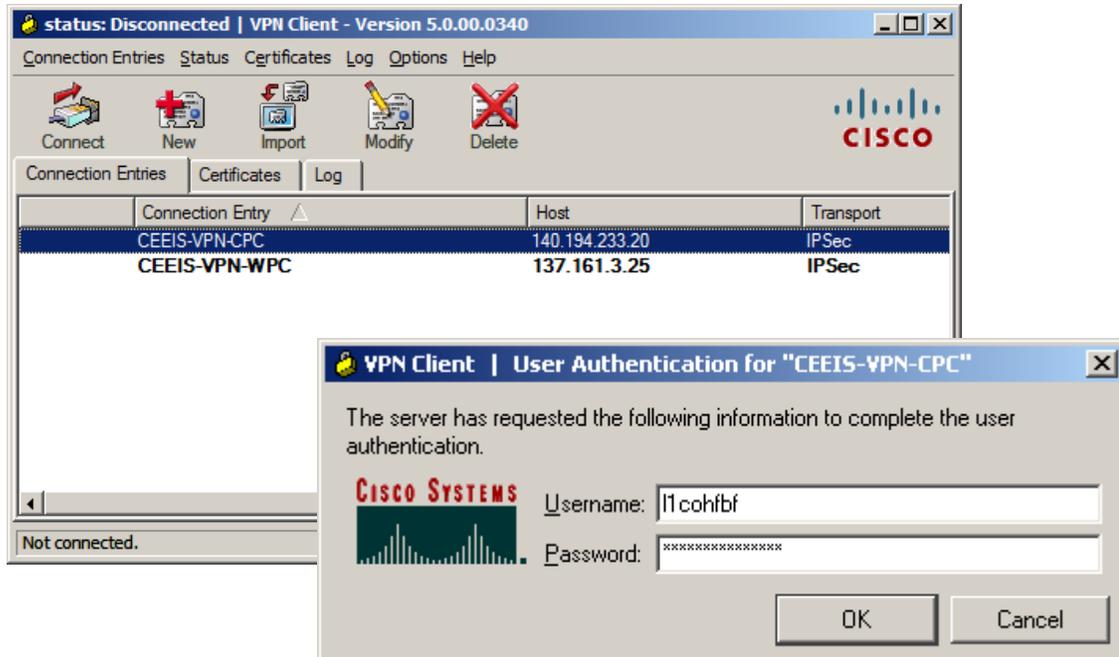
**NOTE: If you are using CITRIX or VPN your ICON may vary from the Castle shown above. For example, it may appear like one of these:**



## Logging Into the System Via the RMS Website and Citrix

If you log into RMS by way of the RMS Website, or other CITRIX portal, you will need to sign into CITRIX prior to seeing the RMS logon screen discussed above. You will need to be on the Corps network to do so. (If you are not actually on the Corps network, you will need to use a VPN program to gain access – see your IM staff for installation and configuration.)

Typical VPN screens may look like the following:



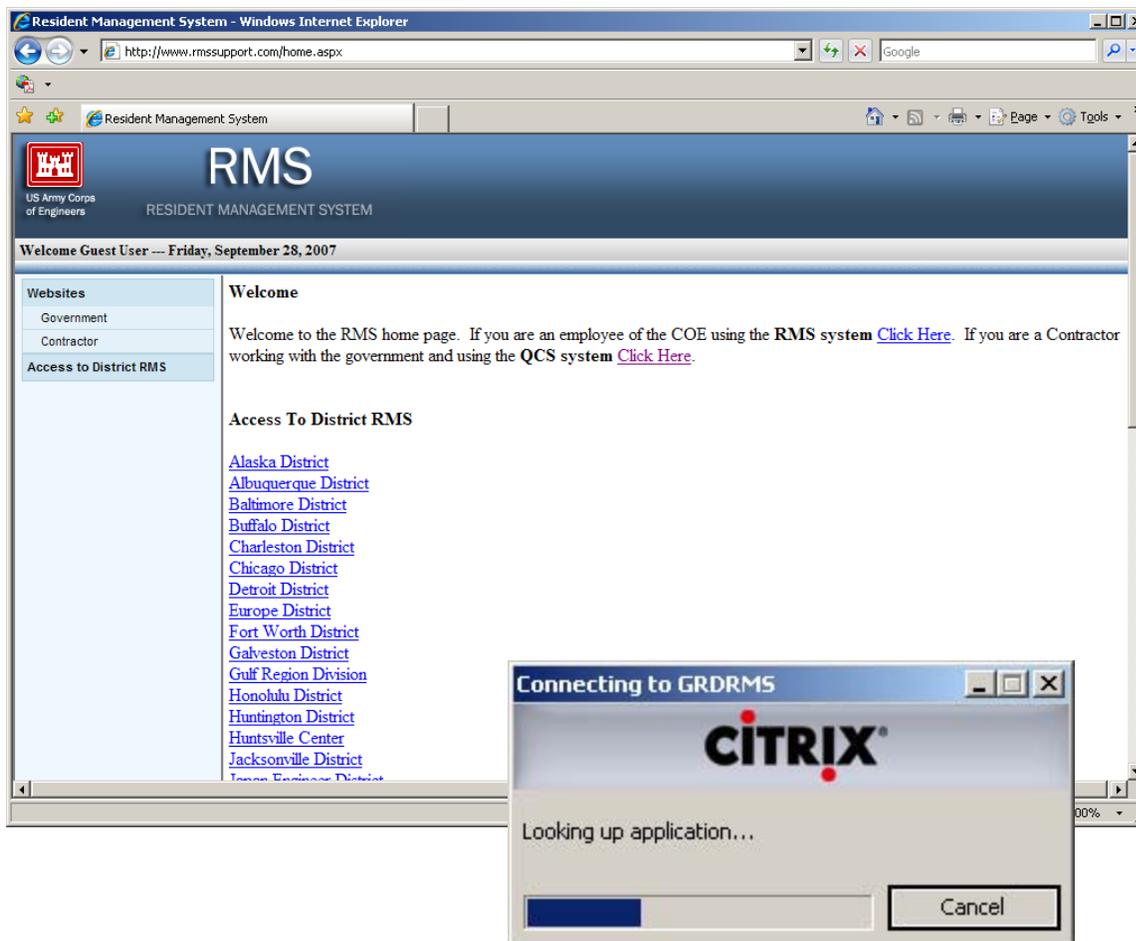
You connect to the appropriate CEEIS portal and your credentials will be verified. If you have access the following banner appears.



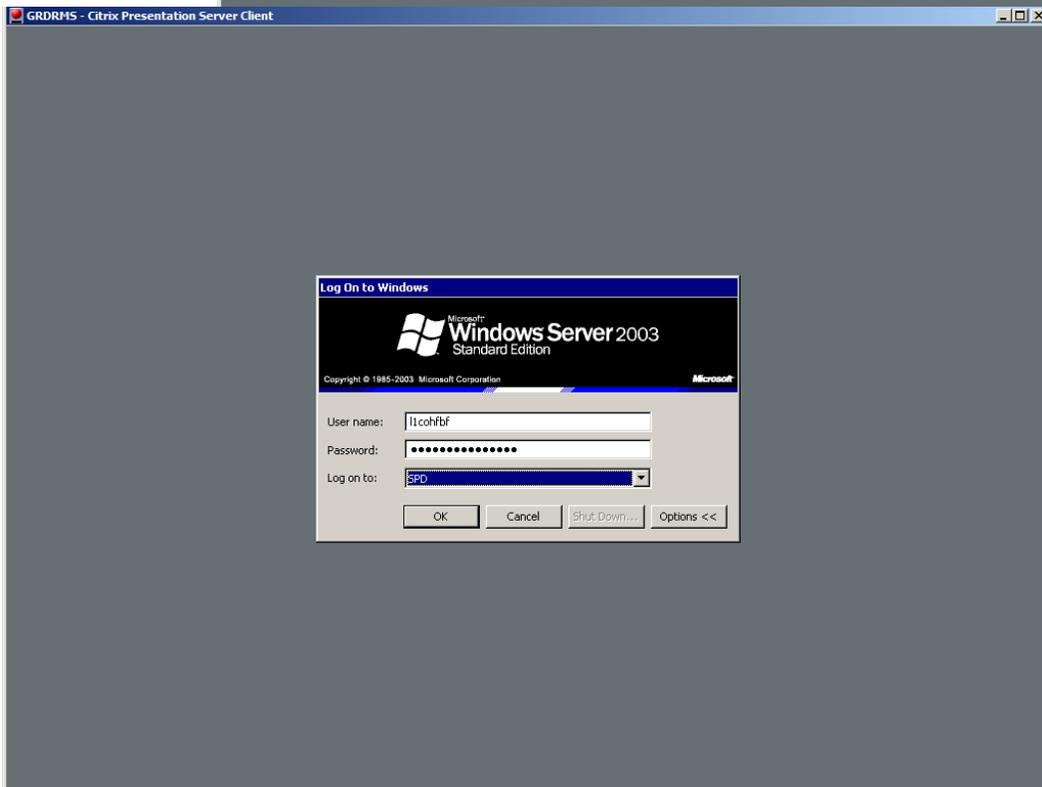
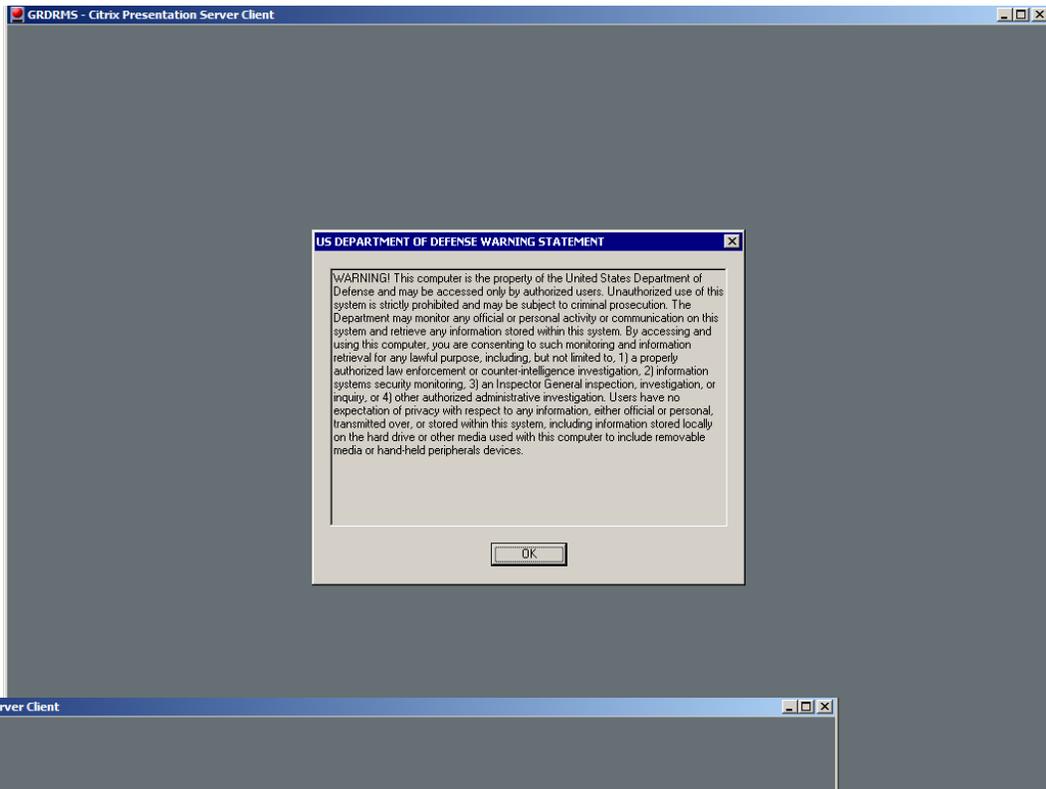
You then can proceed to the website to select your RMS District.

# Resident Management System

From the RMS website, you click on the District you want to use – the District of which you have permissions and access to do so.

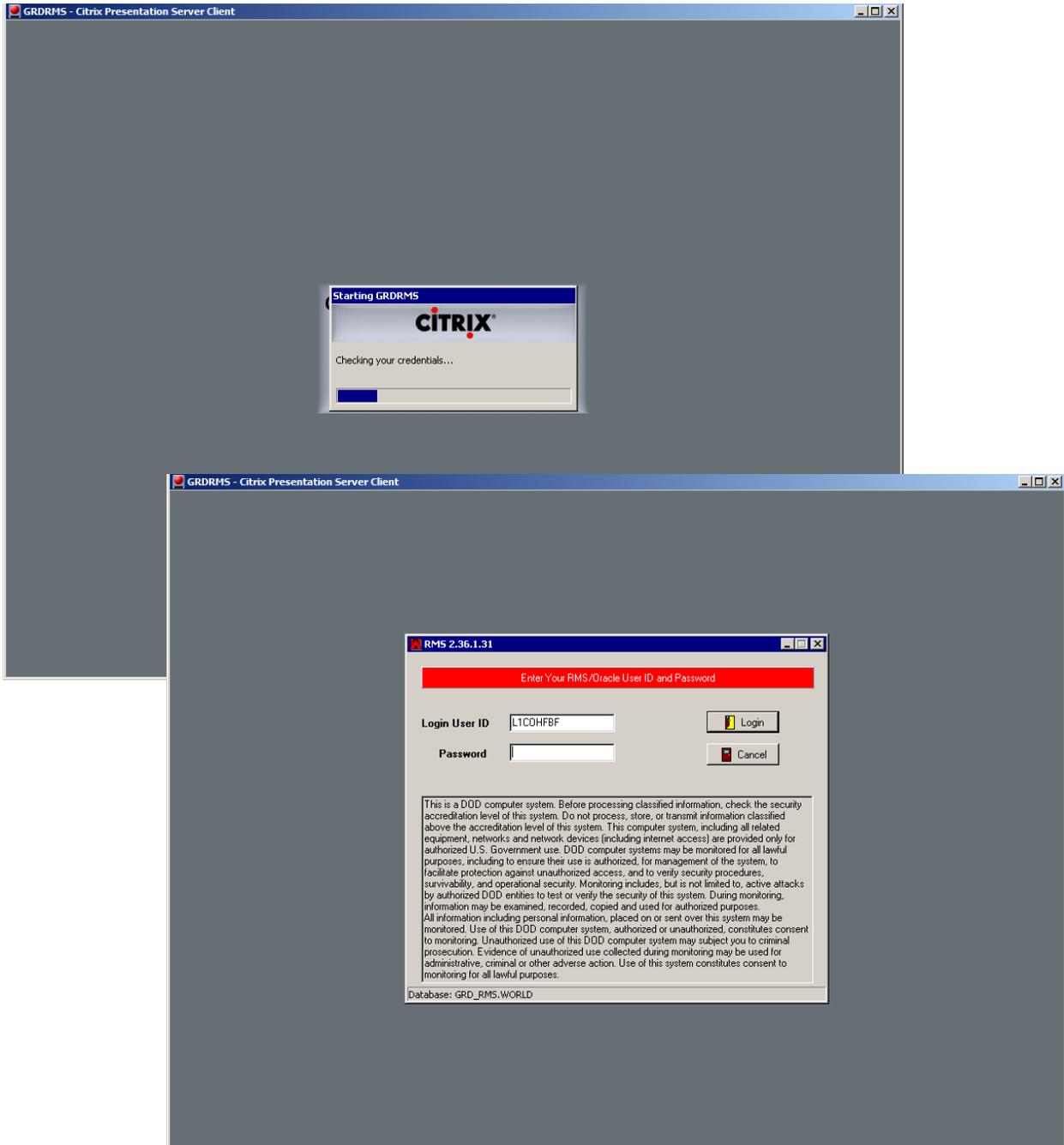


You will arrive at another DITSCAP warning screen. You must click OK to continue the logon process.

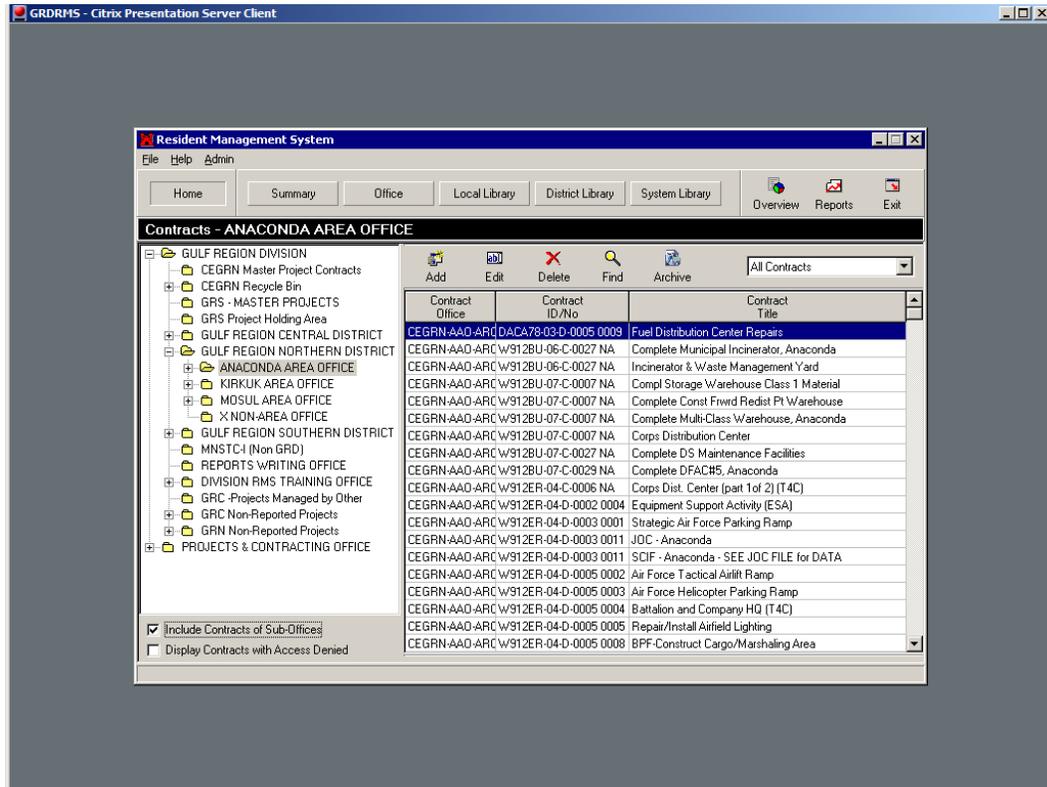


Enter your User Name, Oracle password, and the correct logon location.

You will then logon to your District and arrive at the normal RMS login screen.



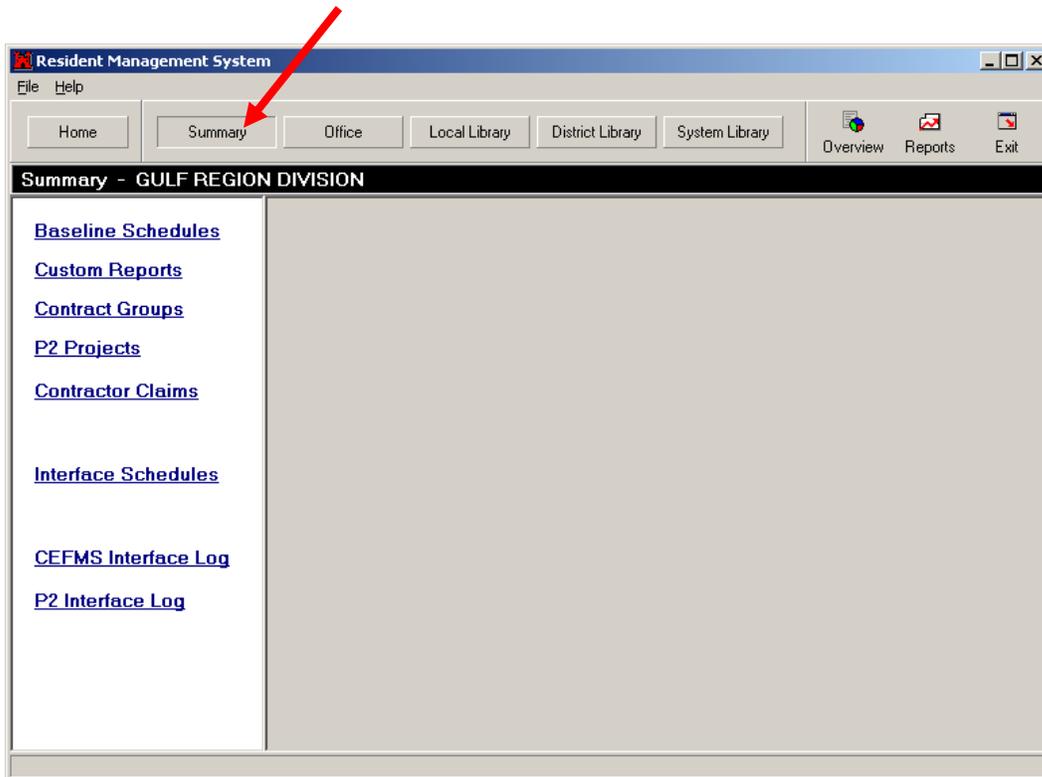
You should now be within the RMS program.



## Menu Bar Options

### Summary Module

The **SUMMARY** module is provided to allow you to set **Baseline Schedules** for all contracts in the database, create **Custom Reports**, establish **Groups** of contracts for reporting and tracking purposes, to manage **P2 Projects**, to manage **Contractor Claims**, and to setup interface schedules and track interface logs.



## Baseline Schedules

To assist in budgeting and other areas of management, the baseline schedule is used at the Summary level. It requires that contracts (future and active) have a schedule developed within RMS. Once contracts have their baseline completed the Administrator can “lock” the schedules and future placements will be compared to that composite baseline schedule.

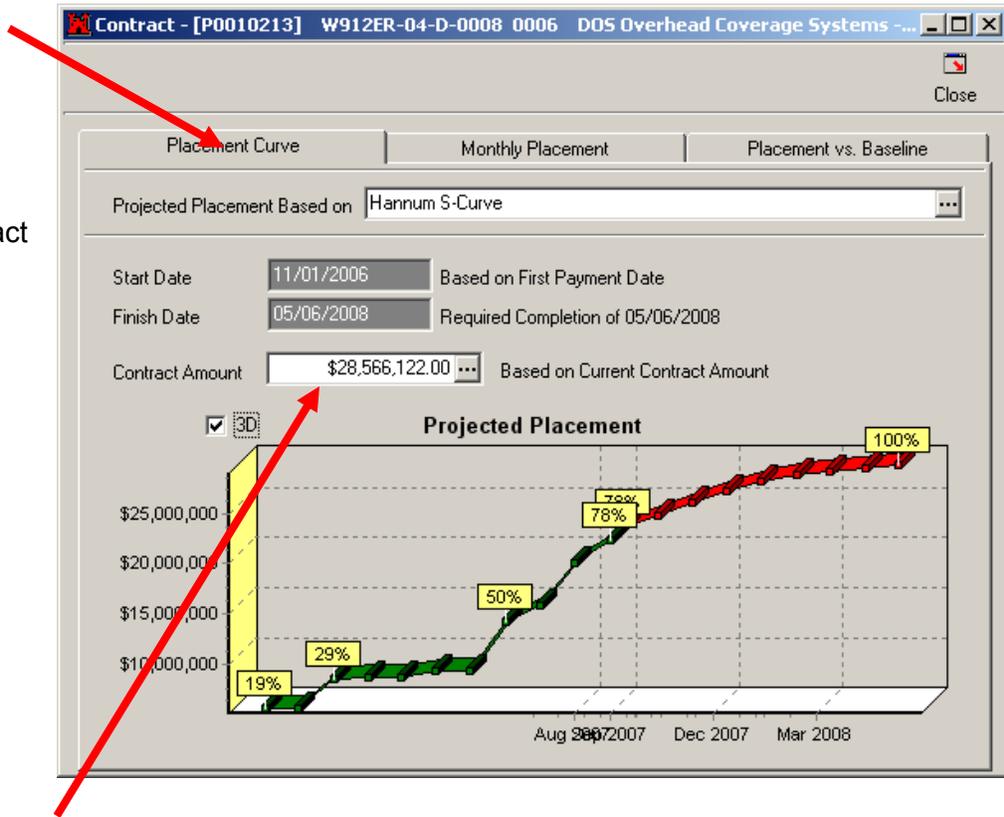
You can create a Baseline schedule for any year and can create a schedule for both “Original” and “Mid Year” timeframes. You are also able to edit a contract and be taken directly to the point where a schedule can be created and the contract will be added to the list of contracts with the Baseline Placement entered.

The screenshot shows the Resident Management System interface. The main window displays 'Summary - GULF REGION DIVISION - Baseline Schedules' with a table of baseline schedules. An 'Edit' button is highlighted with a red arrow. A secondary dialog box titled 'Baseline Schedule' is open, showing 'FY 2007 Original Baseline - Unlocked' with options for 'Baseline Unlocked' and 'Baseline Locked'. Below these options is a table of contracts with columns for Contract Office, Contract ID/No, and Contract Title.

Contract Office	Contract ID/No	Contract Title
GRC-C	W912ER-04-M-V426	MT/Western By-Pass (Completed)
GRC-V-PW/B	W912ER-04-D-0010 006A	MR/Radwania Operations & Maintenance
CEGRS-AHAD-	W912ER-04-D-0010 0007	PW-081 Meshkab Water Supply Project
GRC-C	W912ER-04-D-0010 0003	MR/Radwaniyah Base Ops O&M (Old)
GRC-B-K	W912ER-04-D-0010 0002	MZ/Ibn Sina Hospital Task Order 0002
CEGRS-BAO-B	W912ER-04-D-0008 0006	DOS Overhead Coverage Systems - Basrah
GRN-AAO-TRO	W912ER-04-D-0008 0005	OHC Speicher DFAC #3, CLIN 0043 (TO #5)
CEGRN-AAO-A	W912ER-04-D-0008 0005	OHC-Anaconda East Chapel CLIN 0006-TO #5
CEGRN-M	W912ER-04-D-0008 0005	OHC Overhead Cover Sys 005 - GRN Master
CEGRN-AAO-A	W912ER-04-D-0008 0005	OHC - Anaconda DFAC #4, CLIN 0003(TO #5)
CEGRN-AAO-A	W912ER-04-D-0008 0005	OHC - Anaconda DFAC #1, CLIN 0002 (TO#5)
GRN-AAO-TRO	W912ER-04-D-0008 0005	OHC - Speicher Gym, CLIN 0011 (TO #5)
GRC-W-R	W912ER-04-D-0008 0005	MW/OHP/CLIN0005-Ramadi DFAC (Opt #1)
CEGRN-AAO-A	W912ER-04-D-0008 0005	OHC Anaconda CJSOTS DFAC CLIN 0004-TO#5

Select the **Edit** button to start the process.

Select **Edit**, or double mouse-click on a contract to provide a schedule.



Enter the amount of the contract via one of the choices on the popup window.

The screenshot shows a "Projected Contract" popup window. It has a title bar with standard window controls and a "Close" button. The main content area is titled "Base Projected Contract Amount on:" and contains three radio button options, each with a corresponding text box showing a value:

- Current Contract Amount: \$28,566,122.00
- Current Contract including pending (5) mods: \$28,566,122.00
- Other - Manually entered amount: \$0.00

A red arrow points from the text "Click on the Close button to produce the schedule." to the "Close" button in the top-right corner of the window.

Click on the **Close** button to produce the schedule.

Resident Management System

Proceed to the **Placement vs. Baseline** tab to enter the Baseline schedule.

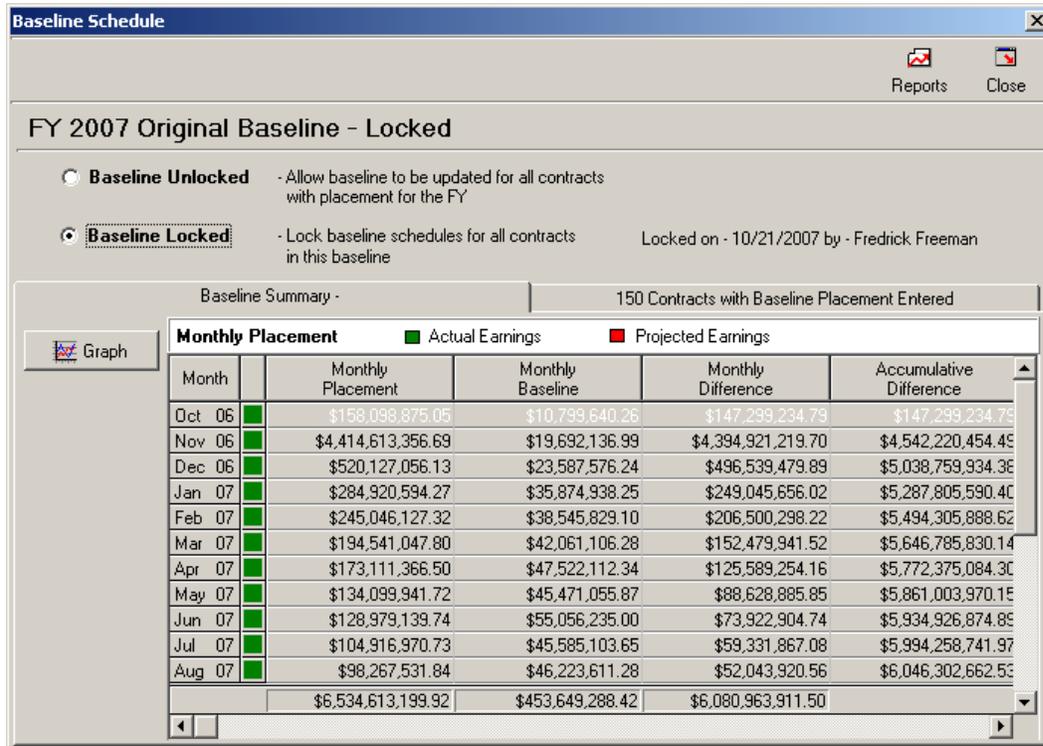
Month	Actual/Projected Placement			Baseline Monthly	Monthly Difference
	Total	%	Monthly		
Oct 06	\$0.00	0	\$0.00	\$0.00	\$0.00
Nov 06	\$5,521,381.00	19	\$5,521,381.00	\$0.00	\$5,521,381.00
Dec 06	\$5,521,381.00	19	\$0.00	\$0.00	\$0.00
Jan 07	\$8,386,870.75	29	\$2,865,489.75	\$0.00	\$2,865,489.75
Feb 07	\$8,707,588.25	30	\$320,717.50	\$0.00	\$320,717.50
Mar 07	\$8,707,588.25	30	\$0.00	\$0.00	\$0.00
Apr 07	\$9,315,535.00	33	\$607,946.75	\$0.00	\$607,946.75
May 07	\$9,315,535.00	33	\$0.00	\$0.00	\$0.00
Jun 07	\$14,232,967.64	50	\$4,917,432.64	\$0.00	\$4,917,432.64
Jul 07	\$15,836,773.66	55	\$1,603,806.02	\$0.00	\$1,603,806.02
Aug 07	\$20,062,628.67	70	\$4,225,855.01	\$0.00	\$4,225,855.01
Sep 07	\$22,362,839.33	78	\$2,300,210.66	\$0.00	\$2,300,210.66
Totals			\$22,362,839.33	\$0.00	\$22,362,839.33

Select the **Copy Placement Baseline** button, then click **Yes**.

You will receive an advisory message that the contract will be added to the Baseline Placement.

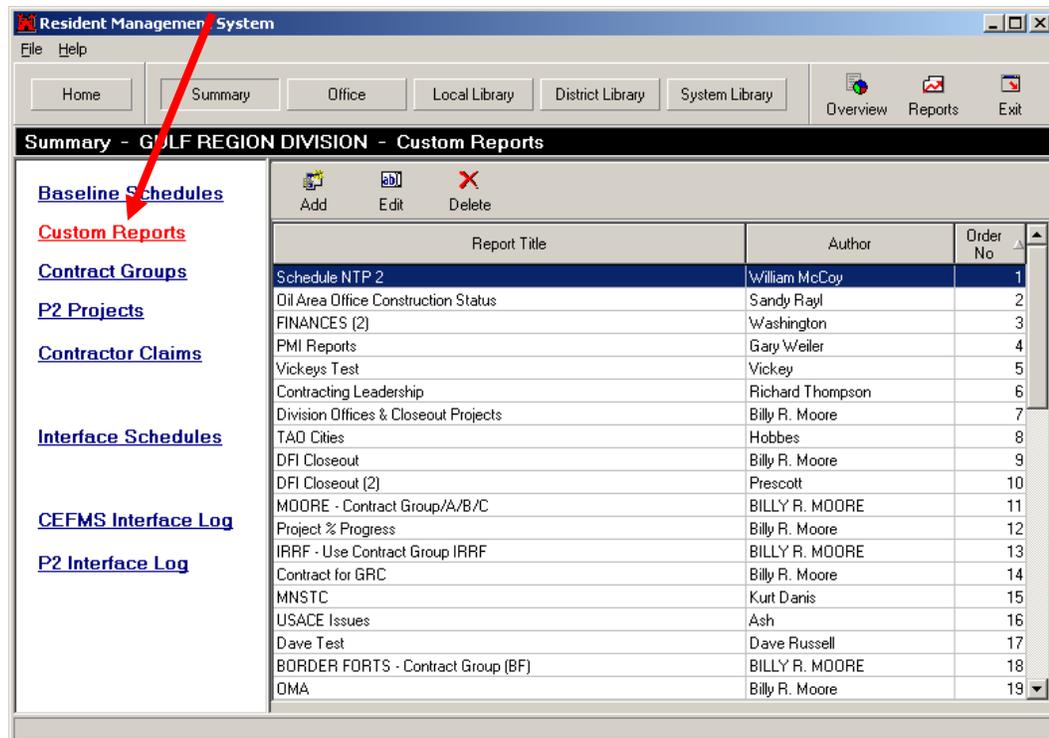
You continue this process until such time as all contracts / projects have a schedule and you choose to LOCK the Baseline. When you choose to lock the baseline schedule you should see the following message:

You will also be able to see who locked the baseline and on what date it was locked.



## Custom Reports

Using data fields from RMS, users now have the option of creating their own **Custom Reports** and adding them **Summary / Custom Report** menu. Custom Reports can be added manually or by copying an existing Custom Report. For you to have access to this feature, you must be granted access by an Office/System Administrator (**Office / Personnel**).



After you select to manually create the report or to copy an existing report, the report detail is entered on the next screen.

The RMS User enters the following data:

- Report Title
- Author
- Page Orientation: Landscape or Portrait
- The option to include the report on the **Summary Report Menu**

If you copy another custom report, these items will remain the same as the original report. You can then modify them to suit your needs.

- Order No.
- Page Orientation: Landscape or Portrait
- Report Columns
- Report Headers

Columns for the report can be manipulated by using the **Add**, **Edit**, or **Remove** buttons on this screen.

Column width, Column Title and Data Field are entered here. The Title name defaults from the data field, but can be changed manually.

**Report Columns**

Column Number	Column Title	Width Based On	Column Width
1	Contract - Contractor; Contract Location; Customer Type	Title	1,002
2	Administrative Contracting Officer; QA Project Engineer Name; Chief Con-F	Title	1,575
3	Paid Percent; Reported Percent; Scheduled Percent	Title	887
4	Award CLINS; Current CLINS	Title	720
5	Sum of activities	Title	825
6	Current contract value	Title	1,054
7	Cost Growth; Time Growth	Title	616

Available Width: 10,300  
Total Width Used: 7,899  
Width Remaining: 2,401

**Header above a group of columns**

Group Title	First Column	Last Column
Financial and Schedule Status	3	8

**Headers** may also be added above a group of columns.

After you **Add** or **Edit** the **Report Columns** the data fields are entered by clicking on the ellipsis, which opens up the **Custom Report Field Lookup**.

The screenshot shows a dialog box titled "Characters" with a "Close" button in the top right corner. The dialog is divided into several sections:

- Column Width:** Three radio buttons are present: "Pad this column with remaining space" (unselected), "Base width on widest title" (selected), and "Fixed Width" (unselected).
- Column Order No:** A text box containing the number "2".
- No. of Characters:** A text box containing the number "0".
- No. of Units (1000/inch):** A text box containing the number "825".

Below these settings are four rows, each representing a field:

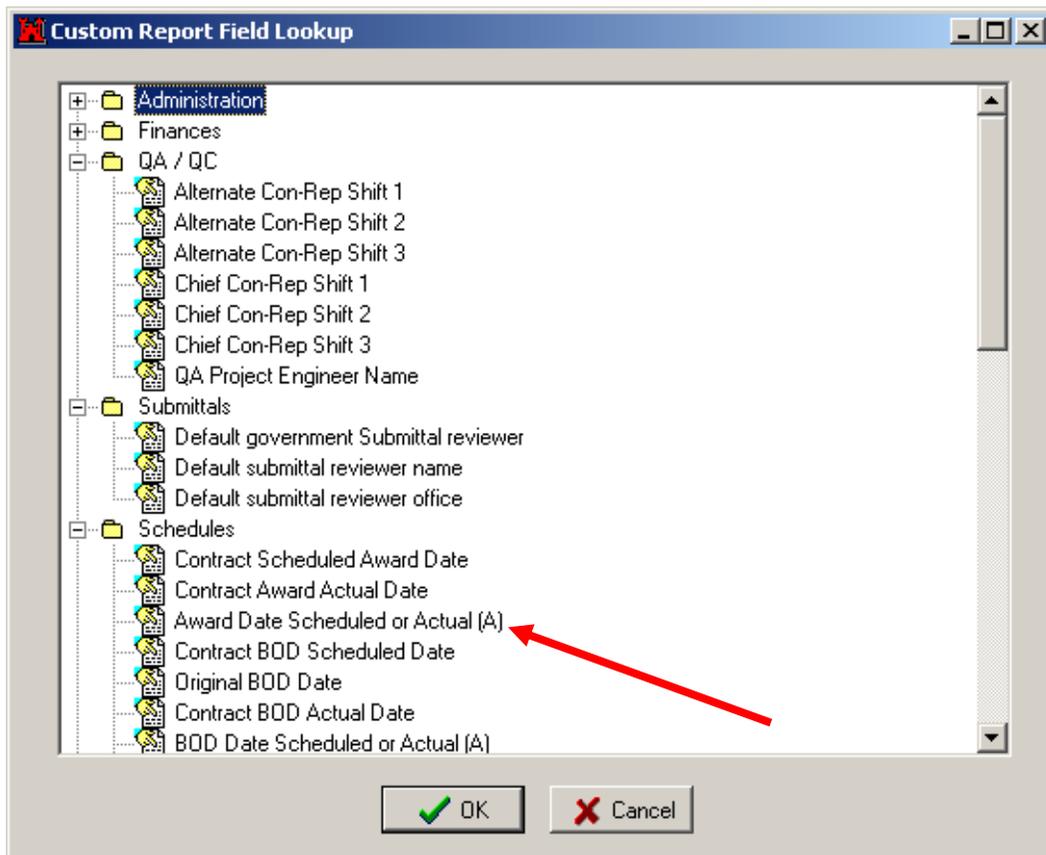
- Field #1:** The field name text box contains "DF.CONTRACT.ACT\_TOT" and has an ellipsis button to its right. The title text box contains "Sum of activities".
- Field #2:** The field name text box is empty and has an ellipsis button to its right. The title text box is empty.
- Field #3:** The field name text box is empty and has an ellipsis button to its right. The title text box is empty.
- Field #4:** The field name text box is empty and has an ellipsis button to its right. The title text box is empty.

A red arrow points from the text above to the ellipsis button in the "Field #1" field name text box.

You should notice that you can have as many as FOUR fields under each column. These are in addition to a **Header**, if you need one.

On the **Custom Report Field Lookup**, the user opens the tree to find the fields to display in the report. The fields are titled the same as six of the buttons in an RMS Contract Menu.

- Administration
- Finances
- QA/QC
- Submittals
- Schedules
- Closeout



You simply select the lookup you need for your report and choose OK at the bottom of the window. Let your imagination be your guide as you create reports.

You choose the column width using one of the three choices at the top of the screen, which should be self-explanatory.

The field window will be populated with your prior selection and the "Title" will be the default title of the macro. You will normally want to change the title.

**Characters** [Close]

**Column Width**  Pad this column with remaining space  Base width on widest title  Fixed Width

**Column Order No**

**No. of Characters**  **No of Units (1000/inch)**

Field #	Title
<input type="text" value="DF.CONTRACT.ACT_TOT"/>	Sum of activities
<input type="text"/>	

When completed with your column selection, close this window.

Resident Management System

From this window you can check the format of your new report, or preview what it will look like at the summary level. The format selection is useful to adjust the width of the columns for better appearance.



**Customer - Status Report**

21 Feb 2005

THI QAR RESIDENT OFFICE including Sub-Offices

GULF REGION DIVISION

Contract No. Contract Title	Contractor	Administrative Contracting Officer		Financial and Schedule Status					
		QA Project Engineer Name	Paid Percent	Award CLINS	Sum of activities	Current Contract Value	Cost Growth	BOD - Original Date	
Contract Administration Office	Reported Percent	Current CLINS	Time Growth	Required Completion Date					
		Scheduled Percent						Primary Delay Code	
	ECC		1,575	887	720	825	1,075	616	1,920
	ECC				\$0.00			0	
					\$0.00			0	



**Customer - Status Report**

21 Feb 2005

THI QAR RESIDENT OFFICE including Sub-Offices

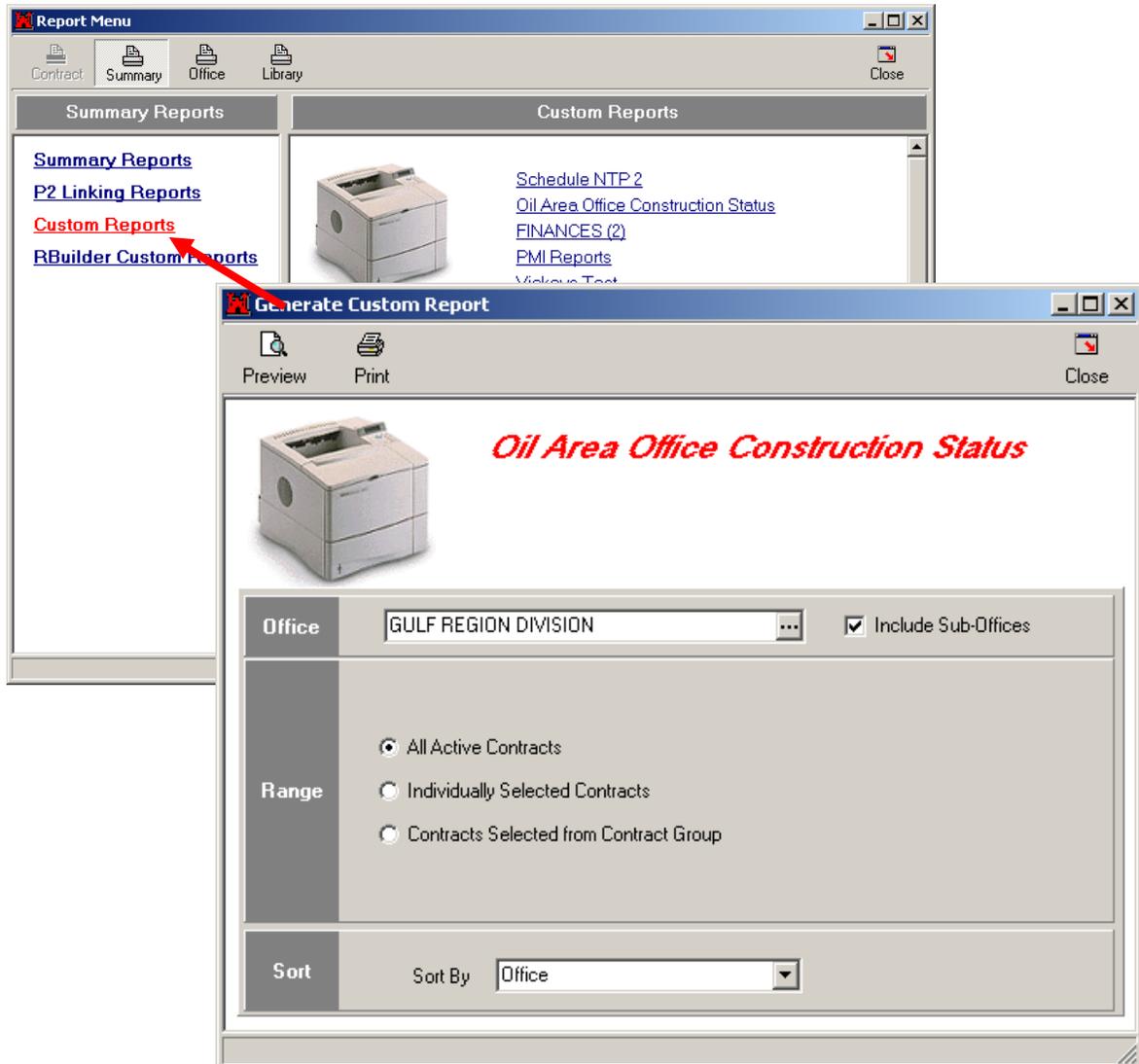
GULF REGION SOUTHERN DISTRICT

Contract No. Contract Title	Contractor	Administrative Contracting Officer		Financial and Schedule Status					
		QA Project Engineer Name	Paid Percent	Award CLINS	Sum of activities	Current contract value	Cost Growth	BOD - Original Date	
Contract Administration Office	Reported Percent	Current CLINS	Time Growth	Required Completion Date					
		Scheduled Percent						Primary Delay Code	
<b>THI QAR RESIDENT OFFICE</b>									
FA8903-04-D-8672 0011	ECC		0	73831	73831	\$73,831.00	\$0.00	02/21/2005	
BE-002 THI-QAR SCHOOL 1801153: QANADEEL	CEGRS-TAO-TQR		0	73831			0		
FA8903-04-D-8672 0011	ECC		0	69101	69101	\$69,101.00	\$0.00	02/18/2005	
BE-002 THI-QAR SCHOOL 1801176: SAIF ALL	CEGRS-TAO-TQR		0	69101			0		
FA8903-04-D-8672 0011	ECC		0	41142	41142	\$41,142.00	\$0.00		
			0						

You have completed the report and can now utilize it from the **Summary Report** area of RMS.

## Custom Report – Summary Level

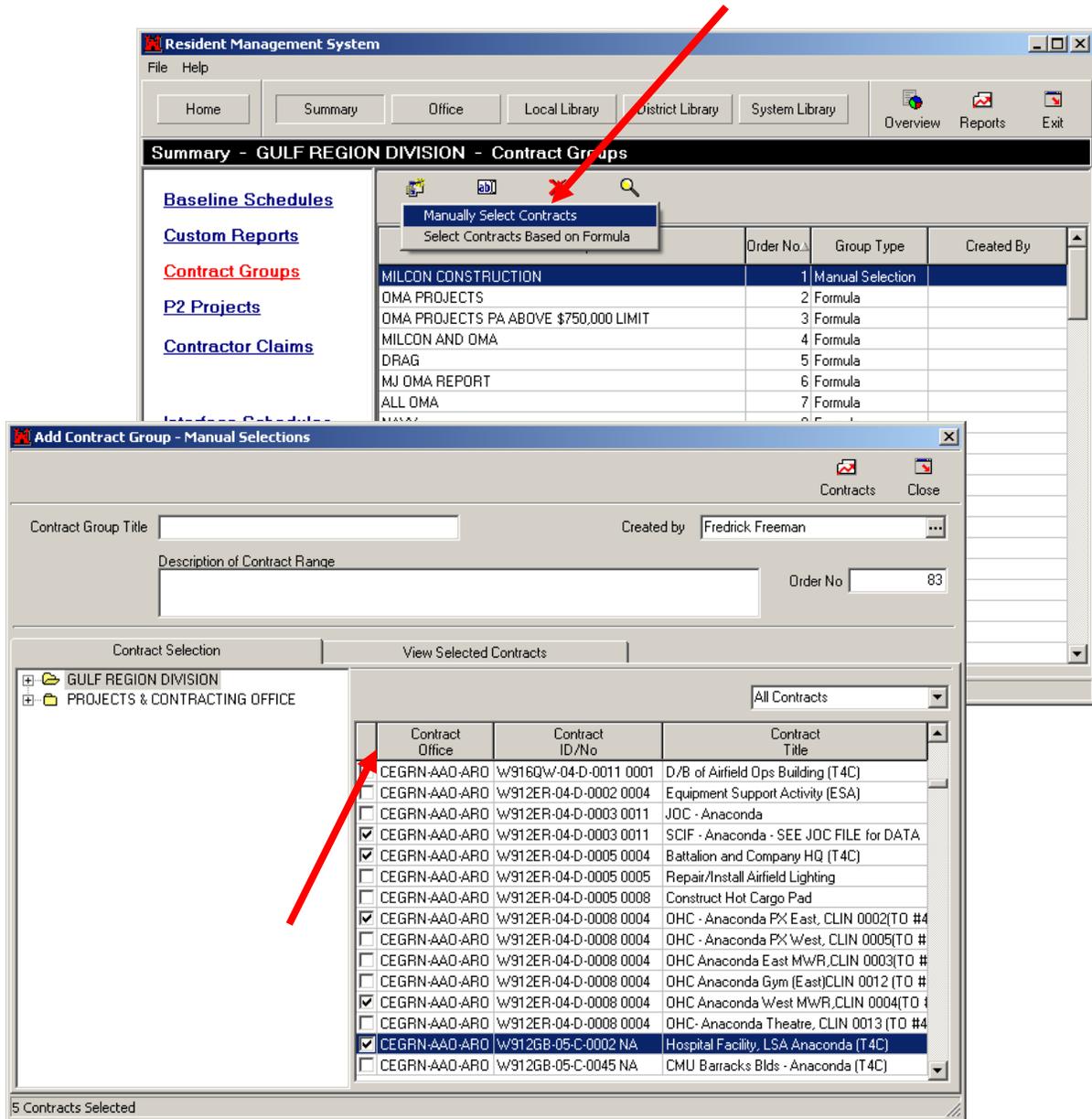
If you have indicated you wish your report to appear on the **Summary** report menu, it will show up here, where you can use it in the same manner as all of the other **Summary** reports.



## Contract Groups

This optional feature can be used to create any number of groups or selections for Management reports and tracking. For example, you might create a group that would include all the contracts for a particular Customer, or Inspector. You might create groups that contain contracts by funding types, locations, or about anything else you might need.

In this first example we will select **Manually Select Contracts** after hitting the **Add** button.



You may also create groups based on a formula you can create as shown below. If you can picture it in your mind, you can probably create it depending on the data elements you need.

**Edit Contract Group - Formula Selection**

Contract Group Title: MILCON - ARM - Primary Fund Type  
Created by: FREDRICK B. FREEMAN

Description of Contract Range

Selection Formula | View Selected Contracts

Add Edit Delete

Contract Selection Criteria

- A [Contract - Primary Fund Type] equals 10

Contract Selection Formula Examples: A AND B, (A AND B) OR C, A

A

SELECT \* FROM CONTRACT WHERE (OFFICE\_SYMBOL IN ('CEGRS','CEGRS-AHAD','CEGRS-WRD','CEGRS-AHAD-UPO','CEGRS-BAD','CEGRS-BAD-BPRD','CEGRS-BAD-BRD','CEGRS-E-DPAO','CEGRS-TAD','CEGRS-TAD-MRD','CEGRS-TAD-TQR','CEGRS-BAD-DFI')) AND ((FUN...

4 Contracts meet criteria for currently selected office

**Basis for Contract Selection**

- Date - Actual - Contractor Evaluation
- Date - Actual - AE Evaluation
- Date - Actual - Complete Fiscal
- Date - Scheduled - Contract Award
- Date - Scheduled - NTP Acknowledged
- Date - Scheduled - Construction Completion
- Date - Scheduled - Contract BOD
- Date - Scheduled - Complete Physical
- Date - Scheduled - Contractor Evaluation
- Date - Scheduled - AE Evaluation
- Date - Scheduled - Complete Fiscal
- Date - Original - BOD
- Date - Original - Contract Required Completion
- Date - Current - Contract Required Completion
- Personnel - Project Engineer
- Personnel - CO
- Personnel - ACO
- Personnel - COR - On-site
- Personnel - Chief Con-Rep
- Personnel - Alternate Con-Rep
- Contract - Linked to P2 (Y/N)
- Contract - Stage
- Contract - Contract Number
- Contract - Location
- Contract - Fiscal Year
- Contract - Award Probability
- Contract - Program Type
- Contract - Primary Fund Type
- Contract - Contracting Method
- Contract - Customer Type
- Contract - Duration - Original
- Contract - Duration - Current
- Contract - Will CEFMS be used (Y/N)
- Contract - Will PROMIS be used (Y/N)
- Contract - Will Contractor Use QCS (Y/N)
- Contract - Will Contractor Insurance be tracked (Y/N)
- Contract - Will Contractor Labor Interviews be tracked (Y/N)
- Contract - Will Contractor Payrolls be tracked (Y/N)
- Contract - Program Amount
- Contract - Award Contract Amount
- Contract - Current Contract Amount

OK Cancel

## P2 Projects

**Note: P2 Projects is not currently being utilized in IRAQ. If you need guidance on the use of P2 Projects in RMS, please refer to the standard RMS Manual that is posted on the RMS Website. The manual will explain the use and implementation of P2 in detail.**

## Contractor Claims

This feature allows Management to track and review any claims that may exist in any contract in the District. You may select to review **Open Claims** or **All Claims** and may also choose to view those claims assigned to an individual (by name), the claims associated with an Office (or Sub-office), and may also limit the claims to a particular contract. At this **Summary** level **ALL** claims, for **ALL** contracts may be reviewed.

The screenshot displays the Resident Management System interface for Contractor Claims. The main window is titled "Summary - CEGRN Master Project Contracts - Contractor Claims". It features a navigation menu on the left with options like "Baseline Schedules", "Custom Reports", "Contract Groups", "P2 Projects", "Contractor Claims", "Interface Schedules", "CEFMS Interface Log", and "P2 Interface Log". The main content area includes a toolbar with "Add", "Edit", and "Delete" buttons, and a "Claims" button highlighted by a red arrow. Below the toolbar is a table with the following data:

Evaluating POC	Contract No.	Claim ID	Amount	Time
ADDISON, KEVIN N.	W917BK-06-C-0037	CLM-0002	\$750,155.00	30
MERCADO, CELESTINO C.	1234567890123456	CLM-0003	\$350,750.00	90

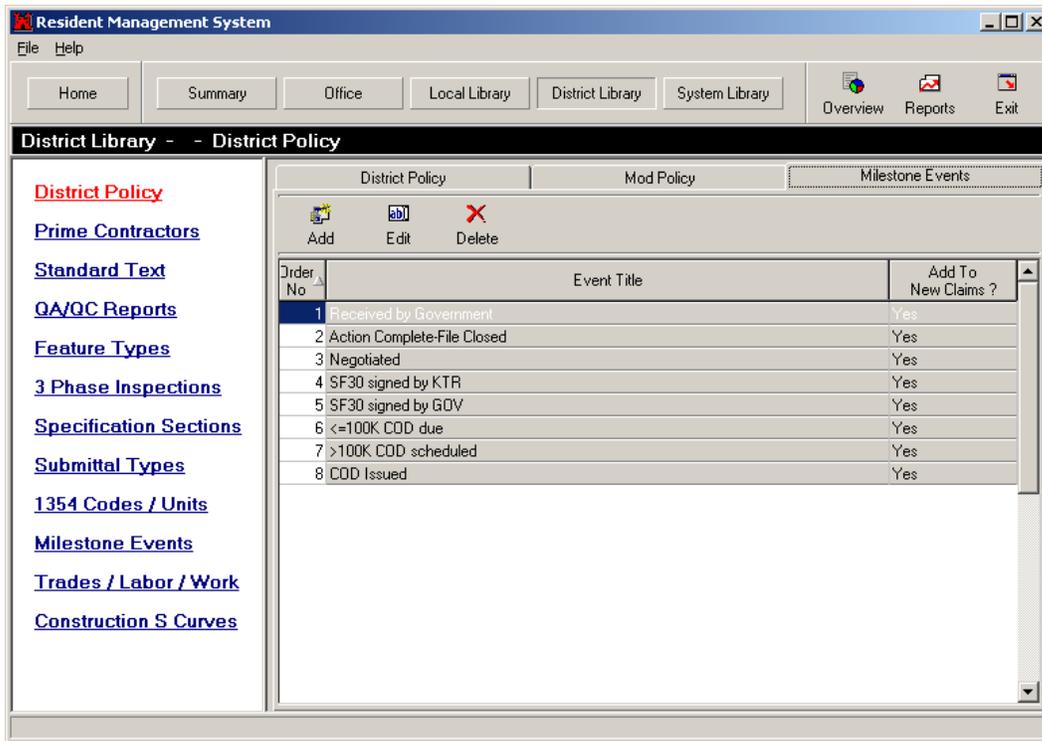
An inset window titled "Contractor Claims" is shown below the main window. It contains a printer icon and the text "Contractor Claims". The window has several filter sections:

- Claim:** Radio buttons for "Open Claims" and "All Claims" (selected).
- Range:** Radio buttons for "Claims for Office:", "Claims Assigned to:", and "Claims for Contract:". The "Claims for Office:" option is selected, with a dropdown menu showing "GULF REGION DIVISION" and a checked box for "Include Sub-Offices".
- Sort:** A dropdown menu for "Sort report by:" with "Field Office" selected.

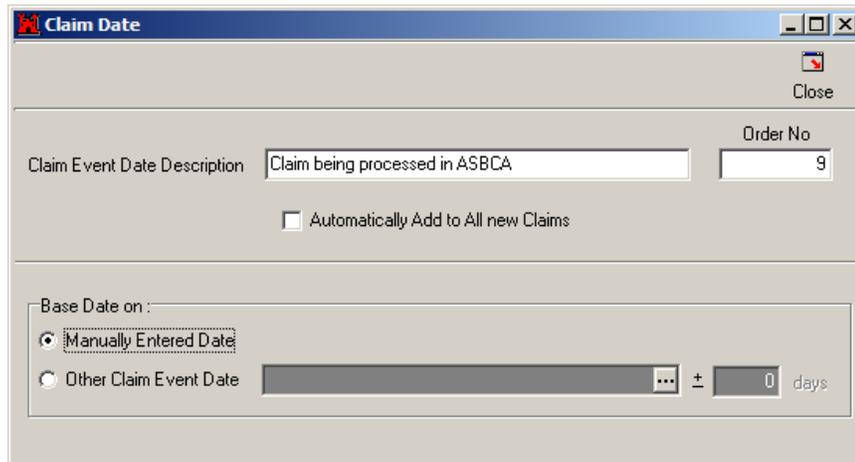
Claims may be added here in the **Summary Module** or at the individual contract level (listed under the **Finances** selection). In either case, the data and screens are identical.

## District Library – District Policy – Claim Dates

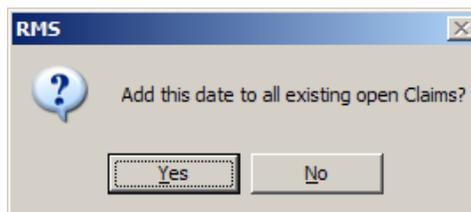
Various dates are controlled from the District Library to ensure uniformity throughout the entire District for claims.



You can add event dates in the **District Library** by selecting the **Add** button. You can indicate that you wish to automatically add the new event to all **NEW** claims also.



In addition, you can add the date to all existing open claims as well.



## Adding a Claim

When you wish to add a claim from the **Summary** level, select the **Add** button to select the contract the claim is for from the popup window.

The screenshot shows the Resident Management System interface. The main window is titled "Summary - GULF REGION CENTRAL DISTRICT - Contractor Claims". It features a navigation pane on the left with options like "Baseline Schedules", "Custom Reports", "Contract Groups", "P2 Projects", and "Contractor Claims". The main area displays a table of claims with columns for Field Office, Contract No., Claim ID, Amount, and Time. A red arrow points to the "Add" button in the top toolbar. Below the main window, a "Select Contract" dialog box is open, showing a tree view of the contract hierarchy and a table of active contracts. The contract "GRC-V-Pw/B W912ER-04-D-0004 0018 MV/Victory Base Complex O&M FY06" is selected. A red arrow points to the "OK" button in the dialog box.

Field Office	Contract No.	Claim ID	Amount	Time
BASRAH PALACE RESIDENT OFFICE	W917BK-06-C-0037	CLM-0002	\$750,155.00	30
DIVISION RMS TRAINING OFFICE	1234567890123456	CLM-0003	\$350,750.00	90

Contract Office	Contract ID/No	Contract Title
GRC-V-Pw/B	W912ER-04-D-0004 0018	MV/Victory Base Complex O&M FY06
GRC-V-Pw/B	W912ER-04-D-0005 0010	MR/RPC O&M FY06 Task Order
GRC-V-Pw/B	W912ER-04-D-0008 0003	ME/OHP/CLIN0008- Seitz DFAC
GRC-V-Pw/B	W912ER-04-D-0008 0003	ML/OHP/CLIN0011-De Fleury DFAC
GRC-V-Pw/B	W912ER-04-D-0008 0003	ML/OHP/CLIN0012-Blizzard/Striker DFAC
GRC-V-Pw/B	W912ER-04-D-0008 0003	ML/OHP/CLIN0013-Liberty BX/PX
GRC-V-Pw/B	W912ER-04-D-0008 0003	ML/OHP/CLIN0014-Pegasus/IronHorse DFAC
GRC-V-Pw/B	W912ER-04-D-0008 0003	MV/OHP/CLIN0009-Oasis DFAC
GRC-V-Pw/B	W912ER-04-D-0008 0003	MV/OHP/CLIN0010-Coalition DFAC
GRC-V-Pw/B	W917BG-05-D-0001 TD14	MV/Victory Complex Lake Maintenance
GRC-V-Pw/B	W917BG-06-C-0037 NA	ML/PS 9 and 2 Repair, O&M
GRC-V-Pw/B	W917BG-06-C-0101 NA	MV/Lift Stations Y3, Y4, Y11 O&M
GRC-V-Pw/B	W917BG-06-C-0148 NA	MV/Victory Complex Drainage Canal O&M
GRC-V-Pw/B	W917BG-06-C-0182 NA	MV/Drainage Pump O&M for VBC
GRC-V-Pw/B	W917BG-06-C-0220 NA	ML/Construct Incinerator Facility
GRC-V-Pw/B	W917BG-06-C-0224 NA	ML/Construct Mail Storage Warehouse
GRC-V-Pw/B	W917BG-06-D-0005 0008	MV/UPS System Maint.-Repairs MND-B HQ
GRC-V-Pw/B	W917BG-06-D-0008 0012	MV/Construct Palace Operations Center
GRC-V-S	W912ER-04-D-0005 0014	MB/Construct Temp. Cantonment Area, BIAP
GRC-V-S	W912ER-04-D-0005 0016	MB/Construct Secure RSOI Facility, BIAP

When you find your desired contract and push the **OK** button, you are asked to confirm that you want to add the claim to the selected contract.

The screenshot shows a confirmation dialog box titled "RMS". The dialog contains a question mark icon and the text "Add Claim to contract W912ER-04-D-0004 0018. Are you sure?". There are two buttons: "Yes" and "No". A red arrow points to the "Yes" button.

Resident Management System

You are then automatically taken to the Contractor Claim selection in the desired contract to enable you to complete the entry information regarding the claim. If you enter the claim within the contract level, the same screen appears.

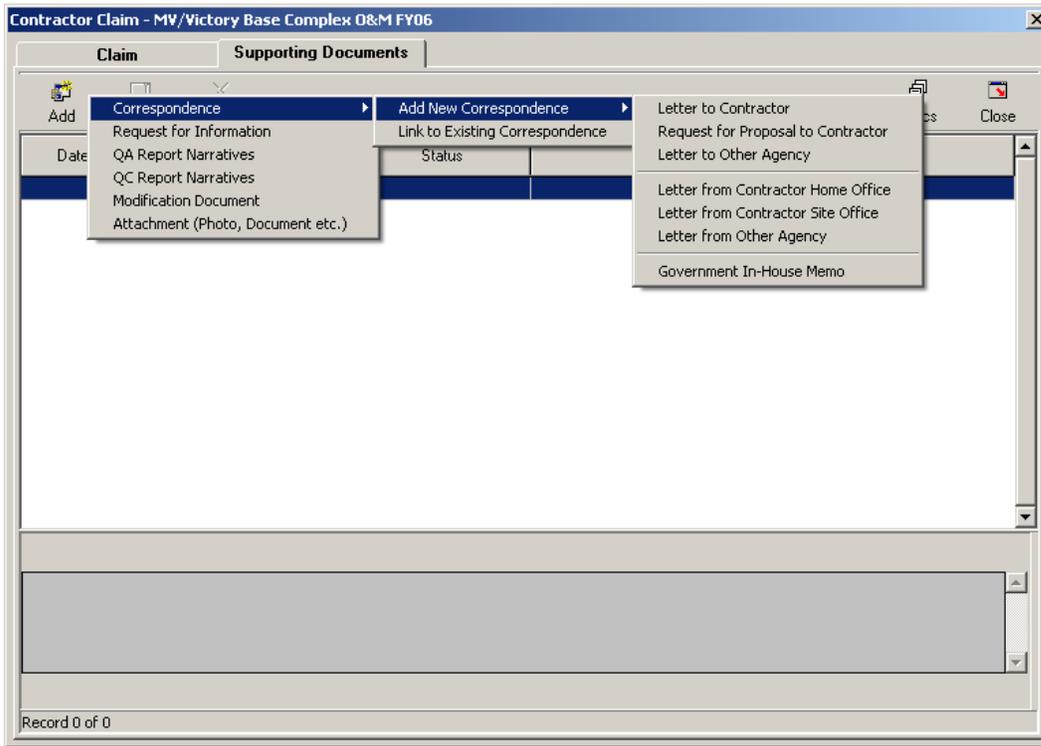
The next sequential Claim ID number is automatically linked to the new claim and the contract information heading is already populated, as shown on the following screen. The Claim ID numbers are assigned by RMS without regard to the contract – that is, the sequential number is for all claims for all contracts within the District database. Otherwise, it would be difficult to sort them at the **Summary** level across all contracts.

The following screen is provided with many of the fields completed and should be self-explanatory for the most part.

Event	Date
Received by Government	10/01/2007
Action Complete-File Closed	

## Supporting Documents for Claims

You are able to attach any number of documents and files to a claim package. The following screen shows you the capabilities and selections you may make.



## Reports for Claims

From the **Summary** area you can view all **Contractor Claims** by using the **Reports** function.

The screenshot displays the Resident Management System interface. The main window is titled "Summary - GULF REGION CENTRAL DISTRICT - Contractor Claims". It features a navigation bar with buttons for Home, Summary, Office, Local Library, District Library, and System Library. Below this, there are icons for Overview, Reports, and Exit. The main content area shows a table of Contractor Claims with columns for Field Office, Contract No., Claim ID, Amount, and Time. A "Report Menu" window is overlaid on top, showing a list of available reports, including "Contractor Claims". A red arrow points from the "Reports" icon in the main window to the "Contractor Claims" link in the Report Menu.

Field Office	Contract No.	Claim ID	Amount	Time
BASRAH PALACE RESIDENT OFFICE	W917BK-06-C-0037	CLM-0002	\$750,155.00	30
DIVISION RMS TRAINING OFFICE	1234567890123456	CLM-0003	\$350,750.00	90
GRC-V PW/B RESIDENT OFFICE	W912ER-04-D-0004 0018	CLM-0004	\$1,500,000.00	270

**Report Menu**

- Contract
- Summary
- Office
- Library
- Close

**Summary Reports**

- Summary Reports
- P2 Linking Reports
- Custom Reports
- RBuilder Custom Reports
- Custom Queries

**Summary Reports**

- Contract Status Sheet - by Phase
- USACE Project CCG Metrics
- Project Listing
- Cost and Time Growth by Reason
- Military Cost and Time Growth
- Construction Placement by FY
- U.S. Census Bureau Placement by FY
- Construction Placement Summary
- Actual/Projected Placement vs Baseline
- Monthly Schedule Exceptions
- System Milestones Schedule
- All Milestones Schedule
- Milestone Closeout Checklist
- Monthly Injuries/Illnesses & Exposure
- Small Business Distribution
- All Transmittals
- Transmittals In Review
- Outstanding Request For Information
- Contractor Claims
- Change Request Register

## Resident Management System

You can then proceed to indicate what precisely you would like to view by using the numerous range and sort selections presented by the ellipsis' lookups.



US Army Corps  
of Engineers

## CONTRACTOR CLAIMS

21 Oct 2007

Open Claims for GULF REGION DIVISION including Sub-Offices

<b>Contract No.:</b> W917BK-06-C-0037 NA	<b>Claim ID:</b> CLM-0002	<b>Received by Government:</b>
<b>Project Name:</b> SJ-082 Courthouse - New - Basr	<b>Claim Ref. No.:</b>	<b>Action Complete-File Closed:</b>
<b>Contractor:</b> Al Dayer United Company	<b>Evaluation POC:</b> KEVIN N. ADDISON	<b>&gt;100K COD scheduled:</b>
<b>Customer:</b> OTHER AGENCIES	<b>Contracting Officer:</b>	<b>COD Issued:</b>
<b>Field Office:</b> BASRAH PALACE RESIDENT OFI	<b>Counsel POC:</b>	
<b>Claim Type:</b> COD Request	<b>Project Manager:</b>	
<b>Claim Status:</b>	<b>Amount Claimed:</b> 750155	
<b>Claim Cause:</b>	<b>Time Claimed:</b> 30 Days	
<b>Description:</b>		
<b>Contract No.:</b> 1234567890123456 NA	<b>Claim ID:</b> CLM-0003	<b>Received by Government:</b>
<b>Project Name:</b> STUDENT TWO	<b>Claim Ref. No.:</b>	<b>Action Complete-File Closed:</b>
<b>Contractor:</b> Test Contractor Full Name	<b>Evaluation POC:</b> CELESTINO C. MERCAD	
<b>Customer:</b>	<b>Contracting Officer:</b> GEORGE A SCHMIDT	
<b>Field Office:</b> DIVISION RMS TRAINING OFFICE	<b>Counsel POC:</b> MICHAEL BENTON	
<b>Claim Type:</b> REA	<b>Project Manager:</b> JCCI ACO	
<b>Claim Status:</b> In Evaluation	<b>Amount Claimed:</b> 350750	
<b>Claim Cause:</b>	<b>Time Claimed:</b> 90 Days	
<b>Description:</b> Spend more than we bid is not fair and reasonable.		
<b>Contract No.:</b> W912ER-04-D-0004 0018	<b>Claim ID:</b> CLM-0004	<b>Received by Government:</b> 10/01/2007

If you used the Reports function from the Contract level, you would only see the claims for that single contract.

## Interface Schedules

Using the **Interface Schedules**, you will indicate how often and when the processes will transpire, as shown on the following screen. It is suggested that you choose a time that will be least disruptive to your office functions, such as after normal work hours. In addition, you can choose to run the update immediately anytime you need to.

Following each download/upload a “log” will be generated to reflect what was accomplished and will list any problems encountered with the data transfer. The logs are viewed from this same screen. You probably don’t even need to look at these logs, unless, of course, you have Geek tendencies in your genes.

**Resident Management System**

File Help

Home Summary Office Local Library District Library System Library Overview Reports Exit

**Summary - GULF REGION CENTRAL DISTRICT - Interface Schedules**

[Baseline Schedules](#)  
[Custom Reports](#)  
[Contract Groups](#)  
[P2 Projects](#)  
[Contractor Claims](#)  
**[Interface Schedules](#)**  
[CEFMS Interface Log](#)  
[P2 Interface Log](#)

**Import Finances from CEFMS**

Import Schedule:  
Run After: 1:00 am

Run every week on  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Run every month on day

**Import Projects from P2**

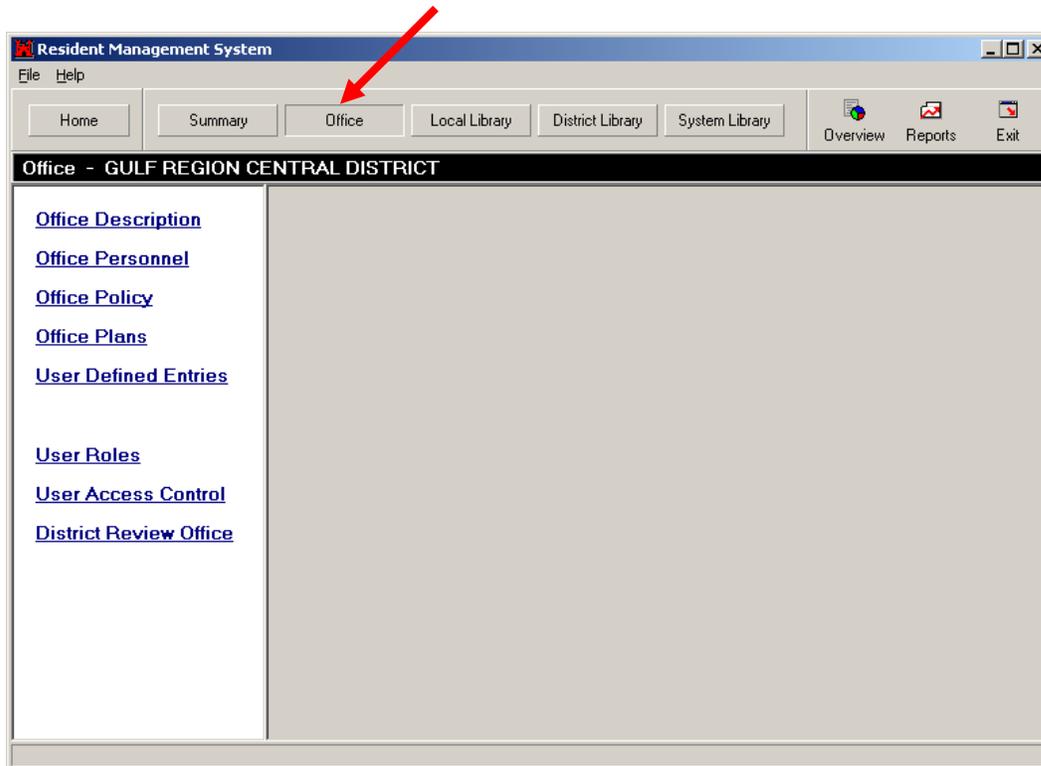
Import Schedule:  
Run After: 12:00 am (midnight)

Run every week on  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Run every month on day

## Office Module

The third module, **Office**, tracks data pertaining to the offices and staff that will interface with RMS for all contracts. This is where individuals are given access and permissions to work in various areas of RMS and is where you assign staff members access to particular contracts or portions of contracts. *Thank goodness, most of us need not be concerned with setting up access, somebody else has probably already drawn "the short straw" for this chore.*

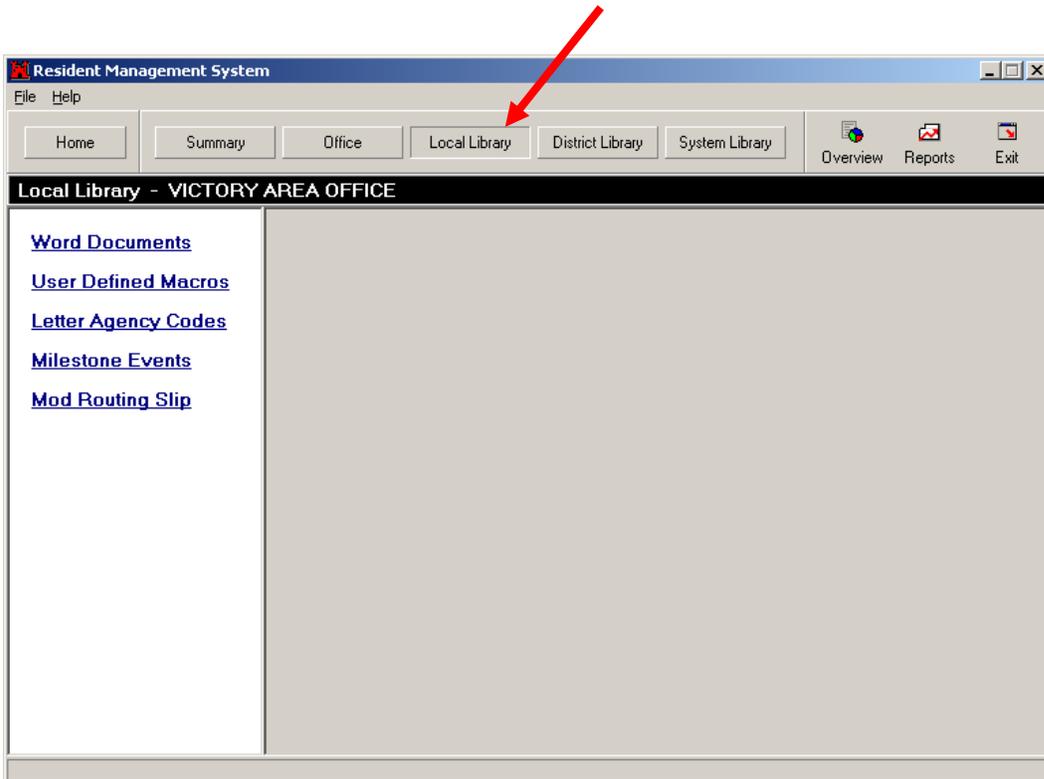


## Local Library

The fourth module, **Local Library**, contains the libraries maintained by your local office. This allows you to customize the libraries to fit the requirements of your local practices and management preferences. Changes made in this library affect all contracts assigned to your office.



Every office, including the Division and District Offices, have their own unique **Local Library**.



## User Defined Macros – Required for ALL Contracts in Iraq

There are requirements in Iraq to report certain items on contracts administered under the Gulf Region Division (CEGRD). From the Local Library, User Defined Macros must be created FOR EVERY OFFICE and must be used ON EVERY CONTRACT under that office. The required macros and where they appear in a contract are shown below.

The image shows two overlapping windows from the Resident Management System. The top window is titled "Local Library - VICTORY AREA OFFICE - User Defined Macros". It features a menu bar with "File" and "Help", and a toolbar with "Add", "Edit", "Delete", and "Find". Below the toolbar is a table of "User Defined Contract Entries".

Macro Name	Description
UD_2207_NO	Project URI Number
UD_AGENCY	Executing Agency
UD_DIVISION_BRIGADE_AD	Division/Brigade Area of Operations
UD_FUND_SOURCE	Fund Source
UD_GVERNORATE	Governorate
UD_GRID	Military Grid Coordinates
UD_SECTOR	Sector Name (H2O/BLG/SEC/COM/OIL/ELE)

The bottom window is titled "RMS Contract Menu - [P0008255] W912ER-04-D-0008 0003 ML/OHP/CLIN0014-Pegasus/IronHorse DFAC". It has a menu bar with "File" and "Help", and a toolbar with "Home", "Administration", "Finances", "QA/QC", "Submittals", "Schedules", "Closeout", "Import/Export", "Overview", and "Reports". Below the toolbar is a section titled "Administration - User Defined Entries".

On the left side of this window is a list of links: [Contract Description](#), [Contract Status](#), [Contract Setup](#), [Contract Plans](#), [Contract Documents](#), [Correspondence](#), [User Defined Entries](#) (highlighted in red), [Prime Contractor](#), [Subcontractors](#), [Labor Interviews](#), and [Completion Status](#).

To the right of the links is a "Find" search box and a table of "User Defined Entries".

Description of Data	Data
Project URI Number	19687
Executing Agency	GRC
Division/Brigade AD	VAD-G
Funding Source	MILCON
Governorate	BAG
Military Grid Coordinates	38SMB2950085500
Sector Name (ELE/H2O/BLG/COM/SEC/OIL)	MIL
PCO Task Order Number (SJ006, ED014, Etc.)	

This data must be completed for each contract.

## Definition of Critical Pieces of Information

Due to the limited data field length in RMS and the other reporting systems that it is feeding data to – unique for Iraq – (i.e., Maximo, Expedition, P3e/c) it is necessary to use the following abbreviations UTILIZING ALL CAPITAL LETTERS when entering the User Defined Information shown above.

### ***Sector Name Abbreviations***

<u>Sector</u>	<u>Abbreviations</u>
Buildings/Health	BLG
Electric	ELE
Oil	OIL
Security and Justice	SEC
Transportation/Communications	COM
Water	H2O

### ***Division/Brigade AO Abbreviations***

(AO = Area of Operations)

<u>Name</u>	<u>Abbreviations</u>
1 <sup>st</sup> Cavalry Division	1CAV
2 <sup>nd</sup> Marine Expeditionary Force	2MEF
1 <sup>st</sup> Armored Division	1AD
3 <sup>rd</sup> Infantry Division	3ID
Multi-National Battalion – North	MND-N
Multi-National Division – Center South	MNDCS
Multi-National Division – South East	MNDSE
Multi-National Division – North East	MNDNE
Multi-National Division – Center	MNDC
Multi-National Division – Baghdad	MNDB
Multi-National Forces – West	MNFW

### ***Executing Agency Abbreviations***

<u>Name</u>	<u>Abbreviations</u>
Air Force Center for Environmental Excellence	AFCEE
U.S. Agency for International Development	USAID
U.S. Army Corps of Engineers	USACE
U.S. Navy Seabees	SEA

***Governorate Abbreviations***

<u>Governorate</u>	<u>Abbreviations</u>
Anbar	ANB
Babil	BAB
Baghdad	BAG
Basrah	BAS
Dahuk	DAH
Diyala	DIY
Erbil	ERB
Karbala	KAR
Missan	MIS
Muthanna	MUT
Najaf	NAJ
Ninewa	NIN
Qadissiya	QAD
Salah al-Din	SAL
Sulaymaniyah	SUL
Taamin	TAA
Thio-Qar	THI
Wassit	WAS

***Funding Source Abbreviations***

<u>Source</u>	<u>Abbreviations</u>
Accelerated Iraqi Recovery Program	AIRP
Commander's Emergency Response Fund	CERP
Development Fund for Iraq	DFI
Iraqi Relief Recovery Fund	IRRF
Military Construction, Air Force	MCAF
Military Construction, Army Reserve	MCAR
Military Construction, Army	MCA
Operation and Maintenance, Air Force	OMAF
Operation and Maintenance, Army Reserve	OMAR
Operation and Maintenance, Army	OMA

## 2207 Numbers

These numbers are project codes used to track projects by sub-sector.

### ***2207 Numbers – Buildings/Health Sector***

<u>Sub-Sector</u>	<u>Abbreviations</u>
Banking System Modernization	08000
Basra Pediatric Facility	91000
Civic Programs	06600
Education	06300
Equipment and Procurement	92000
Expanded Network of Employment Centers	01000
Human Rights	09500
Micro, Small, and Medium Enterprises	03000
Migration and Refugee Assistance	04000
Nationwide Hospital and Clinic Improvements	90000
Property Claims Commission	05500
Training – Business Skills Training	02500
Training – Vocational Training	02001

### ***2207 Numbers – Electric Sector***

<u>Sub-Sector</u>	<u>Abbreviations</u>
Automated Monitoring and Control System	43000
Distribution Network Infrastructure	42000
Generation	40000
Security	45000
Transmission	41000

### ***2207 Numbers – Oil Sector***

<u>Sub-Sector</u>	<u>Abbreviations</u>
Emergency Supplies of Refined Petroleum	51000
Infrastructure	50000

### ***2207 Numbers – Security and Law Enforcement Sector***

<u>Sub-Sector</u>	<u>Abbreviations</u>
Border Enforcement	11000
Demining	09500
Democracy Building Activities	06000
Establishment of Iraqi Armed Forces -Equipment	21000
Establishment of Iraqi Armed Forces -Facilities	20000
Establishment of Iraqi Armed Forces -Training/Operations	22000
Facilities Protection Services	12000
Facilities Repair	13000
Fire Service	14000
Investigation of Crimes Against Humanity	05000
Iraqi Civil Defense Corps-Equipment	24000
Iraqi Civil Defense Corps-Personnel	23000
Judicial Security and Facilities	09000
National Security Communications Network	25000
Penal Facilities	32000
Police Training and Assistance	10000
Public Safety Training and Facilities	15000
Reconstruction of Detention Facilities	33000
Rule of Law	06500
Technical Investigative Methods	31000
United States Institute of Peace	07000
Witness Protection Program	30000

### ***2207 Numbers – Transportation/Communications Sector***

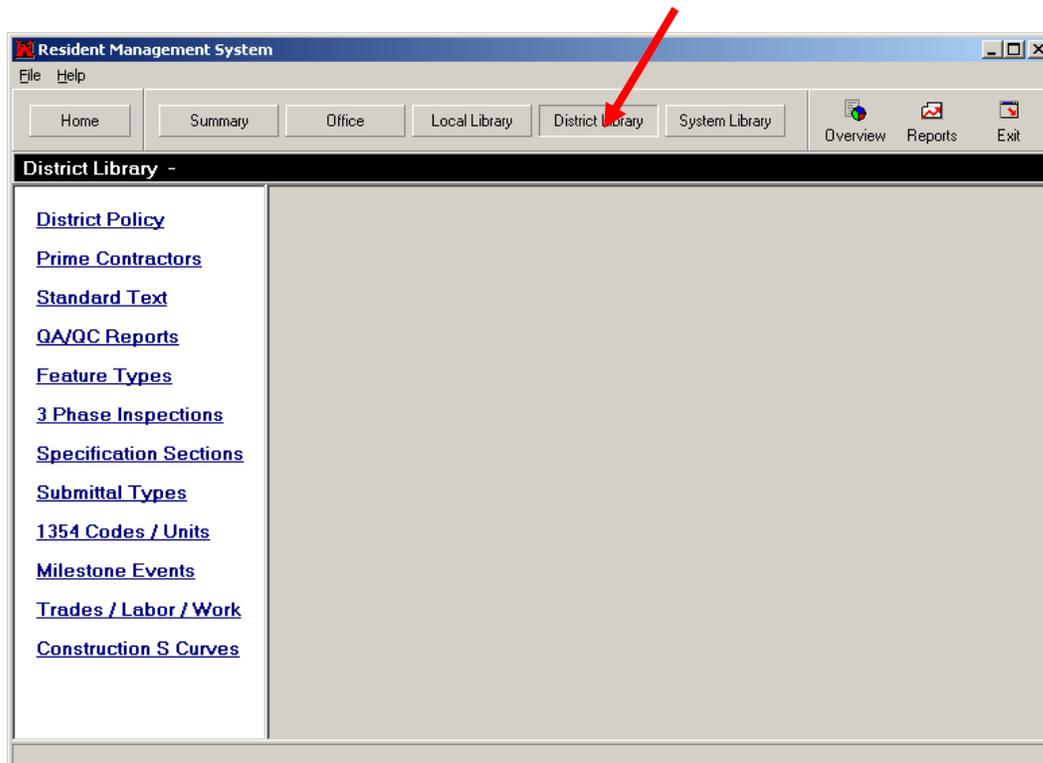
<u>Sub-Sector</u>	<u>Abbreviations</u>
Civil Aviation	70000
Iraq Telecommunications Business Modernization	74000
Iraq Telecommunications Systems	76000
Public Buildings Construction and Repair	81000
Railroad Rehabilitation and Restoration	72000
Roads and Bridges	82000
Umm Qasr Port Rehabilitation	71000

## 2207 Numbers – Water Sector

<u>Sub-Sector</u>	<u>Abbreviations</u>
Basra Channel Flushing	69000
Dam Repair, Rehabilitation, and New Construction	67000
Irrigation and Drainage	65000
Major Irrigation Projects	66000
Other Solid Waste Management	63000
Potable Water	60000
Pumping Stations and Generators	64000
Sewerage	62000
Umm Qasr/Basra Water Supply Project	68000
Water Conservation	61000

## District Library (Well, not really!!)

The fifth module, **District Library**, contains the libraries maintained by the District Office. However, don't be misled - this is really the **DIVISION LIBRARY – THE TOP OF THE FOOD CHAIN**. We are set up different than the rest of the world over here in Iraq. To compare our organization with those Stateside, our Division Office would be compared to a District Office and our District Offices would be compared to REALLY BIG Area Offices, and so forth. This Library provides uniformity of field offices in areas considered appropriate. Changes made in the library affect all contracts within the database that fall under the Division Office. Our Districts (GRN, GRC, and GRS) will use the **LOCAL LIBRARY** for their offices and 'flow-down' requirements to their sub-offices to include in their own local library.



## System Library

The sixth module, **System Library**, contains the libraries maintained by the RMS Center. These libraries include HQUSACE policy-driven selections that will seldom change and are considered critical enough that uniformity throughout all USACE Offices is required. Also, there are **Word Document** samples, such as plans, memorandums, and form letters, that you are able to copy into your **Local Library** and modify them as desired in your particular office.

The following selections in the **System Library** are able to be tailored for your Division. If the data does not apply to your Division, or if your Division chooses to not use these selections, simply uncheck the “**Include in Lookup**” boxes.

- Program Types
- Fund Types
- Contract Status Codes
- Primary Delay Codes

If unchecked, those items will not appear in the various lookup tables within RMS.

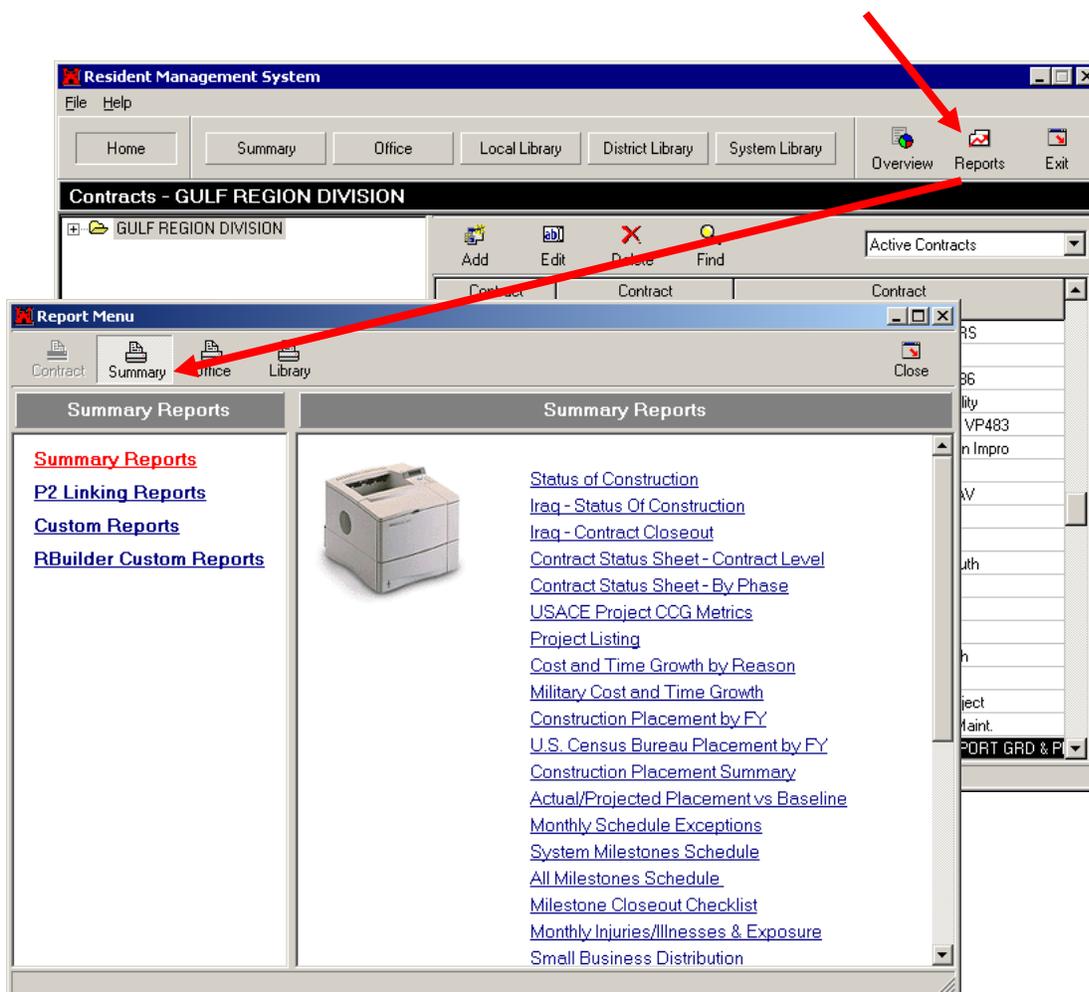
The screenshot displays the Resident Management System interface. The top navigation bar includes 'Home', 'Summary', 'Office', 'Local Library', 'District Library', and 'System Library' (selected). Below the navigation bar, the 'System Library - USACE' section is visible. The left sidebar contains various categories: Sample Documents, Word Macros, Program Types, Fund Types, Contract Status Codes, Primary Delay Codes, Mod Reason Codes, FAR References, Originating Agencies, CSI Index Numbers, Work Types, and Three Phase Checks. The 'Program Types' section is expanded, showing a table with the following data:

Program Type	Description	Include in Lookup
ANA	Afghan National Army	<input type="checkbox"/>
ANP	Afghan National Police	<input type="checkbox"/>
BMICNP	Border Management Initiative/Counter Narcotics Program	<input type="checkbox"/>
CERP	Commanders Emergency Response Program	<input checked="" type="checkbox"/>
CIV-O&M	Civil-Operation and Maintenance	<input checked="" type="checkbox"/>
CON-GEN	Civil-Construction General	<input checked="" type="checkbox"/>
DERP	Defense Environmental Restoration Program	<input checked="" type="checkbox"/>
EXEMPT	Exempt	<input checked="" type="checkbox"/>
FC&CE	Civil-Flood Control and Coastal Emergencies	<input checked="" type="checkbox"/>
FUSRAP	Civil-Formerly Utilized Sites Remedial Action Program	<input checked="" type="checkbox"/>
GWOT	Global War on Terror	<input type="checkbox"/>
IRAQ	Iraq Reconstruction Activities	<input type="checkbox"/>
MIL-O&M	Military-Operation and Maintenance	<input checked="" type="checkbox"/>
MILCON	Military Construction	<input checked="" type="checkbox"/>
MR&T	Civil-Mississippi River and Tributaries	<input type="checkbox"/>
SFO	Support for Others	<input checked="" type="checkbox"/>
USAID	US Aid	<input type="checkbox"/>
WFO	Work for Others	<input checked="" type="checkbox"/>

## Reports

The **Reports** button allows you to enter the **Reports Menu** window and view as well as print any of the reports available throughout the various RMS functional areas. The reports are divided in four areas:

- **Contract** – Includes all reports having to do with an individual contract.
- **Summary** – Includes reports spanning several contracts and issues.
- **Office** - Reports pertaining to an office or selection of offices will be here.
- **Library** – Reports from the Library will be accessed here.



Managers and “**Read Only**” parties, will seldom have to go beyond this “Contracts Control Center” screen. The report capability provided at the summary level will provide most, if not all, of the Management reports we need. Of course, if you need to micro-manage and drill down to the individual contractor tasks, such as Activities and the like, then you will need to enter the area of a “Contract”.

## Chapter 2 - Office and Staff Setup

### What this Chapter presents:

- **Office / Staff Setup**
- **Office Module**



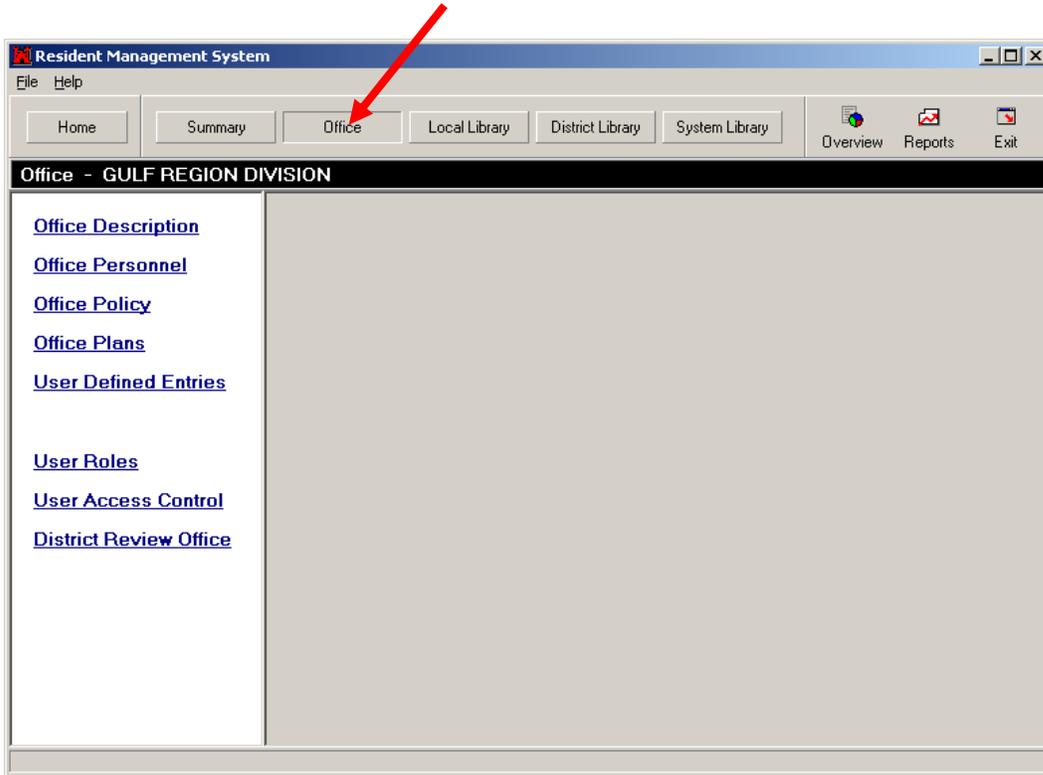
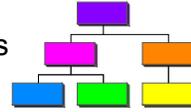
### Six steps to success to use RMS

RMS must be setup to allow each staff member to use it effectively. The Office Administrator needs to accomplish the following six items:

1. Enter a description (name) for each office
2. Enter each staff member in the office created
3. Set up roles for the office (can be for an individual staff member, by title, function, etc.)
4. Assign staff members to the roles created
5. Create one or more User Groups for the office and assign the staff to the Group(s)
6. Assign contracts to the User Group created

## Office Module

In this option you will define the specifics of your office that will be used across all your office contracts. You will enter your **Office Symbol**, your **Parent Office Symbol**, **Office Type** and **Office Name**. This information is used for various reports and is the tool RMS uses to position your contract in the **Contract Explorer**. Information required for input into this option will be obtained primarily from office records.



## Office Description

Most of the items on this screen are self-explanatory.

**A.** The **Office Symbol** is the official office symbol for your office and was entered when the office was first added to the

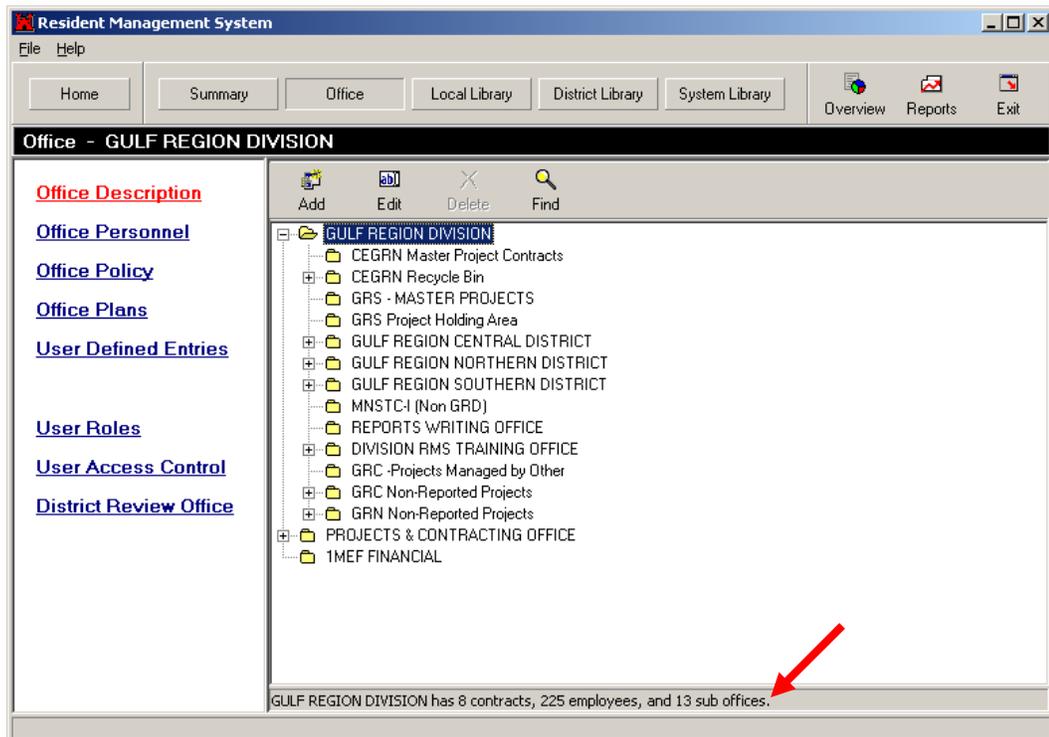
program. If the symbol is incorrect, or changes, you are now able to change it without deleting the entire office, as was the case in prior versions. This symbol is assigned by your District or Center and should be unique for your individual office. Some Districts may refer to the symbol as the “Routing Symbol”, and others as the “Mailing Symbol”.

**B.** The **Office Code** is utilized by some Contracting Offices and is presented on this screen. It will print directly on the SF30 when entered. If left blank, the SF30 block will also be blank. It is a ten (10)-character cell. Some offices may refer to this as the **SF30 Office Code**.

**C.** The **Prefix Code for Change Requests** is a two (2)-character prefix code that will be used to identify the change requests associated with this office. In most cases, your organization code is used. If this office will not initiate changes as an ACO or CO, the cell may be left blank. Just because you access RMS, does not necessarily mean you will create change requests and/or modifications. The change requests and modifications are processed under the office that is administering the contract, using their own prefix.

## Deleting an Office

You may push the Delete button to delete a particular office after you highlight that office. **However, you will not be able to delete an office if a Contract, a Sub-office, or a Person is assigned to that office.** The Office Administrator must first reassign any contracts, offices, or staff linked to the office to be deleted, or delete them entirely.



**SPEED  
BUMP  
AHEAD**

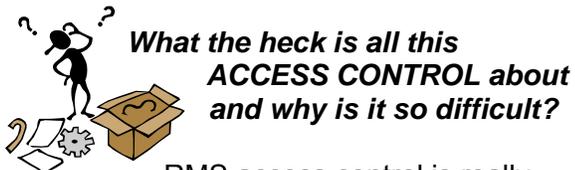
**There are three conditions that must exist before you can delete an office: (The DELETE key isn't accessible either)**

- 1. The Office must not have a User assigned to it.**
- 2. The Office must not have a Contract assigned to it.**
- 3. The Office must not have a subordinate office under it.**

## Office Information - Administrators Tab

This tab reflects all personnel that have access rights and privileges that affect that particular office. If you desire something be accomplished in areas you have no access, contact one of the listed people for assistance.

The bullets to the right of each window explain the abilities of the listed members.



RMS access control is really quite simple when you analyze it. RMS needs to know three basic things for access control to be put to use:

### WHO WHAT WHERE

1. **Who** you are (your name and office affiliation)
2. **What** you do (what you will have read/write access to)
3. **Where** you do it (what contracts you will have access to)

Section	Members	Permissions
System Administrators for	BHATTACHARYYA, SOMNATH Freeman, Fredrick GRAHAM, MICHAEL L.	<ul style="list-style-type: none"> <li>Add/Delete Offices</li> <li>Assign District Library Administrators</li> <li>Assign Office Administrators</li> </ul>
District Library Administrators	ARMSTRONG, THOMAS L. COSTELLO, MICHAEL J. FARRELL, ROBERT H. FELLEENZ, MICHAEL R.	<ul style="list-style-type: none"> <li>Maintain District Library</li> </ul>
District Wide Read Access	ADAMS, COL DALE A. ADDISON, KEVIN N. AFRAM, GEORGE J. AKAWEIH, WALID M.	<ul style="list-style-type: none"> <li>Read access to all contracts in District</li> </ul>
Office Administrators for GULF REGION DIVISION	ABDEL, SALAM BABAN, ZENA BAUTISTA, TERRY F. BRICKNER, MICHAEL CHEATHAM, HOWARD	<ul style="list-style-type: none"> <li>Add/Delete Contracts for office</li> <li>Assign Assistant Office Administrators</li> <li>Control Contract Access</li> <li>Maintain Local Library</li> </ul>

With this information you can be assigned to one or more groups of individuals that will jointly administer construction contracts using RMS.

This information can be input by your Office Administrator, who will be assigned by a System Administrator. The Office Administrator has total control on the access program for the individual field office and can add or delete other Office Administrators.

## Office Administration Rights

Varying degrees of access and rights can be assigned to Office Administrators. By default, when an Office Administrator is selected, full rights are granted. However, you may also limit the rights if needed or desired.



**Full Rights Screen**

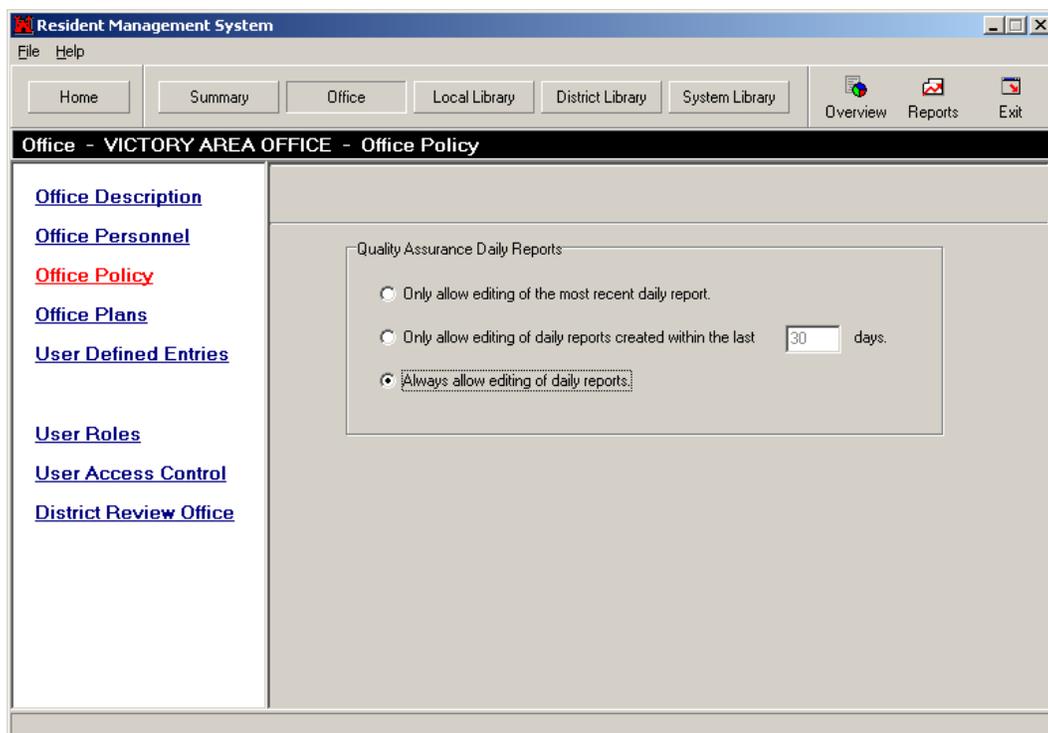
**Selected Rights Screen**

## Office Policy

There is a selection in the **Office Policy** screen that controls editing of the *Quality Assurance Daily Reports* (QAR's).

Each office Chief should decide upon a policy for allowing Quality Assurance Representatives to edit reports after they are completed. RMS allows the following options:

- Only allow editing of the most recent daily report
- Only allow editing of daily reports created within the last \_\_\_ days.
- Always allow editing of daily reports.



This policy does not apply to the Contractor QC Daily Report. Unless the Government (RMS) specifically returns a QCR for correction, the contractor will not be able to modify his Daily Report once it is marked complete and exported to the Government.

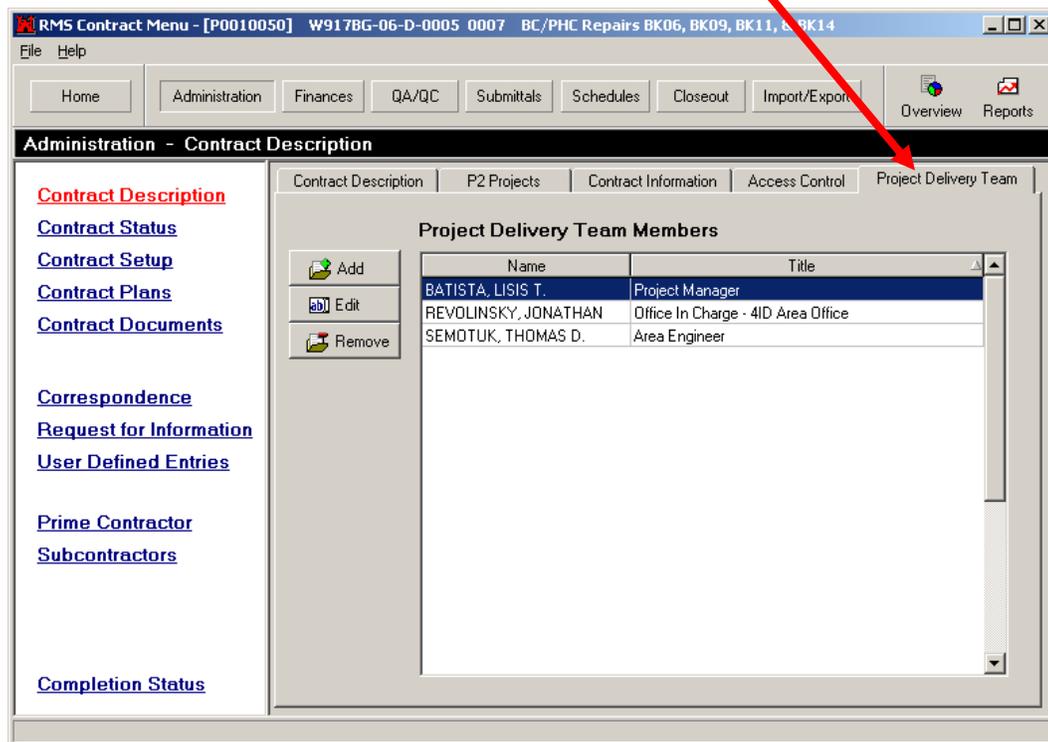
If something is wrong with a report, and it marked completed, the proper way to make a correction is to enter a Narrative comment (either in the QA or QC Report) and explain the error or correction of a previous day. You should not alter a report – especially if you are providing a 'signature' and filing it with the contract.

## Project Delivery Team Members

RMS provides the opportunity to capture a list of key players involved in the execution of the contract. This listing should not be confused with Staff Assignments, as the list should include personnel from various organizational lines, such as the Designer, Engineering, Project Management, Field Office Staff, Users, Occupants and others that might play an important role during the life-cycle of the project.

When you choose **Add**, you have the following options:

- Copy team from another Contract
- Select District Personnel
- Select Other Personnel



The screenshot shows the RMS Contract Menu interface. The window title is "RMS Contract Menu - [P0010050] W9178G-06-D-0005 0007 BC/PHC Repairs BK06, BK09, BK11, & BK14". The interface includes a menu bar with "File" and "Help", and a toolbar with buttons for "Home", "Administration", "Finances", "QA/QC", "Submittals", "Schedules", "Closeout", "Import/Export", "Overview", and "Reports". The main content area is titled "Administration - Contract Description" and contains several sub-sections: "Contract Description", "Contract Status", "Contract Setup", "Contract Plans", "Contract Documents", "Correspondence", "Request for Information", "User Defined Entries", "Prime Contractor", "Subcontractors", and "Completion Status". The "Project Delivery Team" section is active, displaying a table of team members. A red arrow points to the "Add" button in the "Project Delivery Team" section.

Name	Title
BATISTA, LISIS T.	Project Manager
REVLINSKY, JONATHAN	Office In Charge - 4ID Area Office
SEMOTUK, THOMAS D.	Area Engineer

# Chapter 3 Adding, Selecting & Deleting a Contract

## What this Chapter presents:

- 
- **Selecting a new Contract**
- **Adding a new Contract**
- **Deleting a Contract**



## Selecting a New Contract

RMS will automatically place your cursor on the last contract you opened when you return to the program. If you need to enter a different contract, you will use the **Contracts Control Center** that is accessed via the **Home** option of the main menu as shown below.

You can choose to display the Project ID number if you wish, by checking the box as indicated.

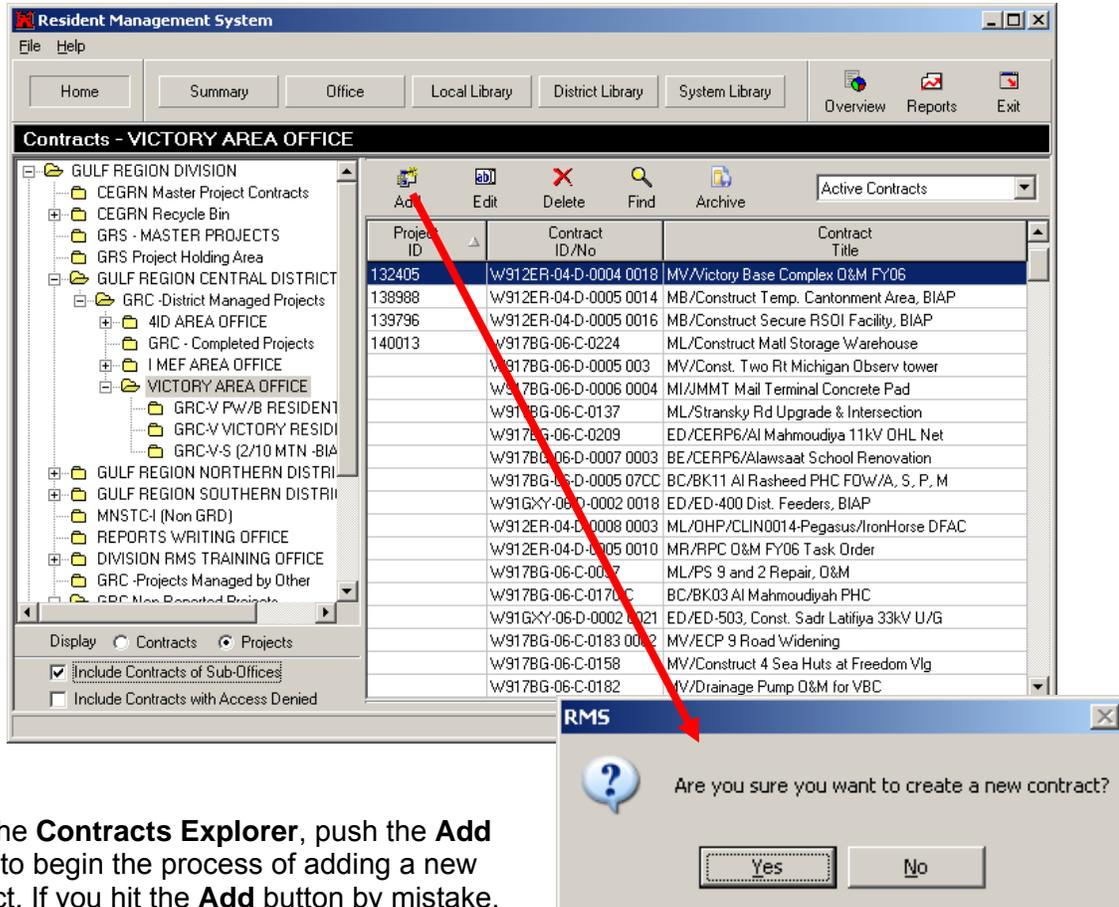
Contract ID	Contract No	Contract Title
P0010207	W/917BG-06-D-0005 0005	SA/BPC HVAC Inspect & Replacement #2

Project ID	Contract ID/No	Contract Title
130299	W/917BG-05-C-0005	MT/Training Facility, Teji
	W/914NS-01-D-0010 0014	ET/ET-010 400KV S/S Extension, Bag North
	W/916QW-04-D-0013 0004	BP/Renovation of Al-Rasheed Hotel
	W/916QW-04-D-0013 0002	BA/Academy of Health and Science
	W/916QW-04-D-0011 0005	ED/ED-600 LDNR Sadr City - Sector 13
	W/916XY-06-D-0002 0012	ED/ED M843 Electrical Network
	W/917BG-05-C-0131	Ww/CERP5/M861 Sewer, Water & Road Net
	W/917BG-05-C-0093	WS/CERP5/Mahala 966 Combined Sewer
	W/917BG-05-C-0106	WS/CERP5/Mahala 754 Combined Sewer
	W/916XY-06-M-0087	EG/EG-052 Central Monitoring Facility
	W/916XY-06-C-0078	ED/ED-500 Abu Ghriab 33/11KV SS & Fdr
	W/917BG-06-C-0123 AA	SJ/SJ-083/ Central Court, Rusafa
	W/916XY-06-D-0002 0024	ED/ED-503 M881 LV Network, Rehab
	W/917BG-06-D-0007 0012	BE/Dsgn-Cnstr Doura M848 Intermdle Sch.
	W/916Z2-06-C-0043	TT/Shalchiya Shops Upgrading and Repairs
	W/917BG-06-D-0005 0016	TR/Construct Fire Station Roads
	W/917BG-06-D-0007 0006	WS/CERP6/Rpr 2 Ghazalyah Sewage Lift St
	W/917BG-06-P-0064 A	BC/BR02 Al Tamoz PHC Punchlist
	W/917BG-06-C-0151	SD/Amil Civil Defense Building

## Adding a New Contract

You should enter a new contract into RMS as soon as you have reason to believe that the contract is valid, the sooner the better. A contract can be entered with as little information as a title, contract type, customer type, contract dates, estimated duration and an estimated cost. A SCHEDULE MUST BE GENERATED after the contract is entered. Only an Office Administrator can ADD a new contract to RMS.



From the **Contracts Explorer**, push the **Add** button to begin the process of adding a new contract. If you hit the **Add** button by mistake, you have a chance to "UNDO" the mistake.

The **RMS program assigns the Contract Identification Number** automatically and it becomes part of the Oracle database and cannot be changed. The **Contract Title** is the name on the contract or task order notice of award or the Bid package. However, it is limited in length to 40 characters, so you may need to be creative with the title to shorten it. If you need to have the LONG title of a contract for a Report you wish to create, this version of RMS has created a MACRO for the long title and will copy whatever you type in the **Contract Long Title** block into your report. (Note: Older versions of RMS allowed the Contract Identification Number to be User-Defined, e.g., the Contract Number. However, those contracts cannot be used with the QCS or QAS programs.)

The **Contract Number** and **Delivery Order** number MUST BE ENTERED if using CEFMS.

The screenshot displays the 'RMS Contract Management' application window. The title bar shows the contract ID 'W917BG-06-D-0006' and the contract name 'MI/JMMT Mail Terminal Concrete Pad'. The interface includes a navigation menu on the left with options like 'Contract Description', 'Contract Status', 'Contract Setup', 'Contract Plans', 'Contract Documents', 'Correspondence', 'User Defined Entries', 'Prime Contractor', 'Subcontractors', and 'Completion Status'. The main area is titled 'Administration - Contract Description' and contains several tabs: 'Contract Description', 'P2 Projects', 'Contract Information', 'Access Control', and 'Project Delivery Team'. The 'Contract Description' tab is active, showing the following fields:

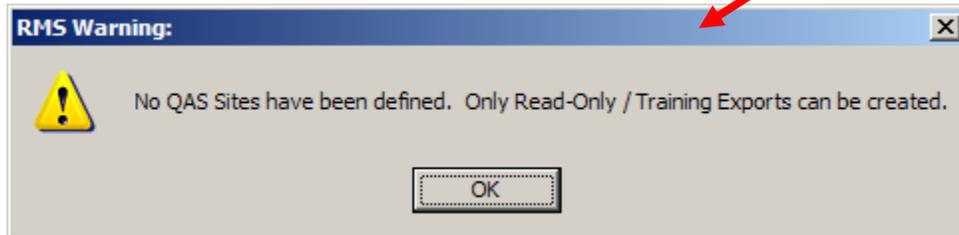
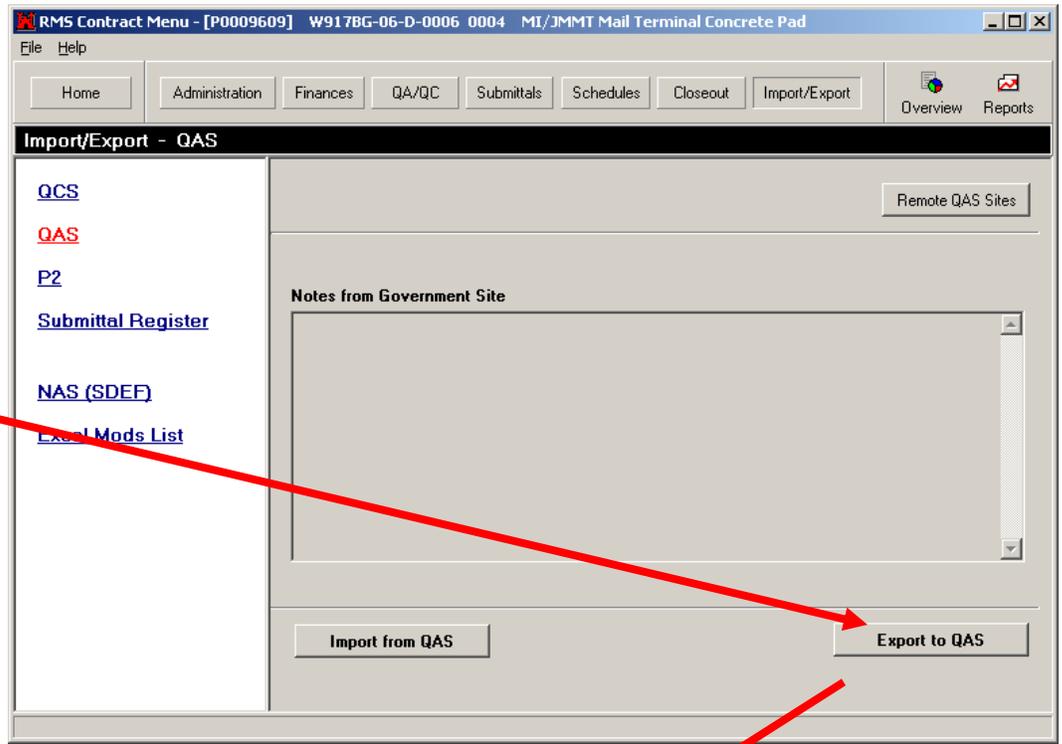
- Contract Title: MI/JMMT Mail Terminal Concrete Pad
- Contract Short Title: JMMT Concrete Pad
- Contract Long Title: MI/JMMT Mail Terminal Concrete Pad
- Contract Number: W917BG-06-D-0006
- Delivery Order: 0004
- Fiscal Year: 2006
- Contract Office: GRC-V VICTORY RESIDENT OFFICE
- Contract Location: Baghdad, Mansour, VBC-Sather
- Contract Scope of Work: Construct concrete pad for Trex movement of containerized mail at the Joint Military Mail Terminal JMMT. The JMMT is located across BIAP Road from Camp Cropper.

Two red arrows point to the 'Contract Number' and 'Delivery Order' fields, indicating that these values must be entered for CEFMS.

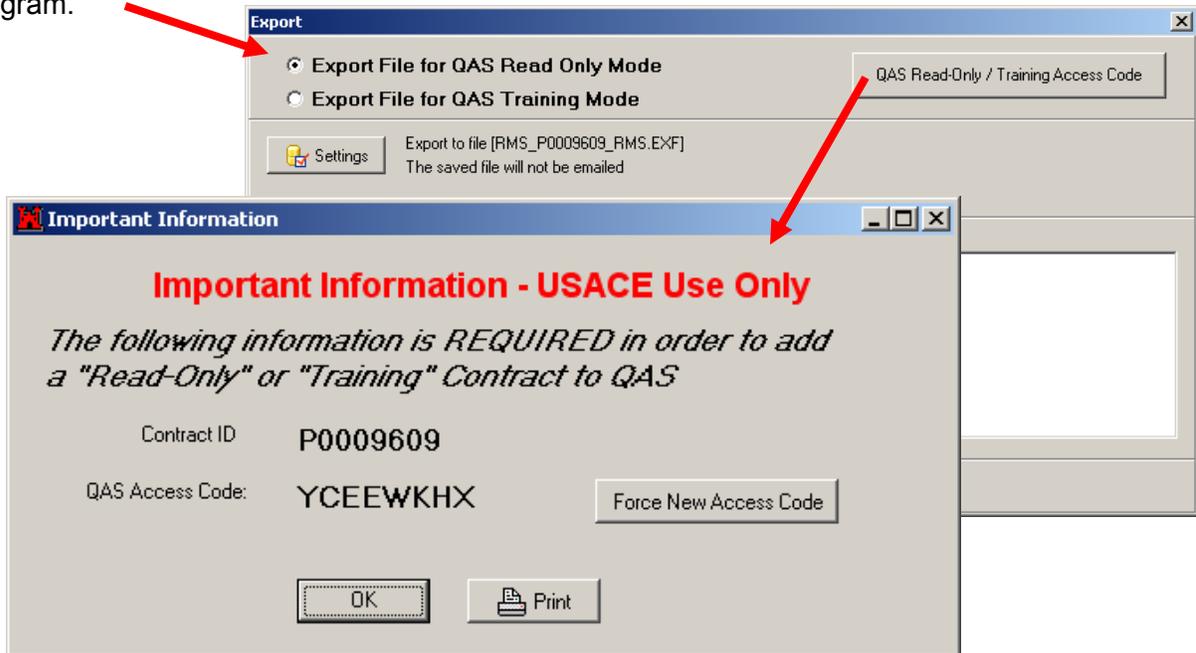
You are now ready to proceed to the next chapter and begin entering contract specific data.

## Adding a Contract for Training or Read Only Purposes

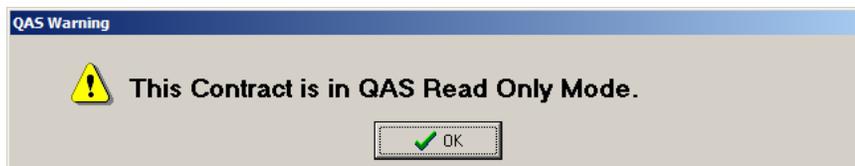
You can export contracts to QAS and/or QCS for use in **Training Mode** or to be **Read Only**. If you export a contract from RMS and have not established a remote QAS (QCS) site, you will receive this brief message:



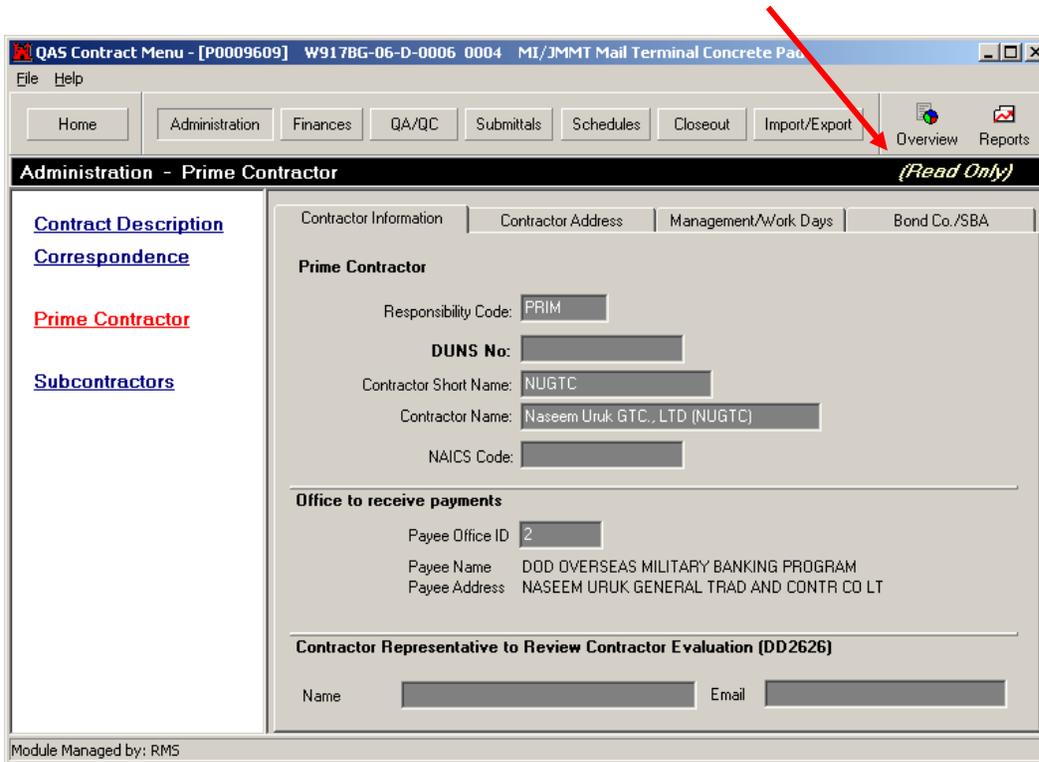
When you need to set up QAS or QCS for training purposes (or **Read Only**), it is quite simple to do so – simply choose the appropriate radial button. You will need to convey the Contract ID number and the QCS/QAS Access Code to the system desiring to add the contract to their program.



The program will then export the contract to the RMS SFTP repository or a file, whichever you have chosen. You then download the desired contract from the SFTP site (or file) and will be asked for the Contract ID and Access code.



You may then use the contract either for **Training Mode** or **Read Only** purposes. While in **Training Mode**, you are able to enter and manipulate data, but you are not able to export any files to QCS or RMS.



The screenshot displays the 'QAS Contract Menu' application window. The title bar shows the contract ID 'W9178G-06-D-0006 0004' and the project name 'MI/JMMT Mail Terminal Concrete Pad'. The main menu includes 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. The 'Administration - Prime Contractor' section is active, with a '(Read Only)' status indicator. The left sidebar contains links for 'Contract Description', 'Correspondence', 'Prime Contractor', and 'Subcontractors'. The main content area is divided into tabs for 'Contractor Information', 'Contractor Address', 'Management/Work Days', and 'Bond Co./SBA'. The 'Prime Contractor' section includes fields for 'Responsibility Code' (PRIM), 'DUNS No.', 'Contractor Short Name' (NUGTC), 'Contractor Name' (Naseem Uruk GTC., LTD (NUGTC)), and 'NAICS Code'. The 'Office to receive payments' section includes 'Payee Office ID' (2), 'Payee Name' (DOD OVERSEAS MILITARY BANKING PROGRAM), and 'Payee Address' (NASEEM URUK GENERAL TRAD AND CONTR CO LT). The 'Contractor Representative to Review Contractor Evaluation (DD2626)' section includes 'Name' and 'Email' fields. The bottom status bar indicates 'Module Managed by: RMS'.

Similar screens and procedures exist for the QCS program also.

## Chapter 4 - Entering Contract Description and Status

### What this Chapter presents:

- Entering Contract Information
- Contract Description
- Providing Contract Dates
- Contract Status



### Entering Contract Description and Status

This chapter may be considered the true “*contracts control center*” for our work within the RMS program. RMS segregates specific tasks under this selection as can be seen on the Contract Menu: **Contract Description, Contract Status, Contract Setup, Contract Plans, Contract Documents, Correspondence, Request for Information, User Defined Entries, Prime Contractor, Subcontractors, and Completion Status.**

## Contract Description Tab

This screen needs to be complete and accurate, as the information shown controls many different RMS reports. Each block should be populated.

The screenshot displays the 'RMS Contract Menu' interface for contract W917BG-06-D-0006 0004, titled 'MI/JMMT Mail Terminal Concrete Pad'. The 'Administration - Contract Description' tab is active, showing a sidebar with navigation links and a main form area. The form contains the following fields:

- Contract Title:** MI/JMMT Mail Terminal Concrete Pad
- Contract Short Title:** JMMT Concrete Pad
- Contract Long Title:** MI/JMMT Mail Terminal Concrete Pad (highlighted with a red arrow)
- Contract Number:** W917BG-06-D-0006
- Delivery Order:** 0004
- Fiscal Year:** 2006
- Contract Office:** GRC-VICTORY RESIDENT OFFICE
- Contract Location:** Baghdad, Mansour, VBC-Sather
- Contract Scope of Work:** Construct concrete pad for Trex movement of containerized mail at the Joint Military Mail Terminal JMMT. The JMMT is located across BIAP Road from Camp Cropper.

**NOTE:** The "Contract Long Title" block is provided to populate a built-in MACRO within RMS to allow you to use it in custom reports when needed. The macro appears as {contract\_long\_title}.

## P2 Projects Tab

**Note: P2 Projects is not currently being utilized in IRAQ. If you need guidance on the use of P2 Projects in RMS, please refer to the standard RMS Manual that is posted on the RMS Website. The manual will explain the use and implementation of P2 in detail.**

## Contract Information Tab

This screen is essential to complete, as this will separate your contracts into the proper programs for your placement reports and any **Contract Groups** you might create..

The screenshot displays the 'RMS Contract Menu' application window. The title bar reads 'RMS Contract Menu - [P0009609] W917BG-06-D-0006 0004 MI/JMMT Mail Terminal Concrete Pad'. The interface includes a menu bar with 'File' and 'Help', and a toolbar with buttons for 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. The main content area is titled 'Administration - Contract Description' and features a navigation pane on the left with links: 'Contract Description', 'Contract Status', 'Contract Setup', 'Contract Plans', 'Contract Documents', 'Correspondence', 'Request for Information', 'User Defined Entries', 'Prime Contractor', 'Subcontractors', and 'Completion Status'. The main pane shows the 'Contract Information' tab with the following fields:

Primary Fund Type	14 - Operation and Maintenance, Army	...
Contracting Method	J - JOC	...
Customer	ARMY - U.S. ARMY	...
Contract Location		
Longitude		(example -117.171261)
Latitude		(example 34.500465)
Design Type	<input checked="" type="radio"/> In-House Design <input type="radio"/> Contractor Design-Build <input type="radio"/> Architect / Engineer Design	
Design Cost	\$	\$235,550.00
Designer Name		
Designer Address		

## Contract Status

The Contract Status selection contains **THE** information used to update P2 for upward reporting of our contracts to Higher Headquarters. The Contract Status selection provides an easy way for management to keep up with the status of a contract; therefore it is critical that the data be consistent and accurate. This selection includes four (4) Tabs: **Status/Issues; Milestone Schedule; Monthly Progress** and **Cost/Time Growth (for active contracts only)**.

## Contract Status – Future Contract

### Status / Issues Tab

All information on this screen should remain current at all times.

RMS Contract Menu - [P0003865] W914NS-04-D-0022 NA WT/Water Treatment Plant Najaf

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Contract Status

Status / Issues Status Photo Milestones Schedule Monthly Progress Cost / Time Growth

**Future Contract**

Contract Status H - Concept Design Completed - Final Design Authorized Not Started ...

Primary Delay Code D2 - AWAITING ISSUANCE OF DIRECTIVE TO PROCEED ...

Remarks Project is ready to advertise / award

RMS Contract Issues - Customer Issues/Remarks as of 11/10/2007 ...

Edit Funds are being processed by the User. We are advised that this may take an additional 30 calendar days.

RMS Contract Issues - USACE

Edit The IGE will expire in 20 days. A new IGE has been ordered from Engineering.

[Contract Description](#)  
[Contract Status](#)  
[Contract Setup](#)  
[Contract Plans](#)  
[Contract Documents](#)

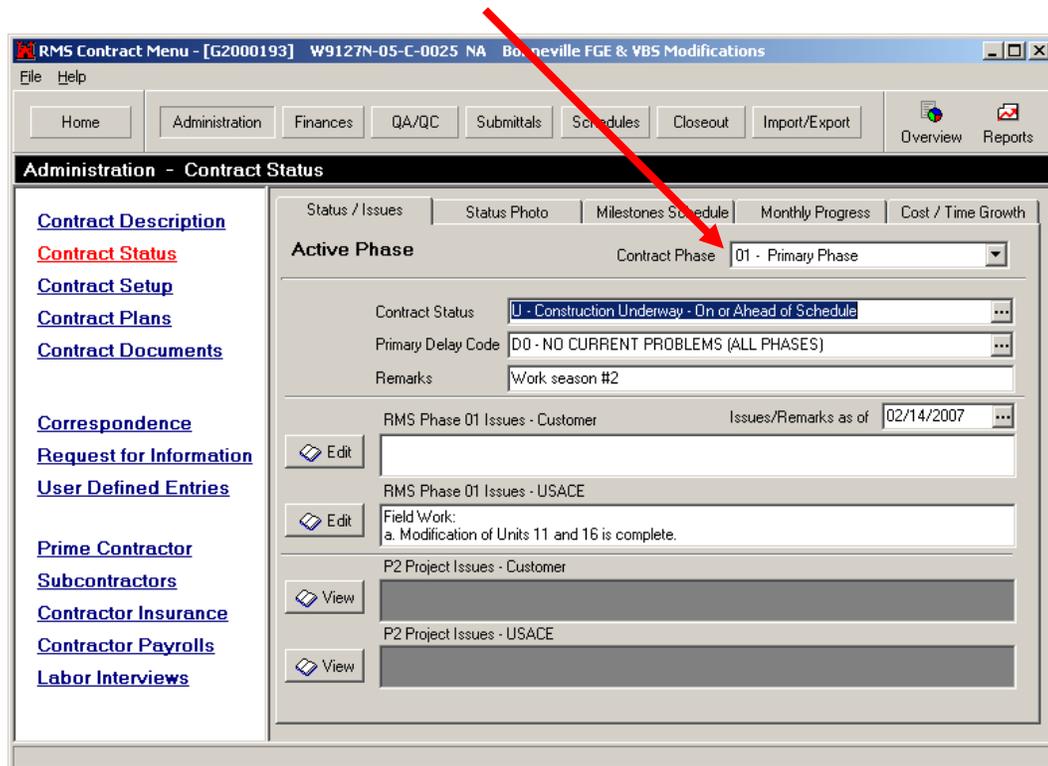
[Correspondence](#)  
[Request for Information](#)  
[User Defined Entries](#)

[Prime Contractor](#)  
[Subcontractors](#)

[Completion Status](#)

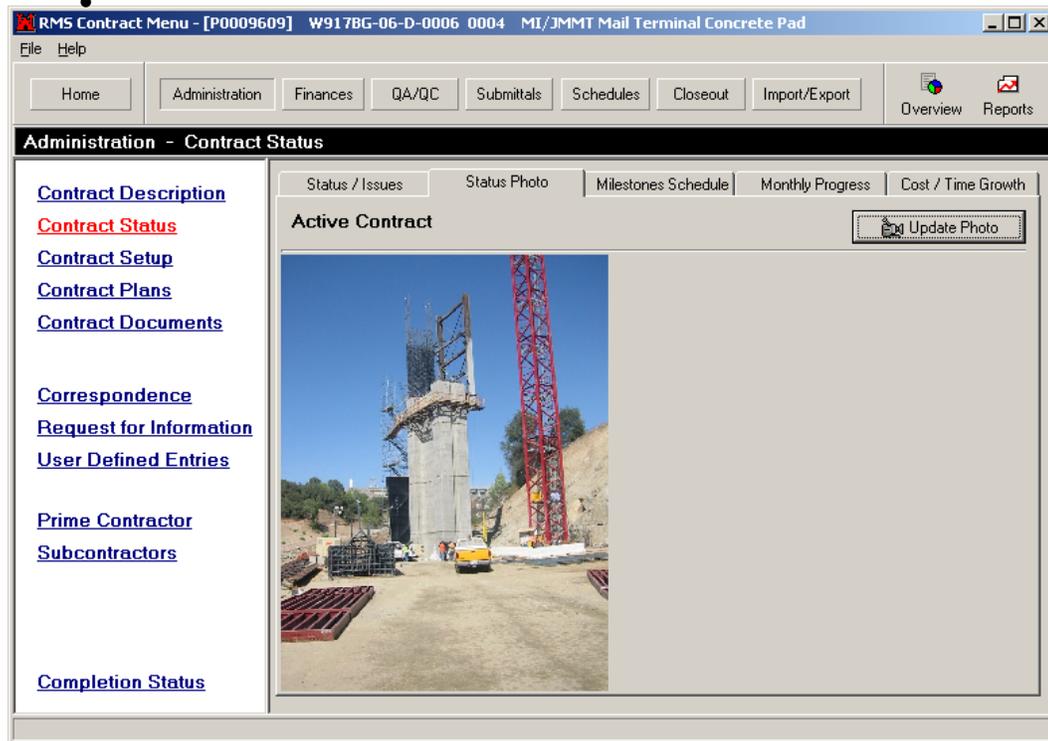
## Contract Status – Active Phase

Fortunately, most of our contracts will entail only a SINGLE PHASE. However, on those occasions where multiple phases are required, RMS is able to handle unlimited numbers of Projects and/or Phases (P2 refers to these phases as “bands”). If more than one phase is required, you will see the “Contract Phase” selection and will be able to update Status on each Phase. **THIS FEATURE WILL NOT BE SEEN IN IRAQ – BECAUSE P2 IS NOT BEING USED.**



## Status Photo Tab

- This tab has been added to permit a photo depicting the contract to be filed within RMS. The photo can be updated as progress is made.
- You are cautioned to limit the size of the photo to around 150KB or less.
- To update the photo, use the **Update Photo** button and then use the **Delete** button on the following screen to delete your current picture, then you can use the **Select** button to update/change your photo. Only one photo at a time can be used.



## Milestones Schedule Tab

It is essential that you have the following critical information populated:

- Original Contract Duration (days)
- Contract Award (Scheduled date)
- NTP Acknowledged (Scheduled date)

If you have not input that information, you will not be able to prepare the monthly progress of work or anticipated placement of work and will not be able to complete your Milestones Schedule.



**RMS Contract Menu - [P0009609] W917BG-06-D-0006 0004 MI/JMMT Mail Terminal Concrete Pad**

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

**Administration - Contract Status**

Contract Description  
[Contract Status](#)  
 Contract Setup  
 Contract Plans  
 Contract Documents

Correspondence  
[Request for Information](#)  
[User Defined Entries](#)

Prime Contractor  
[Subcontractors](#)

[Completion Status](#)

Status / Issues Status Photo Milestones Schedule Monthly Progress Cost / Time Growth

**Active Contract**

Award Duration 120 days Current Duration 120 days

Add Edit Delete Find  Mandatory Events Only All Events

Milestone Event	Original Date	Scheduled Date	Scheduled Time	Actual Date
Contractor Proposal Submission		05/30/2006		05/30/2006
Contract Award		06/12/2006		06/14/2006
Pre-Construction Meeting		06/20/2006		06/20/2006
NTP Acknowledged		06/30/2006		06/27/2006
Construction Start Date		07/07/2006		07/08/2006
Construction		07/07/2006		07/08/2006
Contract Required Completion	10/25/2006	10/25/2006		
Beneficial Occupancy Date	10/23/2006	11/30/2006		
Construction Completion		12/22/2006		
LNTN for Proposal Preparation				

◆ System Milestones ■ District Milestones ● Contract Milestones

Milestone Event 1 of 30.

In reality, all Mandatory Milestones should be entered into RMS. The System Mandatory Milestones (HQ required) will be upward reported to the P2 Portal and will be used for **Consolidated Command Guidance in Command Management Reviews**.

The dates represented on this tab may reflect only those **MANDATORY** dates (milestones) that RMS requires for management, tracking and reporting. If the District has entered required milestones, they will also appear as **MANDATORY** items. You may add other (optional) milestone dates in the **Local Library** and use them for all or selected contracts. You can also add milestones at the contract level that will only be reflected for that contract. Some Offices

elect to enter the Key Milestones from the Contractor's scheduling program. You should enter the **Scheduled** dates as soon as they become known. As the event takes place, enter the **Actual** date ("Hey, Roscoe!" – Do not enter "FUTURE" ACTUAL dates ☺).

## Definitions of Milestone Dates for the RMS System

The following definitions are provided for the RMS System required Milestones:

Contract Award – Date the Contract Award Letter is signed by the Contracting Officer

NTP Acknowledged – Date the NTP for the contract is signed by the Contractor (RMS and P2 use only ONE NTP for a contract, even when the contract is a Design-Build contract.

Construction Start Date – Date actual construction commenced onsite. This will begin the numbering system for the Daily QA and QC Reports. The start date will be Report #1 and they will be sequentially numbered after that and will include non-workdays and weekends.

Contract Required Completion – (calculated) Uses the NTP Acknowledged date plus the original duration plus time added for options awarded after award to compute the Original Required Completion Date. The NTP Acknowledged date plus the current duration, including all modifications, is used to compute the Scheduled (Current) Required Completion Date. The Original Required Completion date will also be retained.

Construction Completion – This is synonymous with the term Substantial Completion, and is defined contractually as the date upon which, in the opinion of the Contracting Officer, the work is completed to the point at which it can be used for its intended purpose (i.e. LD's would no longer apply). Warranty starts the next day.

Beneficial Occupancy Date – Date agreed to by the Corps of Engineers and the customer as to when the facility was to be ready (original BOD), will be ready (scheduled BOD) and is ultimately ready (actual BOD) for useful occupancy pursuant to the requirements of the contract. For Air Force projects, actual BOD is the date the facility is taken for beneficial use and possession by the Air Force, and is the same date as Construction Completion, or Substantial Completion. For Army projects, actual BOD is the date the Government derives some beneficial use of the facility/work. If it's "ready for occupancy" but the Government doesn't occupy (read: derive a beneficial use), then a BOD hasn't occurred – a substantial completion has occurred. The BOD depends on the Government using a facility, with limited regard to degree of completion. This may be beyond the contractor's control. Substantial Completion is something the contractor achieves.

*Original BOD* - This is the date mutually established by the PDT -- customer, user, Area/Resident, and Project Management as to when the work will be transferred and accepted by the customer. This date should be established within 30 cal days after contract award and remains fixed for the life of the contract.

*Scheduled BOD* – When it is expected or scheduled to occur.

*Actual BOD* – When it actually occurs.

---

Physical Completion – Date all work required by the contract documents and any modifications is completed. All deficiencies/punch list items are completed, including punch-list deficiencies, training, and all deliverables. (This is similar to the completion of work definition in the clause “Commencement, Prosecution, and Completion of Work”).

Transfer Document Date – Date the DD Form 1354 is signed by the User, officially transferring the facility or work performed by the Corps of Engineers to the User.

Contractor Evaluation Date – Date Contractor Evaluation completed

Contractor Final Payment – Date on the check (or electronic transfer) for the Contractor’s Final Pay Estimate. The RMS User can **schedule** this date, but the **actual** date will be downloaded from CEFMS. If you have a Non-CEFMS contract, the dates are entered manually.

AE Evaluation Date – Date AE Evaluation Completed

## **Examples of District Defined Milestones**

Interim 1354 Date – Date the User Signs (last, if more than one) Interim 1354. Remember, that it is possible to have multiple Interim 1354 date’s on a single contract. The date in RMS should reflect the last Interim 1354 Date on the Contract.

Final Pay to District – Date Final Pay Estimate Package Sent to the District Office

As-Builts to District - Date As-Built Drawings Sent to the District Office

Payrolls Sent to District - Date Payrolls Sent to the District Office

Contract Files Sent to District - Date Contract Files Sent to the District Office

## Monthly Progress Tab

Once the **NTP Acknowledged** date (Scheduled) has been provided, you may proceed to the **Monthly Progress** tab and generate your monthly scheduled progress by copying the actual/projected % placement, choose from a selection of automated S curves, or choose to use the Contractor's activity scheduled start and finish dates. Quite a variety of Schedule options have been added to this latest version of RMS, as you can explore by using the selections at the bottom of the screen. You do this from selecting the **Generate Scheduled Progress** button.

The screenshot shows the RMS Contract Menu interface. The 'Monthly Progress' tab is active, displaying a table of progress data. A red arrow points to the 'Generate Scheduled Progress' button. A dialog box titled 'Generate Scheduled Progress' is open, showing options for generating the schedule. A second red arrow points to the 'Contractor's activity scheduled start and finish dates' option.

Month	Placement		Progress	
	Actual %	Projected %	Actual %	Scheduled %
Jun 06	0%	0%	0%	0%
Jul 06	0%	0%	12%	18%
Aug 06	35%	35%	35%	50%
Sep 06	35%	35%	45%	83%
Oct 06	50%	50%	55%	100%
Nov 06	50%	50%	56%	100%
Dec 06	50%	50%	0%	100%
Jan 07	50%	50%	0%	100%
Feb 07	50%	50%	0%	100%
Mar 07	50%	50%	0%	100%
Apr 07	50%	50%	0%	100%
May 07	50%	50%	0%	100%

**Generate Scheduled Progress**

Scheduled Progress must be maintained by the RMS user. You may copy/generate a progress schedule based on any of the options below. Once generated, you must manually adjust the scheduled progress as needed or return to this option to regenerate a new progress schedule.

- Copy Actual/Projected % Placement
- Selected S Curve from District Library modified for actuals to date
- Contractor's activity scheduled start and finish dates

Contractor's activity scheduled start and finish dates

- Early start
- Mid float start
- Late start

OK Cancel

This information **MUST BE COMPLETED** for placement projection reports and is uploaded to HQUSACE via the P2 module. The initial schedule is typically based on a Sin<sup>2</sup> curve. If you are importing the contractor's NAS (via the SDEF), you should use the selection **Contractor's activity scheduled start and finish dates** for more accurate reporting.

## Cost / Time Growth Tab

(Information screen only – no changes can be made from this screen.)

You should first complete your AWARD CWE before using this screen. You must have an NTP Date (scheduled or actual) and a contract DURATION entered before you will be able to access this tab.

The information on this screen depicts a succinct snapshot of the contract, as it was originally at Award, how it currently stands and, finally, what it is estimated to be in the future.

The screenshot shows the 'RMS Contract Menu' application window. The title bar includes the contract ID 'W912ER-04-D-0008 0004' and the project name 'OHC Overhead Cover Sys 004 - GRN Master'. The interface has a menu bar with 'File' and 'Help', and a toolbar with buttons for 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. The main window is titled 'Administration - Contract Status' and has several sub-tabs: 'Status / Issues', 'Status Photo', 'Milestones Schedule', 'Monthly Progress', and 'Cost / Time Growth'. The 'Cost / Time Growth' tab is active, showing data for an 'Active Contract'. The data is organized into three sections: 'Current Contract Including Completed Mods', 'Contract Including Pending (5) Changes', and 'Contract Including Pending (4) Changes'. Each section contains a table of financial and time metrics, including Base Award, Options Exercised, Controllable Mods, and Uncontrollable Mods, along with their respective costs and durations. To the right of these tables are smaller tables for 'Controllable' and 'Total' metrics, showing percentages for Cost and Time. The 'Original Contract' section shows a total cost of \$65,236,916.00 and a duration of 514 days. The 'Current Contract' section shows a total cost of \$66,845,343.72 and a duration of 529 days. The 'Contract Including Pending (5) Changes' section shows a total cost of \$66,845,343.72 and a duration of 529 days. The 'Contract Including Pending (4) Changes' section shows a total cost of \$62,181,228.72 and a duration of 529 days. The interface also includes a left-hand navigation pane with links for 'Contract Description', 'Contract Status', 'Contract Setup', 'Contract Plans', 'Contract Documents', 'Correspondence', 'Request for Information', 'User Defined Entries', 'Prime Contractor', 'Subcontractors', and 'Completion Status'.

Current Contract Including Completed Mods		
Base Award	\$65,236,916.00	514 days
Options Exercised	\$0.00	0 days
<b>Original Contract</b>	<b>\$65,236,916.00</b>	<b>514 days</b>
Controllable Mods	\$2,722,970.72	0 days
Uncontrollable Mods	-\$1,114,543.00	15 days
<b>Current Contract</b>	<b>\$66,845,343.72</b>	<b>529 days</b>

Controllable		Total	
% Cost	% Time	% Cost	% Time
4.2 %	0.0 %	2.5 %	2.9 %

Original Required Completion: 03/11/2007  
Current Required Completion: 03/26/2007

Contract Including Pending (5) Changes		
Pending Options	\$0.00	0 days
Controllable Changes	\$0.00	0 days
Uncontrollable Changes	\$0.00	0 days
<b>Estimated Contract</b>	<b>\$66,845,343.72</b>	<b>529 days</b>

Controllable		Total	
% Cost	% Time	% Cost	% Time
4.2 %	0.0 %	2.5 %	2.9 %

Estimated Required Completion: 03/26/2007

Contract Including Pending (4) Changes		
Pending Options	\$0.00	0 days
Controllable Changes	\$0.00	0 days
Uncontrollable Changes	-\$4,664,115.00	0 days
<b>Estimated Contract</b>	<b>\$62,181,228.72</b>	<b>529 days</b>

Controllable		Total	
% Cost	% Time	% Cost	% Time
4.2 %	0.0 %	-4.7 %	2.9 %

Estimated Required Completion: 03/26/2007

## Explanation of Options

Contract **Cost and Time Growth** is computed and updated by RMS from the **Award CWE** and all contract changes and/or modifications issued to-date.

The ORIGINAL contract amount is the AWARDED contract amount, plus OPTIONS exercised at award time. When you exercise an option that was originally identified it is considered as part of the original contract amount and time. Therefore, options exercised do not count against COST/TIME growth. As options are exercised the ORIGINAL contract amount will include the option as exercised.

## Chapter 5 - Contract Setup and Planning Data

**What this Chapter presents:**

**Entering Contract Setup and Planning Data For:**

- **Administration**
- **Funding**
- **Payment**
- **Modifications**
- **Quality Assurance**
- **Submittals**
- **Schedules**



## Contract Setup and Planning Data

This chapter will address the **HOW** and **WHO** of certain aspects of our contract. That is, **HOW** we want to do things and **WHO** will do them. The entries discussed in this module are typically referred to as “*Planning Activities*”.

## Contract Setup

### Administration / Funding Tab

## Continuing Funds

The Continuing Funds box should be checked if it applies to your contract. This will cause RMS to recognize that your contract is not fully funded and will keep track of contingency, including negative contingency.

---

## Funding: Track CWE -- Options

RMS will accommodate three basic methods to enter and track funding for the contract.

### Option 1

*“Track CWE for each Funding Account, pre-plan Obligations for payment on all CLINS”*

This option allows you to pre-plan how you are going to pay for the *Contract Award, Changes, and Modifications*. This option gives you complete control of how the contract funds will be used. The option requires you to maintain a CWE for each Funding Account and requires you to predetermine obligation amounts for each Contract Line Item.

While this option gives you the most control, it also requires the most input.

### Option 2

**NOTE: THIS IS THE OPTION RECOMMENDED TO BE USED FOR IRAQ.**

*“Track CWE at Project Level, compute Obligation amounts for payment based on available funds”*

This options does not require you to identify expenditures at the Funding Account level. It requires you to maintain only one CWE at the Contract level. Funding for pending changes or modifications does not require pre-planning. Contract payments are based on the available Obligations when the payment is made. Monthly payments will be based on the predetermined allocation split. Any payments made will not exceed the available funding.

This is the **easiest of the options** and is also recommended if the total source of contract funding is not known at award.

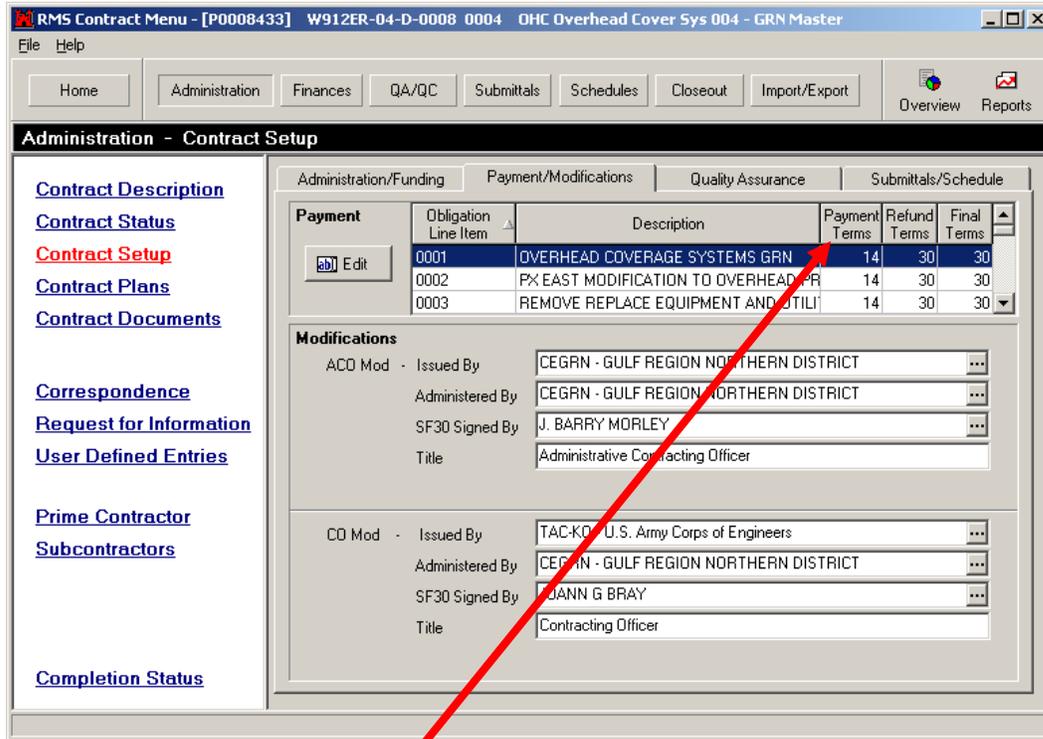
### Option 3

*“Track CWE at Project Level, manually enter Obligation amounts for payment”*

This option is basically the same as Option 2, except you decide how much should be allocated out of each Obligation when payment is made.

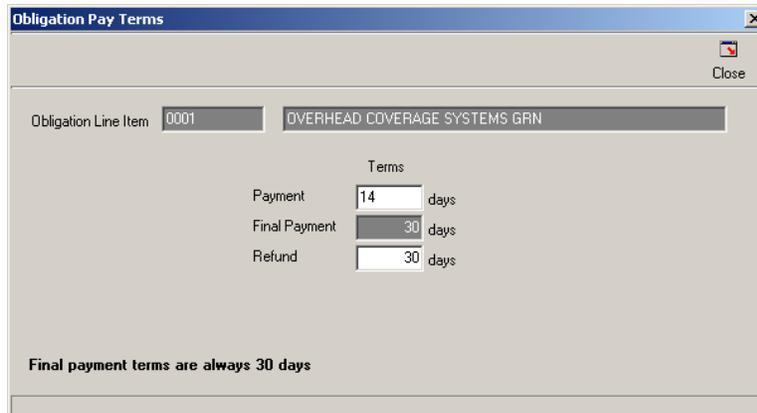
## Contract Setup

### Payment / Modifications Tab



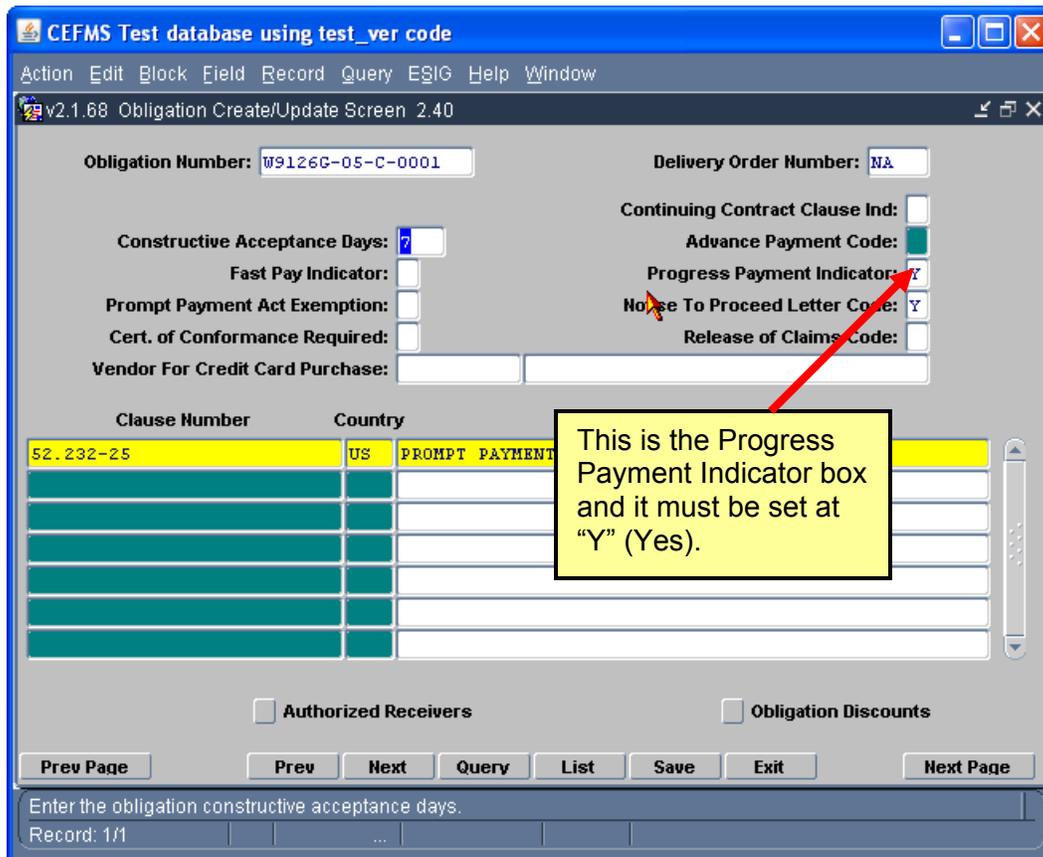
### Obligation Payment Terms

This option allows different payment terms (days) for each Obligation Line Item for compliance to the *Prompt Payment Act*. The Payment and Refund Terms (days) may be changed in RMS and will be uploaded to CEFMS. The Final Payment terms are always 30 days.



## CEFMS Set Up for ENG 93 Payments

You need to ensure that CEFMS has been set up to make Progress Payments (ENG 93). Now would be a real good time to take a look at the CEFMS screens to verify proper indication.



CEFMS Test database using test\_ver code

Action Edit Block Field Record Query ESIG Help Window

v2.1.68 Obligation Create/Update Screen 2.40

Obligation Number: W9126C-05-C-0001

Delivery Order Number: NA

Continuing Contract Clause Ind:

Advance Payment Code:

Progress Payment Indicator:  *(Red arrow points here)*

Mouse To Proceed Letter Code: Y

Release of Claims Code:

Constructive Acceptance Days: 7

Fast Pay Indicator:

Prompt Payment Act Exemption:

Cert. of Conformance Required:

Vendor For Credit Card Purchase:

Clause Number	Country	
52.232-25	US	PROMPT PAYMENT

Authorized Receivers  Obligation Discounts

Prev Page Prev Next Query List Save Exit Next Page

Enter the obligation constructive acceptance days.

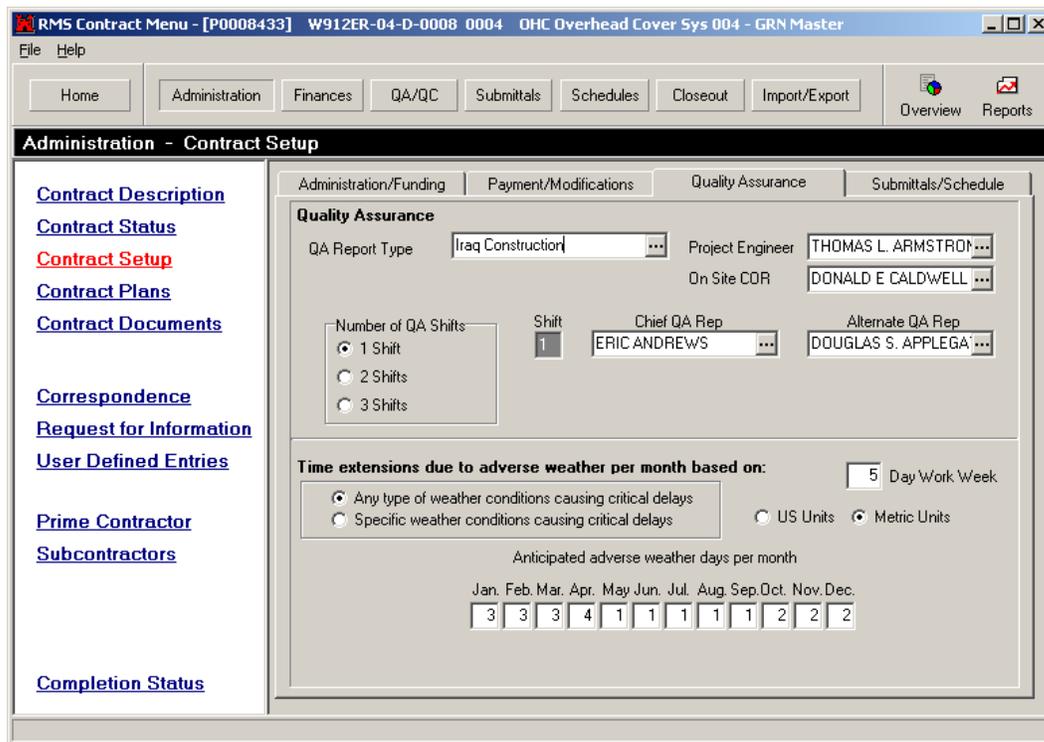
Record: 1/1

*This is the Progress Payment Indicator box and it must be set at "Y" (Yes).*

## Quality Assurance Tab

This is where you begin identifying, assigning and otherwise setting up the QA features for the contract. The type of report to be used here in Iraq must be changed from the default (Military) to the special report labeled “**IRAQ Construction**”. Personnel are identified (RMS will accommodate up to 3 shifts) and you enter the weather data from within the contract.

### Contract Setup Window



**Quality Assurance**

QA Report Type: Iraq Construction

Project Engineer: THOMAS L. ARMSTRONG

On Site COR: DONALD E CALDWELL

Number of QA Shifts:  1 Shift  2 Shifts  3 Shifts

Shift: 1

Chief QA Rep: ERIC ANDREWS

Alternate QA Rep: DOUGLAS S. APPELGAR

Time extensions due to adverse weather per month based on: 5 Day/Work Week

Any type of weather conditions causing critical delays  
 Specific weather conditions causing critical delays

US Units  Metric Units

Anticipated adverse weather days per month

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
3	3	3	4	1	1	1	1	1	2	2	2

Clicking the radial button: **Specific weather conditions causing critical delays**, you will see the following rows for entry of data:

- Precipitation Over \_\_\_\_ Inches (MM)
- Temperature Below 32° F (0° C)
- Surface Wind Over \_\_\_\_ MPH (KPH)

## Submittal/Schedule Tab

On the **Submittals/Schedule** tab, default submittal information is provided in order to generate the *Submittal Register*.

### Will there be more than one Submittal Register?

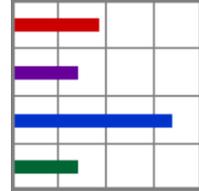
On the left side of the Submittal/Schedule tab, RMS defaults to a single *Main Register*. Each contract can be provided with any number of submittal registers.

The pop-up screen must be completed with a new **Submittal Register ID** number and a **Submittal Register Title**. RMS defaults to the next sequential number for the **Submittal Register ID**.

### Compute Submittal Need Dates based on Activity Schedule

This selection will automatically populate the fields in the Submittal Register (ENG 4288) with the dates from the Contractor activity schedule (NAS) or from the dates manually entered if the SDEF import is not utilized.

**Activity Schedule** provides for either manually entering the Start/Finish Dates or Importing the Start/Finish Dates from the Contractor's NAS scheduling system. Choose the one specified by the contract, or being used by the Contractor.



## Manually enter Scheduled Start/Finish Dates

If the Contractor is using a Gantt chart, manual entry of dates may be required. The Actual Dates will be imported from the Contractor QCS module, if it is being used.

## Import Scheduled Start/Finish Dates from NAS

The easiest method to keep up-to-date with the Contractor is by use of a Network Analysis System (NAS) (often referred to as a CPM, Critical Path Method). RMS will automatically be able to import the Early and Late Start/Finish Dates that can be used to update P2.

*The Actual Dates will be imported from the Contractor QCS module.*

## Chapter 6 - Correspondence

### What this Chapter presents:

- Overview
- Adding Correspondence in RMS
- Generating Form Letters
- Copying a Document from another Library
- Request for Information (RFI) Procedure
- Contract Documents
- Supporting Documents



### Overview

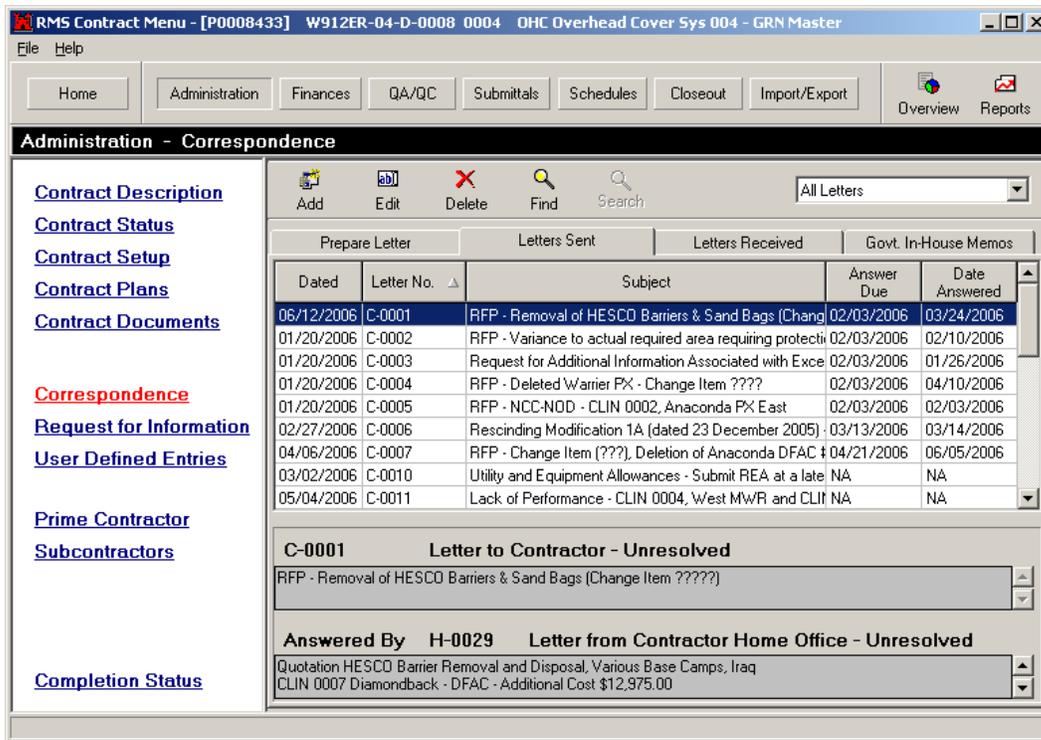


The correspondence option allows you to maintain a log of all documents sent or received on a contract. It has links to other menu choices so you can check pertinent correspondence at several points. For example, when you choose a particular modification, a subsequent menu choice allows you to view all correspondence on that modification.

This option also gives you access to word processing and assists you in generating form letters from a variety of templates. Both an RFI module and a Correspondence module is available to exchange information with the Contractor electronically regarding RFI and/or Correspondence subjects. All correspondence can be linked to Contractor Claims and/or Contract Changes/Modifications as **Supporting Documents**. In order to utilize the RFI and Correspondence modules in QCS, the appropriate boxes in **Contract Setup** must be checked.

## Adding Correspondence in RMS

Correspondence is accessed from the **Contract Menu / Administration / Correspondence** menu, as shown. The screen is the primary correspondence window on which you can observe all letters at a glance. As you place the cursor on a letter, the letter number and brief description will appear at the bottom of the window.



Correspondence is separated into “status” categories. Those that are **SENT** or **RECEIVED** are on the second and third tabs, respectively. Those letters that have been prepared and are awaiting completion and/or approval are shown on the first tab (**Prepare Letter**). **Government In-House Memos** are on the fourth tab.

When adding a piece of correspondence, a drop-down menu presents a listing of the **categories** of all letters maintained within the program. This is the listing you will see when you are NOT using the QCS module for Correspondence or have chosen to have the Government enter the Contractor correspondence. The items marked with “ -- \*\* “ will not appear if you have indicated that the Contractor will enter the Correspondence in **Contract Setup**.

- Letter to Contractor
- Request for Proposal to Contractor
- Letter to Other Agency
- Letter from Contractor Home Office -- \*\*
- Letter from Contractor Site Office -- \*\*

- Letter from Other Agency
- Government In-House Memo

The prefixes that RMS utilizes are recorded in the Library for all Agencies and other Customers. RMS requires certain predefined prefixes and these cannot be changed. These are used to sort letters on several of the Correspondence reports. The required predefined prefixes are as follows:

<b>C</b>	=	Letter to Contractor from the Government
<b>RFP</b>	=	Request for Proposal letter to the Contractor from the Government
<b>MEM</b>	=	In-house Memorandum for the Government
<b>H</b>	=	Letter to the Government from the Contractor Home Office
<b>S</b>	=	Letter to the Government from the Contractor Site Office
<b>RFI</b>	=	Request For Information from the Contractor to the Government

## Generating Form Letters

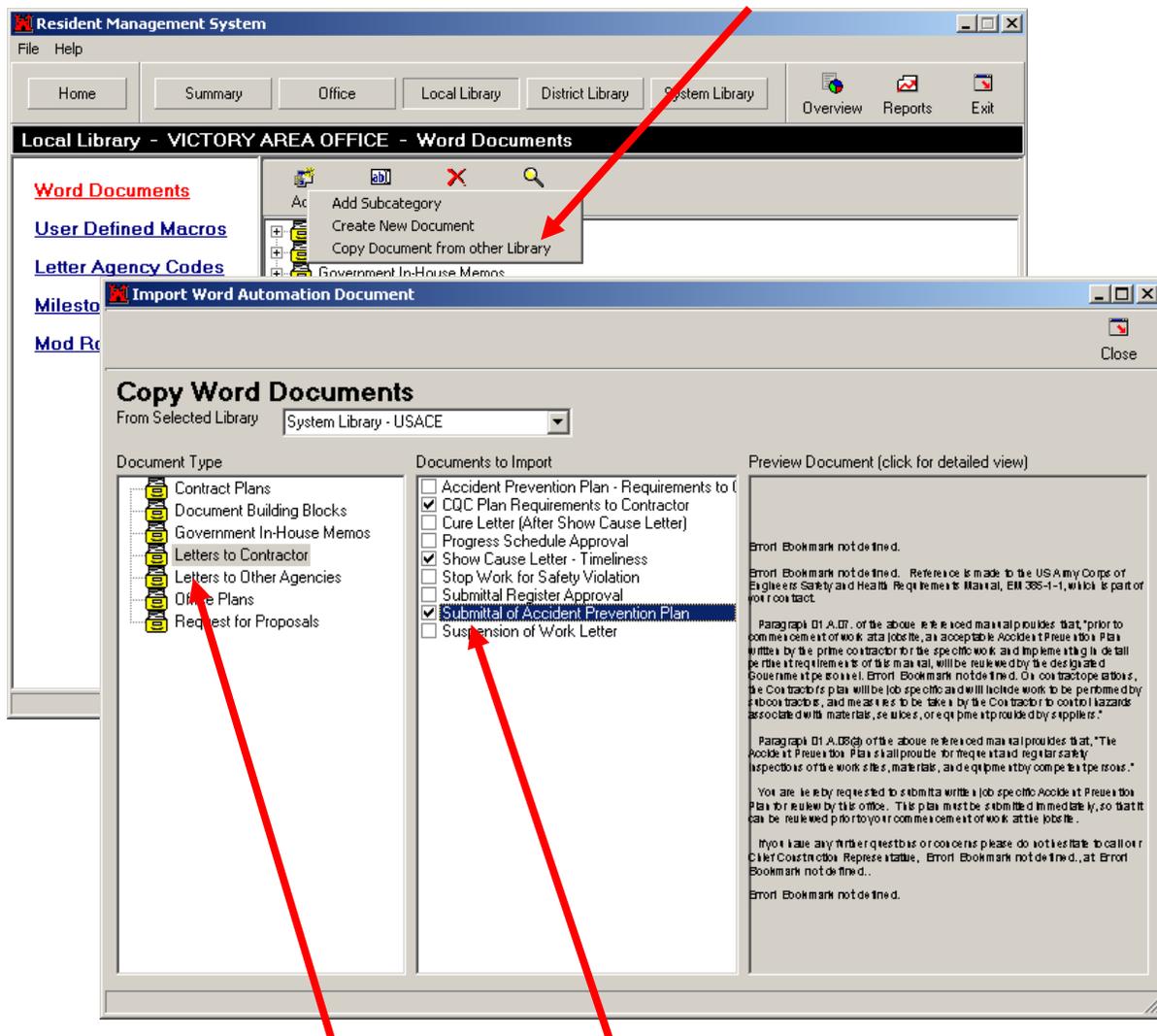
Form letters and templates are compiled using MSWord © and make use of the many macros embedded in RMS (some are provided by the RMS program and others can be created by the RMS User). There are lots of samples included with the program for your use. It is suggested that you use the samples as a pattern and let them remain in your system. It is easy to COPY a letter to another file and modify it to meet your needs. (That way, you can always start over with one that functions.) You are encouraged to add all the form letters that you use to help speed up your processes and provide consistency in your office environment. It may help you to get started by printing out the RMS macros from the report Explorer, as follows.

Select the **Library** button on the Report Explorer window to access the report for **Word Macros**.

Select **Word Marcos** and **Preview** the report. It will give you about a five page listing of the available RMS Word Macros.

## Copying a Document from another Library

You can easily copy documents from other offices or the System Library into your **Local Library** so they will be available for all your contracts. Select **Local Library / Word Documents** and then the **Add** button, as shown below. Choose the selection “**Copy Document for other Library**” option.



Use the drop-down menu to select the office, followed by the **Document Type** you would like to import. As you select the **Document Type**, all the available documents will then be reflected in the middle window. You can select a particular document from the middle window, then click on it in the extreme right window to get a full screen view. If no documents appear, it is a sign that you (or someone else) has already copied the documents from that library.

Check each document, in each **Document Type**, you wish to import, when you are completed select **CLOSE** and they will be imported.

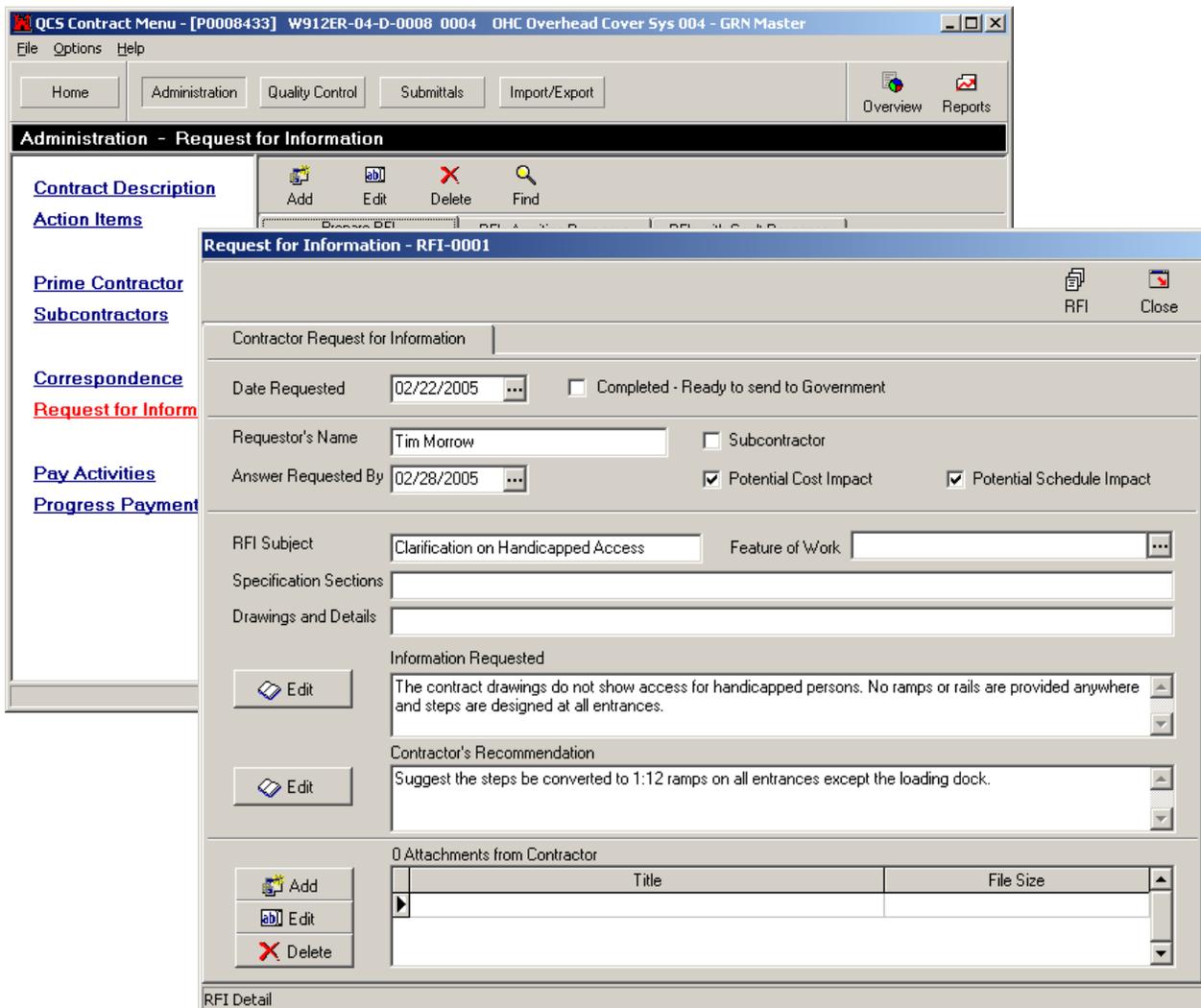
## RFI's (Request for Information)

The **Request for Information (RFI)** module in QCS and RMS allows the contractor to request clarification of contract information, or to pose questions regarding the contract through the RMS/QCS interface. The RFI is transmitted between RMS and QCS using the import/export function.

### Prepare RFI (QCS)

The contractor prepares the RFI in QCS. When the Contractor checks that it is completed, the RFI is then submitted to the Government and includes the following key items:

- Information requested
- Date response Required
- Contractor's Recommendation
- Will the Contractor's Recommendation increase cost or time of the contract?
- Attachments from Contractor such as contract drawings, documents, or photos



## RFI Requiring Response (QCS)

The RFI Requiring Response can be found in the Contract Administration Section, under Request for Information. The RFI module must be turned on in **Contract Setup** by checking the box that asks **Do you want to answer RFI's with two-way RFI form?** These screens show all RFI's that have been received by the Government for this contract.

Dated	RFI No.	Subject	Date Answer Requested	Date Answered
12/21/2005	RFI-0001	Force Protection	01/06/2006	
12/22/2005	RFI-0002	Protection Coverage Area Increased	01/06/2006	
12/22/2005	RFI-0003	Protection Coverage Area Increase	01/06/2006	
02/21/2006	RFI-0004	04-00-RFI-001 E-Glass Handling	03/06/2006	
03/13/2006	RFI-0005	Waste Water Holding Tank Relocation	03/20/2006	

**RFI-0001 - Information Requested**

In accordance with Contract section 01010-1, paragraph 1, Perini is required to relocate the existing T-Barriers as necessary to perform construction activities. However, existing Hesco Barriers and various sand bag Force Protection materials were encountered at several facilities which will impact our work at various sites under Task Order 0003. As discussed during our most recent program status meetings between Perini and USACE representatives and as further outlined within our follow-up letter to USACE dated December 21, 2005 (Ref 160-00005), the removal and replacement of existing Hesco Barriers and sand bags are beyond the present Contract-defined scope of work.

## Government Response to RFI (RMS)

The Government Response to the Contractor is entered on this screen. Required entries are:

- Response Dates (received and answered dates)
- Government Response to Contractor
- Answer Completed check box
- Approved – Ready to send to Contractor check box

Optional entries in the Government Response are:

- Secondary Respondents
- Attachments from the Government

**Request for Information - RFI-0041**

Contractor Request for Information | Government Response

Date Received: 09/09/2007 | Date Answered: 09/14/2007 |  Answer Completed |  Approved

Receipt acknowledged by: Fredrick Freeman |  Modification Required | Change Request No.: 00017

Answer Prepared By: Scott A. Apple, P.E. - Administrative Contracting Officer | Date Answer Requested: 09/18/2007

**Government Response to Contractor**

We concur with your recommendation to provide concrete ramps. An RFP will be issued for this work not later than tomorrow.

**1 Secondary Respondent**

Respondent: Charles N. Allen | Secondary Response Due: 09/13/2007 | Secondary Response Completed: 09/13/2007

Response by Charles N. Allen: This construction is in agreement with ADAAG guidelines and should be approved.

**0 Attachments from Government**

Title	File Size

When the Government Response is marked as **Answer Completed**, it is ready for approval. All entries become read-only and cannot be changed unless the completed box is unchecked.

**Request for Information - RFI-0041**

Contractor Request for Information | Government Response

Date Received: 09/09/2007 | Date Answered: 09/14/2007 |  Answer Completed |  Approved

Receipt acknowledged by: Fredrick Freeman |  Modification Required | Change Request No.: 00017

Answer Prepared By: Scott A. Apple, P.E. - Administrative Contracting Officer | Date Answer Requested: 09/18/2007

**Government Response to Contractor**

We concur with your recommendation to provide concrete ramps. An RFP will be issued for this work not later than tomorrow.

**1 Secondary Respondent**

Respondent: Charles N. Allen | Secondary Response Due: 09/13/2007 | Secondary Response Completed: 09/13/2007

Response by Charles N. Allen: This construction is in agreement with ADAAG guidelines and should be approved.

**0 Attachments from Government**

Title	File Size

The **Approved** box is checked when the Government is ready to export the Government Response to the Contractor. Once the RFI is exported to the Contractor it can no longer be edited (you can no longer 'uncheck' the **Answer Completed** or **Approved** boxes).

## Screen after the RFI has been exported to QCS (RMS)

Request for Information - RFI-0041

RFI     Close

Contractor Request for Information
Government Response

Date Received:

Date Answered:

Answer Completed  
 Approved

Receipt acknowledged by:

Modification Required     Change Request No.:  ...

Answer Prepared By:

Date Answer Requested:

View
Government Response to Contractor

We concur with your recommendation to provide concrete ramps. An RFP will be issued for this work not later than tomorrow.

Add
1 Secondary Respondent

Respondent
Charles N. Allen

Secondary Response Due:

Secondary Response Completed:

Remove
Response by Charles N. Allen

This construction is in agreement with ADAAG guidelines and should be approved.

Add
0 Attachments from Government

View

Delete

Title	File Size

RFI Detail

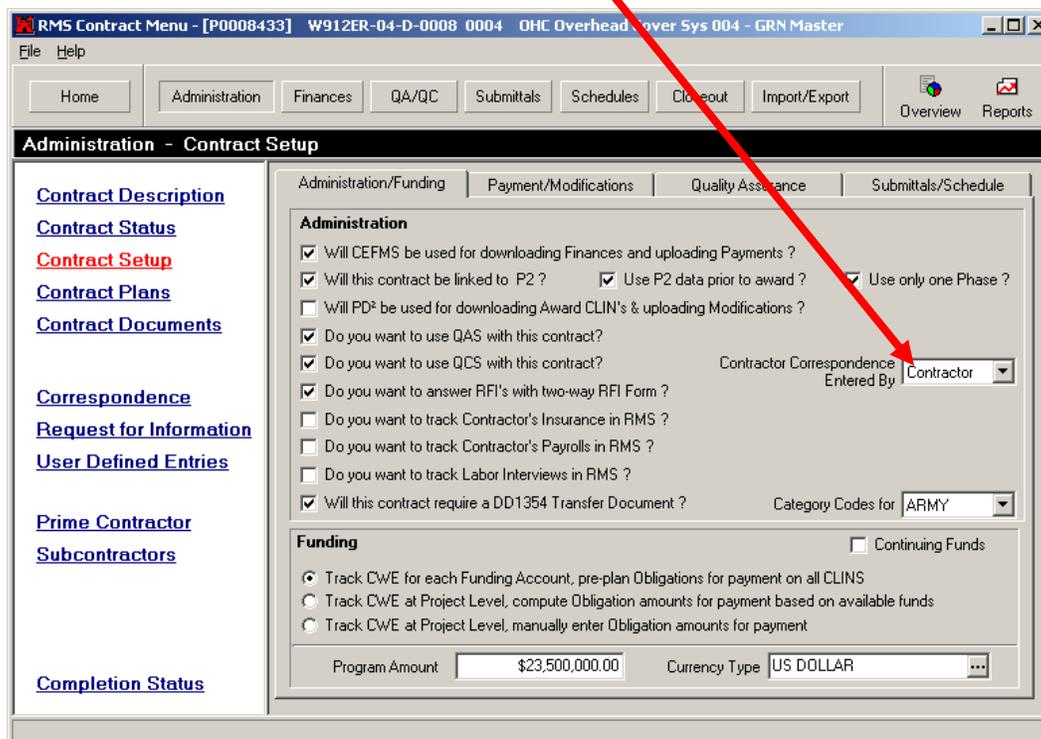
## RFI Notification in RMS and QCS

Both RMS and QCS will advise the Government or the Contractor of any new or answered RFI's following the export/import process.

## QCS Correspondence Module

This module will allow the Contractor and Government to exchange correspondence letters within QCS and RMS. In addition, they are able to include file attachments to the letters. The letters that will be able to be sent will include contractor Home (H-####) and Site (S-#####) letters. Basically, the contractor will be able to designate a remote QCS to be either Site or Home using the current check out scheme. The Government will accept the 'first' answer to a particular letter from either the Home or Site office and will ignore subsequent answers. Also, the Government will be able to generate both RFP- and C- letters to send to the Contractor. The Government (RMS) generated letters are able to be answered by either the QCS Home or the QCS Site office.

The new feature operates very similar to the existing RFI modules. The choice to use the new feature must be indicated in **Contract Setup**, the same as the RFI feature is presented. Once the Contractor is designated to enter the Correspondence, the RMS User will not be able to perform manual entry to the received correspondence.



The screenshot displays the 'RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master' application. The interface includes a menu bar with 'File' and 'Help', and a toolbar with buttons for 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. The main window is titled 'Administration - Contract Setup' and contains several tabs: 'Administration/Funding', 'Payment/Modifications', 'Quality Assurance', and 'Submittals/Schedule'. The 'Administration' section is active, showing a list of checkboxes for various contract settings. A red arrow points to the 'Contractor Correspondence Entered By' dropdown menu, which is currently set to 'Contractor'. The 'Funding' section includes radio buttons for tracking costs and a 'Program Amount' field set to '\$23,500,000.00' and a 'Currency Type' dropdown set to 'US DOLLAR'.

**Administration - Contract Setup**

Administration/Funding | Payment/Modifications | Quality Assurance | Submittals/Schedule

**Administration**

- Will CEFMS be used for downloading Finances and uploading Payments ?
- Will this contract be linked to P2 ?  Use P2 data prior to award ?  Use only one Phase ?
- Will PD<sup>2</sup> be used for downloading Award CLIN's & uploading Modifications ?
- Do you want to use QAS with this contract?
- Do you want to use QCS with this contract? Contractor Correspondence Entered By: Contractor
- Do you want to answer RFI's with two-way RFI Form ?
- Do you want to track Contractor's Insurance in RMS ?
- Do you want to track Contractor's Payrolls in RMS ?
- Do you want to track Labor Interviews in RMS ?
- Will this contract require a DD1354 Transfer Document ? Category Codes for: ARMY

**Funding**  Continuing Funds

- Track CWE for each Funding Account, pre-plan Obligations for payment on all CLINS
- Track CWE at Project Level, compute Obligation amounts for payment based on available funds
- Track CWE at Project Level, manually enter Obligation amounts for payment

Program Amount: \$23,500,000.00 Currency Type: US DOLLAR

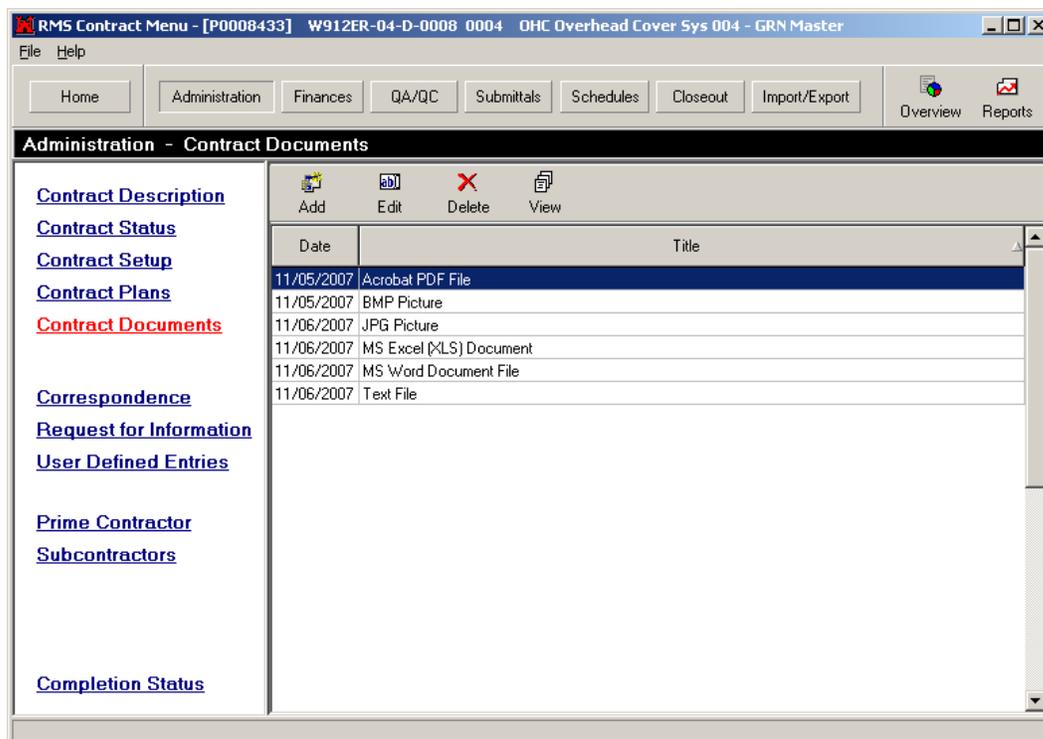
## Contract Documents

This module will allow the RMS User to add various types of contract documents to a particular contract to be shared with other stakeholders of the contract. These may include:

- Word documents
- Text files
- JPG files
- BMP files
- XLS files
- PDF files
- And many others

When you “Add” a Contract Document, you will be presented with a screen on which to SELECT the attachments to add to the RMS database for your contract. Once you **Add** a document, you will be able to view it from this screen without having to drill down further into the screens.

You should use caution with this feature by limiting the size of the files (pictures) you include. This may later cause a problem with server sizing and the time it takes for downloading and uploading contracts.



---

## Supporting Documents

A major feature of RMS is **Supporting Documents**. This function, designed for the Change/Modification modules, allow the user to:

- Generate Change Request and Modification Documents
- Search for and link all Supporting Documents and QA/QC Narratives
- Store Supporting Documents electronically
- List Supporting Documents chronologically
- Print a report of all Supporting Documents included in the Mod Package

Supporting Documents are divided into the following three categories:

### **New Documents**

- Request for Proposal
- Modification Document

### **Reference Documents**

- Request for Information Letters
- Letters to/from Contractor
- QA/QC Report Narratives

### **Attachments**

- Photos
- Documents
- Excel spreadsheets

This module will allow the user to:

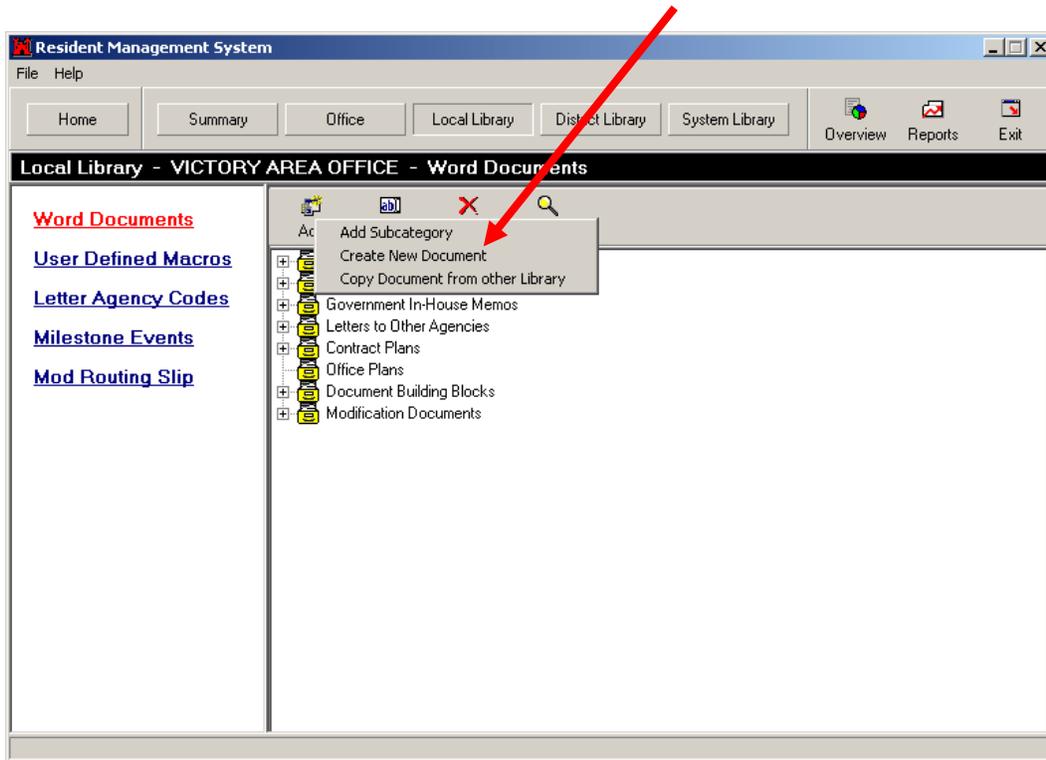
1. Create a library of Modification Documents in the Local Library, such as:

- a. Price Negotiation Memorandum
- b. Price Objective Memorandum
- c. Request for Consent Memorandum

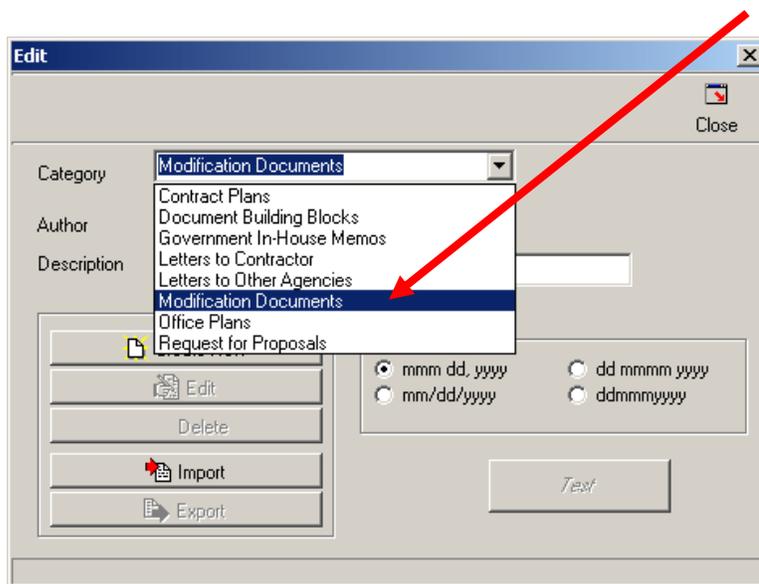
2. Add the Modification Documents to a Contract Change and/or Modification

## Create a library of Supporting Documents

The **Modification Document templates** are created in the local library, under Word Documents. After clicking **Add** button, the user selects **Create New Document**.



From the **Category** drop down menu the user selects the type of document to create.



## Resident Management System

The user selects **Create New**, which will open **MS Word**, and allow the user to create a document template. After the document is complete it is saved in the RMS database.

You would then either create the document manually, or import an existing one. This is where you should make use of the RMS macros so the document applies to all your contracts.

## Add a Supporting Document

Supporting documents can be added to **Contract Changes** or **Contract Modifications**

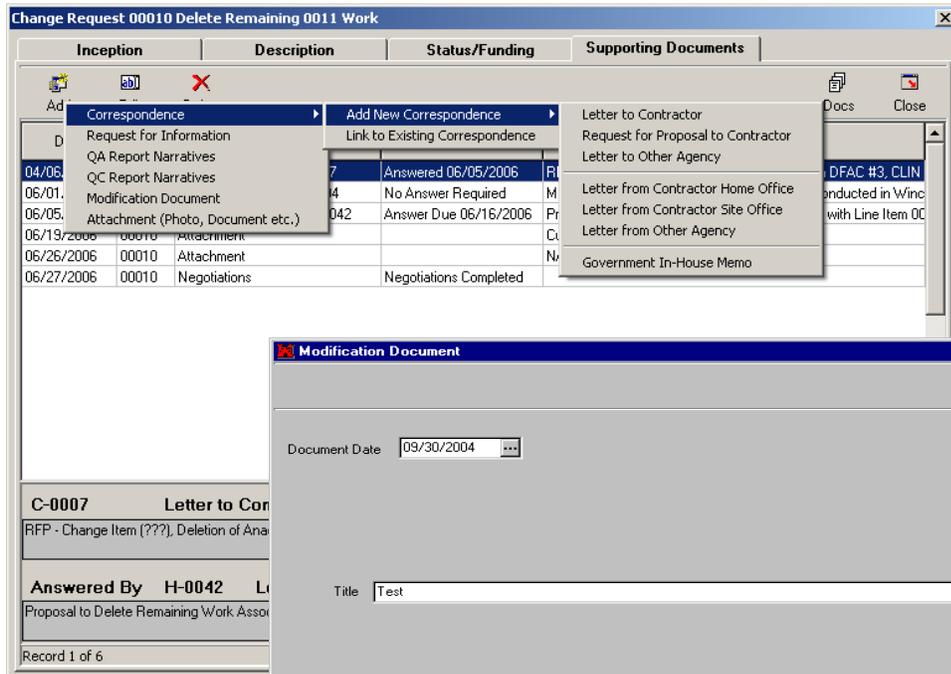
Change Request	Change Request Title	Status	Ref No	Change Amount	Change Days	Mod Age
00001	Change In SOw MOD 0406	6	R00001	\$301,049.00	0	30
00002	Change in SOw Mod 0402	6	R00002	\$506,100.00	0	11
00003	Delete 0033 & Add 0032	6	R00003	\$0.00	0	10
00004	Gable End Change SOw 0408	6	R00004	\$236,336.00	0	0
00010	Delete Remaining 0011 Work	6	R00005	-\$1,829,160.00	0	85

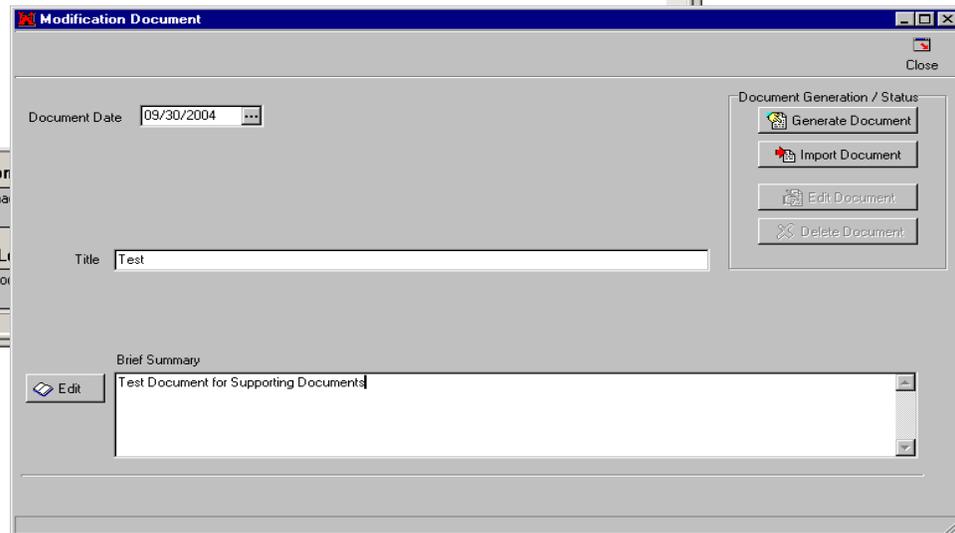
	Amount	Time
✓ Basic Change Document - Completed 06/27/2006	-\$1,800,000.00	0
✓ Government Estimate - Completed 06/23/2006	-\$1,815,671.00	0
✓ Contractor Proposal - Completed 06/05/2006	-\$1,829,161.00	0
✓ Negotiations - Completed 06/27/2006	-\$1,829,160.00	0
✓ Funding (6) - Completed - Sent to District	-\$1,829,160.00	0

By selecting the **Supporting Documents** tab of the Change Request, the user selects the document type to be added.

## Resident Management System

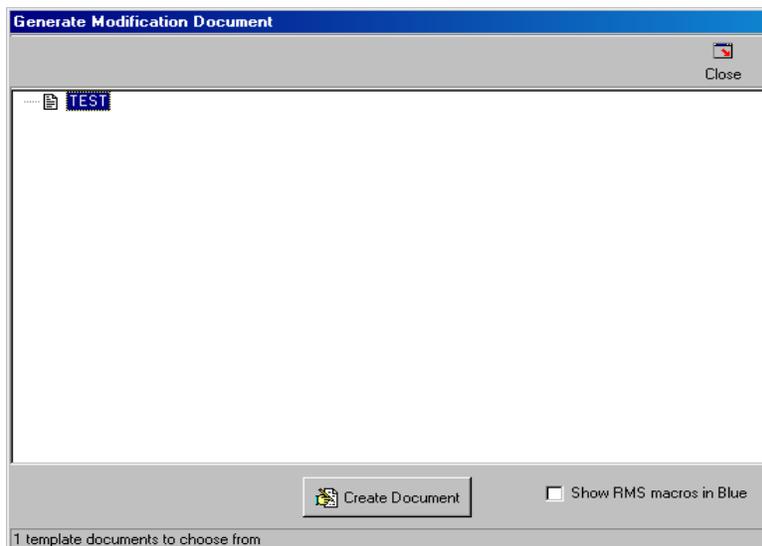


After choosing the document type the user selects **Generate Document** on this screen.



The document template is selected from this screen to add a new supporting document.

The user selects **Create Document**, which will open MS Word, and allow the user to create a document. After the document is complete it is saved in the RMS database.



## Chapter 7 - CEFMS, Finances and the CWE

### What this Chapter presents:

- Overview
- CEFMS
- Construction Working Estimate (CWE)
- Contract Line Items (CLINS)



### Overview



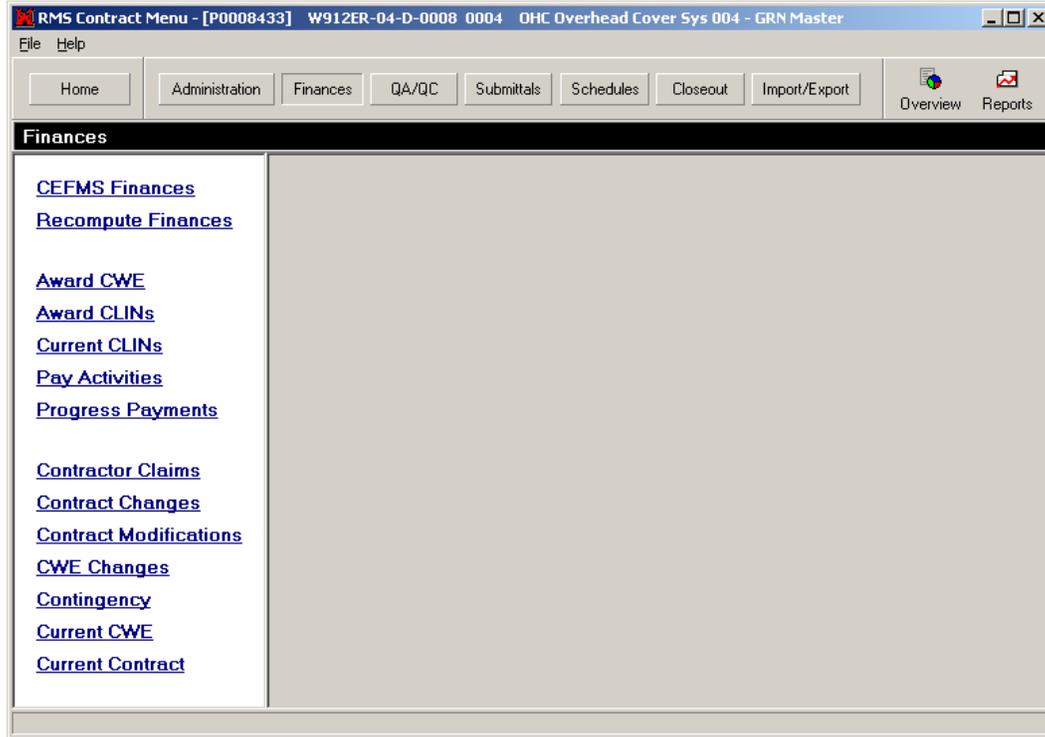
The chapter addresses the major elements of contract finances.

### CEFMS, Finances and the CWE

Contract Finances are centrally located under the area of **Contract Menu/Finances** and consist of the following major elements:

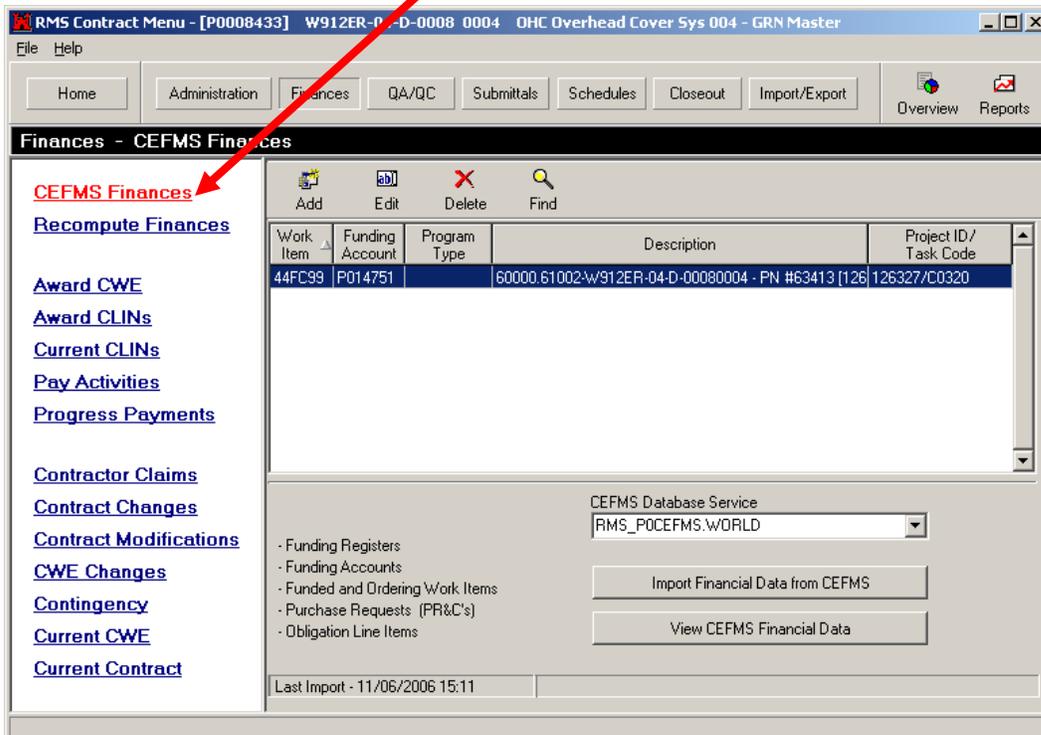


CEFMS Finances	Contractor Claims
Recompute Finances	Contract Changes
Award CWE	Contract Modifications
Award CLINS	CWE Changes
Current CLINS	Contingency
Pay Activities	Current CWE
Progress Payments	Current Contract



If the contract has been awarded and you have completed the **Contract Description** information, covered in Chapter 4, you are ready to download **CEFMS Finances** data into RMS and setup the finances for the contract.

### CEFMS Finances



## CEFMS Work Item Codes

CEFMS Work Items can be either created in P2, which, in turn, creates them in CEFMS or Created in CEFMS. In either case, the Work Items are downloaded from CEFMS into RMS and linked to the appropriate CWE element. These Work Items are transmitted periodically to P2 refreshing the P2 Current Working Estimate view on the Contract, Project and Funding levels.

Initially, this screen would not have any **Work Items** listed...it would be blank. Unique CEFMS **Work Items** identify each contract and each **Work Item** is, or has, a **Parent Work Item**. From these **Work Items**, *funding accounts* are setup for making progress payments to the contractor and for tracking available funds.

A CEFMS **Work Item** must be setup for each kind of money (*funding source*) used to fund the contract. Your Project Manager typically accomplishes this in **P2**. The Work Items are then downloaded from CEFMS into RMS following award of the contract, and then periodically whenever finances change on a contract (payments made to a contractor, modifications issued, PR&C's issued, etc.).

Prior to downloading, use the drop-down menu and select the CEFMS database you wish to use. (If the need arises, you can download any contract from any database at your CEAP center. Your ORACLE tnsnames.ora file will need to include the selected database.)

Push **Import Financial Data from CEFMS** to download the financial data from CEFMS after you have selected the correct database.

In getting the financial data from CEFMS, RMS will go to the **Funding Registers** and download the "*appropriation data*", and to the **Funding Accounts** to get the "*authorized amount*" for each of the funding accounts used on the contract.

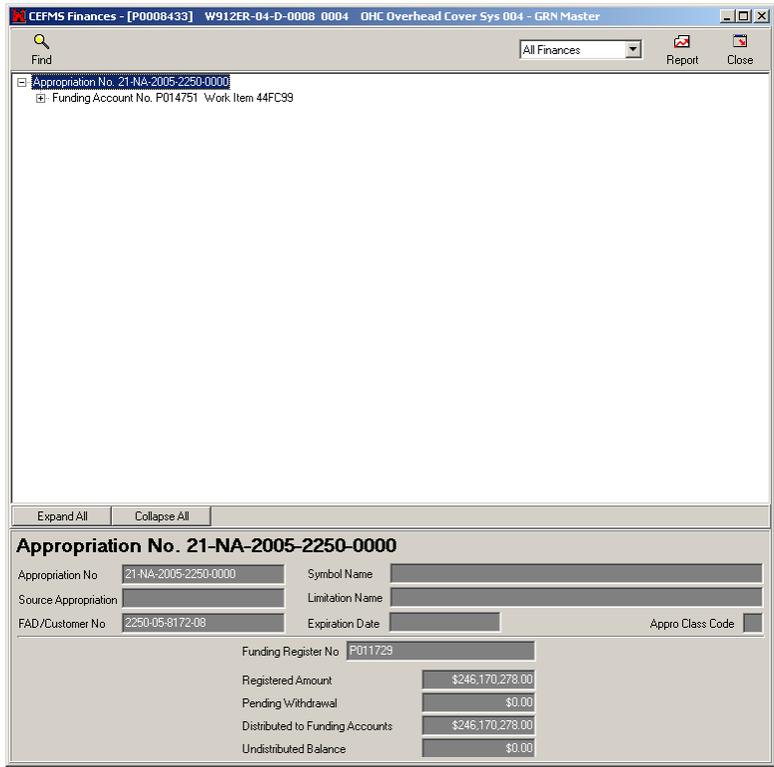
**When you begin the download from CEFMS, you will need to enter your User Name and Password as assigned by your District.**

**User name -- Use your CEFMS ID  
Password -- Use your ORACLE Password.**



**You will not be granted access for downloading CEFMS unless you already have a User Name and Password assigned to you by your District IM. You must also have that privilege designated in the RMS Access control module.**

RMS will then automatically login to CEFMS and complete the download of financial data and the following screen will appear.



Once the download is completed, you will be able to view the **Appropriations** on the top half of the screen and review particulars of the individual **Appropriations** on the bottom part of the screen as you scroll down through them. Of special note, is the ability to see what funds are truly available. The following diagrams will help explain how RMS actually gets the funding data from CEFMS.

## Construction Working Estimate

- Once the Finances are properly set up in CEFMS, you will use RMS to establish the Construction Working Estimate (CWE).
- The funding accounts are used to fund the elements of the Construction Working Estimate.

## Award CWE

The **Award CWE** is where the initial amounts of money are set-aside for each of the CWE elements.

RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

**Finances - Award CWE**

[CEFMS Finances](#)  
[Recompute Finances](#)  
**[Award CWE](#)**  
[Award CLINs](#)  
[Current CLINs](#)  
[Pay Activities](#)  
[Progress Payments](#)  
  
[Contractor Claims](#)  
[Contract Changes](#)  
[Contract Modifications](#)  
[CWE Changes](#)  
[Contingency](#)  
[Current CWE](#)  
[Current Contract](#)

Funding Account No.	Funded Work Item	Description	Award CWE
P014751	44FC99	60000.61002\w912ER-04-D-00080004 - PN #63413 [126327]	\$83,622,764.38

**Award CWE** Funding Account No. P014751

Award Contract	\$65,236,916.00
Other Supporting Contract	\$0.00
Contingency	\$18,385,848.38
S&A	\$0.00
Gov't Review Contractor Design	\$0.00
Design During Construction	\$0.00
Other Without S&A	\$0.00
<b>Award CWE</b>	<b>\$83,622,764.38</b>

## Funds for Construction Working Estimate

**Award CWE**  
 Enter the Total Award CWE Amount. Then, enter the award contract amount and the other award cwe element amounts. The award contingency will be computed by subtracting the CWE elements from the total award CWE.

Shared Funding Account

Enter Total Award CWE Amount for this Funding Account   
 Current authorized amount in CEFMS for this account is

	Award CWE
Award Contract	\$65,236,916.00
Other Supporting Contract	\$13,500,000.00
Design During Construction	\$0.00
Gov't Review Contractor Design	\$35,000.00
Contingency	\$4,115,848.38
S & A	\$485,000.00
Other w/o S & A	\$250,000.00
<b>Total Award CWE</b>	<b>\$83,622,764.38</b>

Current Contract Obligations for Payment

### Total Award CWE Amount

This amount will typically be the same as the **Current Authorized Amount** that is downloaded from CEFMS.

### Award Contract

This amount as is indicated on the Award Letter or Delivery/Task Order.

The ORIGINAL contract amount is the AWARDED contract amount, plus OPTIONS exercised at award time. When you exercise an option that was originally identified it is considered as part of the original contract amount and time. Therefore, options exercised do not count against COST/TIME growth. As options are exercised the ORIGINAL contract amount will include the option as exercised.

Therefore, OPTIONS exercised do not count against COST/TIME growth.



**Do not add any Modifications that may have been issued prior to completing this screen.**

**The Modifications will be automatically added to the CWE as they are issued. This screen will serve as a baseline to track changes made from the initial Award amount.**

## Other Supporting Contract

Enter any applicable amounts for the **Other Supporting Contract**. Examples of this element of the CWE could be equipment purchased by the Government to be installed by the Contractor or the User; A-E Design services after award, etc.

## Design During Construction

These costs were previously referred to as *Engineering During Construction* (EDC), and are now called **Design During Construction**.

## Gov't Review Contractor Design

This is for Design-Build Contracts where the Government must review the Contractors' design for conformance to criteria furnished by the Customer, review for Code compliance, etc.

## Contingency

The **Contingency** block cannot be changed from this screen. The amount reflected here is *what is left over* after funding has been provided for all the other CWE elements. The amount will automatically adjust as Obligations in CEFMS are completed against the funding account. The Modifications issued the Construction contractor will not be the only items causing this to change. Other entities may be draining money away and you can only confirm this by refreshing the CEFMS download data prior to making any commitments or final negotiations.

## S&A

The amount of S&A may vary on the type of funding and can be a fixed percentage or actual dollar amount. Your Project Manager is responsible for computing and verifying this amount.

## Other w/o S&A

This represents project funds that are not subject to District S&A, such as PM costs.

## Total Award CWE

This is computed automatically as each of the CWE elements are entered.

## Funds for Management Reserve

Funding Account

Funding Account No. L266460

Funded Work Item No. CD&JFB DECA MCCLELLAN AFB REPAIR HQ BLDG 950

Funds for Construction Working Estimate

Funds for Management Reserve

**Management Reserve Funds**

Enter Award Management Reserve Amount for this Funding Account

Enter Award Management Reserve Amount for this Funding Account \$4,706,189.00

Current Available Amount in CEFMS for this Funding Account \$29,736.92

Once the block for **Funds for Management Reserve** is checked, all the CWE Element fields disappear. This money cannot be used for CWE amounts for the same funding source as the other CWE elements. When the funds are ready to be used, they are deducted from the Management Reserve funding account and added into the Contingency of the other fund cite.

This is used when a Customer desires to approve all expenditures funded from a separate Funding Account, or you can use it to set up a separate NONCEFMS Contingency amount to keep a closer look on contingency – the amount of the contingency, if used this way, will need to be manually reduced with each Modification issued.

## Award Contract Line Items

From the Contract Menu, select **Finances / Award CLINS**. These are currently referred to as **CLINS** and were formerly called **Bid Items** in many Districts and field offices.

At this point, a short discussion of CLINS would be useful to define what we really mean when dealing with the finances in RMS.

A Priced Parent CLIN will include Unit Price, Unit of Measure, Quantity and CLIN Amount. If a Priced CLIN is funded by one Obligation Line Item, the Priced Parent CLIN may be funded directly. When a Priced Parent CLIN is funded by multiple Obligation Line Items, separate Information SubCLINs must be added for each Obligation Line Item. These Information SubCLINs are entered without unit price, unit of measure, or quantity – they simply identify the Obligation Line Item and obligation amount required to pay for the Parent CLIN.

An Information Parent CLIN is used when there is a need to have different unit prices for parts of a CLIN. An Information Parent CLIN can have multiple Priced SubCLINs when the elements of Unit Price, Unit of Measure, or Quantity differ for the same Parent CLIN. For example, if we had a Parent CLIN for Excavation, we could use a Priced SubCLIN to indicate the first 100 tons of material at \$40.00 / CY, and use another Priced SubCLIN to indicate the next level of tonnage, say, 100 – 500 tons would be priced at \$35.00 / CY.

CLIN	Description	Award Amount	Award Obligations
0001	MOBILIZATION AND DEMOBILIZATION	\$12,473,288.00	\$12,473,288.00
0002	ANACONDA, PX EAST, DESIGN & CONSTRUCT OVERH	\$1,999,947.00	\$1,999,947.00
0003	ANACONDA, EAST MWR DESIGN & CONSTRUCT OVEF	\$4,261,353.00	\$4,261,353.00
0004	ANACONDA, WEST MWR DESIGN & CONSTRUCT OVE	\$4,226,757.00	\$4,226,757.00
0005	ANACONDA, PX WEST DESIGN & CONSTRUCT OVERH	\$2,846,939.00	\$2,846,939.00
0006	MAREX, DFAC DESIGN & CONSTRUCT OVERHEAD PR	\$2,887,335.00	\$2,887,335.00
0007	DIAMONDBACK, DFAC DESIGN & CONSTRUCT OVERH	\$3,719,553.00	\$3,719,553.00
0008	DIAMONDBACK, PX DESIGN & CONSTRUCT OVERHEA	\$1,127,276.00	\$1,127,276.00
0009	SPEICHER, VICTORY DFAC DESIGN & CONSTRUCT OV	\$2,575,630.00	\$2,575,630.00
0010	SPEICHER, EAGLE'S NEST DFAC DESIGN & CONSTRU	\$2,043,576.00	\$2,043,576.00
0011	ANACONDA, DFAC #3 DESIGN & CONSTRUCT OVERHE	\$3,657,192.00	\$3,657,192.00
0012	ANACONDA, INDOOR GYM (EAST) DESIGN & CONSTRU	\$5,250,369.00	\$5,250,369.00

Obligations for Award Contract			
Funding Account No.	Award Contract	Award Obligations	
P014751	\$65,236,916.00	\$65,236,916.00	

<b>Award Contract</b>	<b>\$65,236,916.00</b>
<b>Award CLINs</b>	<b>\$65,236,916.00</b>
<b>Variance</b>	<b>\$0.00</b>

After all CLINS are balanced, the next step in setting up the finances in RMS are to enter the Contractor's Construction Activities, which is covered in the next Chapter.

## Adding CLINS in RMS

You add CLINS from **Finances / Award CLINS** selection. Your options will be to add either a **Priced CLIN** or a **Priced SubCLIN** for payment. We will add the **Priced CLIN** first.

CLIN	Description	Award Amount	Award Obligations
0001	MOBILIZATION AND DEMOBILIZATION	\$12,473,288.00	\$12,473,288.00
0002	ANACONDA, PX EAST, DESIGN & CONSTRUCT OVERH	\$1,999,947.00	\$1,999,947.00
0003	ANACONDA, EAST MWR DESIGN & CONSTRUCT OVE	\$4,261,353.00	\$4,261,353.00
0004	ANACONDA, WEST MWR DESIGN & CONSTRUCT OVE	\$4,226,757.00	\$4,226,757.00
0005	ANACONDA, PX WEST DESIGN & CONSTRUCT OVERH	\$2,846,939.00	\$2,846,939.00
0006	MAREX, DFAC DESIGN & CONSTRUCT OVERHEAD PR	\$2,887,335.00	\$2,887,335.00
0007	DIAMONDBACK, DFAC DESIGN & CONSTRUCT OVERH	\$3,719,553.00	\$3,719,553.00
0008	DIAMONDBACK, PX DESIGN & CONSTRUCT OVERHEA	\$1,127,276.00	\$1,127,276.00
0009	SPEICHER, VICTORY DFAC DESIGN & CONSTRUCT OV	\$2,575,630.00	\$2,575,630.00
0010	SPEICHER, EAGLE'S NEST DFAC DESIGN & CONSTRU	\$2,043,576.00	\$2,043,576.00
0011	ANACONDA, DFAC #3 DESIGN & CONSTRUCT OVERHE	\$3,657,192.00	\$3,657,192.00
0012	ANACONDA, INDOOR GYM (EAST) DESIGN & CONSTRU	\$5,250,369.00	\$5,250,369.00

Funding Account No.	Award Contract	Award Obligations	
P014751	\$65,236,916.00	\$65,236,916.00	
	<b>Award Contract</b>	<b>\$65,236,916.00</b>	
	<b>Award CLINS</b>	<b>\$65,236,916.00</b>	
	<b>Variance</b>	<b>\$0.00</b>	

RMS will automatically default to the next CLIN number, but it can be changed if desired. Enter the **Unit Type**, and select **OK**.



**CLINS must be four (4) numeric digits.**

Enter the description for the Price

CLIN,

the Award Amount, and check the box to indicate you are ready to decide how you are going to fund the CLIN. The bottom of the screen will then be populated.

**Award CLIN Price**

Priced CLIN 0033

Description: Club House for Troops

Award Unit Price: \$0.00

Award Quantity: 1 LS

Award Amount: \$0.00

Award Contract Amount: \$65,236,916.00

Sum of all Award CLINs: \$65,236,916.00

Variance: \$0.00

CLIN pricing complete - ready to fund

**Award CLIN Price**

Priced CLIN 2018

Description: Club House for Troops

Award Unit Price: \$325,000.00

Award Quantity: 1 LS

Award Amount: \$325,000.00

Award Contract Amount: \$4,881,947.00

Sum of all Award CLINs: \$4,881,947.00

Variance: \$0.00

CLIN pricing complete - ready to fund

**Obligations for this CLIN**

SubCLIN	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount
201801	w66QKZ51053963 / 1	FGE BONNEVILLE (CONT. CONTRACTS RESERVE)	0001	\$250,000.00
201802	w66QKZ61916284 / 1	MOD 10, STS REPAIRS	0002	\$75,000.00

**Funding Account No.**

Funding Account No.	Funded Work Item	Award Contract
G266679	F89J7H	\$4,881,947.00
G270461	D471D4	\$0.00

**RMS**

Only numbers (0-9) are allowed for numbering information SubCLINs

OK

## Entry of Maximo URI Code

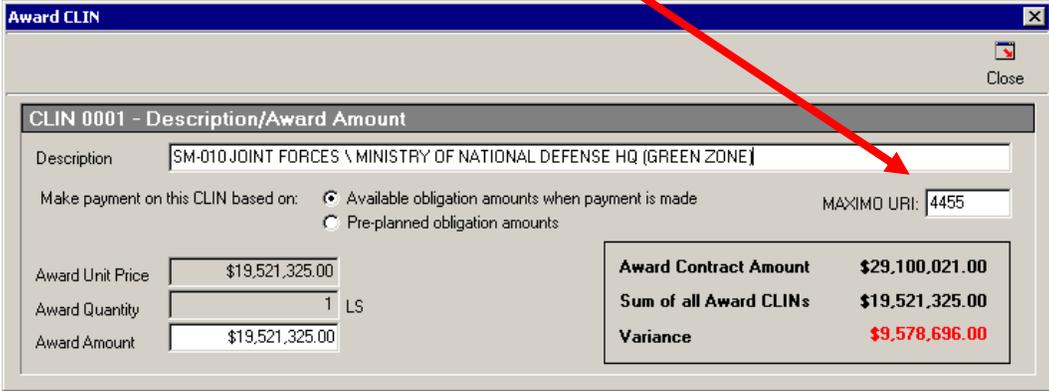
The URI (Unique Record Identifier) code is a code for each Baghdad task order number produced by Maximo and available from the Maximo reports. The Baghdad number is simply a way to identify project/contracts to the Sector they are associated with. An example of a Baghdad number could be "ED-016", which identifies it with the Electrical Sector.

Maximo is an asset-management software program used to report progress on contracts and tasks for the Iraq construction program by the Projects & Contracting Office, formerly, PMO.

Each contract CLIN can have its own unique URI code generated for the PCO Maximo program.

This entry is usually accomplished AFTER the contract (Delivery Order) is issued and is normally entered by the Construction Field Office.

Go to **Finances / Award CLINS**. Enter URI codes at Maximo URI code location.



The screenshot shows the 'Award CLIN' window with the following details:

CLIN 0001 - Description/Award Amount	
Description	SM-010 JOINT FORCES \ MINISTRY OF NATIONAL DEFENSE HQ (GREEN ZONE)
Make payment on this CLIN based on:	<input checked="" type="radio"/> Available obligation amounts when payment is made <input type="radio"/> Pre-planned obligation amounts
Award Unit Price	\$19,521,325.00
Award Quantity	1 LS
Award Amount	\$19,521,325.00
MAXIMO URI:	4455
<b>Award Contract Amount</b>	<b>\$29,100,021.00</b>
<b>Sum of all Award CLINs</b>	<b>\$19,521,325.00</b>
<b>Variance</b>	<b>\$9,578,696.00</b>

Currently, URI numbers are being generated in MAXIMO by Stanley-Baker-Hill (SBH).

### Sample table of Baghdad Numbers and Project URI numbers

Task Order Baghdad No.	Project URI	Contract Number - Delivery Order Number	Project Title	Project Baghdad No.
BE-001	10347		School # 201321, Al-Munadel AL-Arabi	FAATD001-105
BE-001	11406		School # 201088, Al-andalous	FAATD001-089
BE-001	11415		School # 201348, Al-Haretha Industrial	FAATD001-110
BE-001	11407		School # 201093, Maa'qal	FAATD001-090
BE-001	10426		School # 200048, Qurna	FAATD001-007
BE-001	10383		School # 200197, Futowa	FAATD001-016
BE-001	10395		School # 200910, Nashwa	FAATD001-067
BE-001	10398		School # 200447, Al-Zuhour School	FAATD001-028
BE-001	10381		School # 200818, Ibn Al-Mu'taz	FAATD001-054
BE-001	10424		School # 200969, Al-Nusour School	FAATD001-073
BE-001	10399		School # 200878, AL-Shaheed Ala' Issa Al-Ansari	FAATD001-065
BE-001	10348		School # 200099, A'esha Omm AL-Mu'meneen	FAATD001-010
BE-001	11401		School # 200982, Wasit	FAATD001-076
BE-001	10415		School # 200396, Thowar	FAATD001-027
BE-001	10397		School # 200097, AL-Qublah	FAATD001-009
BE-001	11404		School # 201042, Areej	FAATD001-084
BE-001	11405		School # 201044, Al Fursan	FAATD001-085
BE-001	10351		School # 200054, Abtal	FAATD001-008
BE-001	10389		School # 200980, Farazdaq	FAATD001-074
BE-001	10370		School # 201102, Ma'moon	FAATD001-092

## Adding Priced SubCLINs in RMS

To fully comply with the DFARs, RMS supports and enforces SubCLIN numbering. This has some major impacts on the way RMS handles CLINs and the way that those CLINs are funded.

It is recommended that you use priced CLINs to include the Unit Price, Quantity, Amount, and use priced Sub-CLINs when you have to identify multiple sources of funding. The upgrade for RMS from 2.36 to 2.37 will convert all existing CLINs and treat them like priced parent-CLINs with informational sub-CLINs created as needed. When you use sub-CLINs, you will first ADD a CLIN, followed by the sub-CLIN. You will not be able to delete a CLIN if it has sub-CLINs linked to it.

The screenshot displays the RMS software interface. The main window is titled "RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master". The "Finances - Award CLINs" section is active, showing a table of award CLINs with columns for CLIN number, description, award amount, and award obligations. A red arrow points to the "Add Priced SubCLINs for Payment" button in the toolbar. Below the table, an "Award CLIN Price" window is open, showing a table with columns for Funding Account No., Award Contract, and Award Obligations. A dialog box titled "Add Contract Line Item" is open, prompting the user to "Enter a unique number for the new Contract Line Item" with the text "CLIN 0034" entered. Below this, another "Add Contract Line Item" dialog is open, showing "CLIN 2019AA" and "Unit Type LS". To the right, two error messages from RMS are shown: "SubCLINs must be six characters in length." and "Priced SubCLINs must use letters in the last two positions." A red arrow points from the "Add Contract Line Item" dialog to the error messages.

You will then add a Description for your CLIN and the Add Priced SubCLINs to that new CLIN. You must also follow the required numbering scheme for the SubCLINs.

Resident Management System

Enter the description and amount for the new Priced SubCLIN and check the box that you are ready to fund it. You will then need to use the ellipsis to verify which Obligation Line Item you want to use to fund the CLIN.

**Award CLIN Price**

Close

**Priced SubCLIN 0034AA**

Description: Exterior Kitchen Equipment for Troops      MAXIMO URI: [ ]

Award Unit Price: \$10,000.00

Award Quantity: 1 LS

Award Amount: \$10,000.00

**Award Contract Amount** \$65,236,916.00  
**Sum of all Award CLINs** \$65,246,916.00  
**Variance** -\$10,000.00

CLIN pricing complete - ready to fund

**Obligations for this CLIN**

Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount
P014751	44FC99	W915WE52702091 / 1	OVERHEAD COVERAGE SYSTEMS GRN	0001	\$0.00
P014751	44FC99	W915WE52702091 / 3	PX EAST MODIFICATION TO OVERHEAD PROTECTION	0002	\$0.00
P014751	44FC99	W915WE60616620 / 1	REMOVE REPLACE EQUIPMENT AND UTILITIES	0003	\$0.00
P014751	44FC99	W915WE61188399 / 1	OVERHEAD COVERAGE SYSTEM - GABLE END	0004	\$0.00
P014751	44FC99	W915WE61891568 / 1	RELOCATE AND LATER EXISTING UTIL		
P014751	44FC99	W915WE61891588 / 1	RELOCATE UTILITIES-CLIN 0016 MARE		
P014751	44FC99	W915WE52702091 / 5	REMOVE HESCO BARRIERS D-BACK DI		

**Obligations for Award Contract**

Funding Account No.	Funded Work Item	Award Contract	Award Obligations
P014751	44FC99	\$65,236,916.00	\$65,236,916.00

**RMS**

Do you want to use obligation line item 0001 to fund CLIN 2019AA ?

Yes No

**Variance** -\$10,000.00

---

**Award CLIN Price**

Close

**Priced SubCLIN 0034AA**

Description: Exterior Kitchen Equipment for Troops      MAXIMO URI: [ ]

Award Unit Price: \$10,000.00

Award Quantity: 1 LS

Award Amount: \$10,000.00

**Award Contract Amount** \$65,236,916.00  
**Sum of all Award CLINs** \$65,246,916.00  
**Variance** -\$10,000.00

CLIN pricing complete - ready to fund

**Obligations for this CLIN**

SubCLIN	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount
0034AA	W915WE52702091 / 1	OVERHEAD COVERAGE SYSTEMS GRN	0001	\$10,000.00

**Obligations for Award Contract**

Funding Account No.	Funded Work Item	Award Contract	Award Obligations
P014751	44FC99	\$65,236,916.00	\$65,246,916.00

**CLIN 0001 Amount** \$10,000.00  
**CLIN 0001 Obligations** \$10,000.00  
**Variance** \$0.00

Reobligate CLIN

You repeat this process for adding additional Price SubCLINs as needed.

The screenshot shows a software window titled "Award CLIN Price" with a "Close" button in the top right corner. Below the title bar, the text "Info CLIN 2019 with Priced SubCLINs" is displayed. A "Description" field contains the text "Kitchen Equipment for Ready Building".

Below the description field is a section titled "Priced SubCLINs" containing a table. To the left of the table are three buttons: "Add" (with a plus icon), "Edit" (with a pencil icon), and "Delete" (with a red X icon). The table has four columns: "CLIN/ SubCLIN", "Description", "Award Amount", and "Award Obligations".

CLIN/ SubCLIN	Description	Award Amount	Award Obligations
2019AA	Exterior Kitchen Equipment for B-B-Q Area	\$18,000.00	\$18,000.00
2019AB	Interior Kitchen Equipment	\$43,000.00	\$43,000.00
2019AC	Propane Tank for Kitchen Equipment	\$14,000.00	\$14,000.00
<b>Totals</b>		\$75,000.00	\$75,000.00

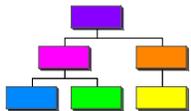
## Chapter 8 – Contractor Pay Activities

### What this Chapter presents:

- Overview
- Importing Contractor Pay Activities
- Standard Data Exchange Format
- Balancing Contractor Pay Activities
- Mandatory Entries for Pay Activities



### Importing Contractor Pay Activities

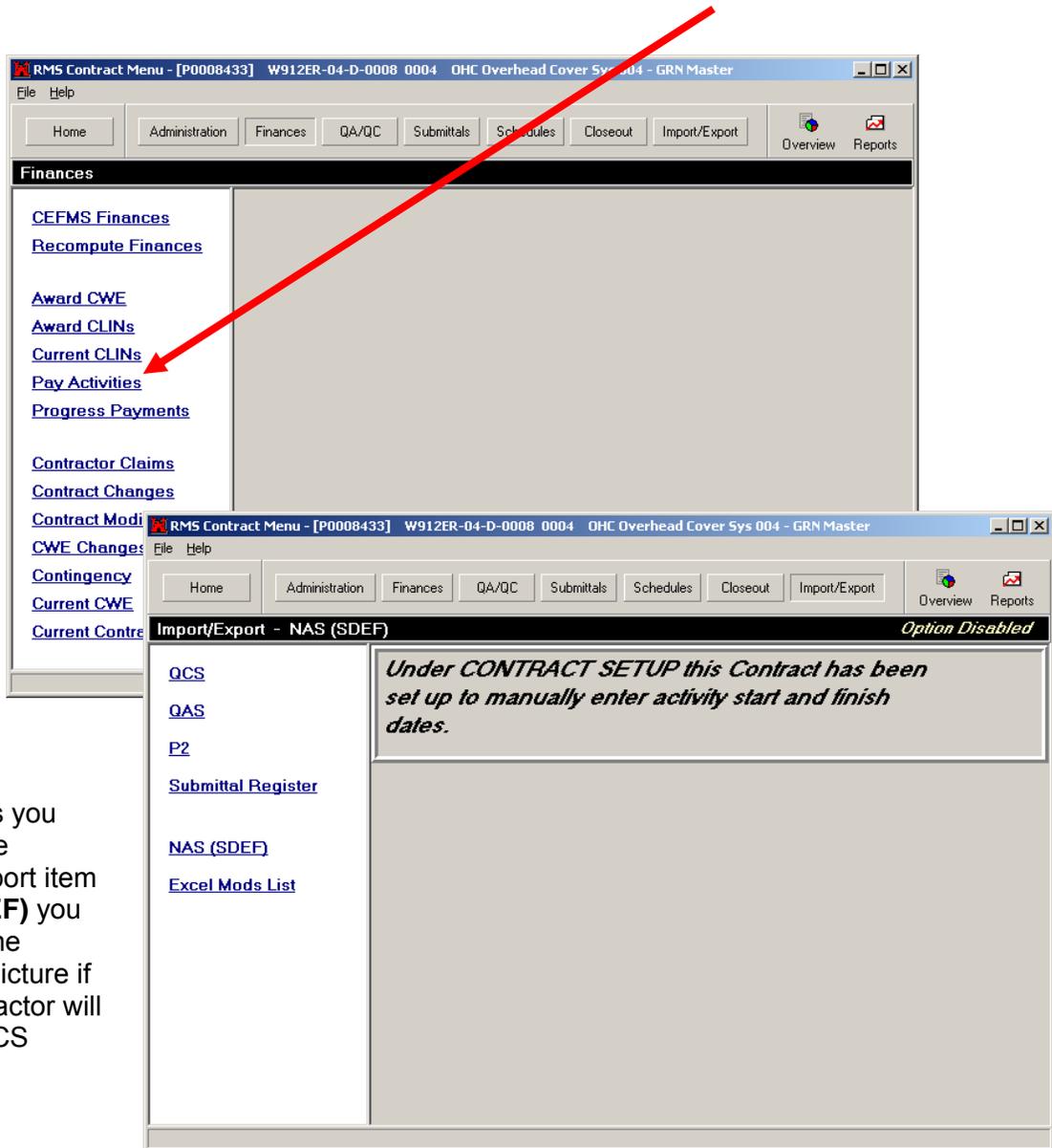


**T**he next step in setting up our finances in RMS is to enter the Contractor's Construction (Pay) **Activities**. The easiest way to accomplish this would be to **IMPORT** the Activities electronically via the Standard Data Exchange Format (SDEF).



**Entering pay activities correctly is critical. Payment should not be allowed when either the total amount of activities assigned to a CLIN does not match the CLIN amount or when the sum of all the activities does not match the total contract amount.**

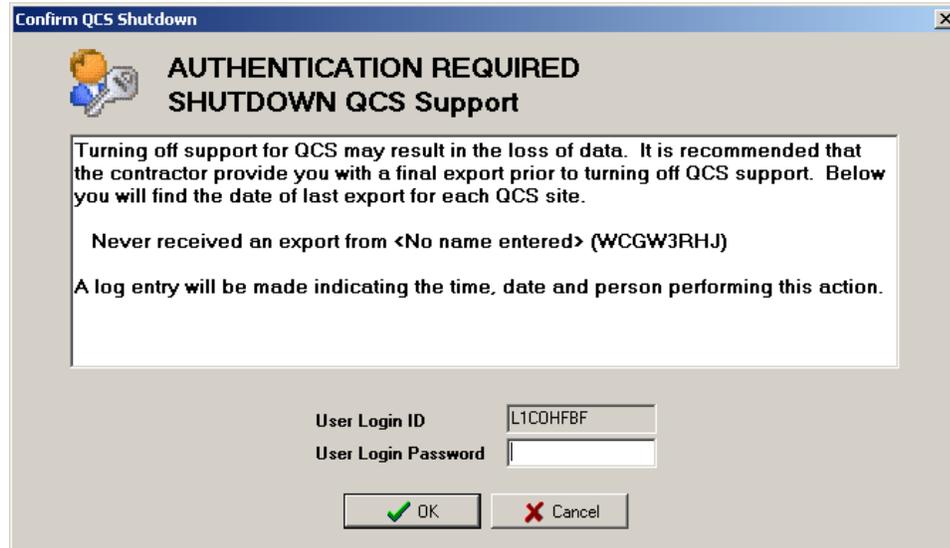
The Contractor's **Pay Activities** are located via the **Contract Menu / Finances**.



**Notice:** As you click on the Import/Export item **NAS (SDEF)** you may see the following picture if your contractor will use the QCS program.

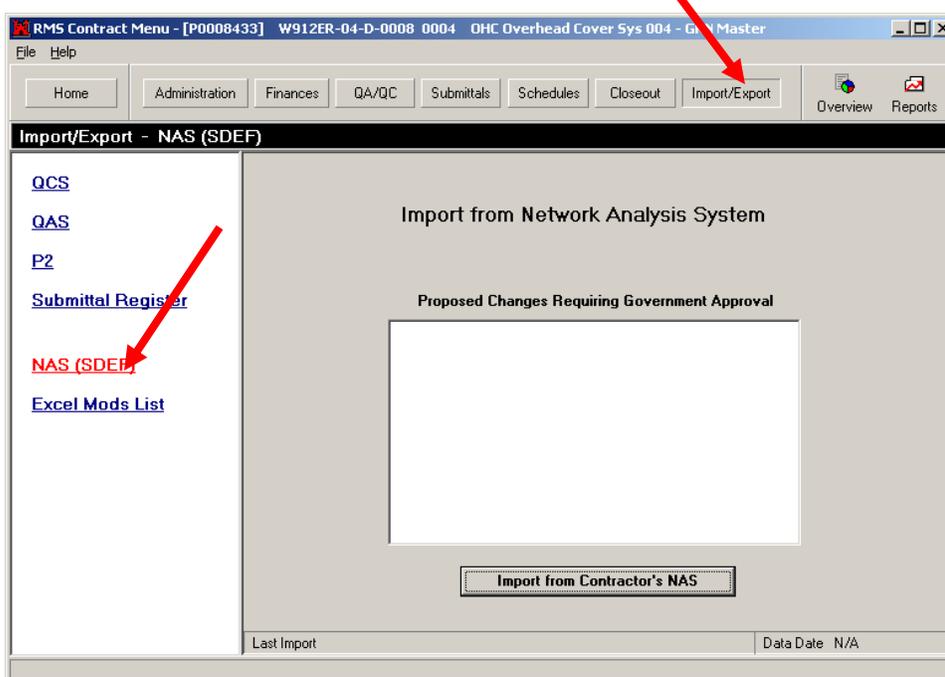
## Turning Off QCS from Contract Setup

If you have previously indicated you wanted to use QCS and later decide to unclick that option, a log entry will track your doing so. You will see this message box. (Note: There are times when you may really need to turn off QCS and import the Contractor's SDEF file, in that case, ignore the message and face the consequences.



## Import SDEF File

As previously stated, the easiest way to enter the Contractor activities is by utilizing the Import/Export features of RMS. From the top menu, push **Import / Export**.



Click on **NAS (SDEF)** to begin importing the contractor Activities. Then, determine if you wish to import all **Activity Changes**, or select just those items you need to import. If imports have already been made, this is the screen from which you would import the contractors **Pay Request** also.

Selecting the **Import from Contractor's NAS** button will send you to a window on which to select the items you wish to import. Then you will need to locate and highlight the **SDEF** file from the Contractor. Once selected, you can *double click on it* and the import process will begin.



**An SDEF Merger utility (SDEF Companion) is available for this version for merging two SDEF files into one file and viewing the validity of the file.**

**Select the items you wish to Import from the Contractor**

**Import from Network Analysis System (SDEF)**

What would you like to import?

Activity Changes - Add / Deleted / Edited Activities

Activity Change Options

Select All Options

Import CLIN

Import Activity Amount

Import Responsibility Code

Import Feature of Work

Import Contract Phase

Import Project Area

Import Work Category

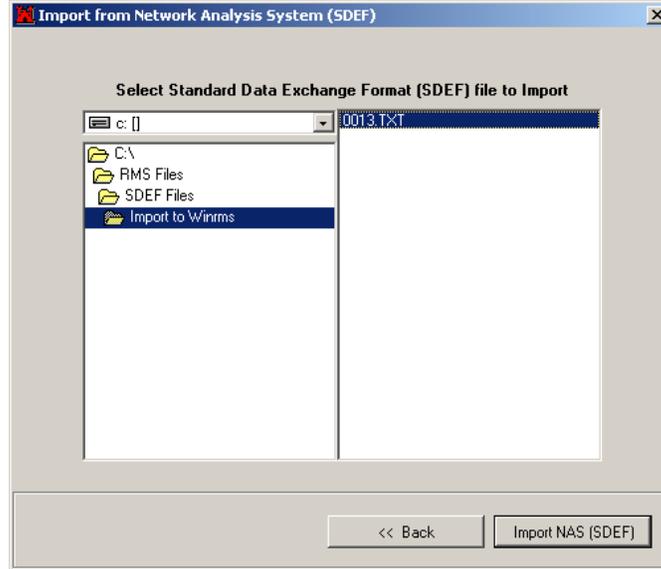
Import Duration

Activity Schedule - Scheduled / Actual (start & finish dates)

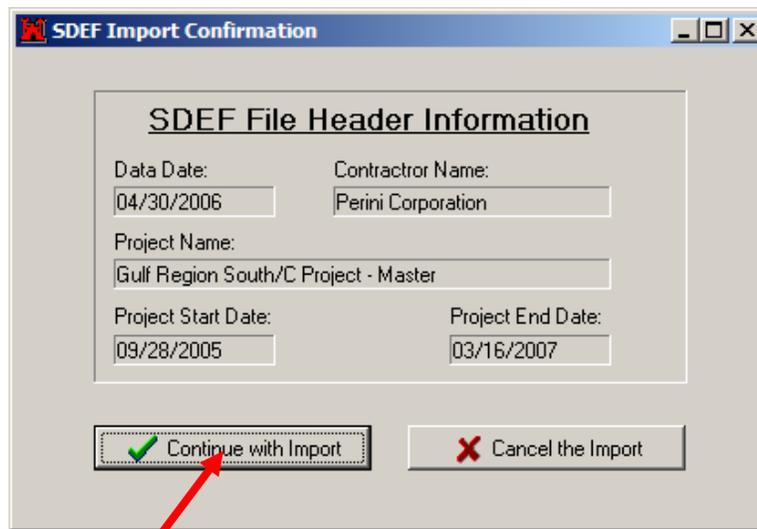
Pay Request No. 6 - Completed

Cancel Next >>

**Windows Explorer of  
SDEF Folder and Files**



**Confirmation  
Screen**



Push the **Continue with Import** button when ready.

When RMS completes the import process the data fields on the screen will be completed, reflecting the particulars of the import.

To review the activities imported, *double mouse-click* on any changes shown in the field in the above screen. The next screen is used for approving or disapproving the changes proposed by the contractor. You can use the buttons at the top of the screen for approval action on ALL items, or, alternatetively, you can individually approve or disapprove each item by using the check boxes on the right side of the screen.

Item	Description	Change	Approved	Disapproved
A001	Notice To Proceed/Performance	Added	<input type="checkbox"/>	<input type="checkbox"/>
A002	50% Bldg/Utility Design	Added	<input type="checkbox"/>	<input type="checkbox"/>
A003	Complete All Design Work	Added	<input type="checkbox"/>	<input type="checkbox"/>
A004	Design Submittals 100%	Added	<input type="checkbox"/>	<input type="checkbox"/>
A005	100% Complete Design & Specs.	Added	<input type="checkbox"/>	<input type="checkbox"/>
A006	CQC/Safety/Proj Mgmt Plan	Added	<input type="checkbox"/>	<input type="checkbox"/>
A007	Assesst Abatement Plan	Added	<input type="checkbox"/>	<input type="checkbox"/>
A008	Contractor Mobilization	Added	<input type="checkbox"/>	<input type="checkbox"/>

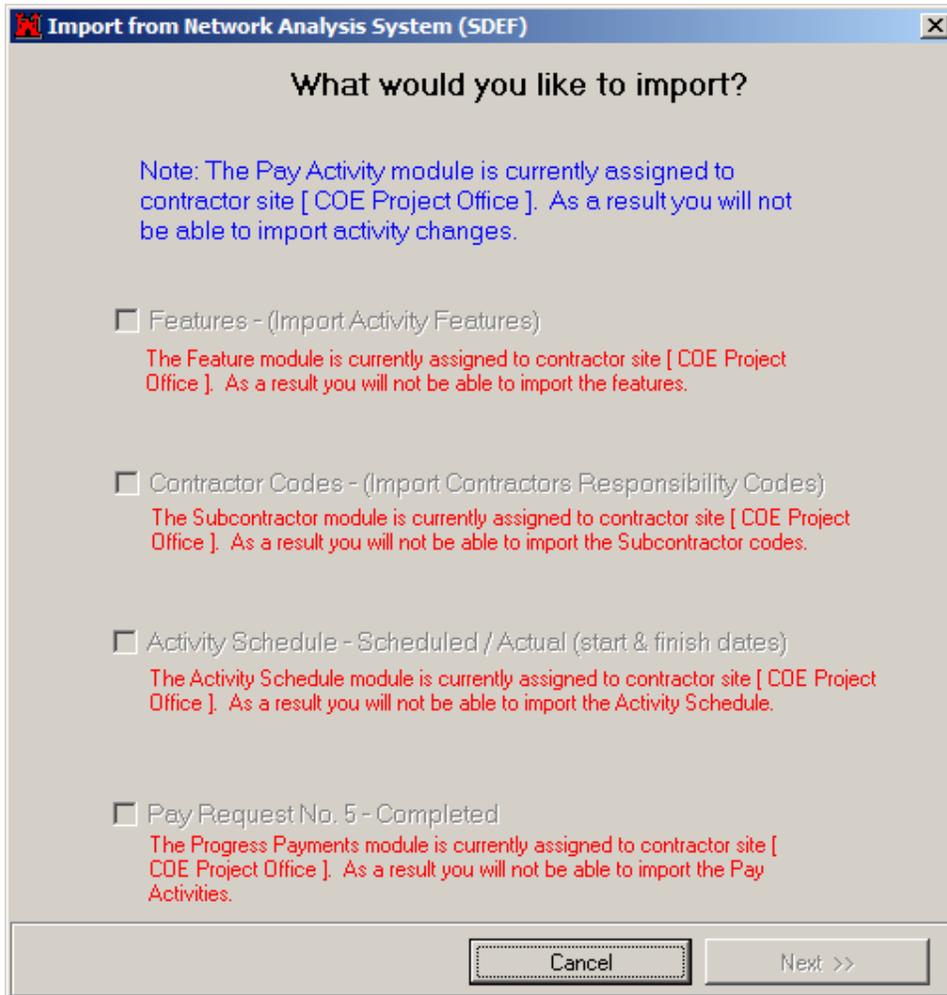
  

A001. Notice To Proceed/Performance Added	
Current Activity	Proposed Activity
Description	Notice To Proceed/Performance
Bid Item	1.A.
Quantity	1
Amount	\$95,000.00
Feature	PRECON
Contractor Code	GEN
Area	GEN
Phase	1
Category	X
Duration	1

Show only information that has changed

## QCS being Used

If you have indicated that QCS was going to be used in **Contract Setup**, you may have assigned certain items to be managed by the QCS staff. In such a case, you will see this screen that advises you you will not be able to import those items. You must use the QCS import.



## Contractor Pay Activities

The screenshot shows the 'RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master' window. The 'Finances - Pay Activities' section is active. On the left, there are navigation links for CEFMS Finances, Recompute Finances, Award CWE, Award CLINs, Current CLINs, Pay Activities, Progress Payments, Contractor Claims, Contract Changes, Contract Modifications, CWE Changes, Contingency, Current CWE, and Current Contract. The main area has 'Activities' and 'CLINs' tabs. The 'Activities' tab is selected, displaying a table with columns for Activity ID, Description, CLIN, and Amount. Below the table, there are summary statistics for CLIN 0003 and overall contract totals.

Activity ID	Description	CLIN	Amount
01010A	Procure Pool Table and Supplies	0003	\$1,500.00
01010B	Install Pool Table	0003	\$1,500.00
N1010001	Contract Award	0001	\$0.00
N1010002	Project Start	0001	\$0.00
N1010010	Project Activation/Mobilization	0001	\$3,387,307.00
N1010012	Project Mobilization 31 to 60	0001	\$4,346,918.00
N1010014	Project Mobilization 61 to 90	0001	\$1,919,405.00
N1010020	Kick off Mtg for Design Concep	0001	\$0.00
N1010030	USACE Gives Notice to Proceed	0001	\$0.00
N1010040	Develop Prototype Design Solut	0001	\$0.00
N1010042	USACE Reviews & Comments on Pr	0001	\$0.00

<b>CLIN 0003</b>	<b>\$4,394,297.00</b>	<b>Current Contract</b>	<b>\$66,845,343.72</b>
<b>Sum of Activities</b>	<b>\$4,394,297.00</b>	<b>Sum of All Activities</b>	<b>\$66,845,343.72</b>
<b>Variance</b>	<b>\$0.00</b>	<b>Variance</b>	<b>\$0.00</b>

If you need to manually add or adjust the individual **Activities**, from the **Contract Menu / Finances / Pay Activities** screen, you can select either the **Add** or **Edit** button at the top of the screen, as appropriate. You can also **Delete** individual **Activities** from this screen.

The second tab of this screen will list all the CLIN's used for the contract.

The screenshot shows the same 'RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master' window. The 'Finances - Pay Activities' section is active. The 'CLINs' tab is selected, displaying a table with columns for CLIN, CLIN Description, CLIN Amount, Sum of Activities, and Status. A dropdown menu at the top right shows 'All CLINs'.

CLIN	CLIN Description	CLIN Amount	Sum of Activities	Status
0001	MOBILIZATION AND DEMOBILIZATION	\$12,473,288.00	\$12,473,288.00	Balanced
0002	ANACONDA, PX EAST, DESIGN & CONSTRUCT	\$2,421,179.00	\$2,421,179.00	Balanced
0003	ANACONDA, EAST MWR DESIGN & CONSTRUC	\$4,394,297.00	\$4,394,297.00	Balanced
0004	ANACONDA, WEST MWR DESIGN & CONSTRUC	\$4,350,531.00	\$4,350,531.00	Balanced
0005	ANACONDA, PX WEST DESIGN & CONSTRUCT	\$3,016,257.00	\$3,016,257.00	Balanced
0006	MAREX, DFAC DESIGN & CONSTRUCT OVER	\$3,012,947.00	\$3,012,947.00	Balanced
0007	DIAMONDBACK, DFAC DESIGN & CONSTRUCT	\$3,723,195.39	\$3,723,195.39	Balanced
0008	DIAMONDBACK, PX DESIGN & CONSTRUCT	\$1,129,525.72	\$1,129,525.72	Balanced
0009	SPEICHER, VICTORY DFAC DESIGN & CONST	\$2,603,403.00	\$2,603,403.00	Balanced
0010	SPEICHER, EAGLE'S NEST DFAC DESIGN & C	\$2,071,349.00	\$2,071,349.00	Balanced
0011	ANACONDA, DFAC #3 DESIGN & CONSTRUCT	\$1,828,032.00	\$1,828,032.00	Balanced
0012	ANACONDA, INDOOR GYM (EAST) DESIGN &	\$5,394,427.00	\$5,394,427.00	Balanced
0013	ANACONDA, THEATRE DESIGN & CONSTRUC	\$3,761,573.00	\$3,761,573.00	Balanced
0014	WARRIOR, DFAC DESIGN & CONSTRUCT OV	\$3,997,551.00	\$3,997,551.00	Balanced
0015	WARRIOR, PX DESIGN & CONSTRUCT OVER	\$1,312,272.00	\$1,312,272.00	Balanced
0016	MAREZ, GYM DESIGN & CONSTRUCT OVERH	\$3,243,847.00	\$3,243,847.00	Balanced
0017	DIAMONDBACK, GYM DESIGN & CONSTRUCT	\$1,987,492.00	\$1,987,492.00	Balanced

Add activities for each CLIN until the *Sum of Activities* equals the amount designated for the CLIN. Continue through all CLINS until the *Sum of Activities* equals the amount of the contract.

Activity #	N2083060
Description	Primary Erection @ upper roof
CLIN	0008 DIAMONDBACK, FX DESIGN & CONSTRUCT OVERHEA
Quantity	1.0000 LS
Amount	\$103,634.00
Subcontractor	PRIM Perini Corporation
Feature	STL STEEL
Contract Phase	1C
Project Area	DIA
Work Category	S Structural
Duration	10 Work Days

CLIN 0008	\$1,129,525.72
Sum of Activities	\$1,129,525.72
Variance	\$0.00

## Mandatory Entry Elements for Pay Activities

RMS will function properly financially if only the top portion of the input screen is completed. The lower portion of the screen is extremely useful and you are encouraged to complete all of it in detail. In any case, the following three (3) items must be completed.

### Description

Enter a brief description of the activity into the **Description**. This field allows for up to 50-characters in length. However, when you are using the SDEF feature, the SDEF truncates the field to about 35 characters. Therefore, you might want to only use the first 35 characters so the description appears okay after imported from P3 (be sure to use the same description in P3).

### CLIN

The **CLIN** field lookup should be selected so you can choose the appropriate **CLIN**. The **Quantity** field just below *will automatically populate*, based on prior entry of the **CLINS**.

### Amount

The **Amount** of the activity is entered here. If a **Quantity** Item were chosen, the Amount field would be gray and you would enter the **Quantity**

## Chapter 9 – Contract Change Requests

### What this Chapter presents:

- 
- **Overview**
- **Prefix Code for Change Requests**
- **Contract Change Requests**
- **Basic Change Document (BCD)**



### Overview



**F**or military projects: When an appropriation is made, contingency funds are generally allocated to cover modifications that arise. As modifications are proposed and funding entered, the necessary funds are automatically subtracted from the contingency amount and added to the unawarded estimated amount (for status 5 mods) on the **Construction Working Estimate** screen. When a modification is designated as **Complete** (status 6 mods), the funding amount is added to the award contract amount.

**For civil projects and many projects in Iraq:** Contingency funds are not generally allocated for the contract. When modifications need to be funded, additional money is added to the contract.

RMS looks at modifications in four distinct parts:

1. The first part defines the change and tracks actions before the change becomes an official contract modification. During this time, RMS refers to the change by **Change Request Number**, using your **Office Prefix Code for Change Requests** and a sequential number. The **Prefix Code for Change Requests** is identified on the **Office/Office Description** screen as shown below.
2. The second part begins once all actions on the **Change Request** are complete.

3. The third part adds the **Reference Number** and creates the modification package.
4. The final step is the identification of the package through the **Standard Procurement System (SPS)**, referred to as **PD<sup>2</sup>** (*Procurement Desktop Defense*), which will provide the **A** or **P** modification number.

## Prefix Code for Change Requests

The screenshot shows the 'Edit Office Information' form with the following data:

Field	Value
Office Type	RESIDENT OFFICE
Office Symbol	CEGRN-AAO-ARO
Parent Office	CEGRN-AAO
Office Code	
Resident Engineer	ANDERSON, THOMAS I
P2 Org Code	P1L1200
Office Name	ANACONDA RESIDENT OFFICE
Address	Anaconda Area Office APO AE 09391
Phone No.	
Fax No.	
Time Zone	GMT+03:00 Baghdad, Kuwait, Mosco
Observe daylight savings time	<input checked="" type="checkbox"/>
Prefix Code for Change Requests	AR

You must ensure the proper code is entered here.

## Contract Change Requests

A **Change Request** is generated in anticipation of a potential or real Modification to the Contract. The process generates what is known as a **Basic Change Document (BCD)**. The **BCD** describes the change, the reason it is necessary, the initial estimated cost and time impact and may also be used to evaluate AE liability if Design Errors or Omissions cause the change.

The process of adding a Change Request is a matter of following logical steps and tracking to completion. In the example screen below, you can see that all steps have been completed, as is indicated by the presence of the **green** check marks on the bottom section of the screen.

The screenshot shows the 'RMS Contract Menu' application window. The title bar includes the window name and several identifiers: 'RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master'. The interface features a menu bar with 'File' and 'Help', and a toolbar with buttons for 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. The main content area is titled 'Finances - Contract Changes' and contains a sidebar menu on the left with various options like 'CEFMS Finances', 'Award CWE', 'Current CLINs', and 'Contract Changes'. A red arrow points to the 'Contract Changes' option in the sidebar. The main area displays a table of change requests and a 'Change Request Status' summary.

Change Request ...	Change Request Title	Status	Ref No	Change Amount	Change Days	Mod Age
00011	Increase Size of Line Item 0013 Facility	6	R00005	\$711,617.00	0	3
00012	Relocate & Alter Existing Utilities	6	R00006	\$120,183.00	0	0
00013	Increase SF of Marez Gym by 20,000 SF	6	R00007	\$1,154,510.00	0	0
00014	Remove & Dispose of Hescos Diamondback	6	R00008	\$6,853.72	0	6
00015	Egress at CLIN 0012	4		\$0.00	0	464

Change Request Status		Amount	Time
✓	Basic Change Document - Completed 06/27/2006	\$10,000.00	0
✓	Government Estimate - Completed 06/27/2006	\$1,389,515.00	0
✓	Contractor Proposal - Completed 06/08/2006	\$711,618.00	0
✓	Negotiations - Completed 06/27/2006	\$711,617.00	0
✓	Funding (6) - Completed - Sent to District	\$711,617.00	0

## Mod Reason Codes

Mod Reason Codes are divided into 3 categories as follows:

### Award Options

- 5 Pre-negotiated Contract Option Exercised After Award

### Controllable

- 1 Engineering Changes -- Includes possible and confirmed A-E Fault
- 8 Value Engineering Changes
- G Deficient Government Furnished Property Corrections
- S Suspension of Work
- T Termination of Work
- V Construction Changes Necessary to Complete Contract

### Uncontrollable

- 4 User Changes -- Discretionary
- 6 Miscellaneous Changes
- 7 Differing Site Conditions not readily identifiable by thorough Site Investigation
- 9 Administrative Changes – Fund Cite, Paying Station, Address, etc.
- A Adverse Security Conditions
- E Excusable Delay for No Fault -- Weather or Act of Nature



## Chapter 10 - Contract Modifications

### What this Chapter presents:

- Overview
- Contract Modifications
- Current Construction Working Estimate (CWE)



### Overview



This chapter furnishes instructions for processing construction contract modifications and other changes to the **CWE**. You are encouraged to review and follow your own District guidelines if a procedure or recommendation herein conflicts with your District policies.

## Contract Modifications

A modification allows the Government to add or change information and/or requirements of the contract.

The screenshot shows the 'Finances - Contract Modifications' window. On the left is a navigation pane with links: CEFMS Finances, Recompute Finances, Award CWE, Award CLINs, Current CLINs, Pay Activities, Progress Payments, Contractor Claims, Contract Changes, **Contract Modifications** (highlighted with a red arrow), CWE Changes, Contingency, Current CWE, and Current Contract. The main area contains a table of modifications and a status section.

Ref No	Mod No	Title	Mod/Sign Date	Mod Amount
R00001	06	Change In SOW MDD 0406	04/27/2006	\$301,049.00
R00002	05	Change in SOW Mod 0402	03/26/2006	\$506,100.00
R00003	01	Delete 0033 & Add 0032	10/11/2005	\$0.00
R00004	08	Gable End Change SOW 0408	05/09/2006	\$236,336.00
R00005	09	Delete Remaining 0011 Work & Revise 0013	06/30/2006	-\$1,117,543.00
R00006	11	Relocate & Alter Existing Utilities	06/13/2006	\$120,183.00
R00007	1D	Increase SF of Marez Gym by 20,000 SF	06/13/2006	\$1,154,510.00

**Modification Status**

	Amount	Time
✓ PR&C Requested - Completed		
✓ SF30 Signed - Completed		
✓ Funds Obligated - Completed		
✓ Activities Balanced - Completed		
✓ Modification - Included in Current Contract	\$301,049.00	0

Remarks: \_\_\_\_\_

Like the Change Request, to add a Modification you follow logical steps and track the Modification until it is complete. The example screen above shows numerous Modification packages. The **Modification Status** at the bottom of the screen reflects the current progress of the entire effort for the Modification package.

It should be noted that the Modification Number will be assigned by the “Standard Procurement System” (SPS), called “**PD<sup>2</sup>**”, following completion of all signatures and processing through SPS.

In accordance with the FAR, Modifications signed by an ACO will begin with the letter “A”, and those signed by the Contracting Officer (Procurement Officer) will begin with the letter “P”.

## SF30 - Page 1 Tab

There are two things to be accomplished from this screen:

1. Select Change Request(s) to be included on this Modification  
(You select one or more existing Change Requests to be included in this new Modification package.)
2. Add/Edit Contract Line Item(s) to equal the Modification Amount  
You have the choice to either **Automatically** add a CLIN equal to Modification, **Manually** Add a New CLIN, or to Revise an existing Lump Sum CLIN. The latter will present you with a listing of the existing CLINS to choose from.

**NOTE: IT IS RECOMMENDED FOR IRAQ CONTRACTS THAT YOU ALWAYS 'MODIFY AN EXISTING LUMP SUM CLIN'.** There will be, of course, cases where it only makes sense to add a new CLIN, but not often. The issue we have in Iraq is that RMS feeds information into other Information Systems and a unique 'MAXIMO URI' number must be indicated on each CLIN screen. These URI numbers are rolled up for reporting to Higher Headquarters to review total costs of an individual project.

The screenshot displays a software window titled "Modification No. 06 R00001-Change In SOW MOD 0406". The window is divided into several sections:

- Navigation:** Tabs for "SF30 - 1", "SF30 - 2", "SF30 - 3", "Release Mod", "Pay Activities", and "Supporting Docs".
- Change Requests included in this Modification:** A table with columns for "Change Request", "Change Request Title", "Change Amount", and "Change Days". One row is visible: "00001 Change In SOW MOD 0406" with a change amount of "\$301,049.00" and "0" days. Buttons for "Select", "Edit", and "Remove" are on the left. A "Modification Amount" summary shows "\$301,049.00".
- Contract Line Items changed by this Modification:** A table with columns for "CLIN", "CLINs Changed by R00001", and "Change Amount". One row is visible: "0002 ANACONDA, FX EAST, DESIGN & CONSTRUCT OVERHEAD PROTECTION NORTHCENTRA" with a change amount of "\$301,049.00". Buttons for "Add", "Edit", and "Delete" are on the left. A "Sum of CLIN Changes" summary shows "\$301,049.00".
- Funding for this Modification:** A table with columns for "Funding Account", "Title", "Funded Amount", and "PR&C Amount". One row is visible: "P014751 60000.61002-W/912EP-04-D-00080004 - PN #63413 [126327]" with funded and PR&C amounts of "\$301,049.00". A "Modification Funding" summary shows "\$301,049.00".

## SF30 - Page 2 Tab

### SF30 Block 2

The modification number entered initially (i.e., R00019) will be replaced via SPS when the Modification is completed by Contracting. However, in most all cases, the Contractor will use this temporary number and may not even be aware of the final number.

### SF30 Block 4

The Requisition number is typically the PR&C number and will be automatically populated by RMS in most cases. It may be changed if desired or needed.

### SF30 Block 12

The Accounting and Appropriation Data memo field is an optional field if required by your District or this modification. There is a 'lookup' if you choose the EDIT button that may include standard wording if this feature is used in your District Library.

### SF30 Block 13

Select the manner in which the Modification is being issued and select the appropriate FAR Clause(s) from the lookup provided.

Also, indicate whether or not the Contractor will be required to sign the Modification.

The screenshot shows a software window titled "Modification No. 06 R00001-Change In SOW MOD 0406". The window has a tabbed interface with tabs for "SF30 - 1", "SF30 - 2" (selected), "SF30 - 3", "Release Mod", "Pay Activities", and "Supporting Docs".

- SF30 Block 2:** Modification No.
- SF30 Block 4:** Requisition No.
- SF30 Block 12:** Accounting and Appropriation Data (Optional Additional Notes). Includes an "Edit" button and a large text area.
- SF30 Block 13:**
  - Radio buttons for "A. Issued Pursuant to:", "B. Administrative Changes", "C. Supplemental Agreement", and "D. Other".
  - FAR Clause(s) lookup:
  - Section "E. IMPORTANT" with radio buttons for "Contractor  is" and "Contractor  is not" required to sign this document.
- SF30 Block 14:** Modification Title

## SF30 Block 14

The last section of the tab includes the entry for the **Modification Title**. This block (14) is continued on the next Tab.

If you are selecting more than one change request to a modification, verify that the title of the change reflects the basic scope of work of each item, if at all possible. The title should be easy to understand and use keywords that may help you identify it.

## SF30 - Page 3 Tab

### SF30 Block 14 (continued)

The first two memo fields are for entry of optional notes on the contract price and time and should reflect any particulars that were discussed or addressed during negotiations of the modification with the contractor. You may use the remaining memo fields for comments related to the **Change in Schedule** and enter a **Closing Statement**. The Closing Statement should reflect your District or Office policies. A lookup is available in the **Edit** screen to import statements already prepared. These can be found in your **District Library**, under **Standard Text**.

### SF30 Block 15A

At the bottom of the screen, indicate the name of the Contractor representative that will sign this modification.

### SF30 Block 16A

At the bottom of the screen, indicate whether the **Contracting Officer** or the **Administrative Contracting Officer** will sign this Modification and use the lookup to populate the fields.

**Note: You can assign Signatures for each individual Modification and the signatures will be saved with the Modification it is associated with.**

## Release Mod Tab

This screen is to record the administrative progress of the modification. You must obtain a PR&C from CEFMS for funding and all required signatures must be entered with the appropriated date fields completed.

**Notice the “instructions” in the bottom window of the screen.**

**Indicate that a PR&C has been obtained and record the signature dates in the window.**

**When date entries are made in this section, it is assumed that the CEFMS approvals and certifications are completed simultaneously.**

Modification Signed	Required	Sent to Contractor	Date Due Back	Date Signed
SF30 - Contractor Signature	<input checked="" type="checkbox"/> Yes	09/28/2007	10/05/2007	09/23/2007
SF30 - Government Signature				

The above screen then turns into this screen when those boxes are completed.

Modification No. 06 R00001-Change In SOW MOD 0406

SF30 - 1 | SF30 - 2 | SF30 - 3 | Release Mod | Pay Activities | Supporting Docs

Modification funded with PR&C in CEFMS

**Modification Signed** Required  Yes Sent to Contractor 02/28/2006 Date Due Back 02/28/2006 Date Signed 04/27/2006

**Obligation Line Items Linked to CLIN Changes for Payment**

CLIN	CLIN Title	Change Amount	Obligation Amount
0002	ANACONDA, PX EAST, DESIGN & CONSTRUCT OVERHEAD PROTECTI	\$301,049.00	\$301,049.00

Totals \$301,049.00 \$301,049.00

**Modification funded with Obligations in CEFMS**

Modification Completed - Include this Modification in Current Contract

After Modification is Completed adjust activities

Enter the Obligation Amount and check the "Modification funded with Obligations in CEFMS" box.

When you indicate the Modification is complete by checking the box at the bottom, you will get this popup message

RMS

Activities will be required to be balanced prior to making payment - Proceed ?

Yes No

You should then balance the activities prior to exiting the modification area if you push **Yes**. If **Yes** is pushed the next screen appears, from which you enter the activities.

Modification No. 06 R00001-Change In SOW MOD 0406

SF30 - 1 | SF30 - 2 | SF30 - 3 | Release Mod | Pay Activities | Supporting Docs

Edit

**CLINs Changed by this Modification**

BID_NO	BID_DS	CURRENT_AMT	SUM_OF_ACTIVITIES	VARIANCE
0002	ANACONDA, PX EAST, DESIGN & CONSTRUCT OVERHEAD PROTECTI	\$2,421,179.00	\$2,421,179.00	\$0.00

CLIN 0002 \$2,421,179.00  
Sum of Activities \$2,421,179.00  
Variance \$0.00

Push the **Edit** button and then the **Add** or **Edit** button on the next screen to enter or modify activity details.

## Pay Activity Screen

This is the same Contractor Activity Screen that was discussed in Chapter 8 of this Manual. This screen will be filled in automatically, with this limited data, if you choose to let RMS automatically add activities to balance the CLIN.

Pay Activity - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master

Close

Activity #  Description

CLIN

Quantity  LS

Amount

Subcontractor

Feature

Contract Phase

Project Area

Work Category

Duration  Work Days

CLIN 0002	\$2,421,179.00
Sum of Activities	\$2,421,179.00
Variance	\$0.00

## Supporting Documents

You can add documents for reference that include the following:

- Correspondence
- Request For Information
- QA Report Narratives
- QC Report Narratives
- Modification Documents
- Attachment (Photos, Documents, etc.)

The listing of such Supporting Documents can be created and attached to the package when finalized. You can view the attachment by pushing the **Docs** button.

The screenshot shows a software window titled "Modification No. R00019 R00019-Provide Crane to Unload YBSs - WS # 2". It has several tabs: "SF30 - 1", "SF30 - 2", "SF30 - 3", "Release Mod", "Pay Activities", and "Supporting Docs". The "Supporting Docs" tab is active, showing a toolbar with "Add", "Edit", "Delete", "Docs", and "Close" buttons. Below the toolbar is a table with columns: "Date", "Change Request", "Document", "Status", and "Description". One row is visible with the date "09/21/2007", change request "00019", document "Negotiations", and status "Negotiations Completed". Below the table is an "Attachment" section with a red arrow pointing to it. At the bottom of the window, there is a footer area with a logo for the "US Army Corps of Engineers", the title "Supporting Documents for Modification R00001", and the date "28 Mar 2005".

Date	Document	Status	Description
02/01/2004	BCD	BCD Completed	This change was initiated by the User and is not considered necessary by th
03/14/2005	Mod Document		Statement of Disagreement The Resident Office does not feel the change should be issued and provides, herewith, their rationale for disagreeing with the User.

**You have now completed the Modification.**

The screenshot shows the 'RMS Contract Menu' interface. The title bar indicates the current contract is 'W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master'. The main window is titled 'Finances - Contract Modifications'. On the left, there is a navigation menu with various options like 'Award CWE', 'Award CLINs', etc. The central area contains a table of modifications and a 'Modification Status' section.

Ref No	Mod No	Title	Mod/Sign Date	Mod Amount
R00001	06	Change In SOW MOD 0406	04/27/2006	\$301,049.00
R00002	05	Change in SOW Mod 0402	03/26/2006	\$506,100.00
R00003	01	Delete 0033 & Add 0032	10/11/2005	\$0.00
R00004	08	Gable End Change SOW 0408	05/09/2006	\$236,336.00
R00005	09	Delete Remaining 0011 Work & Revise 0013	06/30/2006	-\$1,117,543.00
R00006	1D	Relocate & Alter Existing Utilities	06/13/2006	\$120,183.00
R00007	1D	Increase SF of Marez Gym by 20,000 SF	06/13/2006	\$1,154,510.00

Modification Status	Amount	Time
✓ PR&C Requested - Completed		
✓ SF30 Signed - Completed		
✓ Funds Obligated - Completed		
✓ Activities Balanced - Completed		
✓ Modification - Included in Current Contract	\$301,049.00	0



**Your goal is to be able to view a green check mark on each of the areas at the bottom of the screen.**

## Other Change Orders

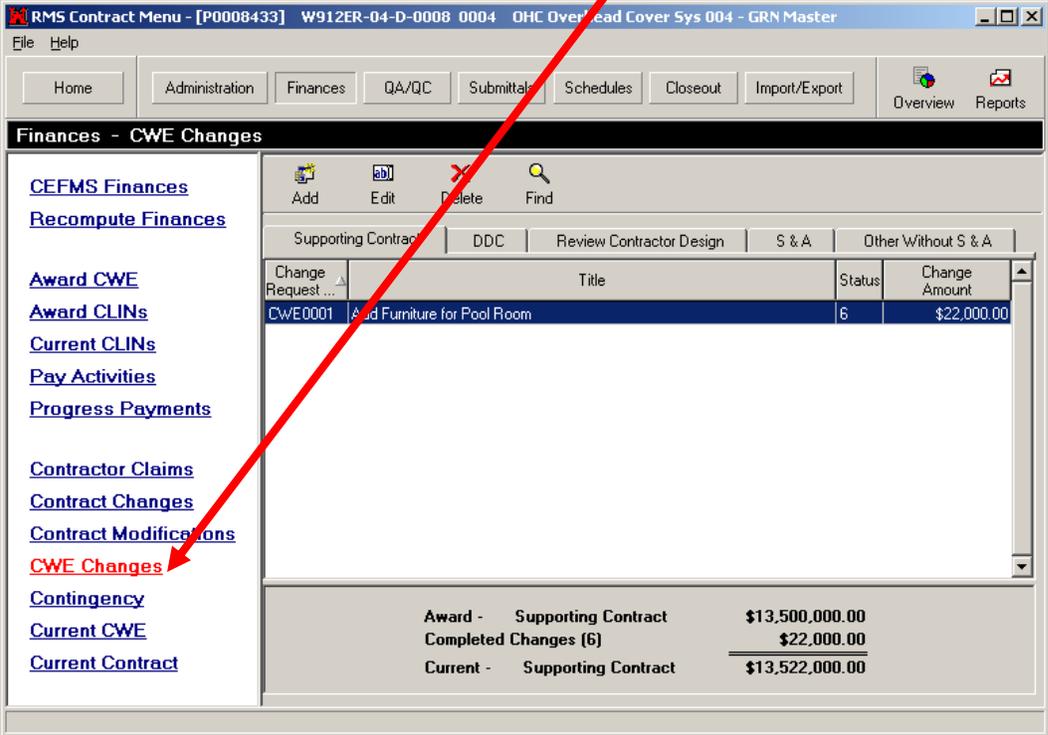
Not all Change Orders directly impact the Contractor for time and money. There are Change Orders that affect the Construction Working Estimate (CWE) that must also be tracked within RMS, CEFMS and PD<sup>2</sup>.

The Change Orders dealing with other CWE items are broken into five (5) categories:

1. Supporting Contract Changes
2. Design During Construction Changes (DDC)
3. Review Contractor Design
4. Supervision and Administration (S&A)
5. Other without S&A

These changes are relatively simple to complete and are usually accomplished in RMS after they have actually taken place. However, they can be entered any time during the funding stages (Unfunded, Funded, and Complete). The financial information on these changes will typically originate with the Project Manager (PPMD) or Contracting Division.

The screen on which to accomplish these other Change Orders is located under **Finances / CWE Changes**.



The screenshot displays the RMS Contract Menu interface. The main window title is "RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master". The menu includes options like Home, Administration, Finances, QA/QC, Submittals, Schedules, Closeout, Import/Export, Overview, and Reports. The "Finances - CWE Changes" section is active, showing a list of change requests and a summary table.

Change Request	Title	Status	Change Amount
CWE0001	Add Furniture for Pool Room	6	\$22,000.00

Award - Supporting Contract	\$13,500,000.00
Completed Changes (6)	\$22,000.00
Current - Supporting Contract	\$13,522,000.00

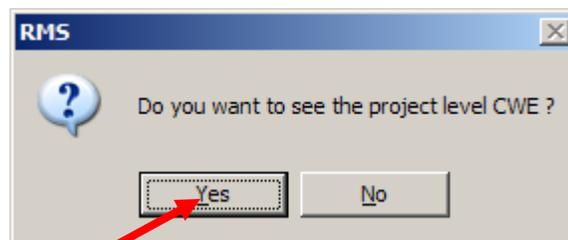
## Current Construction Working Estimate (CWE)

Selecting the Current CWE will reflect the impacts of ALL changes and modifications issued.

**Contract**

Contract	Award CWE	Completed Modifications	Current CWE
W912ER-04-D-0008			
Contract	\$65,236,916.00	\$1,608,427.72	\$66,845,343.72
Pending (5) Contract Changes			\$0.00
Other Supporting Contract	\$13,500,000.00	\$22,000.00	\$13,522,000.00
Contingency	\$4,115,848.38		\$2,485,420.66
S&A	\$485,000.00	\$0.00	\$485,000.00
Gov't Review Contractor Design	\$35,000.00	\$0.00	\$35,000.00
Design During Construction	\$0.00	\$0.00	\$0.00
Other Without S&A	\$250,000.00	\$0.00	\$250,000.00
<b>CWE</b>	<b>\$83,622,764.38</b>	<b>\$1,630,427.72</b>	<b>\$83,622,764.38</b>
Management Reserve	\$0.00		\$0.00
Pending (4) Contract Changes			-\$4,664,115.00
Estimated Contingency including Pending (4) changes			\$7,149,535.66

From this screen, you may view (**Read Only**) the CWE.



If you choose “**Yes**” you will see the financial information on the Contract and the Project.  
 If you choose “**No**” you will see the financial information on the Contract, Appropriation, and the Funding Account.

## Chapter 11 - Contractor Payments

### What this Chapter presents:

- 
- Overview
- Adding a Payment
- Pay Estimate Worksheet (GIG Sheet)
- Sending Payments to CEFMS
- Payment Reports



### Overview



**T**his chapter addresses instructions for processing construction contractor payments.

**Progress Payments** is located under the heading **Contract Menu / Finances**.



**Prior to making any progress payment, you should verify that all finances are properly balanced, including CLIN's and Contractor Activities.**

## Adding a Progress Payment

**Finances - Progress Payments**

CEFMS Finances  
 Recompute Finances  
 Award CWE  
 Award CLINs  
 Current CLINs  
 Pay Activities  
 Progress Payments  
 Contractor Claims  
 Contract Changes  
 Contract Modifications  
 CWE Changes  
 Contingency  
 Current CWE  
 Current Contract

Invoice No	From	Thru	Earnings to Date	Earnings This Period	Due Contractor this Period
2	12/14/2005	02/01/2006	\$12,901,088.00	\$3,439,483.00	\$3,267,508.85
3	02/02/2006	03/03/2006	\$15,718,592.56	\$2,817,504.56	\$2,676,629.33
4	04/02/2006	04/30/2006	\$20,392,721.00	\$4,674,128.44	\$4,440,422.02
5	05/01/2006	05/31/2006	\$24,921,555.00	\$4,528,834.00	\$4,302,392.30
6	06/01/2006	06/30/2006	\$29,497,796.00	\$4,576,241.00	\$4,118,616.90
7	07/01/2006	07/31/2006	\$33,797,245.00	\$4,299,449.00	\$3,869,504.10
8	08/01/2006	08/31/2006	\$39,515,291.74	\$5,718,046.74	\$5,146,242.07
9	09/01/2006	09/30/2006	\$45,972,636.47	\$6,457,344.73	\$9,162,796.15
10	10/01/2006	10/31/2006	\$50,585,432.10	\$4,612,795.63	\$4,612,795.63

**Payment Status**

Invoice Received - Received  
 Eng93 Completed - Completed  
 Contractor Paid - Not Paid

Invoice Received: 11/05/2006  
 Payment Due: 11/19/2006  
 Date Paid:

Payment overdue 354 days

Payment Details

The Progress Payments screen is used to review and /or add pay periods.

You begin the process by pushing the **Add** button at the top of the screen. If a payment already exists, you can also **Edit** it from this location.

RMS will accommodate processing a *payment* and a *refund* on the same ENG Form 93.

**NOTE: The ENG 93 does not exist in the Contractor module (QCS) until AFTER it is processed in RMS and returned to the Contractor.**

**You DO NOT NEED to have an ENG 93 to process Pay Requests for the Contractor, including CEFMS payments. What you should get from the Contractor is the "PROMPT PAYMENT CERTIFICATE" and his payment request via the QCS export – that is all that is needed.**

**The Contractor should be submitting his payment request based upon the agreed upon amount or percentages that has taken place between the Contractor and Government office personnel most familiar with the progress taken place.**

## Prompt Payment / Pay Requests from QCS

In accordance FAR 52.232-5 — “Payments Under Fixed-Price Construction Contracts”, RMS and QCS have been provided with screens to accommodate the information specified to be furnished by the Prime Contractor relative to any Subcontractor used on the contract.

Key items to be provided on Subcontractors:

- Listing of amount for work accomplished by each subcontractor.
- Listing of the total amount of each subcontract. (1<sup>st</sup> Tier Only)
- Listing of amount previously paid to each subcontractor (includes any deductions against the subcontract, per the Prompt Payment Act (PPA)).

The top screenshot displays a table titled 'Contractor Requested Earnings' with the following data:

Subcontractor Name	Total Amount Subcontracted	Previous Subcontractor Payments (Excluding Deductions)	Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	Subcontractor Earnings Deducted by Contractor (Total to Date)
Accurate Concrete	\$621,830.00	\$0.00	\$0.00	\$0.00
FP Erectors, LLC	\$0.00	\$0.00	\$0.00	\$0.00
HIRE ELECTRIC	\$216,400.00	\$0.00	\$0.00	\$0.00
JH KELLY	\$117,828.00	\$0.00	\$0.00	\$0.00

The bottom screenshot shows the 'Contractor Requested Earnings' form with the following fields and text:

Discount Terms: Discount Days: 0, Discount Percent: 0

Notice of Assignment: If Notice of Assignment has been filed, enter name of Assignee to whose payment is to be sent.

Notice of Defective Invoice: Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice.

Certification by: I hereby certify, to the best of my knowledge and belief, that: (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract. (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds... (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier... (4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Name: Jack Mayberry, RFD  
Title: Vice President, Finances

Payment No. 21 Thru 09/21/2007 Invoice Date 09/23/2007 Requested Earnings Completed Yes

Screens are available to provide data for **Assignments** and **Notification of Defective Invoice**.

The **Prompt Payment Certification** is also included on the screen and a report can also be generated within QCS to submit with the Contractor's Payment Request.

You will undoubtedly encounter Contractors reluctant (or even refusing) to indicate the Contract Amount of their Subcontractors. Reasons vary for Prime Contractors. Some Prime Contractors are fearful the Government will determine WAY TOO MUCH overhead/profit is being taken and will haunt them with deductive change orders. Other Prime Contractors may like to 'live' off the Subcontractor money. You never have to argue with a Prime Contractor on this, simply point out the FAR requirement and refuse to pay them anything until they comply. Prime Contractors have been barred for Government work due to violations of the Prompt Payment Act (PPA).

## Prompt Payment Certification Report (Page 1)

<b>Prompt Payment Certification And Supporting Data For Contractor Payment Invoice</b>				Page 1 of 13 pages	
(1) Contract No.: DACW27-01-C-0030 NA		(2) Location and Description of Work: Olmsted, Illinois Maintenance and Operating Bulkheads		(3) Estimate No.: 42	
				(4) Invoice Date: 10/26/2005	
(5) Contractor Official (name and address) to whom payment is to be sent: Massman Construction Co. 8901 State Line Road Kansas City, MO 64114			(6) Discount Terms: 0 Days 0 Percent		
(7) If Notice of Assignment has been filed, enter name of Assignee to whom payment is to be sent:			(8) Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice: Robert Brow ne, Ow ner 909-234-5679 1254 West Avenue Upland, CA 92506		
(9) Subcontractor Name	(10) Total Amount Subcontracted	(11) Previous Subcontractor Payments (Excluding Deductions)	(12) Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	(13) ** Subcontractor Earnings Deducted by Contractor (Total to Date)	
BART	\$43,000.00	\$24,000.00	\$4,000.00	\$2,400.00	
Bar-Tie	\$23,445.00	\$0.00	\$0.00	\$0.00	
COE	\$13,253.00	\$0.00	\$0.00	\$0.00	
DivCon, LLC	\$160,000.00	\$0.00	\$0.00	\$0.00	
DivCon, LLC	\$75,000.00	\$0.00	\$0.00	\$0.00	
EGPT	\$12,005.00	\$1,200.00	\$1,200.00	\$120.00	
MCC	\$15,000.00	\$0.00	\$0.00	\$0.00	
N & N Metro Plumbing	\$80,000.00	\$0.00	\$0.00	\$0.00	
N & N Metro Plumbing, Inc.	\$0.00	\$0.00	\$0.00	\$0.00	
PLAT	\$12,500.00	\$0.00	\$0.00	\$0.00	
Plateau Electrical Constructor	\$250,000.00	\$125,000.00	\$50,000.00	\$12,500.00	
STW	\$46,500.00	\$0.00	\$0.00	\$0.00	
THMS	\$33,000.00	\$0.00	\$0.00	\$0.00	
Thomas Industrial Coatings Inc	\$35,600.00	\$0.00	\$0.00	\$0.00	
Triangle Enterprises	\$340,000.00	\$0.00	\$0.00	\$0.00	

\*\* A written notice of any withholding shall be issued to a subcontractor (with a copy to the Contracting Officer) of any such notice issued by the Contractor, specifying (1) the amount to be withheld, (2) the specific causes for the withholding under the terms of the subcontract, and (3) the remedial actions to be taken by the subcontractor in order to receive payment of the amounts withheld. Attach copy of notification to pay estimate. Reference FAR 52.232-27(g).

I hereby certify, to the best of my knowledge and belief, that:

- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payments covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States, Code; and
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.
- (4) This certification is not to be construed as final acceptance of a subcontractor's performance.

\_\_\_\_\_  
 Signature

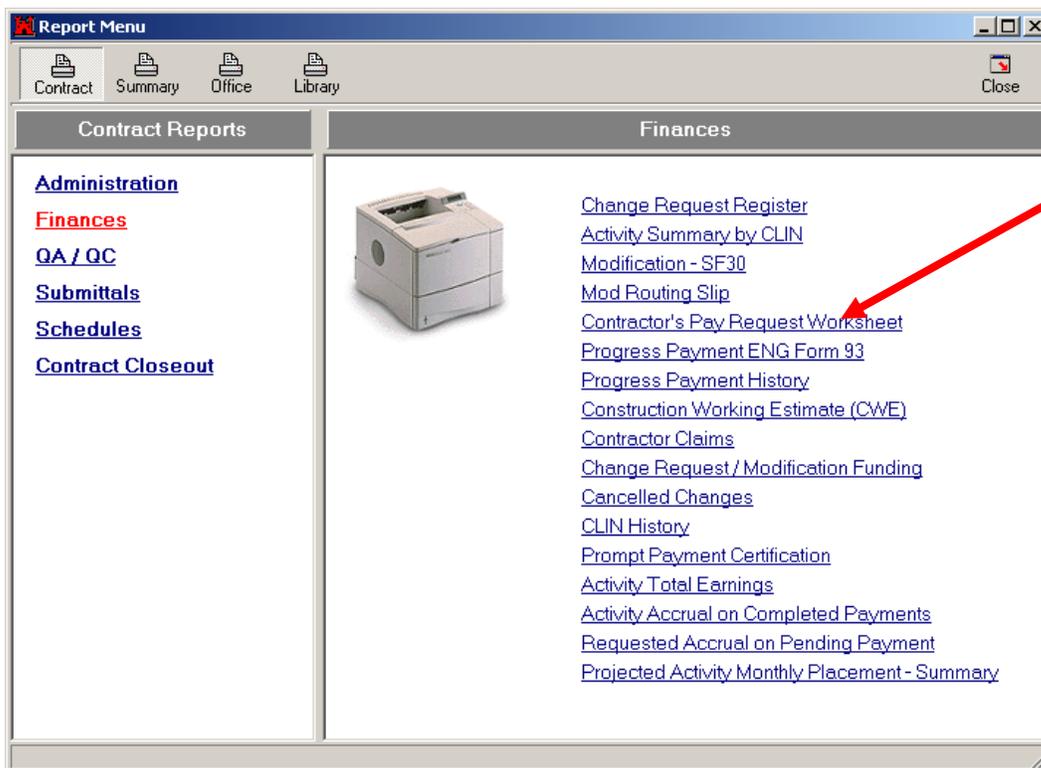
\_\_\_\_\_  
 Date

John Mayberry, Superintendent  
 Typed Name and Title

## Contractor's Pay Request Worksheet

Each pay period a **Contractor's Pay Request Worksheet** (aka, Gig Sheet) can be printed from the **Reports** menu. This worksheet shows the total amount for each activity, what has already been paid and any outstanding items that might impede or impact the amount the Contractor requested. This should be reviewed prior to making any final determination on the amount of the pay request to be processed.

The **Contractor's Pay Request Worksheet** is accessed from the **Reports** menu.



The worksheet report will give you a detailed listing of all items that are outstanding and/or delinquent on a given Activity. For example, if the Contractor is missing payrolls or insurance the worksheet will list them.

The Contractor is also able to print out this worksheet from the Contractor's QCS Module prior to requesting payment.

## Sending Payment to CEFMS

With the Progress Payment completed, you can send it to **CEFMS** for signature and payment to the Contractor. Push the **Send to CEFMS** button to begin.

Progress Payment - Invoice No. 11 - OHC Overhead Cover Sys 004 - GRN Master

ENG 93 Close

Invoice	Activity Earnings	Additional Earnings	Obligations			
Line Item	Obligation Amount in CEFMS	Previous Earnings	CEFMS Accruals	Available for Payment	Obligation Payment Status	Earnings this Period
0001	\$59,455,258.00	\$50,585,432.10	\$0.00	\$8,869,825.90	COR Approval Required	\$371,207.00
0002	\$301,049.00	\$0.00	\$0.00	\$301,049.00	No Earnings this period	\$0.00
0003	\$506,100.00	\$0.00	\$0.00	\$506,100.00	No Earnings this period	\$0.00
0004	\$236,336.00	\$0.00	\$0.00	\$236,336.00	No Earnings this period	\$0.00
0005	\$155,000.00	\$0.00	\$0.00	\$155,000.00	No Earnings this period	\$0.00

Refunds/Withholding for All Obligations

Obligations this Period: \$371,207.00  
 Earnings this Period: \$371,207.00  
 Variance: \$0.00

Line Item 0018 ADD CLIN 0043, NEW VICTORY DFAC

	Previous Total Withheld	%	Withhold this Period	Refund this Period	Total Withheld To Date
Retained Percentage	\$0.00	0	\$0.00	\$0.00	\$0.00
Other Deductions	\$0.00		\$0.00	\$0.00	\$0.00
Liquidated Damages	\$0.00		\$0.00	\$0.00	\$0.00

ENG 93 Completed for this Pay Period

Send to CEFMS

CEFMS Pay Estimate Upload

Do you want to upload pay estimate to CEFMS ?

Database Login

Enter your user id and password to login to the CEFMS Oracle Database

User ID:

Password:

**The Send to CEFMS**

button will present a screen to ask you if you want to upload the pay estimate to CEFMS. If you choose **Yes**, RMS will ask you for your User Name and Password and log into CEFMS. The rest will be automatic and the payment will be placed into CEFMS for approval.

The CEFMS payment upload now sends Pay Period from and thru dates from RMS to CEFMS. (Instructions are also included in RMS to remove downloaded CEFMS information associated with a payment if that payment is deleted from RMS. This allows the RMS user to back up to previous payments and reprocess them as the current payment if needed, without having the CEFMS payments add back in automatically. The CEFMS payments will, however, add back in with the next CEFMS download.

## Reports for Payments

Reports may be accessed from the Contract Menu. Push the Reports button and select Finances on the next screen. It is suggested that the various Reports available from the Report Explorer be printed out and filed with the Contract files.

Reports for all Progress Payments can be found via the Report Explorer shown below.

The screenshot displays the RMS Contract Menu interface. The main window is titled "Finances - Progress Payments" and contains a table of invoice data. A red arrow points to the "Reports" button in the top menu bar. A secondary window, "Report Menu", is open, showing a list of report categories and specific report titles under the "Finances" section.

Invoice No	From	Thru	Earnings to Date	Earnings This Period	Due Contractor this Period
2	12/14/2005	02/01/2006	\$12,901,088.00	\$3,439,483.00	\$3,267,508.85
3	02/02/2006	03/03/2006	\$15,718,592.56	\$2,817,504.56	\$2,676,629.33
4	04/02/2006	04/30/2006	\$20,392,721.00	\$4,674,128.44	\$4,440,422.02
5	05/01/2006	05/31/2006	\$24,921,555.00	\$4,528,834.00	\$4,302,392.30
6	06/01/2006	06/30/2006	\$29,437,796.00	\$4,576,241.00	\$4,118,616.90
7	07/01/2006	07/31/2006	\$33,797,245.00	\$4,299,449.00	\$3,869,504.10
8	08/01/2006	08/31/2006	\$39,515,291.74	\$5,718,046.74	\$5,146,242.07

**Report Menu - Finances**

- Change Request Register
- Activity Summary by CLIN
- Modification - SF30
- Mod Routing Slip
- Contractor's Pay Request Worksheet
- Progress Payment ENG Form 93
- Progress Payment History
- Construction Working Estimate (CWE)
- Contractor Claims
- Change Request / Modification Funding
- Cancelled Changes
- CLIN History
- Prompt Payment Certification
- Activity Total Earnings
- Activity Accrual on Completed Payments
- Requested Accrual on Pending Payment
- Projected Activity Monthly Placement - Summary

## Chapter 12 - Contractor Quality Control - Planning

### What this Chapter presents:

#### Required Planning Activities:



#### Administrative:

- Prime Contractor Data
- Subcontractor Data

#### Quality Assurance / Quality Control:

- Features of Work
- 3 Phase Inspections
- Hazard Analysis
- QC Tests
- User Schools
- Transfer Property
- Installed Property

## Overview



This chapter addresses information on the planning activities required for **Contractor Quality Control** and provides instructions for utilizing the **Quality Control** modules of the RMS program.

In contracts of \$1,000,000 or more, detailed CQC should be applied and a properly edited CEGS-01451 (01 45 04.00 10) should be included in the contract. Inclusion of detailed CQC in construction contracts under \$1,000,000 is discretionary. When construction services are obtained through an international governmental agreement, CQC should not be used unless it is specifically required by that agreement.

## Quality Control Requirements

There are areas that must be addressed in the **Planning** of a contract before a Contractor can adequately prepare his Daily Quality Control Report. This includes, among many other things, what RMS refers to a **QC Requirements**.

## Prime Contractor Data

The **Prime Contractor** window is comprised of four (4) tab entry screens, located under **Administration** from the RMS Contract Menu. Data is entered into each tab separately, beginning with the **Contractor Information** tab.

The screenshot shows the 'Administration - Prime Contractor' window with the following data:

Contractor Information	Contractor Address	Management/Work Days	Bond Co./SBA
<b>Prime Contractor</b> Responsibility Code: PRIM DUNS No: 006956432 Contractor Short Name: Perini Corp. Contractor Name: Perini Corporation NAICS Code: 237990 <hr/> <b>Office to receive payments</b> Payee Office ID: 1 Payee Name: PERINI CORPORATION Payee Address: 73 MT. WAYTE AVENUE <hr/> <b>Contractor Representative to Review Contractor Evaluation (DD2626)</b> Name: Claude K. Olsen      Email: colsen@perini.com			

## Responsibility Code –

This code should match the Contractor's scheduling package if one is being used. It must be unique and cannot be assigned to any other subcontractor for this contract. The responsibility code for the Prime Contractor is always **PRIM** and is automatically entered by RMS. If a subcontractor is performing more than one type (feature) of work, enter the code for his most 'significant' work. An alpha/numeric identifier is almost always used within a commercial scheduling package, such as Primavera, and can easily be imported into the RMS program. The Corps of Engineer's Standard Data Exchange Format (SDEF) specifies numeric identifiers only, however, the RMS/QCS programs will accept either/or.

## CEC (DUNS) No –

Enter the nine-digit (or thirteen-digit) Contractor CEC number (DUNS # or DUNS +4#), as it appears on the Contractor's proposal or contract award letter. A sample CEC number is "03-8074381". (FAR 52.204-4, Contractor Establishment Code (CEC)). The CEC is a 9-digit code assigned to a Contractor that contracts with a Federal executive agency. The CEC system is a contractor identification coding system that is currently the Dun and Bradstreet Data Universal Numbering System (DUNS). The CEC system is distinct from the Federal Identification Numbering (TIN) system. The Government will obtain a CEC for any awardee that does not have or does not know its CEC. The CEC number should be found on the executed SF 1422, in block 14. It is also used in Block 2 of the DD Form 2626, **Performance Evaluation (Construction)**, form in CCASS.

**The Data Universal Number (DUNS) is a unique nine-character (or thirteen-character) company identification number issued by Dun & Bradstreet. To verify or locate a DUNS number for the construction firm in the Central Contractor Registration (CCR) visit:**

<http://www.bpn.gov/CCRINQ/scripts/search.asp>

## Contractor Short Name / Contractor Name –

Enter the Contractor's short name that will be used on many reports and screens in RMS and QCS and enter the complete name that will be used for Correspondence, Payments, etc.

## NAICS Code –

Enter the Contractor's NAICS code. A sample NAICS code is "236220", for "Commercial and Institutional Building Construction".

**The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system. NAICS was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America. To locate your NAICS code for Construction, refer to the following website: <http://www.naics.com/naics23.htm>**

## **Office to receive payments –**

This entry will be completed automatically from CEFMS, if CEFMS is used.

## **Contractor Representative to Review Contractor Evaluation (DD2626)**

Enter the name and email address of the Contractor representative that will be authorized to review and comment electronically to the Contractor Evaluation (DD Form 2626) issued at the end of the contract.

The remaining tabs, (Contractor Address, Management/Work Days, and Bond Co./SBA are self explanatory and all applicable field should be completed.

## **Prime Contractor Data in District Library**

If your District is using the **Prime Contractors** module in the **District Library**, you will be able to import much of this information for your Prime Contractor.

You will need to ensure that Prime Contractors have first been entered in the District Library to be able to copy the information from there. Once entered, the information will be easily added to new contracts.

## **Manually Add Contractor to District Library**

When you select the Add button you can **Manually Add a Prime Contractor**. Enter the appropriate information and click on the **Close** button to add the contractor.

The screenshot displays the Resident Management System interface. The main window is titled "District Library - - Prime Contractors". On the left, there is a navigation menu with links: District Policy, Prime Contractors (highlighted in red), Standard Text, QA/QC Reports, Feature Types, 3 Phase Inspections, Specification Sections, Submittal Types, 1354 Codes / Units, Milestone Events, Trades / Labor / Work, and Construction S Curves. The main area shows a table of contractors with columns for DUNS No., Contractor Name, and City. A context menu is open over the table, with options: "Manually Add A Prime Contractor" (highlighted) and "Copy Prime Contractors From Existing Contracts". A red arrow points from the "Manually Add A Prime Contractor" option to a "Prime Contractor" dialog box. The dialog box contains the following information:

**Prime Contractor:**

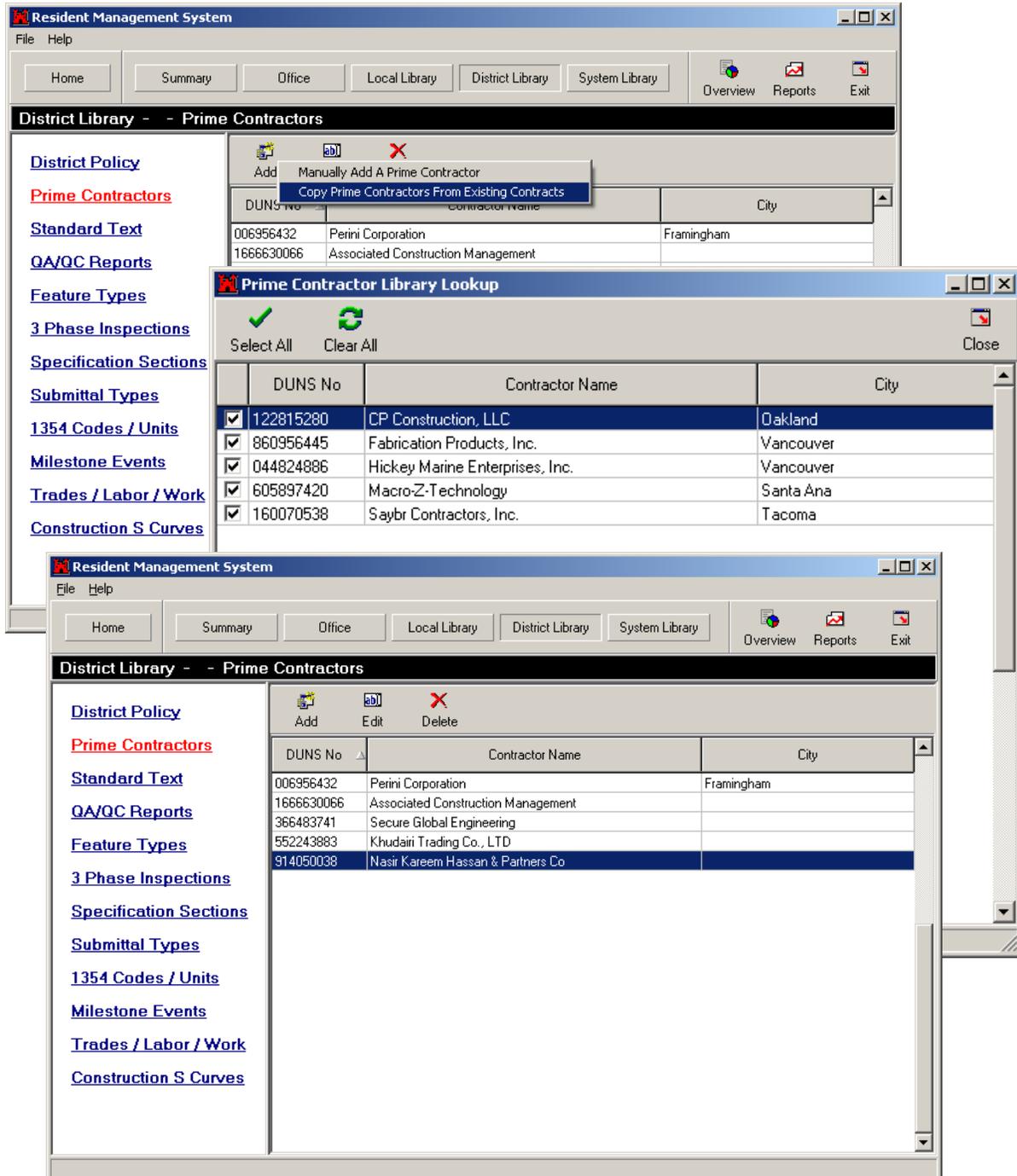
DUNS No: 834567722  
Contractor Short Name: Sparks  
Contractor Name: Sparks Electric, LLC  
NAICS Code: 262322

**Home Office Address:**

Street Address: 3345 Lightning Lane  
City: Winlock County: Lewis  
State: WA Country: USA  
Zip Code: 98530  
Home Phone: 360-354-5685 Home Fax: 360-354-5693

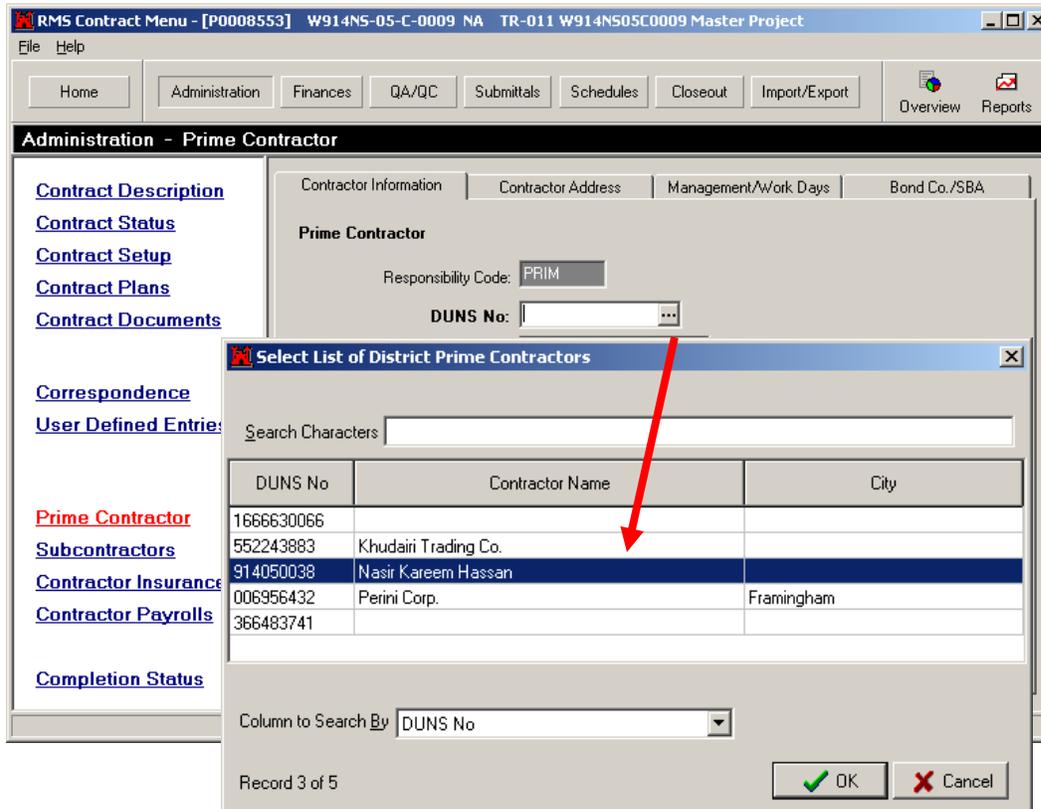
## Copy Prime Contractors From Existing Contracts

When you first use this feature from the **District Library**, you can simply copy the data from existing contracts into the library. A listing of existing contractors will appear and you select the ones you wish to add to the library. Choosing the **Close** button will add the selected contractors to the library.



## Copy Prime Contractor Data From District Library

Adding a contractor to a new contract is easy when you already have them entered into the District Library. When you click on the **DUNS No:** elipsis, you get a pop-up screen that lists all contractors in the library. Choose your contractor and then select the **OK** button.



You then decide to either copy just the DUNS number, or all of the information on the screen.

If you've chosen all of the data, your work is streamlined and the Prime Contractor information is completed.

## Prime Contractor Data is Copied to Contract

The information copied will spread across two screens (tabs) to complete the information on the Prime Contractor.

The image displays two overlapping screenshots of the 'RMS Contract Menu - [G2000306]' application. The top screenshot shows the 'Administration - Prime Contractor' screen with the following data:

Contractor Information	Contractor Address	Management/Work Days	Bond Co./SBA
<b>Prime Contractor</b>			
Responsibility Code:	PRIM		
DUNS No:	834567722		
Contractor Short Name:	Sparks		
Contractor Name:	Sparks Electric, LLC		
NAICS Code:	262322		

The bottom screenshot shows the same application with the 'Home Office Address' and 'Site Office Address' sections filled out:

Government should send mail to:  Contractor's Home Address  Contractor's Site Address

**Home Office Address:**

Street Address:	3345 Lightning Lane		
City:	Winlock	County:	Lewis
State:	WA	Country:	USA
Zip Code:	98530		
Home Phone:	360-354-5685	Home Fax:	360-354-5693

**Site Office Address:**

Street Address:			
City:		Country:	
State:		County:	
Zip Code:			
Site Phone:		Site Fax:	

## Subcontractor Data

The subcontractor entry is an essential part of the RMS program, for example: attaching a subcontractor to each activity will link submittal items to the subcontractor. With the subcontractor linked to activities, RMS knows who has related responsibilities, such as for Preparatory and Initial Inspections.

A subcontractor list is necessary to document Labor Interviews. Without the subcontractor data, daily Labor Hours cannot be posted in the Daily Quality Control Report.

Subcontractor deficiencies are noted on the Pay Estimate Worksheet.

Subcontract amount and particulars are required per the Prompt Payment Act.



**NOTE: The Prime Contractor should ONLY enter amounts for their 1<sup>st</sup> Tier Subcontractors, and enter \$0.00 for all other Subcontractors. Otherwise, RMS will total the amount twice for reports, such as the DD Form 2626. The amounts also appear on the Prompt Payment Certificate. Prime Contractors most often do not have access to the amount of any subcontracts beyond which they themselves initiate.**

A listing of Subcontractors may be provided to the User at the conclusion of the contract for Warranty contacts.

Push the **Add** button to add a new Subcontractor, or the **Edit** button to edit information on an existing Subcontractor.

RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Subcontractors

[Contract Description](#)  
[Contract Status](#)  
[Contract Setup](#)  
[Contract Plans](#)  
[Contract Documents](#)

[Correspondence](#)  
[Request for Information](#)  
[User Defined Entries](#)

[Prime Contractor](#)  
[Subcontractors](#)

[Completion Status](#)

Add Edit Delete Find

Responsibility Code	Contractor Name	Trade	Amount Subcontracted
1stK	First Kuwaiti	Sub-Contractor	\$0.00
77	77-20 Anaconda	Sub-Contractor	\$0.00

**Subcontractors**

Close

Responsibility Code: 1

Contractor: Accurate Concrete

Trade: Concrete Saw Cutting

Full Name: Accurate Concrete

Address: PO Box 5798  
Vancouver, WA 98668

POC: Vern Balkowitsch Sr.

Phone: 360-694-8564 Fax: 503-285-6907

Amount Subcontracted: \$621,830.00

Contractor is a Small Business  
 Are Insurances required to be sent to the Government  
 Are Payrolls required to be sent to the Government  
 Contractor is a Second Tier Sub

**NOTE: ONLY enter amounts for 1<sup>st</sup> Tier Subcontractors. By checking the box "Contractor is a Second Tier Sub", the "Amount Subcontracted" entry will be removed from this screen.**

## QC Planning Data

The next area of Contract planning activities can be found on the **Contract Menu, QA / QC**, and includes the **Features of Work, 3 Phase Inspections, Hazard Analysis, and QC Requirements** as required by the contract.

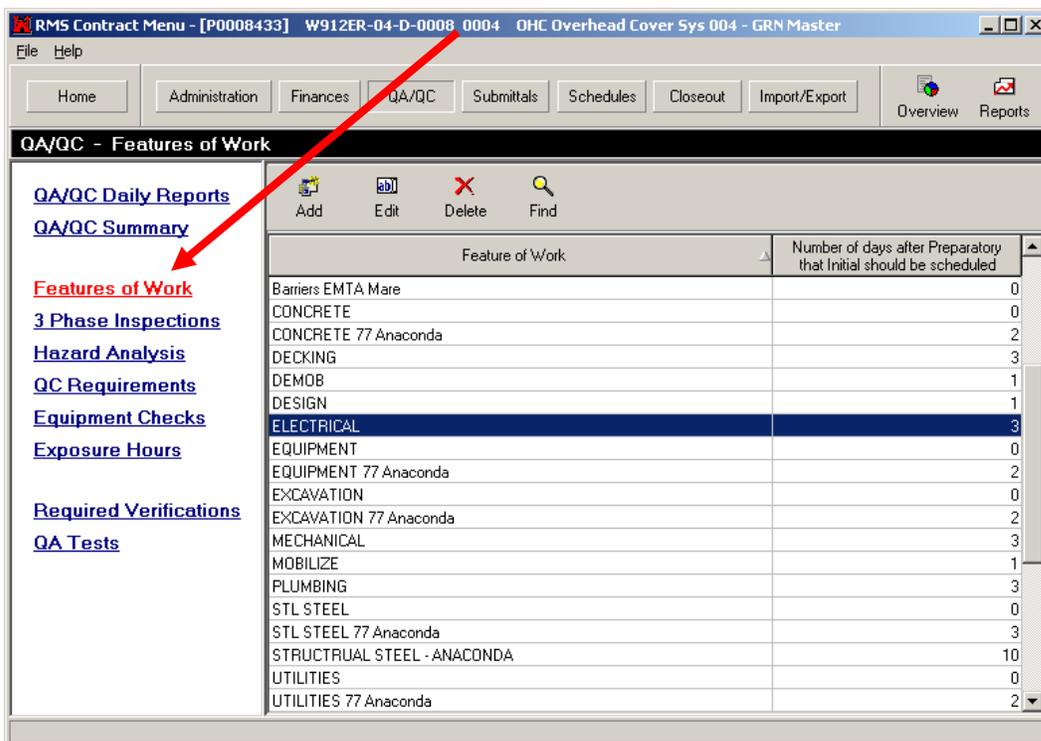
### Features of Work

In accordance with the terms of the contract, the **Definable Features of Work** are required to be listed in the contractors' **Quality Control Plan**. Using RMS to create that list is an easy way for the Contractor to meet these requirements. However, even more importantly, **Features of Work** are tied to the contractor's pay activities providing both the Government and the Contractor invaluable information and report capability.

Press the **Add** button to create each **Feature of Work**. Then, enter the data in the pop up screen by using the lookup provided, or by typing directly into the cells. Close the window when completed and repeat as needed. **Features of Work** can also be entered in QCS (and really should be if your Contractor is using QCS).

**Features of Work** are general categories of construction work that are referenced in the contract specifications. A feature can be thought of as a phase of work requiring a separate Preparatory Inspection (typically, there is at least one for every technical specification section, with many sections having multiple features).

Within RMS and/or QCS, **Features of Work** are tied to 3-phase inspection checks. As such, **Features of Work** are an integral part to the power of the RMS Inspection Check sheets and should be thought through quite carefully. Both the Government and Contractor are able to link Features of Work to 3 Phase Inspection checks. (See the QCS User Manual for the QCS process.)



### 3 Phase Inspections

The *3-Phase Inspections* within the QCS program, and the Government RMS program, utilize checks that are numbered, generally following the **CSI** specification format. The CSI-based numbering system is used in such references as *Sweets Catalogs*, *MEANS Estimating Books*, *Military Specifications*, and so forth. This is done in QCS and RMS to categorize various comments and items where they can easily be remembered and found and to minimize duplication of comments in various areas.

The linking of 3 Phase Inspection checks to the Features of Work is discussed extensively in the separate QCS Manual and will not be repeated here. Once the links have been made, you will see a screen similar to the following, which depicts the number of Checks linked for each of the 3 Phase Inspection periods.

The screenshot shows the 'QA/QC - 3 Phase Inspections' window. On the left is a navigation menu with links like 'QA/QC Daily Reports', 'QA/QC Summary', 'Features of Work', '3 Phase Inspections', 'Hazard Analysis', 'QC Requirements', 'Equipment Checks', 'Exposure Hours', 'Required Verifications', and 'QA Tests'. The main area contains a table with the following data:

Feature of Work	Number of Preparatory Checks	Number of Initial Checks	Number of Follow-up Checks
BARRIERS	0	0	0
BARRIERS 77 CD Anaconda	4	6	0
BARRIERS EMTA Anaconda	1	0	0
Barriers EMTA Mare	0	0	0
CONCRETE	77	33	6
CONCRETE 77 Anaconda	39	26	3
DECKING	0	0	0
DEMOMB	1	1	4
DESIGN	0	0	0
<b>ELECTRICAL</b>	<b>11</b>	<b>5</b>	<b>0</b>
EQUIPMENT	0	0	0
EQUIPMENT 77 Anaconda	0	0	0
EXCAVATION	0	0	0
EXCAVATION 77 Anaconda	6	9	0
MECHANICAL	5	0	2
MOBILIZE	15	9	0
PLUMBING	8	0	2
STL STEEL	0	0	0

### Hazard Analysis

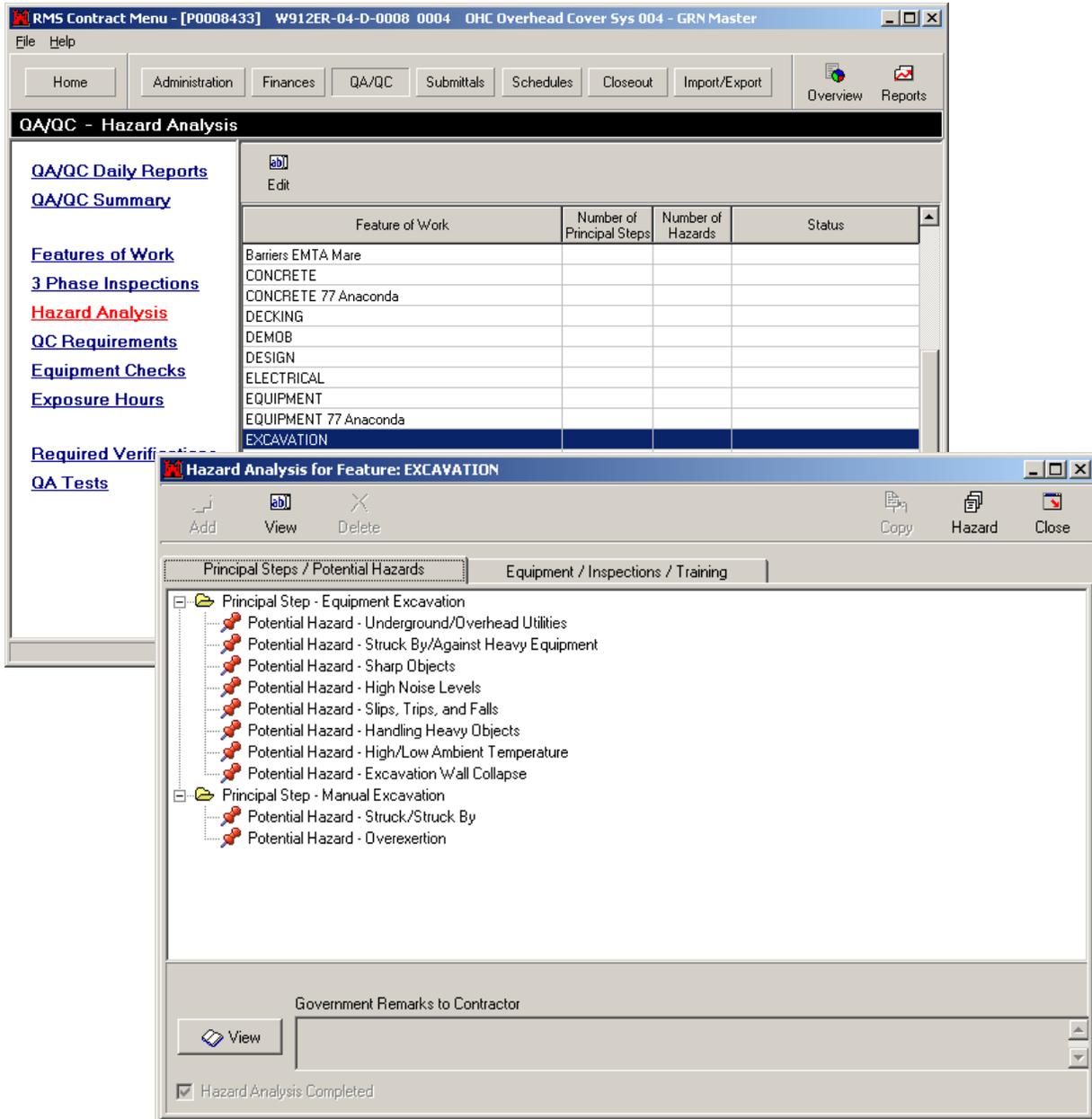
The Contractor should prepare a **Hazard Analysis** for each Feature of Work. This is accomplished in the QCS program. After they are created in QCS, they will be available in RMS for review, comments, acceptance or rejection.

We need to realize that the AHA is really keyed around the activities required to accomplish a certain feature of work and addresses any hazards, or potential hazards, that may be associated with work anticipated to be required while doing the actual work.

Resident Management System

The Contractor is able to create the AHA in the **Contractor Library** for each feature he would add to the library. The library AHA's will be available to add (copy) to any contract. Thus, the Contractor, using QCS, will build the AHA on the **Features of Work** listed in the contractors' CQC Plan and (hopefully) in the QCS program.

Many of the items in the AHA are identical, or very similar, from one FOW to another. Therefore, the Contractor is able to COPY an AHA from one FOW to another. The idea is to simplify input.



# Hazard Analysis Report (Sample)

Principal Steps		Potential Safety/Health Hazards	Recommended Controls
Excavation Wall Collapse		Excavation Wall Collapse	1. Construct diversion ditches or dikes to prevent surface water from entering excavation 2. Provide good drainage of area adjacent to excavation 3. Store excavated material at least 2 feet from the edge of the excavation; prevent excessive loading of the excavation face 4. Provide sufficient stairs, ladders, or ramps when workers enter excavations over 4 feet 5. Treat excavations over 4 feet deep as confined spaces 6. Complete confined space permit entry procedure 7. Monitor atmosphere for flammable/toxic vapors, and oxygen deficiency 8. Slope, bench, shore, or sheet excavations over 5 feet deep if worker entry is required 9. Assign a competent person to inspect, decide soil classification and proper sloping 10. Inspect excavations (when personnel entry is required) daily, any time conditions change 11. Provide at least two means of exit for personnel working in excavations
Handling Heavy Objects		Handling Heavy Objects	1. Observe proper lifting techniques 2. Review proper lifting posture/techniques regularly at safety meetings 3. Obey sensible lifting limits (60 lb. Maximum per person manual lifting) 4. Use mechanical lifting equipment (hand carts, trucks) to move large, awkward loads 5. Avoid carrying heavy objects above shoulder level 6. Warm up muscles before engaging in manual lifting
High Noise Levels		High Noise Levels	1. Use hearing protection when exposed to excessive noise levels (greater than 85 dBA over an 8-hour work period) 2. Assess noise level with sound level meter 3. Do not attempt verbal communication in high noise backgrounds

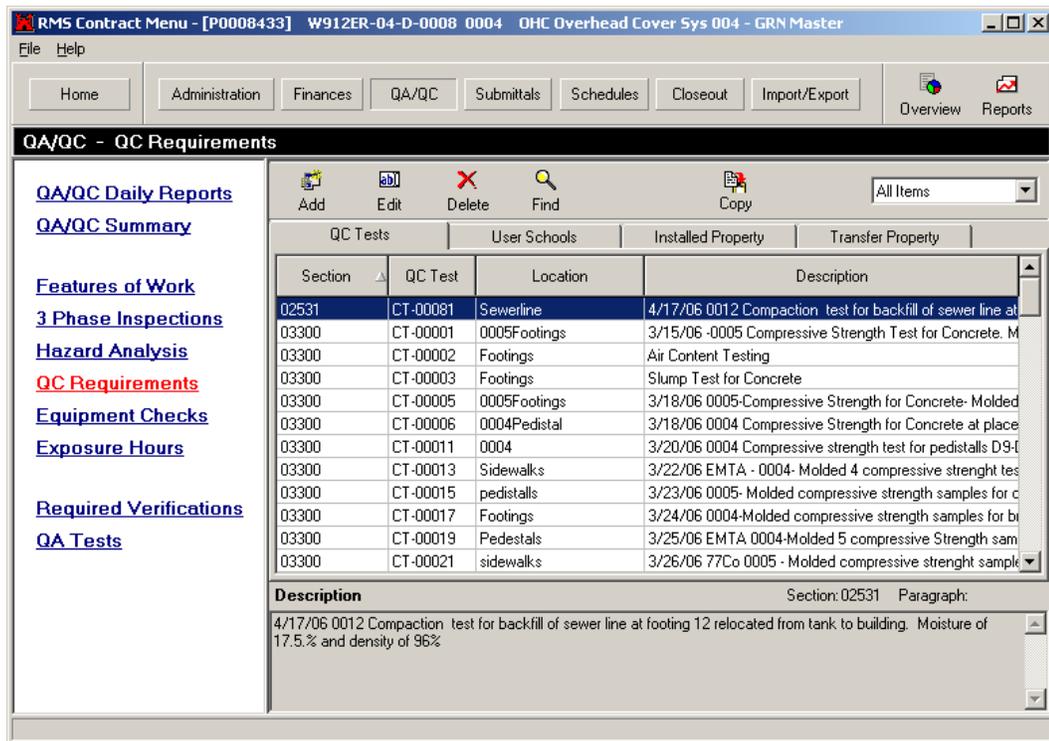
Equipment to be used		Inspection Requirements	Training Requirements
1. Excavator 2. Shovels 3. LEL/O2 (potential) 4. Sound Level Meter (to read dBA scale)		1. Daily equipment inspections as per Manufacturers requirements 2. Excavation inspection permit 3. Confined space permit (potential) 4. Inspection of all emergency equipment (i.e., first aid kits, fire extinguishers)	A. Review AHA with all tasks personnel (including all workers) B. Review operations/safety manuals for all equipment utilized for Excavation C. Review site specific chemical hazards and MSDS

P.P.E. Includes:  
 a. Warning Vests  
 b. Hard Hats  
 c. Safety Glasses  
 d. Steel-toes work boots  
 e. Leather Gloves  
 f. Ear Plugs

## QC Requirements

QC Requirements include four (4) separate items for control and tracking. Each of the items is located under a separate Tab, as can be seen below.

- QC Tests
- User Schools
- Installed Property
- Transfer Property



## Quality Control Tests

**Quality Control Tests** are defined in the Contract and are based on engineering and construction judgment as to the type and number of tests to be accomplished. After the award of the contract, the Contractor will further define the method and quantity of tests based on the material quantity and/or equipment options he has chosen to incorporate into the work. The tests should also be addressed in the Contractor Quality Control Plan for the contract.

## User Schools

**User Schools** represents the Training or Instructions the Contractor must provide the Customer on equipment or systems provided and installed as part of the contract. As each

session of the Training or Instruction is completed, it is reported as such within the Contractor's Daily QCR.

## Installed Property

**Installed Property** is those items of equipment that are incorporated into the design of a facility. These are typically acknowledged as those pieces of equipment that may require maintenance, have serial numbers and can be accounted for individually. It is the Designer that specifies the equipment, based upon Design guidance provided by the Government Design or Using Agency. These items are given the prefix "IP" by RMS and take the form of "IP-####" for numbering and tracking purposes. As the **Installed Property** arrives at the jobsite, it is compared to approved Shop Drawings for conformance to the contract; the serial number and other information is recorded and reported within the Contractor's Daily QCR.

## Transfer Property

**Transfer Property** is that property that "changes hands" during the construction process. Examples would include **Government Furnished Property (GFP)** that the Contractor would install or consume during the contract performance. It would also include spare parts and supplies that are furnished by the contractor as part of the contract requirements. It could also include equipment or materials that were deleted as part of a contract modification and that were beneficial for the Government to retain rather than get some minimum token credit for the deletion. It may also include **EQUIPMENT** that the contractor will leave for turn-over to the Iraqi Government as the conclusion of the work.

RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

QA/QC - QC Requirements

QA/QC Daily Reports  
QA/QC Summary

Features of Work  
3 Phase Inspections  
Hazard Analysis  
QC Requirements  
Equipment Checks  
Exposure Hours  
Required Verifications  
QA Tests

Add Edit Delete Find Copy

All Items

Section	Transfer Property	Description	Total Units	Units Transferred	Remaining Units	Unit Price
01015	TP-00001	CLIN 0011 - E-GLASS LAYER	2,117.00	0.00	0.00	0.00
01015	TP-00002	CLIN 0005 - E-GLASS LAYER	1,641.00	0.00	0.00	0.00
01015	TP-00003	CLIN 0002 - E-GLASS LAYER	1,587.00	0.00	0.00	0.00
01015	TP-00004	CLIN 0003 - E-GLASS LAYER	2,092.00	0.00	0.00	0.00
01015	TP-00005	CLIN 0004 - E-GLASS LAYER	2,598.00	0.00	0.00	0.00
01015	TP-00006	CLIN 0012 - E-GLASS LAYER	3,188.00	0.00	0.00	0.00
01015	TP-00007	CLIN 0013 - E-GLASS LAYER	1,688.00	0.00	0.00	0.00
01015	TP-00008	CLIN 0014 - E-GLASS LAYER	2,250.00	0.00	0.00	0.00
01015	TP-00009	CLIN 0015 - E-GLASS LAYER	657.00	0.00	0.00	0.00
01015	TP-00010	CLIN 0006 - E-GLASS LAYER	2,675.00	0.00	0.00	0.00
01015	TP-00011	CLIN 0007 - E-GLASS LAYER	1,999.00	0.00	0.00	0.00
01015	TP-00012	CLIN 0008 - E-GLASS LAYER	923.00	0.00	0.00	0.00

Description Section: 01015 Paragraph: 4.3.9

CLIN 0011 - E-GLASS LAYER, BALLISTIC GRADE FRAGMENT PROTECTION LAYER, GOVERNMENT FURNISHED MATERIAL (GFM)  
ANACONDA DFAC #3  
4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH, WEIGHT IS 3 TO 6 PSF.

## Equipment Checks

All Contractor equipment that requires a mechanic's inspection should be entered here – not 'hand tools'.

The entries will then be available to report their use and standby time on the Contractor Daily Quality Control Report (QCR).

**RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master**

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

**QA/QC - Equipment Checks**

QA/QC Daily Reports  
 QA/QC Summary  
 Features of Work  
 3 Phase Inspections  
 Hazard Analysis  
 QC Requirements  
**Equipment Checks**  
 Exposure Hours  
 Required Verifications  
 QA Tests

Add Edit Delete Find All Equipment

Equipment ID	Make/Model	Serial No	Description	Safe	Last Inspected
00000001	JCB 3CX	SLP3CXTS4E0943	PPI BACKHOE LOADER	Y	02/19/2006
00000002	GE RGX3510	1021505	PPI GENERATOR	Y	02/19/2006
00000003	HATZ AVP 1850	152G	PPI VIBRATING PLATE COMPACTOR	Y	02/19/2006

**Equipment Checks**

Equipment ID: 00000001 Serial No: 10916

Make and Model: LINKBELT RTC 8665

Description: 65 TON CRANE

Initial Inspection: 11/01/2005 Last Day On Site: [ ]

Last Reinspection: 09/21/2007 Equipment In Safe Condition?

Hours authorized between inspections: 1240

Hours run since last inspection: 0

Remaining hours authorized: 1240

**Notes**

Edit: The local Linbelt Service Company is maintaining and servicing this equipment. The automatically come to the jobsite every Thursday, unless we call them earlier.

## Exposure Hours

The Contractor will enter the employee work hours in QCS (Exposure Hours) and transmit that information to RMS with each QCS-to-RMS export. After the hours are imported, the Government needs to decide to Accept the hours as submitted, or return to the Contractor for corrections – these selections are along the bottom of the screen.

**QA/QC - Exposure Hours**

QA/QC Daily Reports  
 QA/QC Summary  
 Features of Work  
 3 Phase Inspections  
 Hazard Analysis  
 QC Requirements  
 Equipment Checks  
**Exposure Hours**  
 Required Verifications  
 QA Tests

Month	Exposure Hours Total To Date	Exposure Hours For the Year	Exposure Hours For the Month	Status
Apr 06	19,083	12,843	8,399	Gov't Accepted
May 06	22,943	16,703	3,860	Returned for corrections
Jun 06	27,603	21,363	4,660	In Review by Gov't

**Safety Exposure Hours for April, 2006**

Contractor Code	Contractor Full Name	Prime / Subcontractor	Exposure Hours Total to Date	Exposure Hours For the Year	Exposure Hours For the Month
PRIM	Perini Corporation	Prime	180	180	180
773	77 - QWest	Subcontractor	42	42	42
77-2	77 CO - Speicher	Subcontractor	440	440	440
77	77 CO-Anaconda	Subcontractor	568	568	568
AHK	Al Hamra Kuwait, WLL	Subcontractor	1,654	1,654	1,654
BUT	Butler Manufacturing Company	Subcontractor	0	0	0
EMT	EMTA - Marez	Subcontractor	320	320	320
EMTA	EMTA-Anaconda	Subcontractor	624	624	624
EX	Excavation/Demolition Subcontractor	Subcontractor	0	0	0
1stK	First Kuwaiti	Subcontractor	3,556	3,556	3,556
FRM	Framing Sub Contractor	Subcontractor	335	335	335
GC	General Contractor	Subcontractor	0	0	0
<b>Totals:</b>			<b>8,399</b>	<b>8,399</b>	<b>8,399</b>

Name of person submitting record for contractor: **Tim Morrow**

Government Remarks to Contractor:

In Review     
  Hours Accepted     
  Hours not accepted. Return to Contractor for corrections.

The Safety and Health Requirements Manual, EM 385-1-1, at section 01 (Program Management), Paragraph 01.D (Accident Reporting and Recording), sub-paragraph 01.D.05, requires the Prime Contractor to provide a monthly record of all exposure and accident experience of the Prime Contractor and all Subcontractors relative to the work. The information is captured and will produce the required exposure report.

# Monthly Injuries/Illnesses & Exposure Report

The exposure hours will be compiled and you are able to create the **Monthly Injuries/Illnesses & Exposure Report** for upward reporting

USACE PRIME CONTRACTOR <b>Monthly Record of Work-Related Injuries/Illnesses &amp; Exposure</b>				US Army Corps of Engineers Month <u>May, 2006</u> Page 1 of 2															
In accordance with the provisions of EM 385-1-1, Section 01 Program Management, Paragraph 01.D Accident Reporting and Recording, sub-paragraphs 01.D.05, you (the Prime Contractor) shall provide a monthly record of all exposure and accident experience incidental to the work (this includes exposure and accident experience of the Prime Contractor and its sub-contractor(s)). As a minimum, these records shall include exposure work hours and a record of occupational injuries and illnesses that include the data elements listed below. Definitional criteria for each data element is found in 29 CFR Part 1904. If the maintenance of OSHA 300 Logs are required by OSHA, most of this information can be obtained from those logs. If data on log provided below is revised after it is submitted to USACE, Contractor shall provide a revised report to the GDA. You must complete the USACE ENG Form 3394, Report of Accident Investigation Report for all recordable accidents. If you're not sure whether a case is recordable, call your local Safety and Occupational Health Office for help.				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: x-small;"><b>USACE Command</b></td> <td>USACE, Portland District</td> </tr> <tr> <td style="font-size: x-small;"><b>Contractor Name</b></td> <td>Fabrication Products, Inc.</td> </tr> <tr> <td style="font-size: x-small;"><b>Contract Number</b></td> <td>W9127N-05-C-0025</td> </tr> <tr> <td style="font-size: x-small;"><b>Project Title</b></td> <td>Bonneville FGE &amp; VBS Modifications</td> </tr> <tr> <td style="font-size: x-small;"><b>City &amp; State</b></td> <td>Vancouver, Washington 98661</td> </tr> <tr> <td style="font-size: x-small;"><b>USACE Office</b></td> <td>Portland Resident Office</td> </tr> </table>				<b>USACE Command</b>	USACE, Portland District	<b>Contractor Name</b>	Fabrication Products, Inc.	<b>Contract Number</b>	W9127N-05-C-0025	<b>Project Title</b>	Bonneville FGE & VBS Modifications	<b>City &amp; State</b>	Vancouver, Washington 98661	<b>USACE Office</b>	Portland Resident Office
<b>USACE Command</b>	USACE, Portland District																		
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<b>Project Title</b>	Bonneville FGE & VBS Modifications																		
<b>City &amp; State</b>	Vancouver, Washington 98661																		
<b>USACE Office</b>	Portland Resident Office																		
Contractor	Age	Date Employee began work	Where the event occurred	Describe the injury or illness	Death	Days Away From Work	Job Transfer or restriction	Other recordable cases	Number of Days		Injury	Skin Disorder	Respiratory Condition	Releasing	Hearing Loss	All other illnesses			
Labor Classification	Prime/Subcontractor	Gender	Date of Injury or onset of illness						On Job transfer or restriction (days)	Away from work (days)									
<b>No accidents reported</b>																			

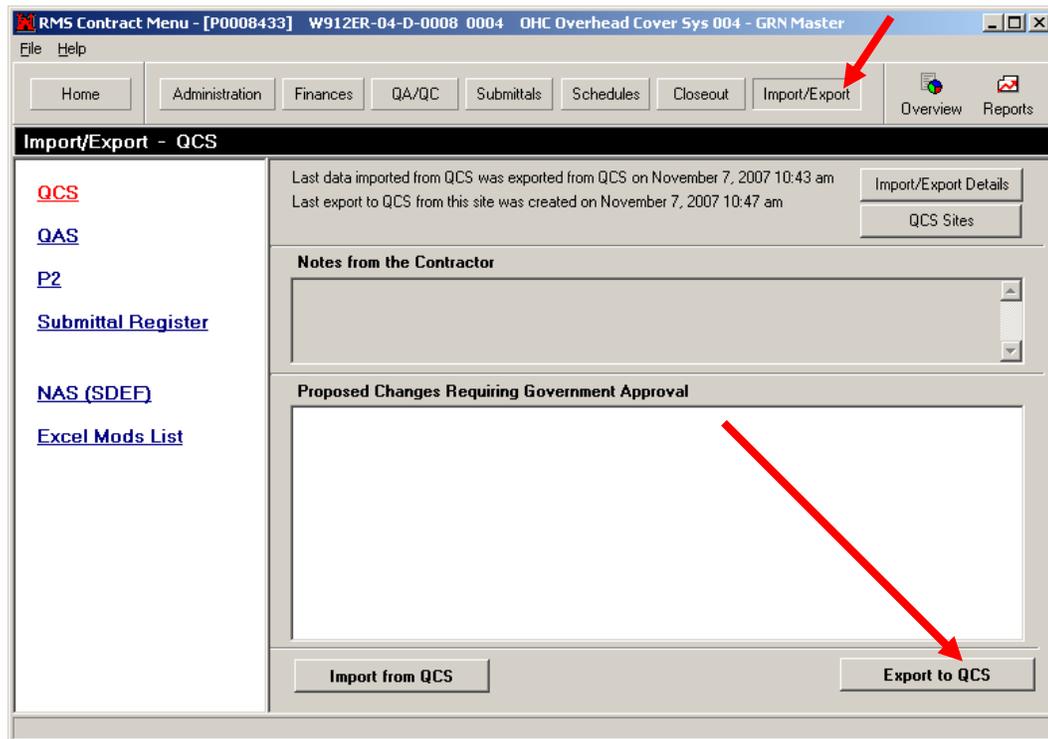
USACE PRIME CONTRACTOR <b>Monthly Record of Work-Related Injuries/Illnesses &amp; Exposure</b>										US Army Corps of Engineers Month <u>May, 2006</u> Page 2 of 2									
Contractor	P or S	Exposure Hours		Number of Cases				Number of Days			Number of Injuries / Illnesses					Rates			
		Current Period	Year to Date	Death Cases	Days Away from Work Cases	Transfer or Restriction Cases	Other Reportable Cases	Days Away from Work	Job Transfer Days	Injuries	Skin Disorder	Respiratory Conditions	Poisoning	Hearing Loss	All Other Illnesses	Lost Time Frequency Rate	Contractor DART Rate	Contractor Day Count	
Fabrication Products, Inc. Primary Contractor	P	0	256	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Accurate Concrete Concrete Saw Cutting	S	235	2,697	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
FP Erectors, LLC Services/Manpower	S	338	3,129	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
HIRE ELECTRIC Electrical	S	122	928	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
JH KELLY Services/Manpower	S	256	667	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
<b>Totals:</b>		<b>951</b>	<b>7,677</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				

## Exchanging Data between RMS/QAS and QCS

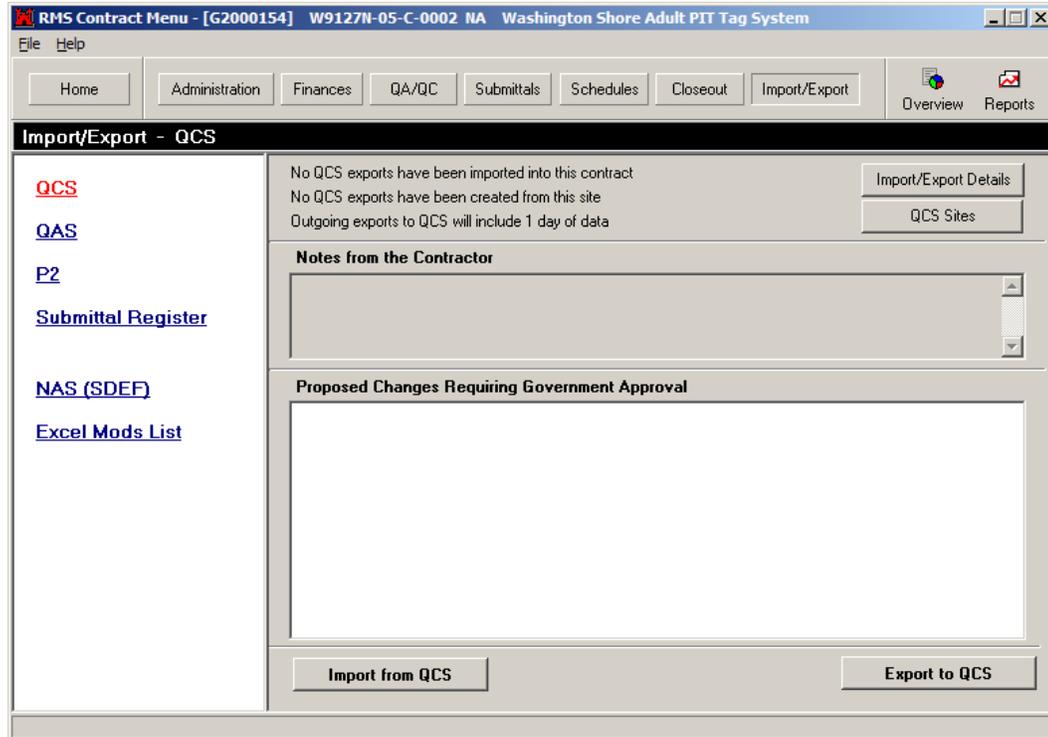
### Export from RMS Using SFTP Server

The procedures to exchange files with the Contractor has been significantly streamlined and made easier to use. We will start by selecting the **Import/Export** (QCS) function from the main contract menu and push the **Export to QCS** button at the bottom of the window. The procedure for importing or exporting from QAS is the same as from RMS.

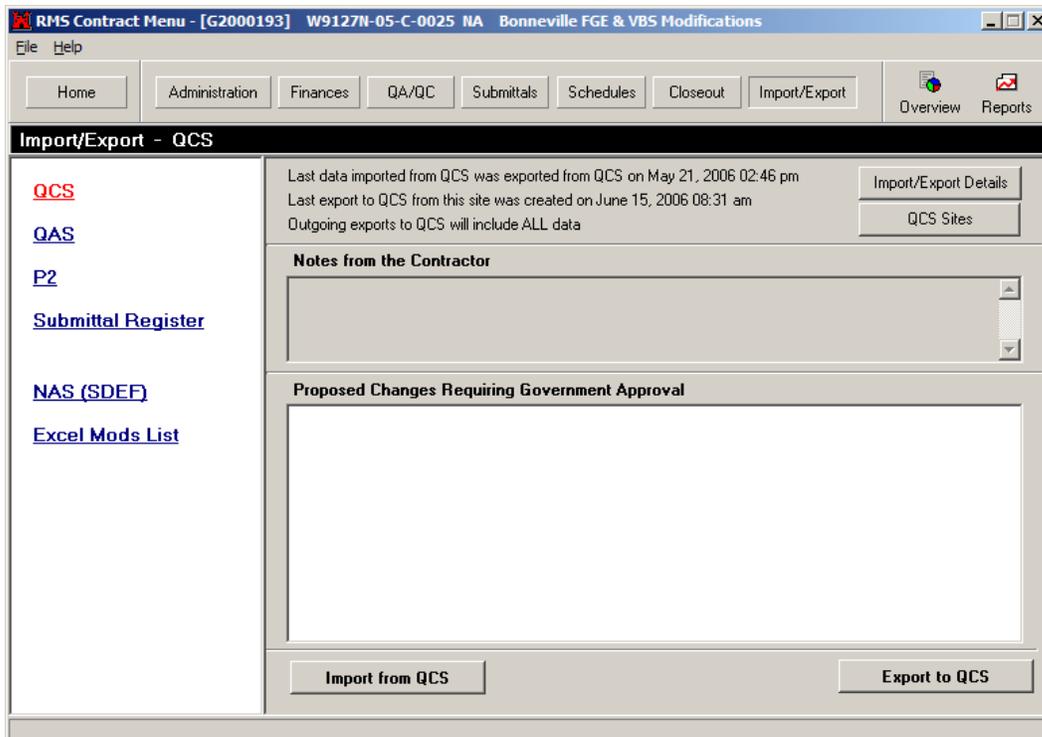
This is how the screen appears after you have exchanged data with QCS.



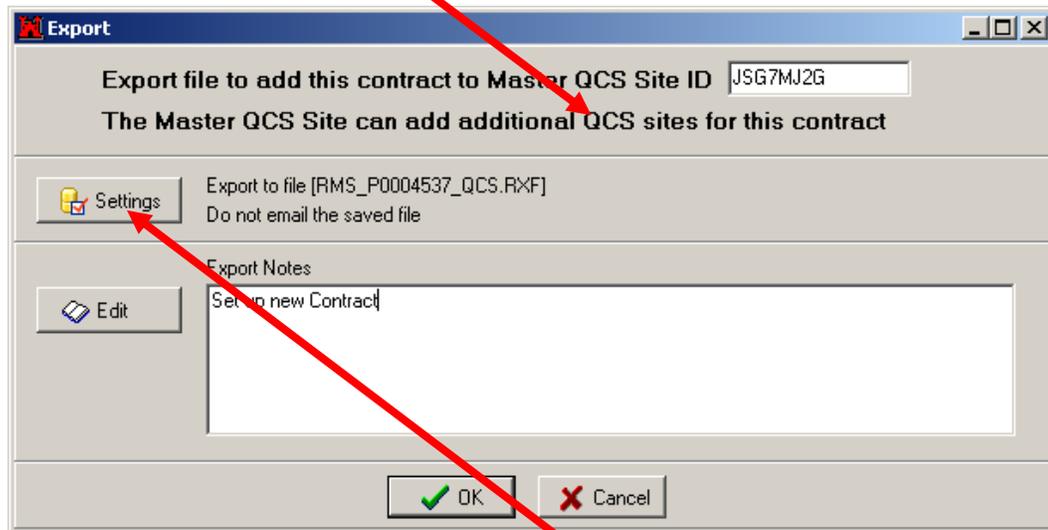
If the Contract has yet to export (exchange) a file with RMS you will see the following screen. It advises you when you exported a file to QCS and lets you know that all exports will include ALL data (libraries, etc.) until the Master QCS site acknowledges and returns a file.



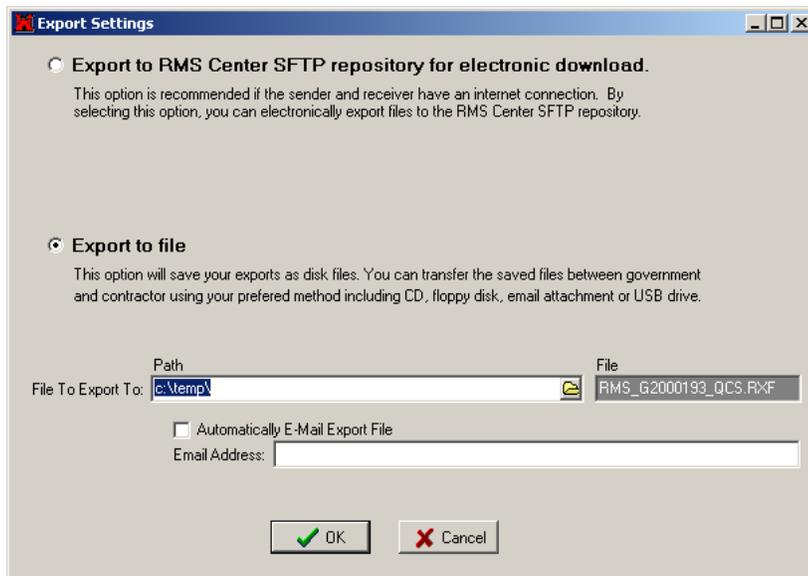
After you have imported a file from QCS the foregoing screen changes to advise you of the last date of the QCS import.



When the contractor installs the QCS program, a **SITE ID** is automatically assigned for the Contractor. This ID must be conveyed to the Government to enable the transfer of files. Enter the number here (i.e., JSG7MJ2G):



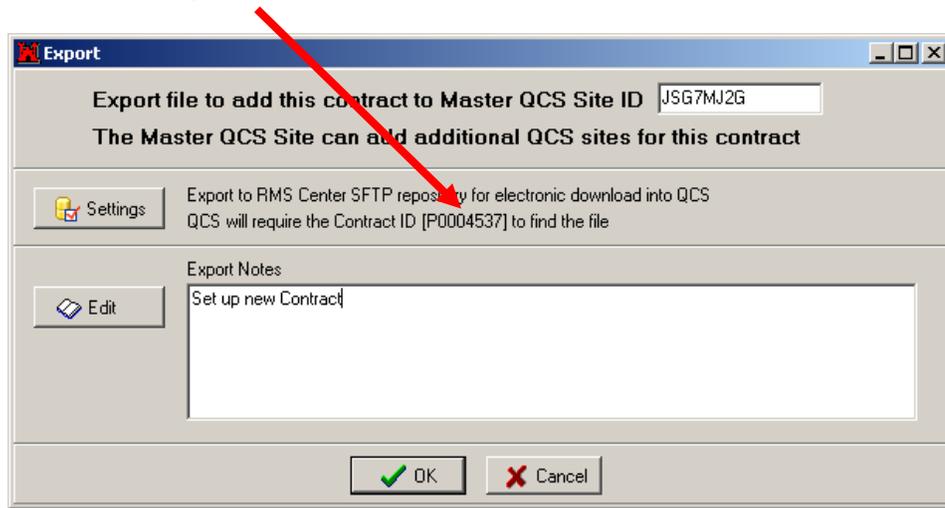
You will then need to determine how you prefer to transfer the file to the contractor. Use the **Settings** feature for this purpose.



The preferred way to transfer files is to make use of the RMS Center *Secure File Transfer Protocol* (SFTP). The other method is to export a file that you would email or furnish on another media to the contractor. In this example, use the SFTP method and push **OK**.

The Government Representative will need to advise the Contractor of the Contract ID number so he can select it from within QCS. This number is the number automatically assigned to a

project in RMS when it is first entered into RMS and cannot be changed. This example shows the Contract ID as being **P0004537**.



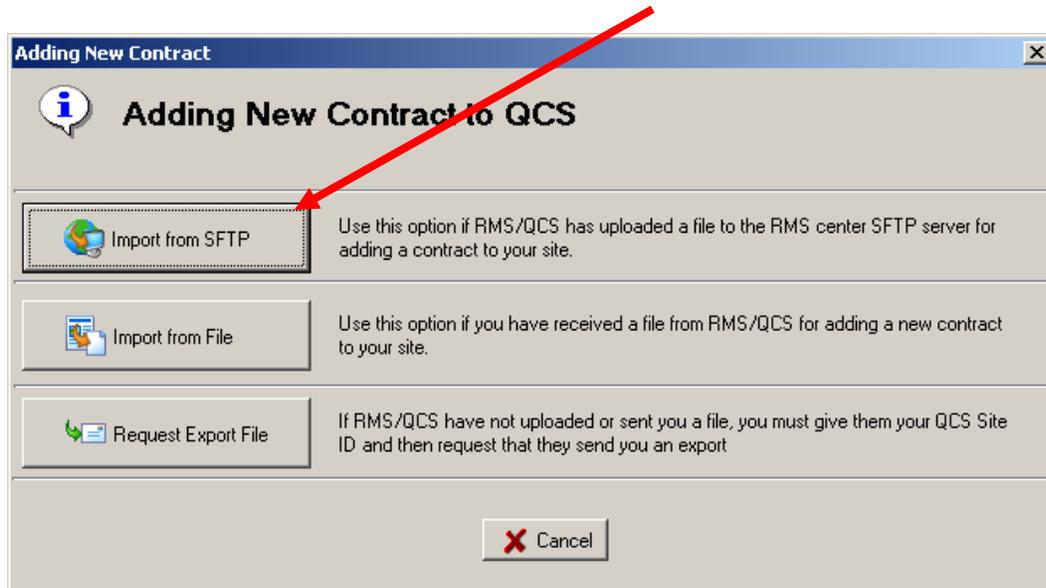
RMS will upload the file to the SFTP server and it will then be available for the Contractor to add the contract to his QCS program.



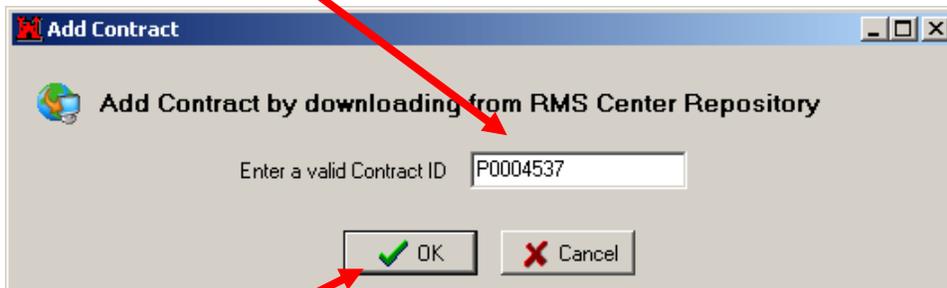
The contract is now placed on the RMS SFTP server and is available for the Contractor.

## Import from RMS/QAS to QCS Using SFTP Server

When the Contractor is ready to import the project into his QCS program, he must first be advised of the **Contract ID** number (i.e., **P0004537**). The Contractor will then add the contract to his program after importing your file from the SFTP site, as follows.



Enter the **Contract ID** here:



Push **OK**.

QCS will complete the import and it will then appear on the Contract Menu of the program (opening screen).



If the Contractor does not use, or enters an incorrect **Contract ID** number, the following message will appear:



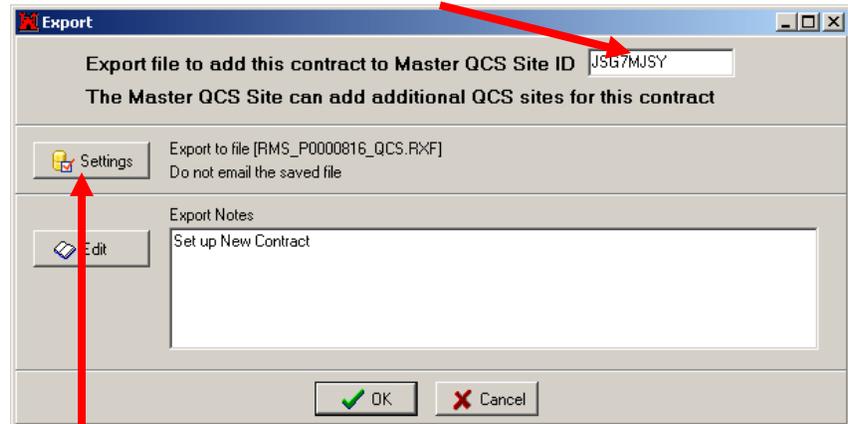
Or, you may see:



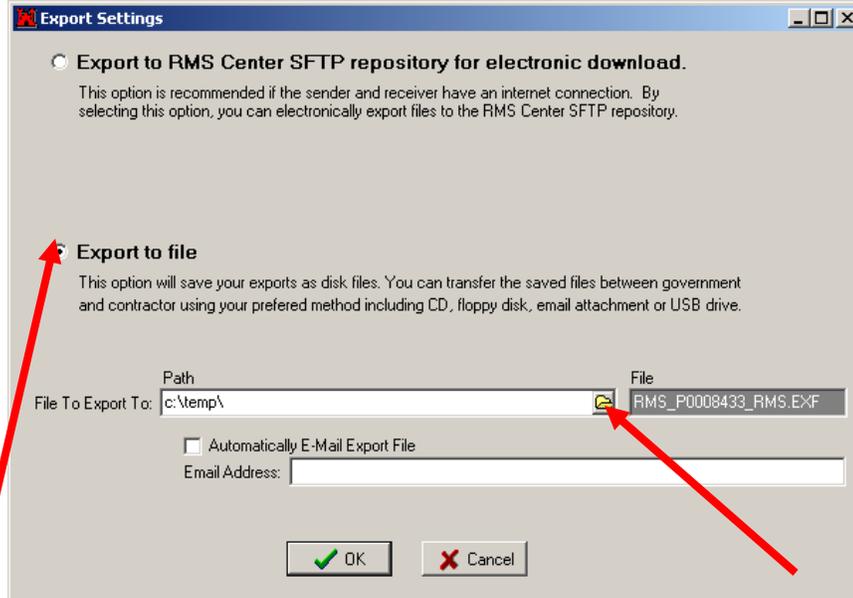
## Export from RMS/QAS by Exporting File

If, for some strange reason, you do not wish to utilize the SFTP method of transfer, you can elect to prepare a file and transmit (email, floppy disk, CD, etc.) the file to the Contractor. The method to do so is similar to the above. That is, you start from the Import/Export screen of RMS/QAS and push the **Export to QCS** button. The following screen will appear.

You must enter the QCS Site ID obtained from the Contractor for his QCS program and enter it here.

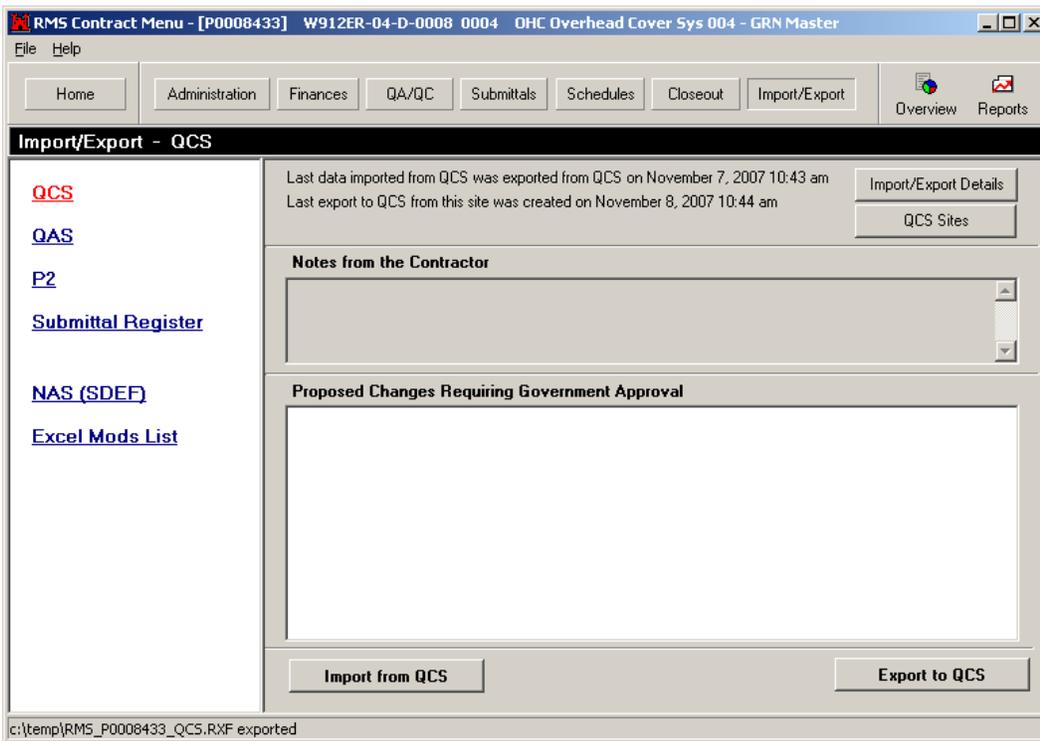
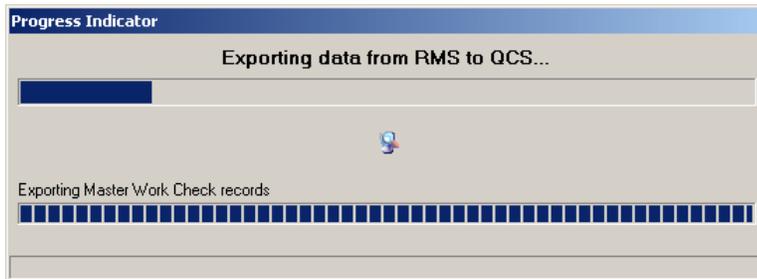


Push the **Settings** button to set up **Export to file** method of transfer.



Check the *radial button* next to **Export to file** and use the *Browse button* to indicate where you want RMS to store the created file (i.e., C:\temp\RMS\_P0000816\_QCS.RXF). Press **OK** (twice) to begin the export.

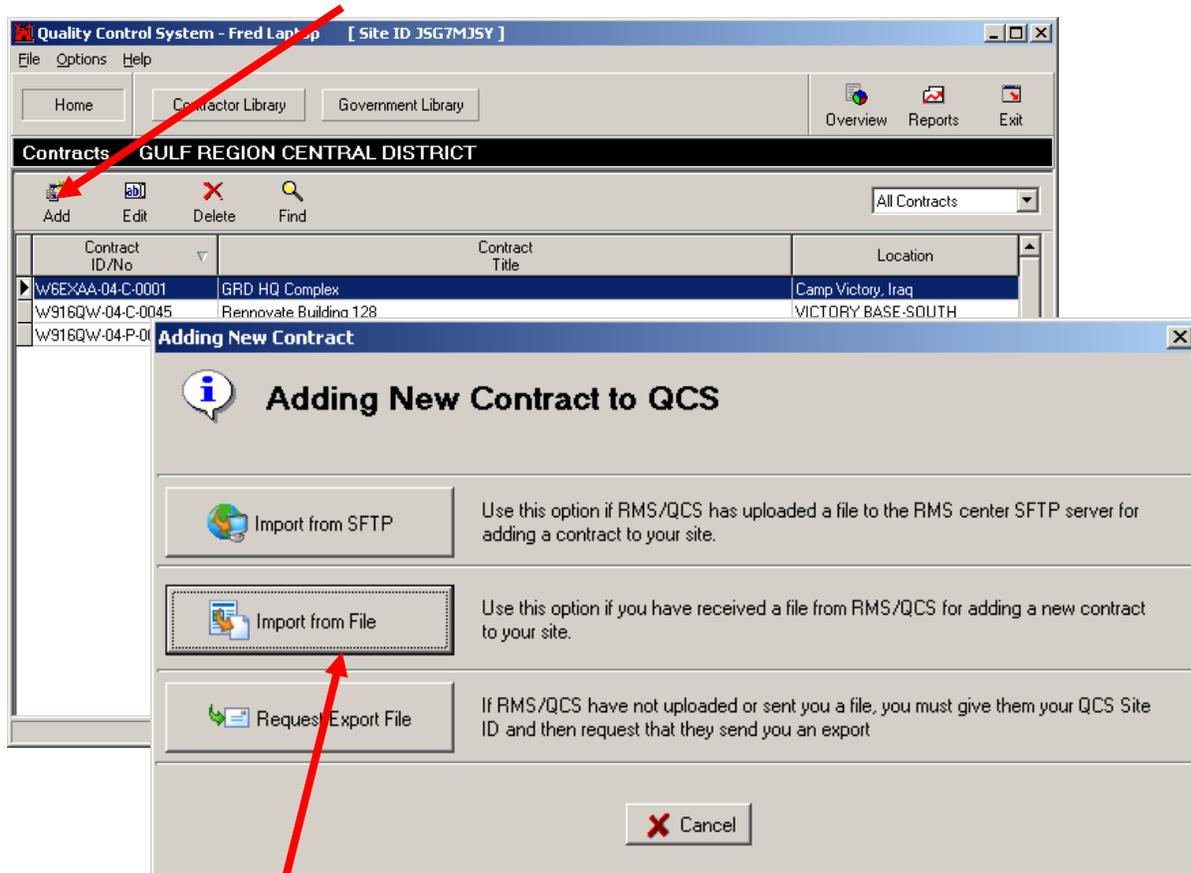
RMS will create the file and place it where you indicated.



The location of the file is then indicated at the bottom of the **Import/Export** screen (i.e., C:\temp\RMS\_G2000193\_QCS.RXF).

## Import from RMS into QCS by Exported File

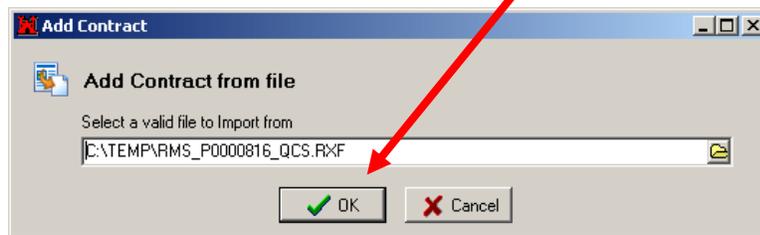
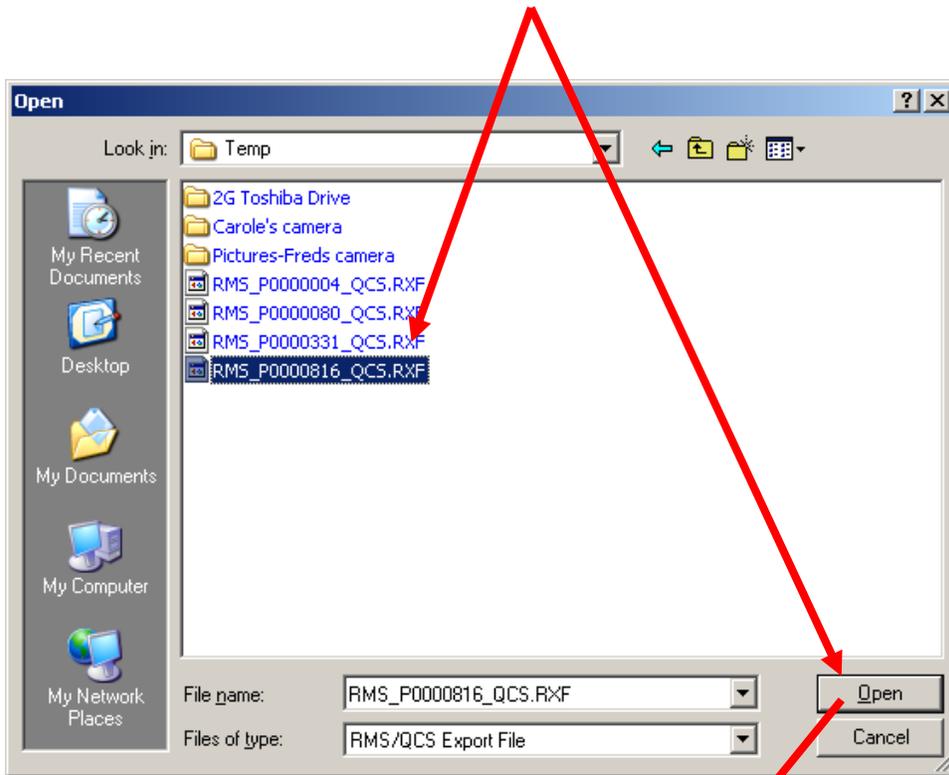
The procedure for adding a contract via an Import file is very similar to using the SFTP server. The first step is to push the **Add** button on the Contracts menu.



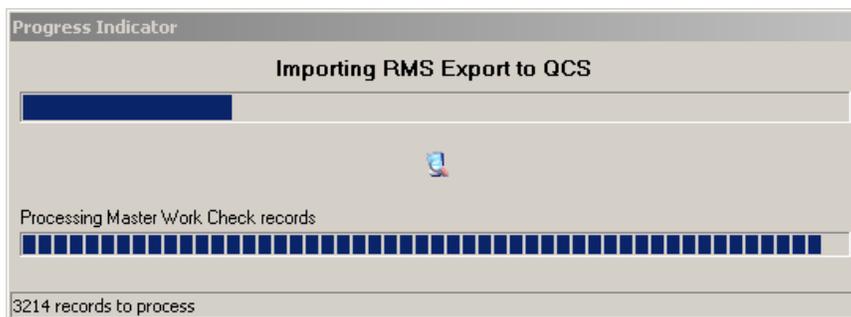
Select **Import from File**. Use the *Browse* button to locate the desired file.



Locate and highlight the file and then push **Open** followed by **OK**.



QCS will then import the file.



When the import is complete, the program will automatically open the contract to the **Contractor Library / QCS Site Description** screen, as shown below. You will then need to add the QCS Site Title, Primary Point of Contact Name and EITHER a telephone number or email address.

Quality Control System - FFF Field Office [ Site ID DS4SCRKC ]

File Options Help

Home Contractor Library Government Library

Overview Reports Exit

**Contractor Library - QCS Site Description**

[QCS Site Description](#)

[Contractor Staff](#)

[Feature Types](#)

[3 Phase Inspections](#)

[Hazard Analysis](#)

QCS Site ID: DS4SCRKC

QCS Site Title: FFF Field Office

Primary Point of Contact:

Name: Fred Freeman

Phone: 360-262-3593

E-Mail address: freemansfunnyfam@hughes.net

Alternate Point of Contact:

Name:

Phone:

E-Mail Address:

## Request Export File for Adding Contract

As above, when you push the Add button on the main menu, select **Request Export File** if you have not yet been provided one by the Government. The next screen will provide instructions on getting the export. In either of the cases, you will need to have your site registered to be able to import a contract.

Adding New Contract

**Adding New Contract to QCS**

Import from SFTP Use this option if RMS/QCS has uploaded a file to the RMS center SFTP server for adding a contract to your site.

Import from File Use this option if you have received a file from RMS/QCS for adding a new contract to your site.

**Request Export File** If RMS/QCS have not uploaded or sent you a file, you must give them your QCS Site ID and then request that they send you an export

Cancel

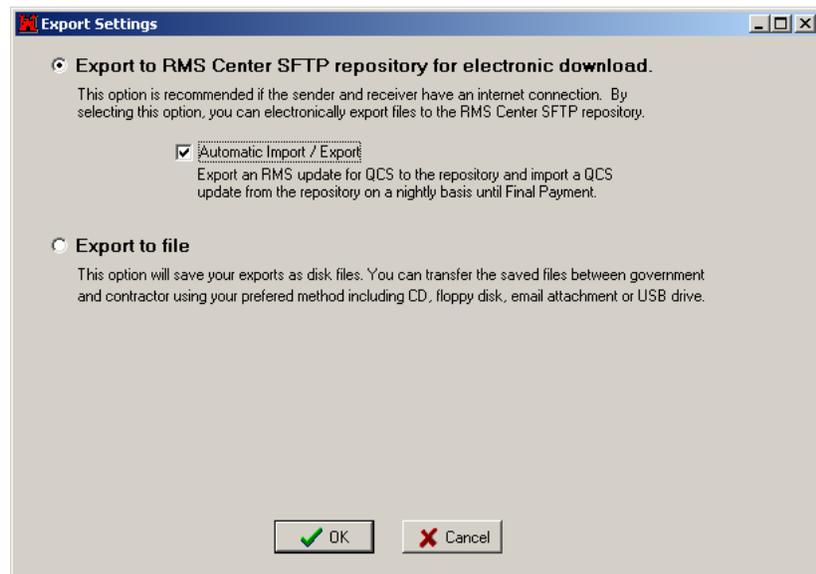


## Automated Import and Export

RMS can perform automated imports and exports for QCS. Users that use the SFTP repository option will have exports automatically sent to the SFTP repository on a nightly basis.

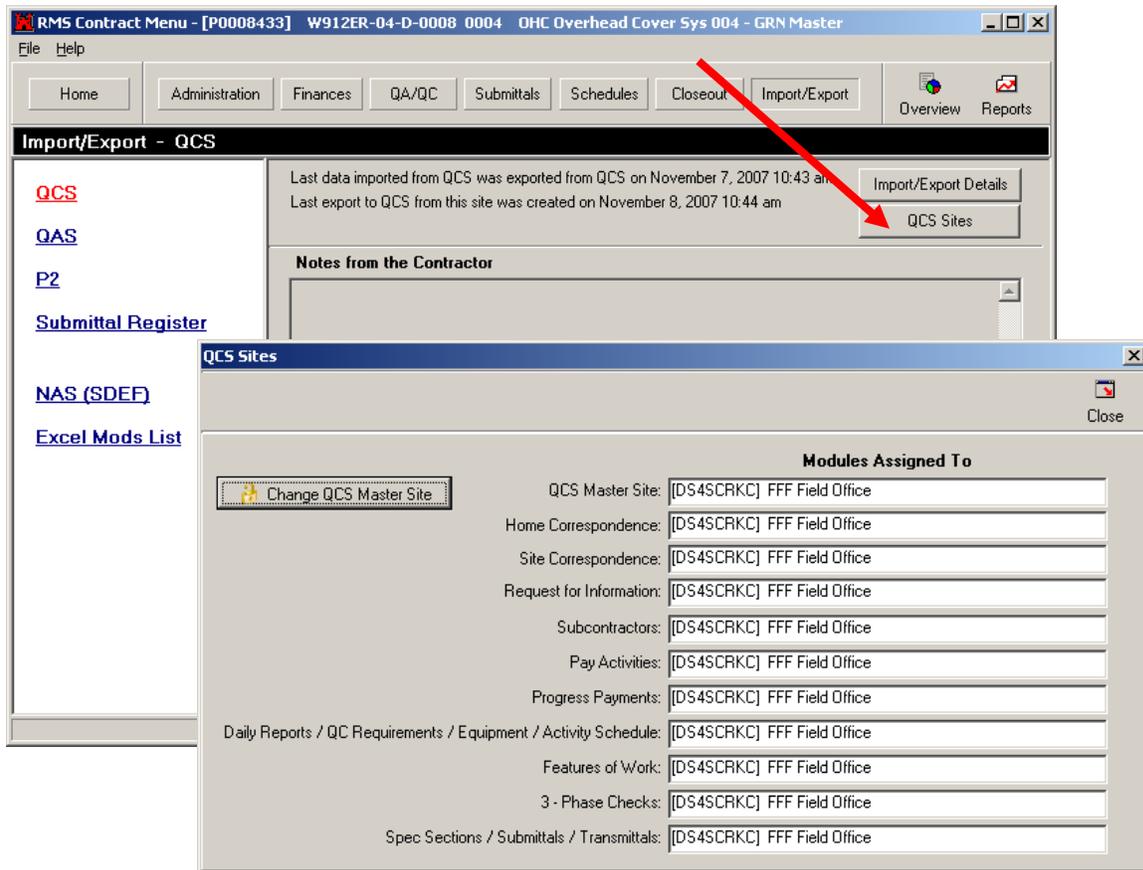
In order for this function to operate, the “Export Settings” and “Import Settings” must indicate that you are using the SFTP transfer method, as opposed to the “Export to File” option. Also, the box entitled “Automatic Import / Export” must be checked.

This is beneficial to users that are working on multiple contracts, because RMS will send exports for all contracts that have the settings set to use the SFTP repository. This feature will do automated imports from the Contractors (QCS) if the Contractor has manually sent an export from QCS to the RMS Center SFTP repository. The imports/exports will be done during off hours. Users will still have the option of doing manual imports and exports for individual contracts. RMS will filter this feature to those contracts that have identified a QCS Site ID and have not yet received Final Payment on the contract.



## Adding QCS site within RMS

Push the QCS Sites button to view the listing of registered sites. In order to assign the various Modules to other QCS sites, you must have the QCS site ID number. If needed, RMS can change the QCS Master Site from one QCS site to another, etc.



## CHAPTER 13 - Government Quality Assurance - Planning

### What this Chapter presents:

#### Quality Assurance and RMS

- Overview
- QA Staffing
- QA Tests



#### Overview

This chapter addresses information on **Government Quality Assurance** and provides instructions for utilizing the **Quality Assurance** areas of the RMS program for planning purposes.

## Contract Setup

### Quality Assurance Tab

This is where you begin identifying, assigning and otherwise setting up the QA features for the contract. The type of report to be used is selected (Civil, Military, Dredging, or other special that is set up in the District Library), Personnel are identified (RMS will accommodate up to 3 shifts) and you enter the weather data from tables or listings that are included within the contract specifications.

### Contract Setup/Quality Assurance Tab

**Quality Assurance**

QA Report Type: Iraq Construction ... Project Engineer: THOMAS L. ARMSTRONG ...  
 On Site COR: DONALD E CALDWELL ...

Number of QA Shifts:  1 Shift  2 Shifts  3 Shifts  
 Shift: 1 Chief QA Rep: ERIC ANDREWS ... Alternate QA Rep: DOUGLAS S. APPLERA ...

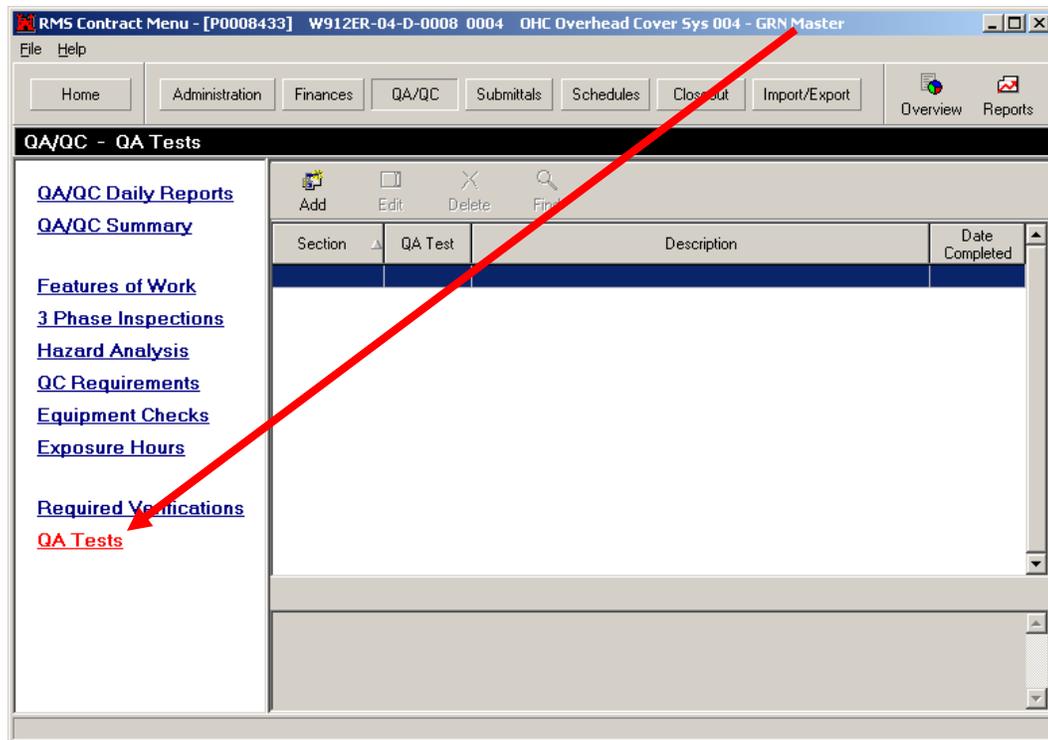
Time extensions due to adverse weather per month based on: 5 Day Work Week  
 Any type of weather conditions causing critical delays  US Units  Metric Units  
 Specific weather conditions causing critical delays

Anticipated adverse weather days per month

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
3	3	3	4	1	1	1	1	1	2	2	2

## QA Testing

The **QA Tests** option is located from the main **Contract Menu** at **QC/QA, QA Tests**. Tests are entered that are to be performed by, or on behalf of, the Government. This information can be obtained from either the contract specifications and/or the submittal register, but should be coordinated with Contractor QC Plan for precise type and quantity of tests (i.e., we should be doing at least 5% of the number of QC Tests performed by the Contractor).



**QA Test Window**

## CHAPTER 14 - CQC – Daily Report

### What this Chapter presents:

#### Quality Control Report and RMS

- Overview
- Daily QC Report
- Sample Daily QC Report Form



#### Overview



**T**his chapter addresses information on the **Contractor Daily Quality Control Report** and provides general information for utilizing the **Quality Control Report** module of the RMS program.

## Daily Quality Control Report

The Government and Contractor reports are accessed from the same location within RMS. The dates shown reflect the **QA/QC Report Dates**, and you select the **QC Report** from the next screen..

Report Date	Weather	QA Report Status	QC Report Status	
11/07/2007	Wednesday	Weather Caused No Delay	Completed	Received
10/14/2007	Sunday	Weather Caused No Delay	Completed	Not Received
08/19/2006	Saturday	Weather Caused No Delay	Completed	Received
08/18/2006	Friday	NA	Not Required	Received
08/17/2006	Thursday	NA	Not Required	Received
08/16/2006	Wednesday	NA	Not Required	Received
08/15/2006	Tuesday	NA	Not Required	Received
08/14/2006	Monday	NA	Not Required	Received
08/13/2006	Sunday	NA	Not Required	Received
08/12/2006	Saturday	NA	Not Required	Received
08/11/2006	Friday	NA	Not Required	Received
08/10/2006	Thursday	NA	Not Required	Received
08/09/2006	Wednesday	NA	Not Required	Received
08/08/2006	Tuesday	NA	Not Required	Received
06/15/2006	Thursday	NA	Not Required	Received
04/25/2006	Tuesday	Weather Not Entered	Not Completed	Received
04/24/2006	Monday	Weather Not Entered	Not Completed	Received
04/23/2006	Sunday	Weather Not Entered	Not Completed	Received
04/22/2006	Saturday	Weather Not Entered	Not Completed	Received

With this next window, push the **QC REPORT** button to access the QC report. *If the Contractor is using the QCS program (as indicated during **Contract Setup**) this option will not be available from within RMS, except you may **VIEW** a QCR submitted by the Contractor.*

At the top of the screen is the **REPORT NUMBER** for this particular date (E.g., 184). This report number coincides with the **DAY** construction commenced onsite. It is computed from the Milestone identified as **Construction Start Date**. The date entered will result in the report being QA/QC Report Number 1. Both the QA and the QC report use the same number for a particular calendar day. Non-work days are included in the tabulation, therefore, the report numbers will not always be sequential.

The contractor will complete each of the items shown on the left of the screen and can print out or view the QC Report as needed. A ***HARD COPY (with QC Signature and Superintendent initials)*** of the report should be supplied to the Government to be included in the Contract File.

The screenshot displays a web application window titled "Iraq Construction QA Report Number 755" dated "11/07/2007 -- Wednesday". The interface includes a navigation bar with "QA Report" and "QC Report" buttons, and a checkbox labeled "Return to Contractor for corrections". The main content area is titled "QA Report" and lists several sections with their respective counts:

- Weather**: Weather Caused No Delay
- QA Narratives**: 0 Written Today
- Punch List Items**: 0 Issued; 0 of 1 Verified
- QA Tests**: 0 Completed Today
- QA Final Follow-Ups**: 0 of 1,380 Completed Today
- Verify QC Requirements**: 0 of 76 Verified Today
- Accident Reporting**: 0 Accidents Today

At the bottom of the interface, there are two checkboxes: "QA Report Completed" and "Not Required". A red arrow points from the "Return to Contractor for corrections" checkbox to the text below.

If QCS is being used, you will have the option of returning the QC Report to the contractor for needed corrections.

## Sample Quality Control Report Form

After all desired entries have been made, it is time to print the report and archive as a permanent document for the contract. Press the **QC Report** button from this screen to generate the report.

Iraq Construction QA Report Number 755 11/07/2007 -- Wednesday

QA Report QC Report  Return to Contractor for corrections QA Report QC Report Close

**QA Report** *Read Only*

Weather  
Weather Caused No Delay

QA Narratives  
0 Written Today

Punch List Items  
0 Issued; 0 of 1 Verified

QA Tests  
0 Completed Today

QA Final Follow-Ups  
0 of 1,380 Completed Today

Verify QC Requirements  
0 of 76 Verified Today

Accident Reporting  
0 Accidents Today

QA Report Completed  
 Not Required

See a sample **QC Report** on the following two pages.

## Sample – Quality Control Report Form – Page 1 of 2

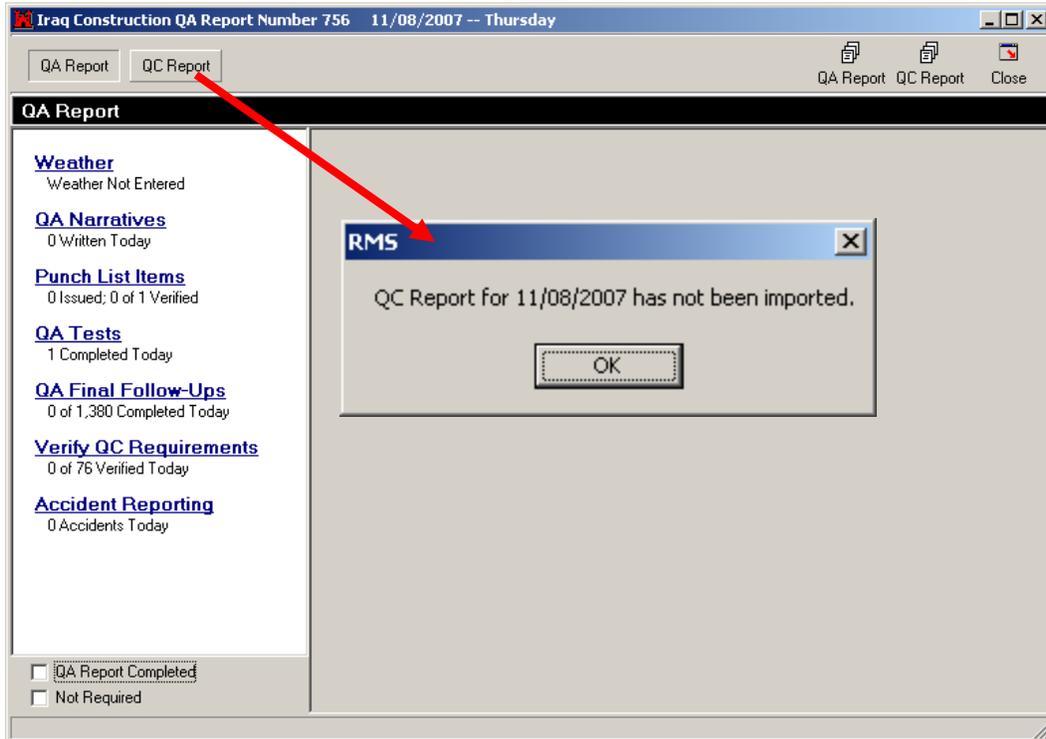
<b>CONTRACTORS QUALITY CONTROL REPORT (QCR)</b> <b>DAILY LOG OF CONSTRUCTION - IRAQ</b>		REPORT NUMBER 755	Page 1 of 2																				
		DATE 07 Nov 2007 - Wednesday																					
PROJECT OHC Overhead Cover Sys 004 - GRN Master		CONTRACT NUMBER W912ER-04-D-0008 0004																					
CONTRACTOR Perini Corporation	WEATHER Weather Caused No Delay Temperature Min 18 °C, Max 22 °C; No Precipitation; 10 KPH Wind																						
<b>QC NARRATIVES</b>  <b>How did Security Issues affect the jobsite activities?</b> Work crew was reportedly detained outside the IZ by terrorists. They were not allowed to continue to the IZ under death threats. They waited until the terrorists left, then came to work.  <b>How many manhours were lost due to threats or security issues?</b> 100  <b>What work activities were being performed?</b> Pouring roadway concrete at H-3																							
<b>PREP/INITIAL DATES</b> (Preparatory and initial dates held and advance notice) <b>No preparatory or initial inspections were held today</b>																							
<b>ACTIVITY START/FINISH</b> <b>No activities were started or finished today</b>																							
<b>QC REQUIREMENTS</b> <b>The following 4 QC requirements were completed today:</b> <table border="1"> <thead> <tr> <th>Requirement No</th> <th>Type</th> <th>Description</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td>IP-00001</td> <td>Installed Property</td> <td>Kohler, 4" sewage injection pump.</td> <td>Completed</td> </tr> <tr> <td>TP-00001</td> <td>Transfer Property</td> <td>CLIN 0011 - E-GLASS LAYER, BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA DFAC #3 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.</td> <td>Completed</td> </tr> <tr> <td>TP-00003</td> <td>Transfer Property</td> <td>CLIN 0002 - E-GLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA PX EAST 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.</td> <td>Completed</td> </tr> <tr> <td>TP-00004</td> <td>Transfer Property</td> <td>CLIN 0003 - E-GLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA EAST MWR 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.</td> <td>Completed</td> </tr> </tbody> </table>				Requirement No	Type	Description	Results	IP-00001	Installed Property	Kohler, 4" sewage injection pump.	Completed	TP-00001	Transfer Property	CLIN 0011 - E-GLASS LAYER, BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA DFAC #3 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	Completed	TP-00003	Transfer Property	CLIN 0002 - E-GLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA PX EAST 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	Completed	TP-00004	Transfer Property	CLIN 0003 - E-GLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA EAST MWR 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	Completed
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TP-00001	Transfer Property	CLIN 0011 - E-GLASS LAYER, BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA DFAC #3 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	Completed																				
TP-00003	Transfer Property	CLIN 0002 - E-GLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA PX EAST 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	Completed																				
TP-00004	Transfer Property	CLIN 0003 - E-GLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA EAST MWR 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	Completed																				
<b>QA/QC PUNCH LIST</b> (Describe QC Punch List items issued, Report QC and QA Punch List items corrected)																							
<b>The following QC Punch List item was issued today:</b> <table border="1"> <thead> <tr> <th>Item No</th> <th>Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>QC-00009</td> <td>CDC Class 1</td> <td>Surface veneer has released</td> </tr> </tbody> </table>				Item No	Location	Description	QC-00009	CDC Class 1	Surface veneer has released														
Item No	Location	Description																					
QC-00009	CDC Class 1	Surface veneer has released																					
<b>The following Punch List item was corrected today:</b> <table border="1"> <thead> <tr> <th>Item No</th> <th>Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>QA-00001</td> <td>DFAC #3</td> <td>Rebar installed on North foundation piers is Grade 40 instead of the specified Grade 60. Remove and Replace.</td> </tr> </tbody> </table>				Item No	Location	Description	QA-00001	DFAC #3	Rebar installed on North foundation piers is Grade 40 instead of the specified Grade 60. Remove and Replace.														
Item No	Location	Description																					
QA-00001	DFAC #3	Rebar installed on North foundation piers is Grade 40 instead of the specified Grade 60. Remove and Replace.																					
<b>CONTRACTORS ON SITE</b> (Report first and/or last day contractors were on site) <b>Today was the first day on site for the following contractor:</b>																							

## Sample – Quality Control Report Form – Page 2 of 2

CONTRACTORS QUALITY CONTROL REPORT (QCR) DAILY LOG OF CONSTRUCTION - IRAQ		REPORT NUMBER 755 Page 2 of 2	
		DATE 07 Nov 2007 - Wednesday	
PROJECT OHC Overhead Cover Sys 004 - GRN Master		CONTRACT NUMBER W912ER-04-D-0008 0004	
Army Corps of Engrs <b>Today was the last day on site for the following contractor:</b> EMTA-Anaconda			
<b>LABOR HOURS</b>			
<b>The following labor hours were Reported today:</b>			
<u>Employer</u>	<u>Labor Classification</u>	<u>Number of Employees</u>	<u>Hours Worked</u>
77 CO - Anaconda	IRAQ - IRAQI MALES	2.0	20.0
Al Hamra Kuw ait, WLL	IRAQ - EXPAT MALES	0.0	0.0
Al Hamra Kuw ait, WLL	IRAQ - IRAQI FEMALES	0.0	0.0
First Kuw aiti	IRAQ - EXPAT FEMALES	0.0	0.0
Perini Corp.	IRAQ - OTHERS	1.0	10.0
Perini Corp.	IRAQ - US CITIZENS	8.0	80.0
Perini Corp.	IRAQ - MULTINATIONAL FORCE	0.0	0.0
Prime Proj -Anaconda	IRAQ - OTHERS	26.0	205.0
Total hours worked to date: 196,656.5		<b>Total</b>	<b>37.0</b>
<b>EQUIPMENT HOURS</b>			
<b>The following equipment hours were Reported today:</b>			
<u>Serial Number</u>	<u>Description</u>	<u>Standby Hours</u>	<u>Operating Hours</u>
SLP3CXTS4E0943291	PPI BACKHOE LOADER	0.0	10.0
152G	PPI VIBRATING PLATE COMPACTOR	0.0	10.0
Total operating hours to date: 18,109.0		<b>Total</b>	<b>0.0</b>
<b>ACCIDENT REPORTING</b> (Describe accidents)			
<b>The following accident was reported today:</b>			
Contractor/Subcontractor: 77 CO-Anaconda			
Age: 40			
Gender: Male			
Date Employee Started Work: 11/01/2007			
Location of Accident: Class 1 Bldg			
Result: Remained at work - Other			
Injury Category: Injury			
Contractor Reportable Accident: Yes			
Date Accident Report Submitted to Government: 11/07/2007			
Severe laceration to arm caused by poor housekeeping			
<b>CONTRACTOR CERTIFICATION</b> On behalf of the contractor, I certify that this Report is complete and correct and all equipment and material used and work performed during this Reporting period are in compliance with the contract plans and specifications, to the best of my knowledge, except as noted above.			
QC REPRESENTATIVE'S SIGNATURE	DATE	SUPERINTENDENT'S INITIALS	DATE

## Contractor QC Report Not Imported

If you have not yet imported the Contractors' QC Report, and click on the QC Report option, you will get this message:



## Contractor QC Report Imported – Opportunity to Return

If you have imported the Contractors' QC Report and have identified items that need to be corrected, you can click on the **Return to Contractor for Corrections** box and it will be returned with your next RMS to QCS export.

The screenshot displays two overlapping software windows. The top window, titled 'Iraq Construction QA Report Number 755 11/07/2007 -- Wednesday', has a 'Return to Contractor for corrections' checkbox. The bottom window, titled 'RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonville FGE & VBS Modifications', shows a table of 'QA/QC Daily Reports'. A red arrow points from the 'Return to Contractor for corrections' checkbox to the 'Returned for corrections' status in the table. Another red arrow points from the 'Returned for corrections' status in the table to the 'Not Complete - Returned for Corrections' status in the 'Quality Control - QC Daily Reports' table below it.

**QA Report**

- [Weather](#)  
Weather Caused No Delay
- [QA Narratives](#)  
0 Written Today
- [Punch List Items](#)  
0 Issued; 0 of 1 Verified
- [QA Tests](#)  
0 Completed Today
- [QA Final Follow-Ups](#)  
0 of 1,380 Completed Today
- [Verify QC Requirement](#)  
0 of 76 Verified Today
- [Accident Reporting](#)  
0 Accidents Today

QA Report Completed  
 Not Required

**RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonville FGE & VBS Modifications**

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

**QA/QC - QA/QC Daily Reports**

QA/QC Daily Reports  
QA/QC Summary

Report Date	Weather	QA Report Status	QC Report Status
09/21/2007 Friday	Weather Caused No Delay	Not Completed	Not Received
08/28/2007 Tuesday	Weather Caused No Delay	Completed	Returned for corrections
08/27/2007 Monday	Weather Caused No Delay	Completed	Received
02/19/2007 Monday	Weather Caused No Delay	Not Completed	Received

**QCS Contract Menu - [P0008433] W912ER-04-D-0008 0004 DHC Overhead Cover Sys 004 - GRN Master**

File Options Help

Home Administration Quality Control Submittals Import/Export Overview Reports

**Quality Control - QC Daily Reports** (Read Only)

QC Daily Reports  
QC Summary

Report Date	Weather	Status
11/07/2007 Wednesday	Weather Caused No Delay	Not Complete - Returned for Corrections
10/15/2007 Monday	Weather Caused No Delay	Completed - Ready to Send to Gov't
08/19/2006 Saturday	Weather Caused No Delay	Completed - Received by the Gov't
08/18/2006 Friday	Weather Caused No Delay	Completed - Received by the Gov't
08/17/2006 Thursday	Weather Caused No Delay	Completed - Received by the Gov't
08/16/2006 Wednesday	Weather Caused No Delay	Completed - Received by the Gov't
08/15/2006 Tuesday	Weather Caused No Delay	Completed - Received by the Gov't
08/14/2006 Monday	Weather Caused No Delay	Completed - Received by the Gov't
08/13/2006 Sunday	Weather Caused No Delay	Completed - Received by the Gov't
08/12/2006 Saturday	Weather Caused No Delay	Completed - Received by the Gov't
08/11/2006 Friday	Weather Caused No Delay	Completed - Received by the Gov't
08/10/2006 Thursday	Weather Caused No Delay	Completed - Received by the Gov't
08/09/2006 Wednesday	Weather Caused No Delay	Completed - Received by the Gov't
08/08/2006 Tuesday	Weather Caused No Delay	Completed - Received by the Gov't
06/15/2006 Thursday	Weather Caused No Delay	Completed - Received by the Gov't
04/25/2006 Tuesday	Weather Caused No Delay	Completed - Received by the Gov't
04/24/2006 Monday	Other - Explain	Completed - Received by the Gov't
04/23/2006 Sunday	Weather Caused No Delay	Completed - Received by the Gov't

The QC Report will then be returned and unchecked as being complete in the QCS program on the next export to QCS.

## CHAPTER 15 - Government QA Daily Report

### What this Chapter presents:

#### Quality Assurance and RMS

- Overview
- Daily QA Report
- Sample Daily QA Report Form
- 



#### Overview



This chapter addresses information on the **Government QA Report** and provides general information for utilizing the associated **Quality Assurance** modules of the RMS program.

Quality Assurance is required on all construction contracts. The extent of assurance should be commensurate with the value and complexity of the contracts involved and the requirements of this regulation.

#### Elements of Quality Assurance

- Daily QA Report
- Government Staff
- QA Tests
- Required QA Verifications
- 3 Phase Inspection Checks
- Planned Labor Interviews
- Anticipated Adverse Weather

## Quality Assurance Requirements

These are areas that have to do with **Planning** that is required before the Government or the Contractor can adequately prepare their respective Daily Reports. The Government, or the Designer accomplishes some of the planning before the contract exists. This includes what RMS refers to a **QC Requirements** as was discussed previously.

Although the government data is entered in the **QA Report** menu option and the contractor data is entered in the **QC Report** menu option, much of the data is interdependent. For example, a QC requirement such as a **QC Test** must be reported as *completed* in the **QC Report** option before it can be verified in the **QA Report, Verify QC Requirements** option.

## Creating a Daily QA REPORT

The **QA Daily Report** is generated in RMS to document the Quality Assurance progress of the Government and to record, among other items, any conflicts, claims, or disagreements with the Contractor. QA Reports used in Iraq should be the “**IRAQ Construction**” report format as selected during the setup (Administration).

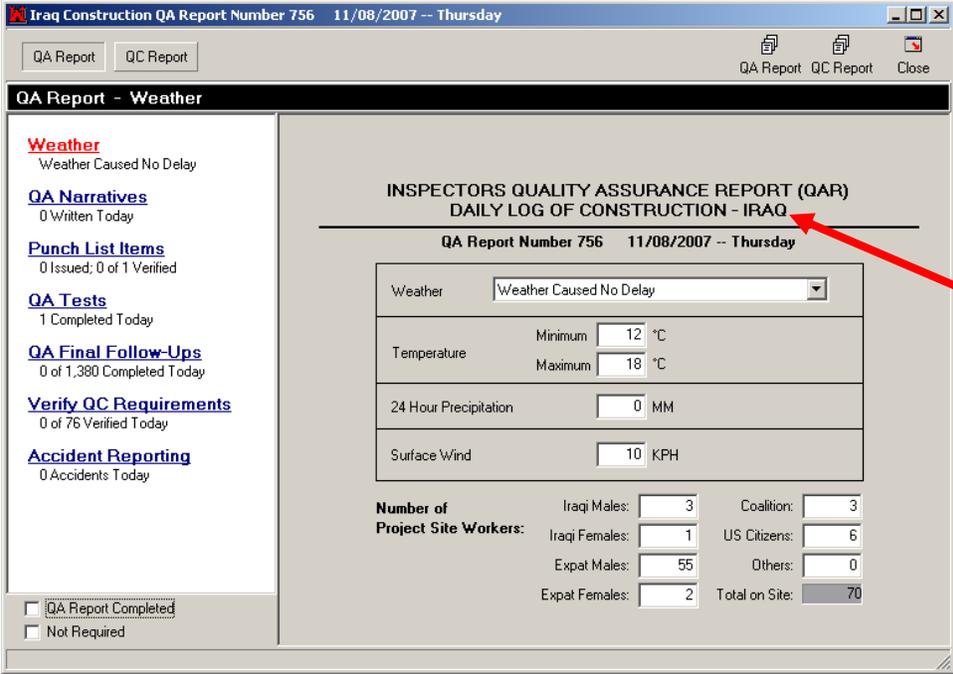
Keep in mind a simple thought: “**The report should be a ‘record-of-fact’, not a ‘record of your opinions’**”.

Report Date	Weather	QA Report Status	QC Report Status
11/08/2007 Thursday	Weather Not Entered	Not Completed	Not Received
11/07/2007 Wednesday	Weather Caused No Delay	Completed	Returned for corrections
10/14/2007 Sunday	Weather Caused No Delay	Completed	Not Received
08/19/2006 Saturday	Weather Caused No Delay	Completed	Received
08/18/2006 Friday	NA	Not Required	Received
08/17/2006 Thursday	NA	Not Required	Received
08/16/2006 Wednesday	NA	Not Required	Received
08/15/2006 Tuesday	NA	Not Required	Received
08/14/2006 Monday	NA	Not Required	Received
08/13/2006 Sunday	NA	Not Required	Received
08/12/2006 Saturday	NA	Not Required	Received
08/11/2006 Friday	NA	Not Required	Received
08/10/2006 Thursday	NA	Not Required	Received
08/09/2006 Wednesday	NA	Not Required	Received
08/08/2006 Tuesday	NA	Not Required	Received
06/15/2006 Thursday	NA	Not Required	Received
04/25/2006 Tuesday	Weather Not Entered	Not Completed	Received
04/24/2006 Monday	Weather Not Entered	Not Completed	Received
04/23/2006 Sunday	Weather Not Entered	Not Completed	Received

### Iraq Construction QA Report

The only difference in the **Iraq Construction QA Report** and the **Civil** and **Military** formatted QA Reports used elsewhere throughout the Corps of Engineers, is reflected on the **Weather** option of the QA Report. All other elements are identical.

At the top of the screen is the *REPORT NUMBER* for this particular date (e.g., 756). This report number coincides with the *DAY* construction commenced onsite. It is computed from the Milestone identified as "**Construction Start Date**". The date entered will result in the report being QA/QC Report Number 1. Both the QA and the QC report use the same number for a particular calendar day. Non-work days are included in the tabulation, therefore, the report numbers will not always be sequential.



Iraq format

Labor reporting fields – Weekly report to Higher Headquarters. (NOTE: QCS is fully implemented in Iraq for our Contractors, such labor will be reported via the normal method of the QC Daily Report, as shown on the QC report in the previous chapter.)

### Sample Daily QA Report Form Worksheet – Iraq Construction

The following pages present guidance on the content desired on the Daily Quality Assurance Reports in Iraq. Of special note is the input required under Narratives: **Daily Report to Higher HQ** and **Weekly Report to Higher HQ**. Also, **G3** in Iraq regularly views the two **Security** narratives (issues and lost manhours) in both the QA and QC reports.

INSPECTORS QUALITY ASSURANCE REPORT (QAR)  
DAILY LOG OF CONSTRUCTION - IRAQ

CONTRACT NO: W916QW-04-C-D-0007 **(Add project unique identifying number)**

PROJECT: PMO BILLETING **(Specific project when Contract has multiple projects)**

DATE: 11/08/07 **(Date of the site observations)**

WEATHER: SUNNY- NO DELAY **(Important to note delay or no delay)**

TEMPERATURE (MIN/MAX): (18C/20C) **(Enter temperatures in Celsius)**

NO. OF IRAQI MALES: 75 **(Be observant of contractor's supplied numbers)**

NO. OF IRAQI FEMALES: 2 **(Same as above)**

NO. OF EXPAT MALES: 15 **(Non-Iraqi, non-multinational force, non-U.S.)**

NO. OF EXPAT FEMALES: 1 **(Same as above)**

MULTINATIONAL FORCE: 10 **(Uniformed Personnel, non-U.S., non-Iraqi)**

U.S.CITIZENS: 2 **(Uniformed and non-uniformed)**

OTHERS: 0 **(In cases where it is unclear and not covered by the above)**

**Weekly Report to Higher HQ: Added to the report Dated for Friday.**

**Accomplished Last Week: (Bullets on major items)**

**Planned Next Two Weeks: (Bullets on goals for next two weeks.)**

**Significant Issues: (Items that Higher HQ needs to made aware.)**

**Construction Actual %: (Judgment on amount of project complete.)**

**-On-the-ground judgment of contract work accomplished.**

**-Percentage will lead the contractor's invoiced amount.**

**-Percentage can be used to estimate Work In-Place Dollars.**

**-Construction Actual % X Project Value = WIP Dollars.**

**(Example)**

**Accomplished Last Week:**

**- Contractor placing concrete for building foundation**

**Planned Next Two Weeks:**

**- Finish placing foundation concrete**

**- Removal of forms for foundations placed last week**

**- Preparatory meetings for masonry walls**

**Significant Issues:**

**- Work force reduced due to terrorist's threats**

**Construction Actual Percent: 15% complete**

**Daily Report to Higher HQ: (Paragraph on today's activities)**

**- Contractor is placing concrete for the building foundation.**

**- Slump tests were taken and all passed.**

**- Cylinders were made and taken to the lab.**

**What Contractors were on the Jobsite today?**

**-Prime Contractor: Watkinson-IPM**

-Subcontractor: ABC Concrete  
-User IT Contractor: XYZ Installations

Did anything occur today that may lead to a Claim or Change Order?  
**(General Rule for RMS Reporting: If nothing to add leave blank)**

What equipment was being used?  
Backhoe, D6 Dozer, Honda Generator

How did Security Issues effect the jobsite activities?  
Contractor employees continue to receive threats against them and their families causing a reduction in contractor personnel on jobsite.  
How many manhours were lost due to threats or security issues?  
Delay during entry caused 58 workers to be detained for 3 hours = 174 Manhours lost

Were any Preparatory or Initial Phase Meeting held today?  
**(Attach results of meeting/inspection to QC Report)**  
-Preparatory: Site utilities.  
-Initial: Steel Erecting

Were any Materials received on the Jobsite?  
-Received 100 cubic yards of concrete  
-Five (5) pallets containing 400 bricks each.

Did the Contractor perform tests today? If so, what tests and results?  
-Contractor QC performed slump tests on the concrete delivered. All results are documented on the contractor's QC report. All tests were taken and passed per contract specifications.

Were there any Safety Issues on the Jobsite today?  
-Contractor employee was not wearing a hard hat. Notified Contractor QC of the violation. Worker was given a hard hat and received a warning from the contractor.

Conflicts in the Plans or Specifications:  
-Specifications for pipe call for a 200mm PVC while the plans call for 300mm PVC. The COR was contacted and verified with the designer that 200mm is acceptable. Contractor will use the 200mm PVC.

General Remarks:  
-Despite the reduction in workforce, the contractor is on schedule and actively recruiting replacement workers.  
-Job Site photographs recording concrete placement were filed in the project files.  
-Photographs of site activities were taken forwarded to the Area Office POC for inclusion in reports to Higher Headquarters.  
**(Photographs depicting reconstruction effort accomplishments, major events, and before/after shots are needed weekly.)**

Quality Assurance Representative:

# Sample – Quality Assurance Report Form – Page 1 of 2

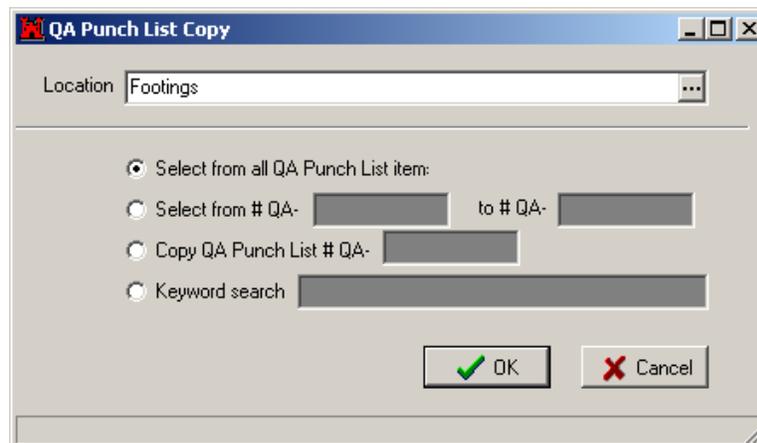
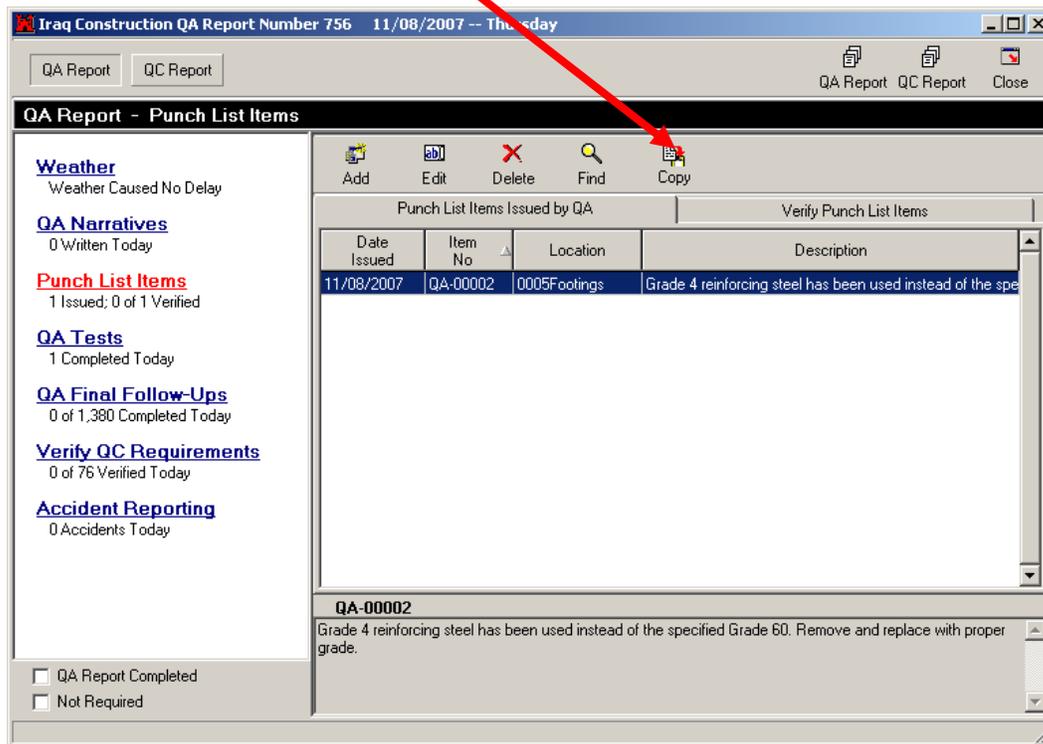
<b>INSPECTORS QUALITY ASSURANCE REPORT (QAR)</b>					REPORT NUMBER 756		
<b>DAILY LOG OF CONSTRUCTION - IRAQ</b>					Page 1 of 2		
(ER 1180-1-6)					DATE 08 Nov 2007 - Thursday		
PROJECT OHC Overhead Cover Sys 004 - GRN Master					CONTRACT NUMBER W912ER-04-D-0008 0004		
CONTRACTOR Perini Corporation				WEATHER Weather Caused No Delay Temperature Min 12 °C, Max 18 °C; No Precipitation; 10 KPH Wind			
NUMBER OF PROJECT SITE WORKERS							
IRAQI MALE	IRAQI FEMALE	EXPAT MALE	EXPAT FEMALE	COALITION	US CITIZEN	OTHER	TOTAL
3	1	55	2	3	6	0	70
<b>QA NARRATIVE(S)</b>							
<p><b>Weekly Report to Higher HQ</b>          Fredrick Freeman Accomplished Last Week: All concrete slab work completed          Planned Next Two Weeks: Placement of E-Glass Panels          Significant Issues: GFE (Panels) are not being timely delivered          Construction Actual %: 65% complete  <input type="checkbox"/></p> <p><b>Daily Report to Higher HQ</b>          Fredrick Freeman 1. Contractor is placing E-Glass panels on metal building structure for final positioning.          2. All concrete test results have been provided and all passed.          3. Utilities are being re-routed per plans.</p> <p><b>How did security issues affect the jobsite activities?</b>          Fredrick Freeman Workers were delayed arriving at jobsite due to terrorist threats outside of the IZ. Workers waited to enter until they felt it was safe to do so. They were detained approximately 3 hours.</p> <p><b>How many manhours were lost due to threats or security issues?</b>          Fredrick Freeman Terrorists threats delayed entry of 53 workers outside the IZ. They arrived approximately 3 hours late for work. This equates to 159 lost hours.</p> <p><b>What Contractors were on the Jobsite today?</b>          Fredrick Freeman Prime Contractor had 6 workers on site and 1st Tier sub had in the neighborhood of 50 workers.</p> <p><b>What equipment was being used?</b>          Fredrick Freeman Forklift being used to move E-Glass Panels          Crane being used to lift Panel to structure.          Welders being used in 3 locations.</p>							
<b>QA FINAL FOLLOW-UPS</b> (Evaluation of Contractors' performance on activities reported finished)							
Final follow-up inspections were held today on the following Activities:							
<u>Activity #</u>				<u>Contractors' QC Performance</u>			
N2323020	Foundations - 32			Satisfactory QC			
N2323030	Start Butler Building Erection			Satisfactory QC			
N2323040	Primary Erection @ lower roof			Satisfactory QC			
<b>QA VERIFICATIONS</b> (Verification of QC requirements reported completed by the Contractor)							
The following 2 QC Requirement were verified today:							
<u>Requirement #</u>				<u>Results</u>			
CT-00001				Complies			
				3/15/06 -0005 Compressive Strength Test for Concrete. Minimum of 27.5 MPa at 28 days.			
				3/15/06 0005 Test was for concrete place at footing Gridline A2 to A9. Received 10 trucks of concrete. 5 Cylinders were molded from concrete from load number 4. The cylinder breaks will be as			

## Sample – Quality Assurance Report Form – Page 2 of 2

<b>INSPECTORS QUALITY ASSURANCE REPORT (QAR)</b> <b>DAILY LOG OF CONSTRUCTION - IRAQ</b> <i>(ER 1180-1-6)</i>		REPORT NUMBER 756 <span style="float: right;">Page 2 of 2</span>	
PROJECT OHC Overhead Cover Sys 004 - GRN Master		DATE 08 Nov 2007 - Thursday	
CT-00002		CONTRACT NUMBER W912ER-04-D-0008 0004	
follows: 1@ 3days, 2@ 7 days and 2@ 28 days. Test result of 3 day break w as 2278 PSI, 7 day break w as 3088 PSI 14 day break = 3555 PSI 28 day breaks = 6252/6136 PSI			
Air Content Testing		Complies	
<b>QA PUNCH LIST</b> (Describe QA Punch List items issued, verify QA Punch List items reported corrected by contractor)			
The following QA Punch List items were issued today:			
QA Punch List Item	Location	Description	Status
QA-00002	0005Footings	Grade 4 reinforcing steel has been used instead of the specified Grade 60. Remove and replace with proper grade.	Not Reported Corrected
QA-00003	Footings	Grade 4 reinforcing steel has been used instead of the specified Grade 60. Remove and replace with proper grade.	Not Reported Corrected
<b>QA TESTING</b> (Include test description, and results)			
The following QA test was performed today:			
QA Test #	Description	Results	
AT-00001	300 psi pressure test on hydraulic lines to OH crane	Awaiting Results	
INSPECTOR'S SIGNATURE	DATE	SUPERVISOR'S INITIALS	DATE

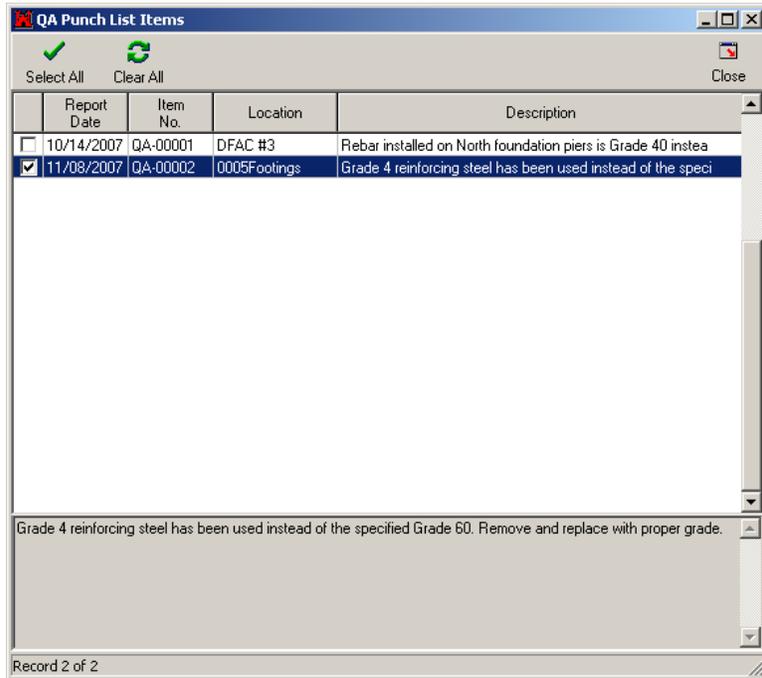
## Punch List Items

You are able to **Copy** punchlist items from one location to another. This is especially beneficial in contracts such as dormitories, offices, etc., where the same comment is applicable to various locations.

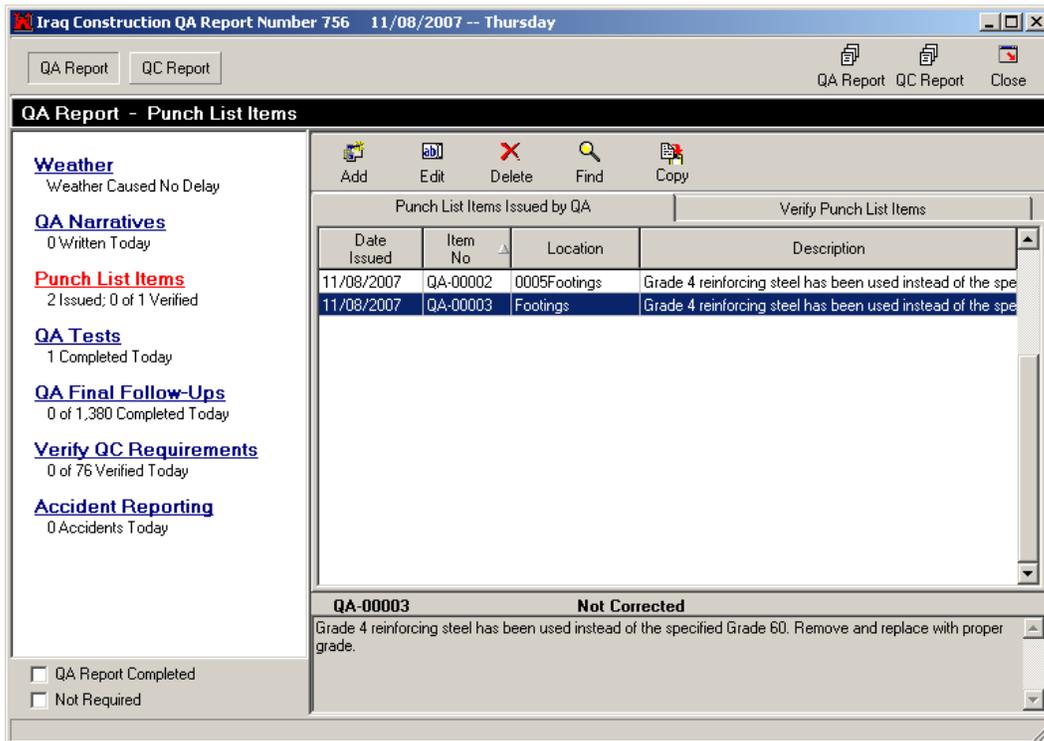


Resident Management System

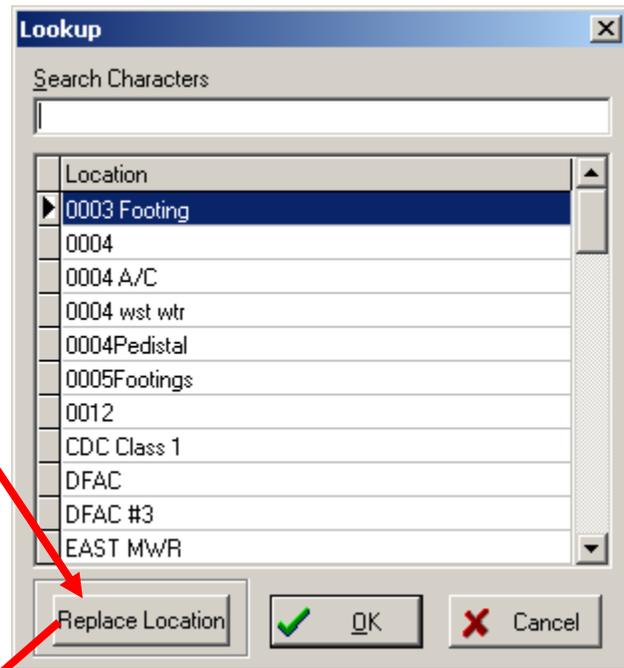
Per the previous screen, check the applicable existing QA Punch List item you desire to copy.



RMS automatically copies the item into your Daily Report.



You are also able to Replace on location with another location (change the name of any location globally). This will assist in having the Punch List sort correctly.



## CHAPTER 16 - Contract Submittals and SpecsIntact

### What this Chapter presents:

- 
- **Overview**
- **SpecsIntact Submittal Program**
- **Contract Setup**
- **Submittal Requirements**
- **Specification Sections**
- **Submittal Details & Register (ENG Form 4288)**
- **Transmittal Log (ENG Form 4025)**
- **Submittal Reviewers**



## Overview



This chapter furnishes information on **Submittals** for our contracts and provides general instructions for utilizing the associated **Submittal** related modules of the RMS program.

## The SpecsIntact Specification Production System

The use of SpecsIntact (Specifications-Kept-Intact) in both Military and Civil contracts is mandatory, as established within Engineering Regulation ER 1110-2-1201 and CEMP-EA (1110) Memorandum of 14 April 1997, for all FY00 and future projects. This policy has been incorporated into ER 1110-345-700, "Drawings, Design Analysis, and Specifications". Most of the Design-Build Contractors use the program on Iraq contracts.

## Contract Setup

During an earlier Chapter of this Manual, we setup the submittal register(s) for our contract. This was done using the **Contract Setup** screen shown below. RMS can have as many different Submittal Registers as needed.

The screenshot displays the 'Administration - Contract Setup' window. The title bar reads 'RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master'. The interface includes a menu bar with 'File' and 'Help', and a navigation pane with buttons for 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. The main content area is titled 'Administration - Contract Setup' and contains several sections:

- Contract Description** (links: Contract Status, Contract Setup, Contract Plans, Contract Documents)
- Correspondence** (links: Request for Information, User Defined Entries)
- Prime Contractor** (link: Subcontractors)
- Completion Status** (link: Completion Status)
- Administration/Funding** (selected)
- Payment/Modifications**
- Quality Assurance**
- Submittals/Schedule** (selected)

The **Submittals** section includes the following options:

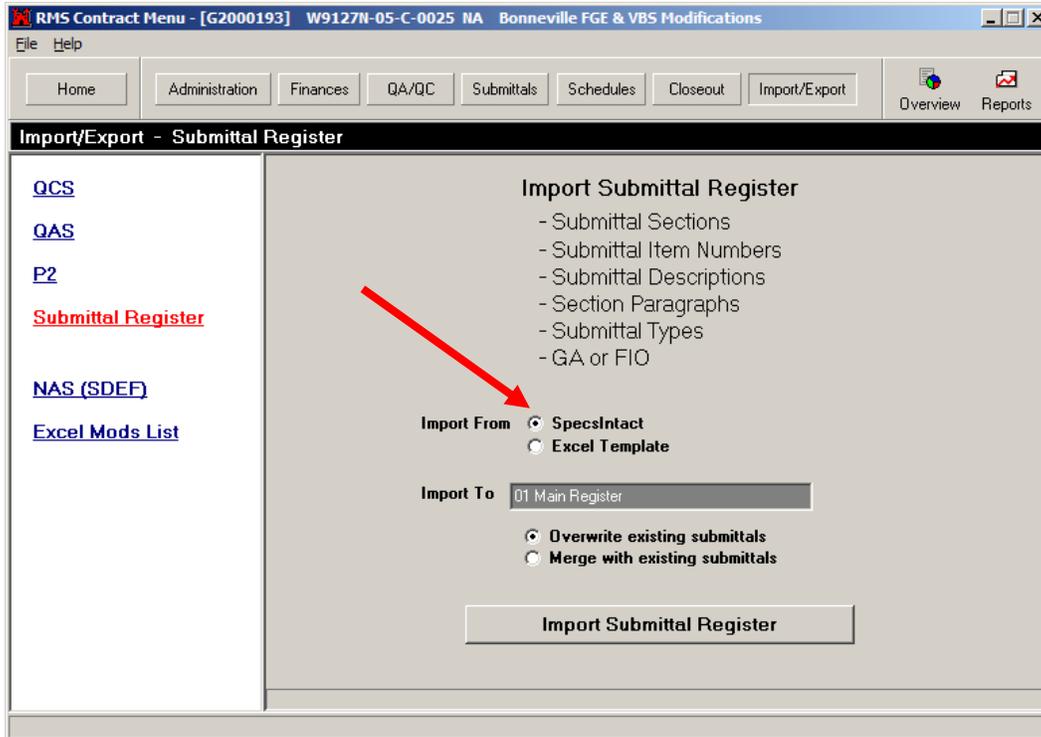
- Will there be more than one Submittal Register ?
- Compute Submittal Need Dates based on Activity Schedule.
- Government Review Period: GA  Days, FIO  Days
- Contractor Resubmittal Period:  Days
- Default Number of Copies: GA  Copies, FIO  Copies
- Default Government Reviewer: J. BARRY MORLEY
- Default Review Office: GRD Reachback-Submittals EC-T
- Contractor to send submittals to:
  - The above Default Review Office only
  - The Office assigned to review the submittal
  - Both the Default Office and the Office assigned to review the submittal

The **Activity Schedule** section includes the following options:

- Manually enter Scheduled Start/Finish Dates
- Import Early and Late Start/Finish Dates from Contractor's Network Analysis System (NAS)

## SUBMITTAL REQUIREMENTS

Submittal requirements can, and should be, imported from the **SpecsIntact** system. The **Import/Export** feature is shown from the main **Contract Menu / Import/Export** by highlighting **Submittal Register**. However, for you remaining neophytes that continue to insist on using an *Excel Spreadsheet* for submittal registers, RMS has the capability to import such antiquated and unofficial data format. If you have multiple submittal registers, be sure to select the correct "Import To" register.



If you have made the **SpecsIntact/Excel Template** import, you are finished with the setup!!

However, you can still make manual entries if required, or even the complete register entry.

SUBMITTAL REGISTER (ER 415-1-10)				TITLE# 0 DGC Overhead Cover Sys 004 - GRN Master/Seah Ad Bln, Kirk Lk., and H... Government 08 Nov 2007											
				CONTRACTOR Petrol Corporation				CONTRACT NUMBER W912 ER-D4-D-0008 0004							
ACTIVITY No.	TRANS MITTAL No.	ITEM No.	SPEC PARAGRAPH No.	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFICATION	REMBNER	SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	CORPS RECEIVED DATE	CODE	CORPS RETURNED DATE	
SECTION- 01015 Technical Requirements															
# 1021248	7	1	D1015.3.15.4	C LIN 0002 PK EAST - 60% Prelim. Design	D ESIG# D DATA	GA	MORLEY, J. BAR	24 Mar 05	08 Apr 05	08 Apr 05	A	16 Dec 05	G	30 Dec 05	
# 1031448	6	4	D1015.3.15.5	C LIN 0003 EAST MWVR - 60% Prelim. Design	D ESIG# D DATA	GA	MORLEY, J. BAR	21 Dec 05	05 Jan 06	05 Jan 06	A	16 Dec 05	G	08 Feb 06	
# 1031484	31	5	D1015.3.15.5	C LIN 0003 EAST MWVR - 60% FINAL DESIGN	D ESIG# D DATA	GA	MORLEY, J. BAR	10 Feb 06	25 Feb 06	25 Feb 06	A	09 Feb 06	G	23 Feb 06	
# 1041548	8	7	D1015.3.15.6	C LIN 0004 WEST MWVR - 60% Prelim. Design	D ESIG# D DATA	GA	MORLEY, J. BAR	03 Jan 05	18 Jan 06	18 Jan 06	A	28 Dec 05	G	03 Jan 06	
# 1041584	32	8	D1015.3.15.6	C LIN 0004 WEST MWVR - 60% FINAL DESIGN	D ESIG# D DATA	GA	MORLEY, J. BAR	09 Feb 06	24 Feb 06	24 Feb 06	A	09 Feb 06	G	23 Feb 06	
# 1051148	4	10	D1015.3.15.3	C LIN 0005 PK WEST - 60% Prelim. Design	D ESIG# D DATA	GA	MORLEY, J. BAR	30 Dec 05	14 Jan 06	14 Jan 06	A	16 Dec 05	G	10 Jan 06	

## Specification Sections

If you are using the Import feature from **SpecsIntact**, this selection is not absolutely required to be used. However, this area is used if you need to change or modify a title of a specification section, or if you need to manually enter a section that is not otherwise included. Your revisions to this area will affect the current contract only and will not alter the specification sections listed in the **District Library**. The nice feature of this area of the program is that you can have submittal section numbers and titles that do not agree, and do not conflict with those in the library. That is, a section in the library could have the same *number* as a section in the contract, but a totally different *title* assigned to it.

RMS (**District Library**) includes the older format of **MasterFormat 1995** and also includes the **MasterFormat 2004**. The older version basically included 16 Specification Divisions and the new format includes 50+ Divisions. When downloaded from SpecsIntact you will download all of the fourteen characters available. With this format we are able to link the submittal items to various other data, such as QC Test or QA Tests.

The screenshot displays two overlapping windows from the Resident Management System. The top window, titled "District Library - - Specification Sections", shows a navigation menu on the left with links like "District Policy", "Prime Contractors", and "QA/QC Reports". The main area has tabs for "MasterFormat 1995" and "MasterFormat 2004". A table lists specification sections:

Section	Section Name
00100	Instruction To Bidders
00200	Bid/Proposal Form
00200A	Another Test Created in Gov Lib

The bottom window, titled "RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master", shows a navigation menu on the left with links like "Specification Sections", "Submittal Register", and "Transmittal Log". The main area has tabs for "Administration", "Finances", "QA/QC", "Submittals", "Schedules", "Closeout", and "Import/Export". A table lists submittal sections:

Section	Section Title
01015	Technical Requirements
01060	RMS Implementation Plan
01320	Project Schedule
01321	Network Analysis Schedule (NAS)
01335	Submittal Procedures for Design-Build Project
01451	Contractor Quality Control
01525	Safety and Occupational Health Requirements
02531	Sanitary Sewers
03 81 00	Concrete Cutting
03151	Expansion Joints
03200	Concrete Reinforcement
03300	Cast-In-Place Structural Concrete
04 00 00	Masonry
05310	Steel Decks
07414	Foam Panels
13070	Ballistic Grade E-Glass
13120	Standard Metal Building Systems

## Submittal Details and Requirements

Notice the distinct sections of this screen:

- Identification section
- Classification section (modified now to address Design-Build Contracting)
- Drawing and Submittal Type references
- Submittal Schedule section
- Primary/Secondary Reviewer sections
- Activity link and Time periods section on the Submittal Schedule section.

## Submittal Requirements Window

The screenshot shows the 'Submittal Register' window with the following fields and sections:

- Section No.:** 01321
- Section Title:** Network Analysis Schedule (NAS)
- Item No.:** 3 . 0
- Item Description:** Construction Network Analysis Schedule
- Paragraph:** 1.2
- Classification:**
  - FIO - For Information Only
  - GA - Government Approval
  - DA - Designer of Record Approval
  - CR - Government Conformance Review of Design
- Primary Reviewer:**
  - Name:** J. BARRY MORLEY
  - Office:** GRD Reachback-Submittals EC-T
- Secondary Reviewers:** A list box with 'Reviewers' and 'Remove' buttons.
- Drawing:** [Empty field]
- Submittal Type:** 01 PRECON SUBMTL
- Submittal Schedule:**
  - Required For Activity:** N1010095 Review & Approve Construction
  - Submittal need dates based on Activity Start Date:** 01/27/2006A
- Material Delivery Lag/Lead ±:** 15 Days
- Material Needed by:** 02/11/2006
- Procurement Period:** 0 Days
- Approval Needed by:** 02/11/2006
- Government Review Period:** 15 Days
- Submit Needed by:** 01/27/2006

After all submittal items are entered, a **Submittal Register** (ENG Form 4288) can be generated as shown on the next page.

## Resident Management System

## Sample Submittal Register Form (ENG Form 4288)

SUBMITTAL REGISTER (ER 415-1-10)				TITLE AND LOCATION OHC Overhead Cover Sys 004 - GRN Master, Salah Ad Din, Kirkuk, and Newa Governates		08 Nov 2007									
				CONTRACTOR Perini Corporation		CONTRACT NUMBER W912ER-04-D-0008 0004									
ACTIVITY No.	TRANS-MITTAL No.	ITEM No.	SPEC PARAGRAPH No.	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFICATION	REVIEWER	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		GOVERNMENT ACTION		
						FIGA, DA or CR	OFFICE / NAME	SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	CORPS RECEIVED DATE	CODE	CORPS RETURNED DATE	
<b>SECTION - 01015 Technical Requirements</b>															
N1021248	7	1	01015.3.15.4	CLIN 0002 PX EAST - 60% Prelim. Design	DESIGN DATA	GA	MORLEY, J. BAR	24 Mar 06	08 Apr 06	08 Apr 06	A	16 Dec 05	G	30 Dec 05	
N1031448	6	4	01015.3.15.5	CLIN 0003 EAST MWR - 60% Prelim. Design	DESIGN DATA	GA	MORLEY, J. BAR	21 Dec 05	05 Jan 06	05 Jan 06	A	16 Dec 05	G	08 Feb 06	
N1031484	31	5	01015.3.15.5	CLIN 0003 EAST MWR - 60/99% FINAL DESIGN	DESIGN DATA	GA	MORLEY, J. BAR	10 Feb 06	25 Feb 06	25 Feb 06	A	09 Feb 06	G	23 Feb 06	
N1041548	8	7	01015.3.15.6	CLIN 0004 WEST MWR - 60% Prelim. Design	DESIGN DATA	GA	MORLEY, J. BAR	03 Jan 06	18 Jan 06	18 Jan 06	A	28 Dec 05	G	03 Jan 06	
N1041584	32	8	01015.3.15.6	CLIN 0004 WEST MWR - 60/99% FINAL DESIGN	DESIGN DATA	GA	MORLEY, J. BAR	09 Feb 06	24 Feb 06	24 Feb 06	A	09 Feb 06	G	23 Feb 06	
N1051148	4	10	01015.3.15.3	CLIN 0005 PX WEST - 60% Prelim. Design	DESIGN DATA	GA	MORLEY, J. BAR	30 Dec 05	14 Jan 06	14 Jan 06	A	16 Dec 05	G	10 Jan 06	
N1051184	10.2	11	01015.3.15.3	CLIN 0005 PX WEST - 60/99% FINAL DESIGN	DESIGN DATA	GA	MORLEY, J. BAR	27 Jan 06	11 Feb 06	11 Feb 06	A	30 Jan 06	G	10 Feb 06	
N1062448	11	13	01015.3.15.11	CLIN 0006 DFAC - 60% Prelim. Design	DESIGN DATA	GA	MORLEY, J. BAR	18 May 06	02 Jun 06	02 Jun 06	A	03 Jan 06	G	08 Feb 06	
N1071948	20	16	01015.3.15.12	CLIN 0007 DFAC - 60% Prelim. Design	DESIGN DATA	GA	MORLEY, J. BAR	03 Feb 06	18 Feb 06	18 Feb 06	A	30 Jan 06	G	17 Feb 06	
N1071984	65	17	01015.3.15.12	CLIN 0007 DFAC - 60/99% Final Design	DESIGN DATA	GA	MORLEY, J. BAR	05 Apr 06	20 Apr 06	20 Apr 06	A	10 Apr 06	G	19 Apr 06	
N1082048	14	19	01015.3.15.13	CLIN 0008 PX - 60% Prelim. Design	DESIGN DATA	GA	MORLEY, J. BAR	03 May 06	18 May 06	18 May 06	A	09 Jan 06	G	25 Jan 06	
N1082084	75	20	01015.3.15.13	CLIN 0008 PX - 60/99% Final Design	DESIGN DATA	GA	MORLEY, J. BAR	03 May 06	18 May 06	18 May 06	A	28 Apr 06	G	17 May 06	
N1093248	52	22	01015.3.15.17	CLIN 0009 DFAC - 60% Prelim. Design	DESIGN DATA	GA	MORLEY, J. BAR	18 May 06	02 Jun 06	02 Jun 06	A	27 Mar 06	G	07 Apr 06	
N1093284	85	23	01015.3.15.17	CLIN 0009 DFAC - 60/99% Final Design	DESIGN DATA	GA	MORLEY, J. BAR	18 May 06	02 Jun 06	02 Jun 06	A	18 May 06	G	01 Jun 06	
N1103348	53	25	01015.3.15.18	CLIN 0010 FAGI FS NFST DFAC - 60% Prelim. Design	DESIGN DATA	GA	MORLEY, J. BAR	31 May 06	15 Jun 06	15 Jun 06	A	27 Mar 06	G	07 Apr 06	

## Features – Submittals/Transmittals

1. Multi-delete for Submittal and Transmittal screens. You are able to perform multiple deletes.
2. Submittal COPY feature is available for all users. Previous versions only had this option available for the System Administrators. (**File / Utilities** menu)
3. RMS includes a “Notify Label” on the QCS IMPORT screen that lets User’s know when transmittals have been imported from the Contractor so they can be timestamped in.

## Transmittal Log (ENG Form 4025)

The form provided by the Contractor to track submittal items is the **Transmittal Log**. This log will include one or more submittal items for one (and only one) technical specification section. QCS will print this form for the Contractor as part of the Submittal Control process.

Transmittal Number	Submittal Items included on Transmittal	Received by Government	Review Due Date	Sent to Contractor
01015-1	55	12/16/2005	12/31/2005	11/05/2007
01015-2	56	12/16/2005	12/31/2005	
01015-3	57	12/16/2005	12/31/2005	02/08/2006
01015-4	10	12/16/2005	12/31/2005	01/10/2006
01015-5	31	12/07/2005	12/22/2005	12/28/2005
01015-6	4	12/16/2005	12/31/2005	02/08/2006
01015-7	1	12/16/2005	12/31/2005	12/30/2005
01015-8	7	12/28/2005	01/12/2006	01/03/2006
01015-9	28	12/28/2005	01/12/2006	
01015-10.2	11	01/30/2006	02/14/2006	02/10/2006
01015-11	13	01/03/2006	01/18/2006	02/08/2006
01015-12	59	01/09/2006	01/24/2006	01/25/2006

Submittal Items included on Transmittal 01015-1				
Item	Primary Reviewer	QC Code	Variation	QA Code
55	J. BARRY MORLEY	A	<input type="checkbox"/>	A

Item Record 1 of 1  
Transmittal Record 1 of 173

Resident Management System

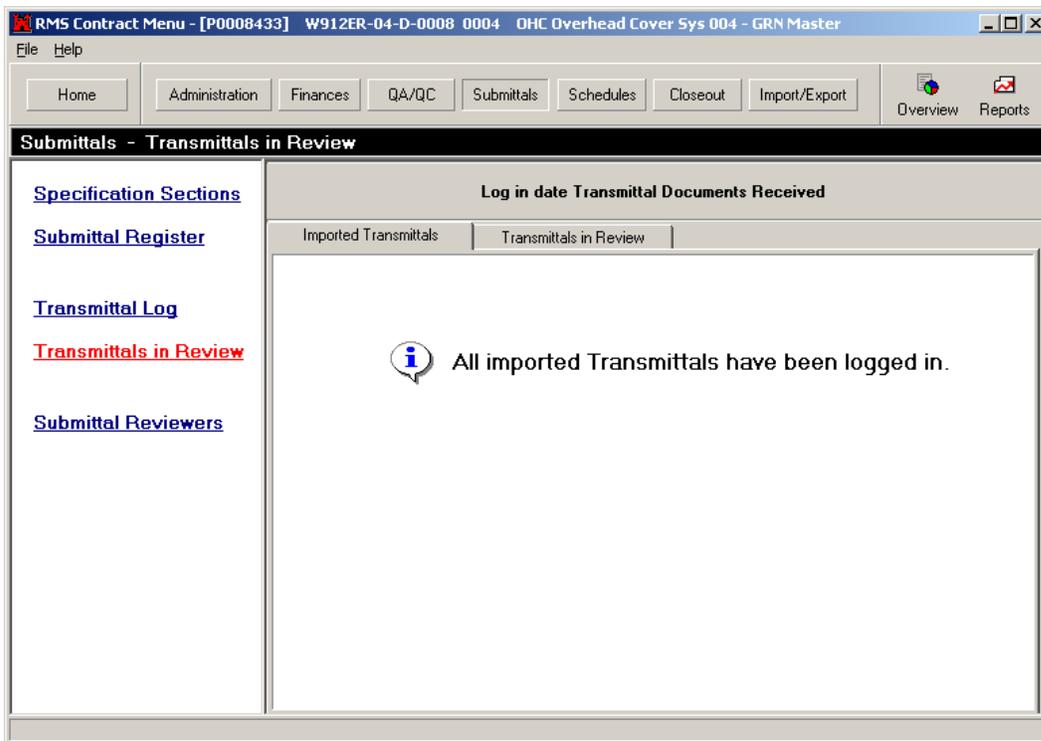
Sample Transmittal Form (ENG Form 4025)

<b>TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE</b> <small>(Read instructions on the reverse side prior to initiating this form)</small>				DATE 03/02/2006		TRANSMITTAL NO. 03300-1		
<b>SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS</b> <small>(This section will be initiated by the contractor)</small>								
TO: GRD Reachback-Submittals EC-T Training office - For Personnel Storage			FROM: Perini Corporation 73 Mt Wayte Avenue Framingham, MA 01790		CONTRACT NO. W912ER-04-D-0008 0004		CHECK ONE: <input checked="" type="checkbox"/> THIS IS A NEW TRANSMITTAL <input type="checkbox"/> THIS IS A RESUBMITTAL OF TRANSMITTAL _____	
SPECIFICATION SEC. NO. (Cover only one section with each transmittal) 03300 Cast-In-Place Structural Concrete		PROJECT TITLE AND LOCATION 01-Main Register OHC Overhead Cover Sys 004 - GRN Master Salah Ad Din, Kirkuk, and Ninewa a Governorates				CHECK ONE: THIS TRANSMITTAL IS FOR <input checked="" type="checkbox"/> FIO <input type="checkbox"/> GA <input type="checkbox"/> DA <input type="checkbox"/> CR		
ITEM NO.  a.	DESCRIPTION OF ITEM SUBMITTED <small>(Type size, model number/etc.)</small>  b.	MFG OR CONTR. CAT. CURVE DRAWING OR BROCHURE NO. <small>(See instruction no. 8)</small>  c.	NO. OF COPIES  d.	CONTRACT REFERENCE DOCUMENT		FOR CONTRACTOR USE CODE  g.	VARIATION <small>(See Instruction No. 6)</small>  h.	FOR CE CODE  i.
				SPEC. PARA. NO.  e.	DRAWING SHEET NO.  f.			
1	Mixture Proportions for Concrete	PRODUCT DATA	5	1.2		A		
2	Test Reports for Concrete	TEST REPORTS	5	1.4		A		
3	Qualifications of CQC Personnel	CERTIFICATES	5	1.5		A		
REMARKS This submittal is for Camp Anaconda - CLIN's 2, 3, 4, 5, 11, 12, 13.				I certify that the above submitted items have been reviewed in detail and are correct and in the strict conformance with the contract drawings and specifications except as otherwise stated.  _____ NAME AND SIGNATURE OF CONTRACTOR				
<b>SECTION II - APPROVAL ACTION</b>								
ENCLOSURES RETURNED (List by item No.)			NAME, TITLE AND SIGNATURE OF APPROVING AUTHORITY			DATE		

## Transmittals in Review

### Imported Transmittals

If you have imported transmittals from the Contractor they will be listed here until such time as they are logged in. If they have all been logged in, RMS will indicate that also.



## Review Status

This area reflects the review status and actions taken on transmittals until such time as they are sent to the Contractor. Once they are sent to the Contractor they no longer appear on this screen.

The screenshot displays the 'RMS Contract Menu' application window. The title bar shows the contract details: 'RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications'. The interface features a menu bar with 'File' and 'Help', and a navigation pane on the left with links for 'Specification Sections', 'Submittal Register', 'Transmittal Log', 'Transmittals in Review', and 'Submittal Reviewers'. The main content area is titled 'Submittals - Transmittals in Review [ 01 Main Register ]' and includes an 'Edit' button and a dropdown menu for 'All Reviewers'. There are three main data sections:

- Transmittals in Review:** A table with columns: Transmittal Number, Submittal Items included on Transmittal, Received by Government, Review Due Date, and Sent to Contractor. One entry is visible: Transmittal Number 15050-5, Submittal Items 1.14, Received by Government 09/02/2007, Review Due Date 10/02/2007.
- Transmittal Items - [2]:** A table with columns: Item, Primary Reviewer, QA Code, and QC Code. Two items are listed: Item 1 with Primary Reviewer Scott A. Apple and QA Code A; Item 14 with Primary Reviewer Scott A. Apple and QC Code A.
- Secondary Reviewer - [0]:** A table with columns: Secondary Reviewer, Review Due, and Review Completed. This section is currently empty.

## Submittal Reviewers

This feature allows you to revise and/or reassign Submittal Reviewers to a particular submittal item, to a section, and so forth. You may modify the screen directly by selecting the **Reviewer** or **Review Days** on the main screen shown.

Section	Item No.	Description	SD No.	Info Only	Reviewer	Review Days
01015	1	CLIN 0002 PX EAST - 60%	05	GA	J. BARRY MORLEY	15
01015	2	CLIN 0002 PX EAST - 60%	05	GA	J. BARRY MORLEY	15
01015	3	CLIN 0002 PX EAST - 100%	05	FIO	JOANN G. BRAY	15
01015	4	CLIN 0003 EAST MWR - 60%	05	GA	J. BARRY MORLEY	15
01015	5	CLIN 0003 EAST MWR - 60%	05	GA	J. BARRY MORLEY	15
01015	6	CLIN 0003 EAST MWR - 100%	05	FIO	JOANN G. BRAY	15
01015	7	CLIN 0004 WEST MWR - 60%	05	GA	J. BARRY MORLEY	15
01015	8	CLIN 0004 WEST MWR - 60%	05	GA	J. BARRY MORLEY	15
01015	9	CLIN 0004 WEST MWR - 100%	05	FIO	JOANN G. BRAY	15
01015	10	CLIN 0005 PX WEST - 60%	05	GA	J. BARRY MORLEY	15
01015	11	CLIN 0005 PX WEST - 60%	05	GA	J. BARRY MORLEY	15
01015	12	CLIN 0005 PX WEST - 100%	05	FIO	JOANN G. BRAY	15
01015	13	CLIN 0006 DFAC - 60% Pre	05	GA	J. BARRY MORLEY	15
01015	14	CLIN 0006 DFAC - 60%/99%	05	GA	J. BARRY MORLEY	15
01015	15	CLIN 0006 DFAC - 100% D	05	FIO	J. BARRY MORLEY	15
01015	16	CLIN 0007 DFAC - 60% Pre	05	GA	J. BARRY MORLEY	15
01015	17	CLIN 0007 DFAC - 60%/99%	05	GA	J. BARRY MORLEY	15
01015	18	CLIN 0007 DFAC - 100% D	05	FIO	JOANN G. BRAY	15
01015	19	CLIN 0008 PX - 60% Prelim	05	GA	J. BARRY MORLEY	15

Alternatively, you may push the **Update** and have the following choices:

- Assign Primary Reviewer for Unassigned Submittals
- Assign Primary Reviewer for Selected Office
- Replace Reviewer: \_\_\_\_\_ With: \_\_\_\_\_
- Replace Invalid Reviewers with a Valid Reviewer
- Set Government Review Period

## Chapter 17 – Schedules & the Standard Data Exchange Format (SDEF)

### What this Chapter presents:



### Contractor Schedule Requirements

- Overview
- Standard Data Exchange Format (SDEF)
- RMS and the SDEF
- Contract Specified Project Schedule
- Milestone Schedule
- Monthly Schedule
- Activity Schedule
- Feature Schedule

# Schedules and the SDEF



## Overview

This chapter furnishes basic information on the **Schedules** and the **Standard Data Exchange Format** and provides general instructions for utilizing the associated modules of the RMS program.

## RMS maintains four types of schedules

### Milestone Schedule

**Schedules - Milestone Schedule**

**Milestone Schedule**

**Placement Schedule**

**Activity Schedule**

**Feature Schedule**

**Active Contract**

Award Duration: 514 days      Current Duration: 529 days

Mandatory Events Only

Milestone Event	Original Date	Scheduled Date	Scheduled Time	Actual Date
◆ Contract Award				09/28/2005
◆ NTP Acknowledged		12/15/2005		10/13/2005
◆ Construction Start Date		01/30/2006		10/13/2005
◆ Construction Completion		01/05/2007		
◆ Contract Required Completion	03/11/2007	03/26/2007		
● DFAC #3 - Start W/ty		09/01/2007		
● ggg - Start W/ty		11/05/2007		
● DFAC #3 - 4 Mo. W/ty		01/01/2008		
● ggg - 4 Mo. W/ty		03/05/2008		
● DFAC #3 - 9 Mo. W/ty		05/30/2008		
● ggg - 9 Mo. W/ty		08/05/2008		
● DFAC #3 -12 Mo. W/ty		08/29/2008		
● DFAC #3 - End W/ty		08/31/2008		

◆ System Milestones      ■ District Milestones      ● Contract Milestones

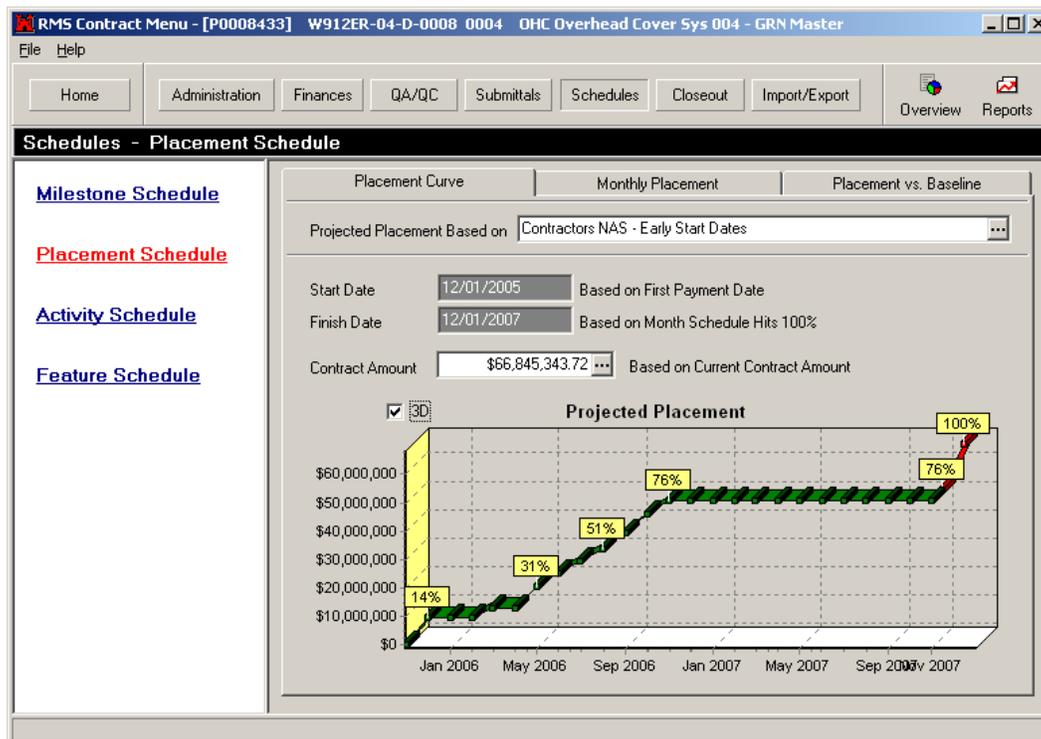
Milestone Event 1 of 39.

The most important schedule to the customer is the **Milestone schedule**. This schedule includes not only major milestones like the Contract Award Date, Notice To Proceed, Construction Start Date, and BOD, but can also include important milestones for the customer, like partial turnover for installing customer furniture, scheduling User Training classes, O&M turnover, etc. During construction these types of milestones should be reviewed at the weekly planning meetings with the contractor and updated in RMS as part of the daily QA reporting process. Prior to construction award, milestone dates should come from P2 to RMS, but after

## Resident Management System

construction award the construction milestone dates will come from RMS to P2. Some offices choose to include the Milestones the contractor may indicate on his project schedule.

### Placement Schedule



This is the area from which you create your Placement Curve and should ensure that the projected placement reaches 100%. You can create this manually, use an S-curve, or use the Contractor's activity scheduled start and finish dates.

A Baseline Schedule can be entered from this selection also. You can create the Baseline manually, or simply copy any placement to the Baseline. The baseline should be completed to make use of the **District Baseline Schedules** from the Summary Level.

Resident Management System

Activity Schedule

The screenshot shows a software window titled "RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master". The interface includes a menu bar (File, Help) and a navigation pane with buttons for Home, Administration, Finances, QA/QC, Submittals, Schedules, Closeout, and Import/Export. The main area is titled "Schedules - Activity Schedule (Read Only)" and contains a table of activities. A search bar and a dropdown menu (Activities Not Started) are also visible.

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Total Float
N1010115	Review & Approve Area Use Plan	11/05/06	11/19/06	06/02/07	06/16/07	206
N1074040	Perini And USACE Negotiate-07	11/07/06	11/13/06	05/27/07	06/02/07	198
N1074050	USACE Issue Modification-Clin	11/14/06	11/28/06	06/03/07	06/16/07	198
N1084040	Perini And USACE Negotiate-08	11/07/06	11/13/06	05/27/07	06/02/07	198
N1084050	USACE Issue Modification-Clin	11/14/06	11/28/06	06/03/07	06/16/07	198
N1142934	Perini Review 60% Preliminary	11/04/06	11/05/06	01/04/07	01/05/07	58
N1142938	Design Team Incorporate Perini	11/06/06	11/07/06	01/06/07	01/07/07	58
N1142942	Submit 60% Design Review to th	11/20/06	11/21/06	01/08/07	01/09/07	46
N1142946	USACE Review 60% Preliminary D	11/22/06	12/07/06	01/10/07	01/24/07	46
N1142948	Approve of 60% Design-14	12/08/06	12/07/06	01/25/07	01/24/07	46
N1142950	Finalize Foundation Design & S	10/31/06	11/06/06	12/17/06	12/23/06	46
N1142954	Finalize Superstructure Submit	10/31/06	11/02/06	12/21/06	12/23/06	50
N1142958	Finalize Facility Design-14	10/31/06	11/06/06	12/17/06	12/23/06	46
N1142962	Compile CFC Design Review Subm	11/07/06	11/13/06	12/24/06	12/31/06	46
N1142966	USACE Review Foundations-14	11/07/06	11/21/06	12/24/06	01/09/07	46
N1142968	Foundations Approved-14	11/22/06	11/21/06	01/15/07	01/14/07	51
N1142970	Perini Reviews CFC Design Subm	11/14/06	11/16/06	01/02/07	01/04/07	46

Scheduled and Actual Dates - Imported from NAS

Imported from NAS

This is the schedule used at the jobsite to forecast projected need dates for submittals, materials, equipment, work crews, testing schedules, 3-Phase inspections, etc. The level of detail (i.e., form footings, set re-bar, place concrete) is not very useful for the customer or those not tasked with the day-to-day scheduling operations at the jobsite. It would not make sense to duplicate this schedule in P2.

## Feature Schedule

As part of the contractor's QC Plan, **Definable Features of Work** for a construction contract are identified by the contractor to plan Preparatory, Initial and Follow-Up inspections of the work. RMS generates a **feature schedule** by finding the first activity scheduled to start under a feature and the last activity scheduled to be finished under a feature. Actual progress is determined by computing earnings to date on the activities for a feature. Most construction contracts (even those with 1000's to tens of 1000's of work activities) have fewer than 30 features of work. This rolled up feature schedule makes an excellent schedule for monitoring the progress on a contract. The customers find this schedule very easy to understand. Typical features include items like Site Utilities, Interior Electrical, Roofing, etc. This schedule is sent to P2 from RMS.

RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

**Schedules - Feature Schedule**

[Milestone Schedule](#)  
[Placement Schedule](#)  
[Activity Schedule](#)  
[Feature Schedule](#)

Feature of Work	Start Date	Finish Date	Preparatory Inspection	Initial Inspection
ELECTRICAL				
EQUIPMENT	03/08/06 A	01/12/07		
EQUIPMENT 77 Anaconda			03/01/06 A	03/08/06 A
EXCAVATION	03/09/06 A	03/09/06 A		
EXCAVATION 77 Anaconda			03/01/06 A	03/09/06 A
MECHANICAL				
MOBILIZE	10/13/05 A	02/11/06 A	10/05/05 A	10/05/05 A
PLUMBING				
STL STEEL	03/09/06 A	05/08/07		
STL STEEL 77 Anaconda			03/18/06 A	04/19/06 A
STRUCTRUAL STEEL - ANACONDA			04/10/06 A	04/20/06
UTILITIES	03/08/06 A	01/12/07		
UTILITIES 77 Anaconda			03/01/06 A	03/08/06 A

**Feature - EQUIPMENT 77 Anaconda**

No Activities assigned to this feature

Feature start and finish dates computed from the activity schedule.

Preparatory and Initial Inspection Dates from Daily QC Reports.

Start Finish

## Standard Data Exchange Format (SDEF)

The SDEF was developed by the U.S. Army Construction Engineering Research Laboratories (USACERL) in conjunction with the Corps of Engineers Headquarters, Corps Field Offices, construction management consultants, scheduling software vendors, and professional associations.

Implementation of the SDEF makes data transfer between the Corps of Engineers and construction companies easier by establishing a standard format for the exchange of scheduling data.



**NOTE: As of 2001, only Primavera is providing a Windows program (P3) with SDEF compatibility.**

## Feature of the SDEF

You can merge two SDEF files into one file with the available “SDEF Merger Utility”. This utility is available on the RMS and QCS Websites.

## RMS and the SDEF

This guide specification covers the requirements for use of RMS for contract monitoring and administration. (QCS = 01 45 02.00 10) (Construction Quality Control = 01 45 00.00 20)

## Contract Specified Project Schedule

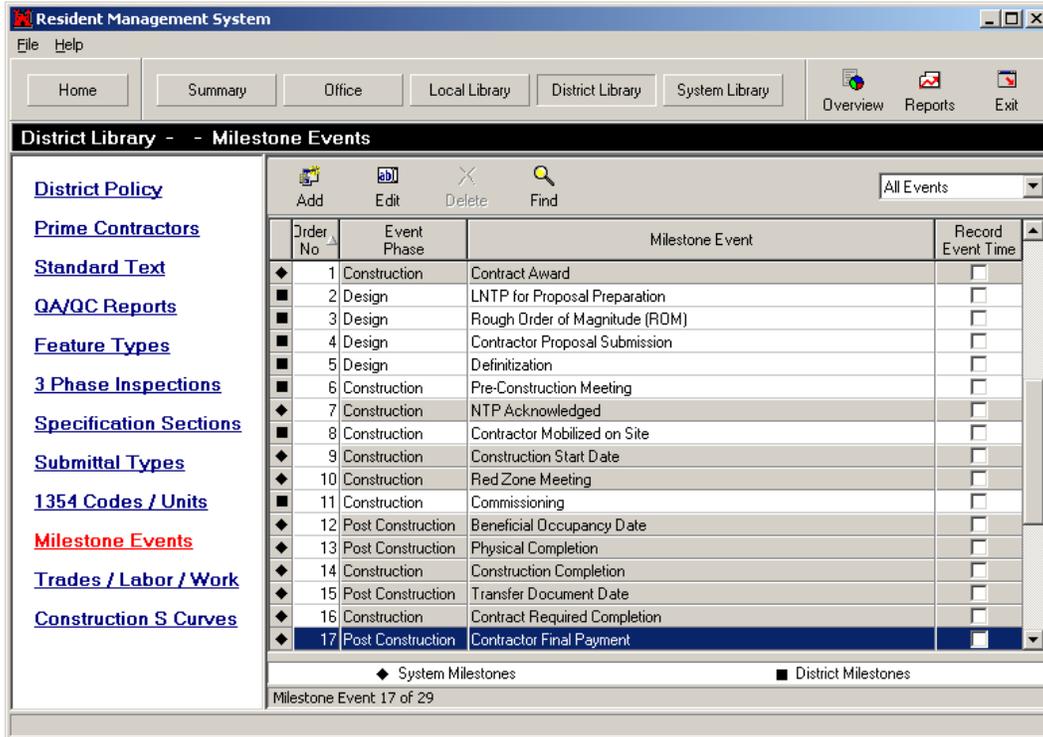
This guide specification covers the requirements for the preparation and maintenance of the project schedule. (Project Schedule = -1 31 19.00 40) (NAS = 01 32 17.00 20)

## District Milestone Events – District Library

Milestones are arranged in sub-groups and are based on the time period in which they occur. The sub-groups you may select are listed below:

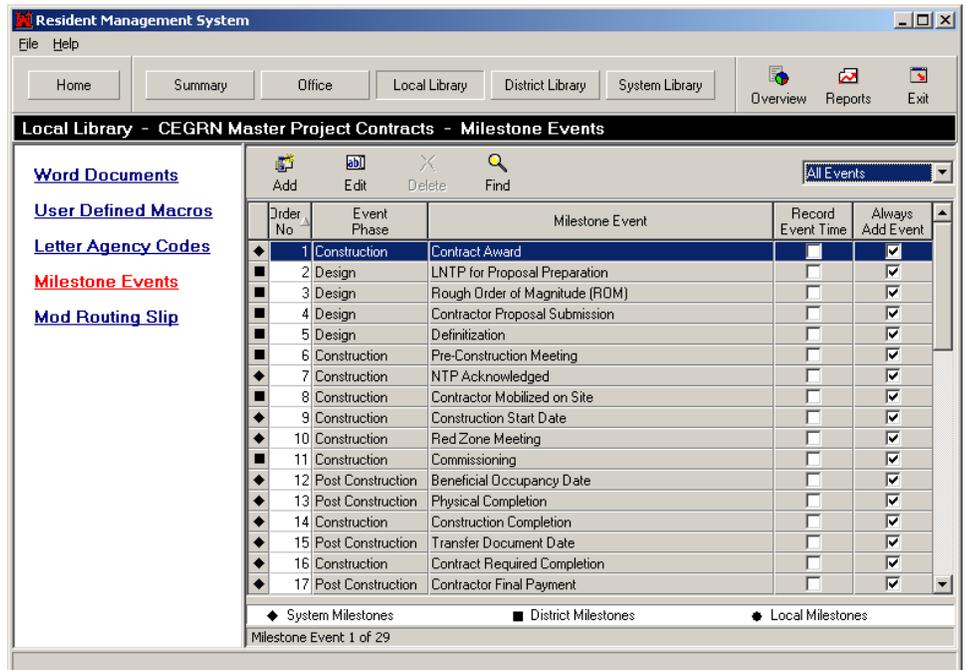
All Events	= Listing of All Milestone Events
Design	= Events occurring prior to award
Construction	= Events occurring during construction
Post Construction	= Events occurring following construction

# Resident Management System



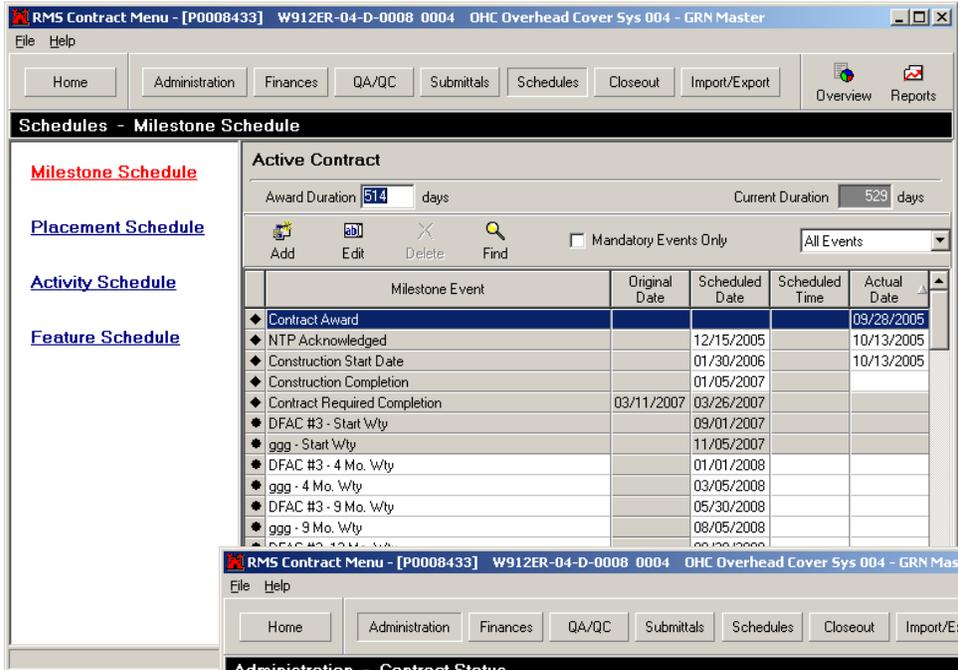
## Milestone Events – Local Library

Milestones that are “gray” on this screen are mandatory milestones and originate from either the RMS program, or the District Library. They are **Read Only** and only the “Order No.” can be modified. You can choose to record the time of the milestone and whether to add the milestone to contracts as they are entered into the RMS program.



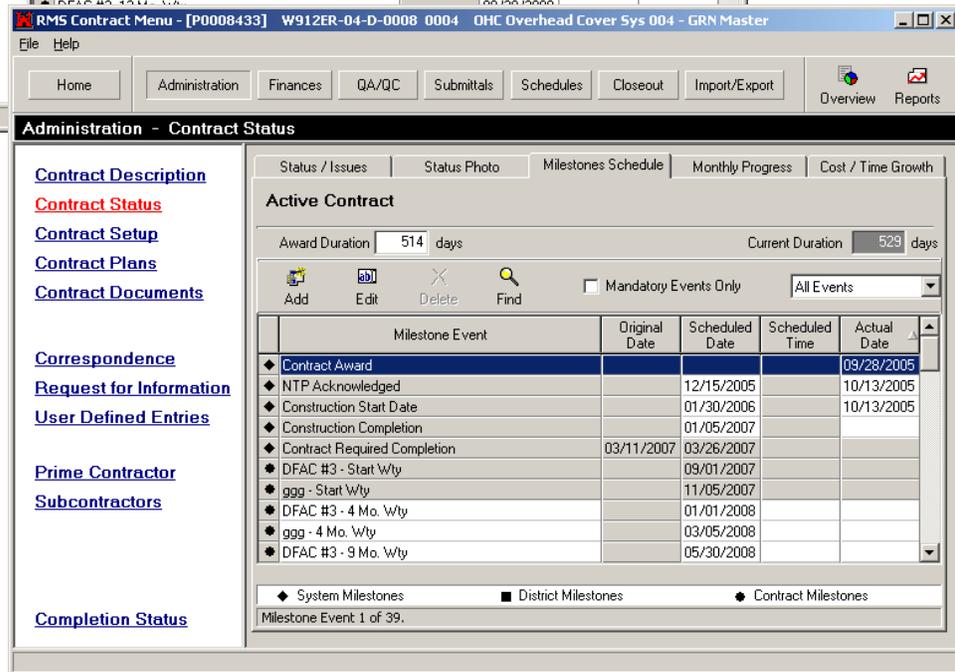
## Resident Management System

The **Milestone Schedule** in the contract reflects all the milestones from the RMS Program (System Milestones), the District and the Local Libraries. You are also able to add milestones that are unique to an individual contract, but these would not be listed in the Local Library, nor would they be available for other contracts. Remember, if you have multiple phases on a contract you can choose to use them, or roll them up into only one phase (**Contract Setup**).



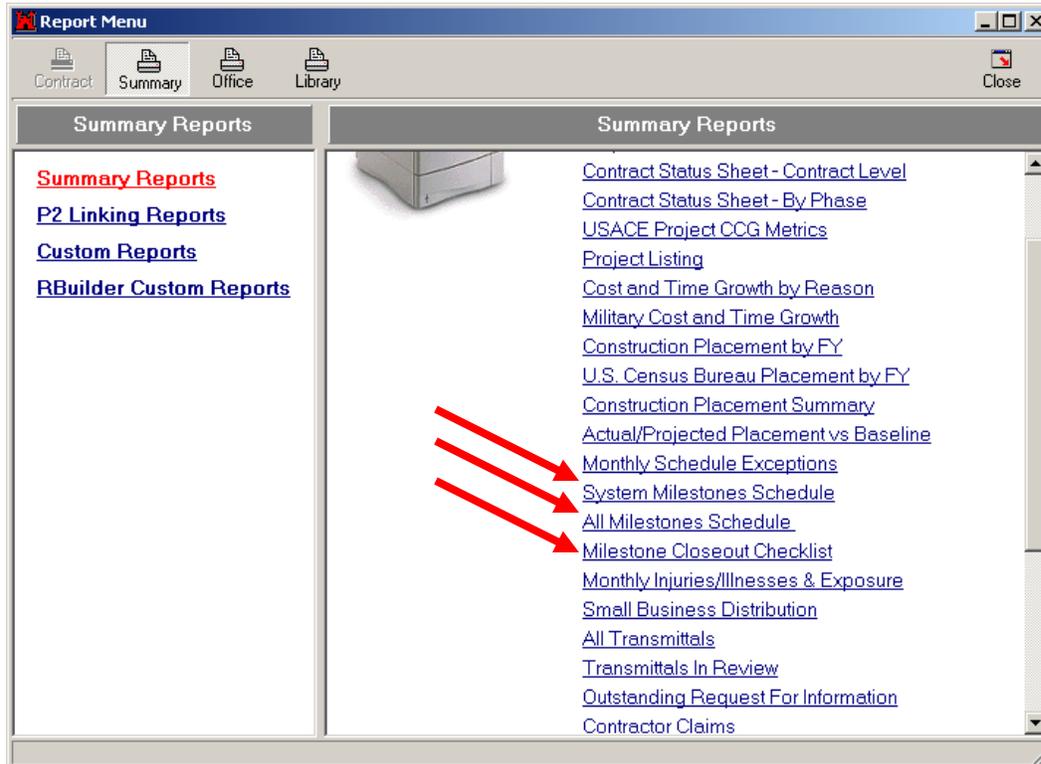
The Milestone Schedule is also available at the **Administration / Contract Status / Milestone Schedule** tab.

The information on this screen will be shared with **P2**; therefore it is very important that it be kept current.



## Milestone Schedules - Summary Reports

There are three Milestone related reports available from the Reports Explorer, from the Summary area of RMS.



## Monthly Progress

This selection should always be completed to provide either *scheduled* or *projected* earnings for the monthly projections.

The **Monthly Progress** shows earnings to-date figures that are automatically posted from each Contractor pay estimate. You can generate the Scheduled Progress from this selection.

The screenshot shows the 'RMS Contract Menu' application window. The 'Monthly Progress' tab is active, displaying a table of progress data. A red arrow points from the 'Generate Scheduled Progress' button in the main window to a dialog box titled 'Generate Scheduled Progress'.

**Monthly Progress Data Table:**

Month	Placement		Progress	
	Actual %	Projected %	Actual %	Scheduled %
Sep 05	0%		0%	0%
Oct 05	0%		0%	0%
Nov 05	0%		0%	0%
Dec 05	14%		5%	97%
Jan 06	14%		14%	100%

**Generate Scheduled Progress Dialog Box:**

Scheduled Progress must be maintained by the RMS user. You may copy/generate a progress schedule based on any of the options below. Once generated, you must manually adjust the scheduled progress as needed or return to this option to regenerate a new progress schedule.

- Copy Actual/Projected % Placement
- Selected S Curve from District Library modified for actuals to date
- Contractor's activity scheduled start and finish dates

**Contractor's activity scheduled start and finish dates**

- Early start
- Mid float start
- Late start

Buttons:

## Resident Management System

### Activity Schedule

This option gives you a quick overview of your activity schedule. The information in this section is either entered directly into RMS or imported from the QC module (QCS) or scheduling software package. There is an opportunity to review imported data before incorporating it into RMS. Choosing **Activity Schedule** brings up the following screen.

**Schedules - Activity Schedule (Read Only)**

Find:  All Activities

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Total Float
N2322010	Start of CLIN #32 Construction	08/08/06A	08/07/06A			0
N2322020	Relocate Existing Barriers for	10/26/06A	11/10/06		05/30/07	198
N2322030	General Conditions-32	08/08/06A	01/08/07		06/16/07	159
N2322040	Relocate Utilities- 32	09/08/06A	09/30/06A			0
N2322050	Relocate Existing Equipment-32	08/06/06A	11/01/06		04/12/07	159
N2323020	Foundations - 32	08/08/06A	09/30/06A			0
N2323030	Start Butler Building Erection	09/30/06A	09/29/06A			0
N2323040	Primary Erection @ lower roof	09/30/06A	10/27/06A			0
N2323060	Primary Erection @ upper roof	10/31/06	11/17/06	04/11/07	04/28/07	159
N2323080	Secondary Erection @ lower roof	10/24/06A	11/25/06		05/23/07	177
N2323090	Move Barriers to final Positio	12/21/06	12/28/06	06/10/07	06/16/07	169
N2323100	Secondary Erection @ upper roof	11/18/06	12/20/06	04/29/07	05/30/07	159
N2324010	14 day Notice of Pre-Final Ins	12/07/06	12/06/06	05/17/07	05/16/07	159
N2324020	USACE Pre-Final Inspection/Pre	12/21/06	12/22/06	05/31/07	06/01/07	159
N2324040	Complete Punchlist Items-32	12/23/06	12/27/06	06/12/07	06/15/07	169
N2324060	USACE Final Inspection-32	01/08/07	01/08/07	06/16/07	06/16/07	159
N2324080	CLIN #32 Facility Construction	01/09/07	01/08/07	06/17/07	06/16/07	159

Scheduled and Actual Dates - Imported from NAS

Imported from NAS

This is a **Read Only** screen if the Contractor is using the QCS program and no changes can be made from this screen. The scheduled dates are either imported from the Contractor's NAS or manually updated. The actual dates are imported (or manually extracted from) the Contractor's Daily QC Report.

By using the drop-down menu, at the upper righthand side of the screen, you can view the activities sorted by any of the following:

- All Activities (Default)
- Critical Activities
- Activities Not Started
- Activities in Progress
- Activities Not Finished
- Activities Finished

## Feature Schedule

As **Definable Features of Work** are required to be identified by the Contractor as part of his Quality Control program, this **Feature Schedule** of RMS is used to track and report when the **Preparatory and Initial 3-Phase Inspection Control Meetings** are scheduled and actually conducted.

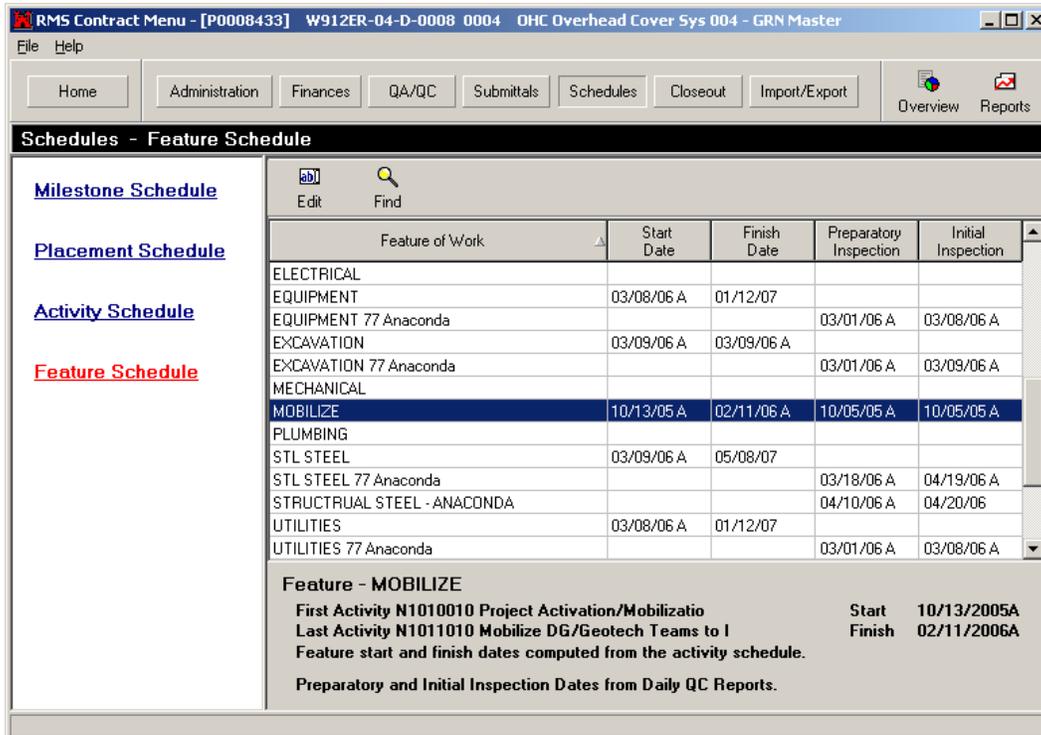
**All Contractor Activities should be assigned to one and only one Definable Feature of Work.**

**The Definable Feature of Work may have MANY Activities linked to it.**

**The Definable Features of Work in the Quality Control Plan should match those in the Scheduling program and the QCS program if being used.**

The **Feature Schedule** can be accessed from the main **Contract Menu / Schedules / Feature Schedule** as shown below. If the contractor is using the QCS program, this will be a READ ONLY screen.

The **Preparatory** and **Initial** dates on this screen are taken from the Contractors' Daily QC Report. If the contractor is not using QCS, entries may be manually entered here.



## CHAPTER 18 - Closeout Activities

### What this Chapter presents:

- Overview
- Closeout Activities
- Real Property
- Installed Property
- Transfers - DD Form 1354
- Requisitions - DD Form 1149
- Contractor Evaluations - DD Form 2626
- Warranty Inspections



## Overview

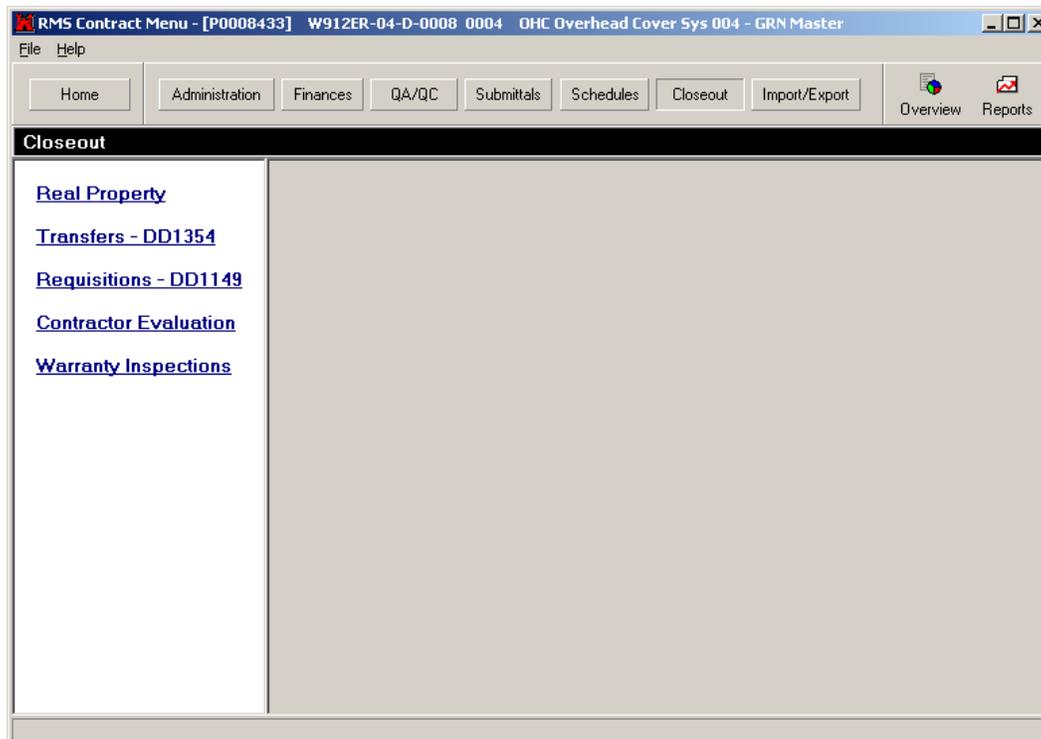


This chapter addresses requirements for Transfer of Completed Facilities and Warranty enforcement procedures as addressed in **ER 415-345-38** (30 June 2000). The referenced **Engineering Regulation** is the basic regulation that prescribes USACE policy and procedures for transfer of completed construction projects. We will discuss how the RMS program is setup to assist us in closing out a contract.

## Closeout Activities in RMS

RMS provides the following input screens and forms for closing out a construction contract and more are under consideration for future releases:

- Real Property Screens
- Transfers - DD Form 1354 Input screens and reports
- Requisitions - DD Form 1149 Input screens and reports
- Contractor Evaluations - DD Form 2626 Input screens and reports
- Warranty Inspection screens and reports

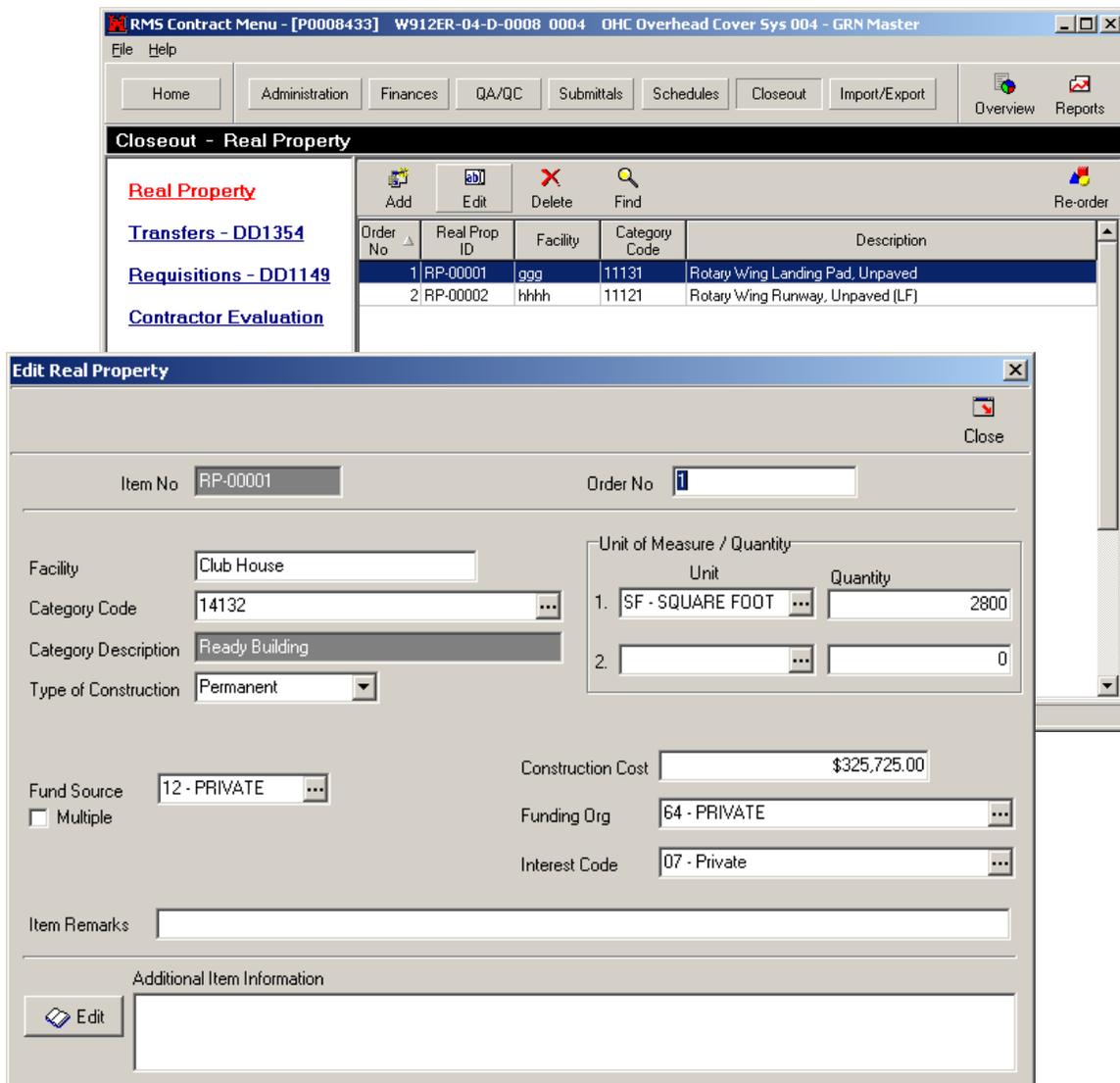


Resident Management System

## Real Property

For Military construction contracts, **Real Property** is required to be documented by use of the DD Form 1354, “*Transfer and Acceptance of Military Real Property*”. This form is used to transfer a facility, or part of a facility, to the Using Service prior to either partial or complete occupancy. This form may be supplemented by DA Form 2877, “*Real Property Record*”, on Army construction contracts.

As shown above, **Real Property** is accessed from **Contract Menu / Closeout / Real Property**. This screen will show all items of **Real Property** that have been entered during the planning phases of the contract.



## Transfers – DD Form 1354

Once the **Real Property** is entered, you may prepare a *DD Form 1354* and link one or more pieces of the Real Property to the form. It is not uncommon on larger projects to have multiple Transfer Documents, as you need to provide one for the Customer to sign with each phase or portion of the contract turned over to them.

The screenshot displays the RMS Contract Menu application. The main window is titled "Closeout - Transfers - DD1354" and contains a sidebar with navigation links: "Real Property", "Transfers - DD1354", "Requisitions - DD1149", "Contracto", and "Warranty". The main area shows a table with the following data:

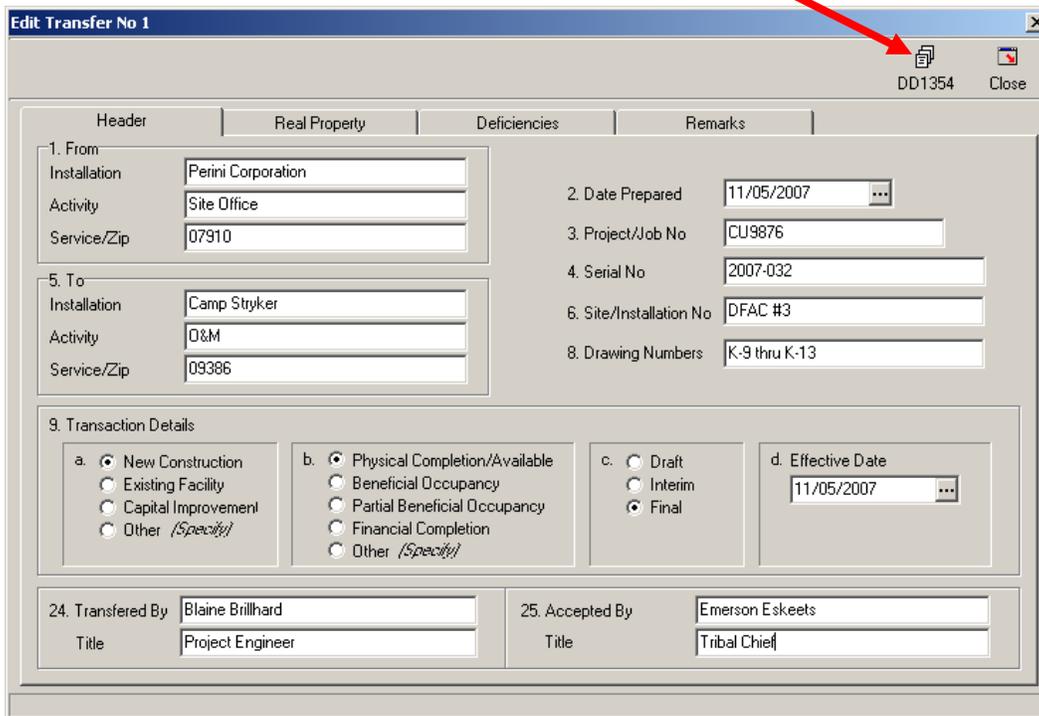
Trans No	Date	Transferred From	Transferred To
1	11/05/2007	Perini Corporation	Camp Stryker

An "Edit Transfer No 1" dialog box is open, showing the following details:

Header	Real Property	Deficiencies	Remarks
-1. From			
Installation	Perini Corporation		
Activity	Site Office		
Service/Zip	07910		
2. Date Prepared			
		11/05/2007	
3. Project/Job No			
		CU9876	
4. Serial No			
		2007-032	
5. To			
Installation	Camp Stryker		
Activity	O&M		
Service/Zip	09386		
6. Site/Installation No			
		DFAC #3	
8. Drawing Numbers			
		K-9 thru K-13	
9. Transaction Details			
a. <input checked="" type="radio"/> New Construction <input type="radio"/> Existing Facility <input type="radio"/> Capital Improvement <input type="radio"/> Other <i>(Specify)</i>		b. <input checked="" type="radio"/> Physical Completion/Available <input type="radio"/> Beneficial Occupancy <input type="radio"/> Partial Beneficial Occupancy <input type="radio"/> Financial Completion <input type="radio"/> Other <i>(Specify)</i>	
		c. <input type="radio"/> Draft <input type="radio"/> Interim <input checked="" type="radio"/> Final	
		d. Effective Date 11/05/2007	
24. Transferred By		25. Accepted By	
Blaine Brillhard		Emerson Eskeets	
Title Project Engineer		Title Tribal Chief	

## Sample - DD Form 1354 Report Form

You may view and print the form itself by selecting the **DD1354** button at the top of the screen.



The screenshot shows a software window titled "Edit: Transfer No 1". The window has a standard Windows-style title bar with a close button (X) on the right. Below the title bar, there is a toolbar with a "DD1354" button (represented by a document icon) and a "Close" button. A red arrow points to the "DD1354" button. The main content area of the window is divided into several sections:

- Header:** A tabbed interface with "Real Property", "Deficiencies", and "Remarks" tabs. The "Real Property" tab is selected.
- 1. From:** Installation: Perini Corporation; Activity: Site Office; Service/Zip: 07910.
- 2. Date Prepared:** 11/05/2007.
- 3. Project/Job No:** CUJ9876.
- 4. Serial No:** 2007-032.
- 5. To:** Installation: Camp Stryker; Activity: O&M; Service/Zip: 09386.
- 6. Site/Installation No:** DFAC #3.
- 8. Drawing Numbers:** K-9 thru K-13.
- 9. Transaction Details:**
  - a.  New Construction;  Existing Facility;  Capital Improvement;  Other (Specify)
  - b.  Physical Completion/Available;  Beneficial Occupancy;  Partial Beneficial Occupancy;  Financial Completion;  Other (Specify)
  - c.  Draft;  Interim;  Final
  - d. Effective Date: 11/05/2007.
- 24. Transferred By:** Blaine Brillhard; Title: Project Engineer.
- 25. Accepted By:** Emerson Eskeets; Title: Tribal Chief.

Sample - Real Property Form – DD Form 1354

Transfer and Acceptance of Military Real Property – Page 1 of 2

TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY													Form Approved OMB No. 0704-0188			
<small>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Paperwork Project, Directorate (DDO-089). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty or retaliation for failing to comply with this collection of information if it does not display a currently valid OMB control number.</small> PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.													PAGE 1 OF 3 PAGES			
1. FROM (Institution/Activity/Institution and Zip Code) Perini Corporation Site Office 07910				2. DATE PREPARED (YYYYMMDD) 20071105		3. PROJECT/JOB NUMBER CU9876		4. SERIAL NUMBER 2007-032		5. TRANSACTION DETAILS						
5. TO (Institution/Activity/Institution, Zip Code and IIGMO) Camp Stryker O&M 09388				6. SITE/IN/NO NAME DFAC#3		7. CONTRACT NUMBER(S) W6012ER-04-D-0008 0004		8. DRAWING NUMBER(S) K-9 thru K-13		a. <input checked="" type="checkbox"/> NEW CONST. <input type="checkbox"/> EXISTING FAC. <input type="checkbox"/> CAPITAL IMP. <input type="checkbox"/> OTHER (Specify)			b. <input checked="" type="checkbox"/> PHYS. COM AVAIL. <input type="checkbox"/> BENFIO <input type="checkbox"/> PARTIAL BOD <input type="checkbox"/> FINANCIAL COM. <input type="checkbox"/> OTHER (Specify)			
										c. <input type="checkbox"/> DRAFT <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> FINAL			d. EFFECTIVE DATE (YYYYMMDD) 20071105			
10. ITEM NO.	11. FACILITY NO.	12. CATEGORY CODE	13. CATCODE DESCRIPTION	14. TYPE	15. AREA 15. UNIT OF MEAS 1 15. TOTAL QUANTITY UM 1		17. OTHER 17. UNIT OF MEAS 2 17. TOTAL QUANTITY UM 2		18. COST	20. FUND SOURCE	21. FUND ORG	22. INT. EST. CODE	23. ITEM REMARKS			
1	ggg	11131	RW LAND PAD UNP	P	SY	0		0	\$0.00							
24. STATEMENT OF COMPLETION: The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.													25. a. ACCEPTED BY (Typed Name and Signature)  Eme Soles Skeels		b. DATE SIGNED (YYYYMMDD)	
a. TRANSFERRED BY (Typed Name and Signature) Blaine Brillhard				b. DATE SIGNED (YYYYMMDD)		c. TITLE (PW/PFAO) Tribal Chief				26. PROPERTY VOUCHER NUMBER						

DD FORM 1354, 20040303

PREVIOUS EDITIONS OBSOLETE.

## Installed Property

Included in the category of **Installed Property** are those items of equipment that are incorporated into the design of a facility. These are typically acknowledged as those pieces of equipment that require maintenance, have serial numbers and can be accounted for individually. This property is printed out on a separate report and is meant to accompany the *DD Form 1354* for the Customer. ***Installed Property is not entered on the DD Form 1354 directly*** but, rather is one of the **QC Requirements** addressed earlier.

QC Installed Property
Close

Installed No	<input type="text" value="IP-00001"/>	Location	<input type="text" value="Sewer Pit"/>
Section	<input type="text" value="02531"/> ...	Unit Type	<input type="text" value="EA"/> ...
Paragraph	<input type="text" value="6"/>	Unit Cost	<input type="text" value="\$750.00"/>
Performed by	<input type="text" value="Osmosis, Inc."/>		

Required for Activity	<input type="text" value="N2082040"/> ...	<input type="text" value="Relocate Utilities- 08"/>
	Activity Start Date	<input type="text" value="12/06/2006"/>
Requirement Lag/Lead	<input type="text" value="-7"/> (days)	Requirement Needed by
		<input type="text" value="11/29/2006"/>

**Description, ID, Manufacturer, Model, Serial Number**

Edit

**Capacity, BTU, CFM, KVA, HP, Volts, PH, AMPS, etc.**

Edit

## Transfer Property (Requisitions - DD Form 1149)

**Transfer Property** is that property that “*changes hands*” during the construction process. Examples would include **Government Furnished Property (GFP)** that the Contractor would install or consume during the contract performance. It would include spare parts and supplies that are furnished by the contractor as part of the contract requirements, but not actually installed. It could also include equipment or materials that were deleted as part of a contract modification and that were beneficial for the Government to retain rather than get some minimum token credit for the deletion.

## Requisition and Invoice Screen

When you choose **Requisitions – DD1149**, this screen appears and lists all the DD Form 1149’s previously entered into the system.

Trans No.	Date	Shipped From	Shipped To
1	02/27/2006	United States Department of Defense	Perini Management Services
2	05/05/2006	United States Department of Defense	Perini Management Services

The *DD Form 1149* is used to document the transfer of property to the customer and should include transfers to/from the Contractor, and the Corps of Engineers. This transfer may take place in more than one stage; if so, you will do one DD Form 1149 for each transfer.

## DD 1149 Input Screens

The screens are pretty much self-explanatory and are used to compile the actual report. The information should be as complete as necessary to provide on audit trail of where each piece of transferred property actually was delivered.

The image shows three overlapping windows for entering DD 1149 transfer data. The top window is titled "Transfer No. 1" and contains header information: "DD1149 - Header Part 1", "DD1149 - Header Part 2", and "Transfer Property". It includes a date field set to "04/28/2006" and fields for "From" (Prime Contract Bonneville) and "To" (USACE at Bonneville). The middle window is also titled "Transfer No. 1" and contains detailed requisition information: "Requisition Date" (04/28/2006), "Requisition#" (2006-193), "Date Material Required" (04/28/2006), "Priority" (Low), "Authority or Purpose" (Spare Parts in Contract), "Signature" (Dupree), "Voucher #" (193-20), "Date Shipped" (04/28/2006), and "Voucher Date" (04/28/2006). The bottom window is titled "Transfer No. 1" and displays a table of included transfer properties. The table has columns for Transfer Property, Description, Supply Action, Container Type, Container No., and Quantity Requested. One row is visible with the following data: TP-00001, Provide 3 spare air compressor, PU, Pallet, 33, and 3. A status bar at the bottom of this window indicates "1 Transfer Properties have been included."

Transfer Property	Description	Supply Action	Container Type	Container No.	Quantity Requested
TP-00001	Provide 3 spare air compressor	PU	Pallet	33	3

Resident Management System

Sample Transfer Property Form – DD Form 1149

Requisition and Invoice/Shipping Document – Page 1 of 2

SHIPPING CONTAINER TALLY										
REQUISITION AND INVOICE / SHIPPING DOCUMENT										
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0707-0246), Washington, DC 20503. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES, RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2										
1. FROM (Include ZIP Code) United States Department of Defense					SHEET NO. OF SHEETS 02/20/2006		3. REQUISITION DATE 02/20/2006		6. REQUISITION NUMBER	
2. TO (Include ZIP Code) Perini Management Services 73 Mt. Wayte Ave Frammingham, Massachusetts 01701-9160					7. DATE MATERIAL REQUIRED 02/27/2006		8. PRIORITY		9. AUTHORITY OR PURPOSE E-Glass for Overhead Protection	
3. SHIP TO MARK FOR					12. DATE SHIPPED 02/22/2006		13. MODE OF SHIPMENT Convoy		14. BILL OF LADING NUMBER 02/27/2006	
4. APPROPRIATE SYMBOL AND SUBHEAD					5. CHARGEABLE ACTIVITY		6. BUREAU CONTROL ACTIVITY NO.		7. BUREAU CONTROL NO.	
8. SUBJECT CLASS					9. EXPENDITURE ACCOUNT (Form)		10. AMOUNT		11. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)		
00004	CLIN 0003 - E-CLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA EAST MWR 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	EA	2092				\$ 0.00	\$ 0.00		
00005	CLIN 0004 - E-CLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA WEST MWR 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT	EA	2598				\$ 0.00	\$ 0.00		
16. TRANSPORTATION VIA MATS OR NETS CHARGEABLE TO					17. SPECIAL HANDLING					
RECEIVER'S SIGNATURE	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL
	CHECKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL
	PACKED BY						POSTED	DATE (YYMMDD)	BY	30. RECEIVERS VOUCHER NO.
	TOTAL									

## Resident Management System

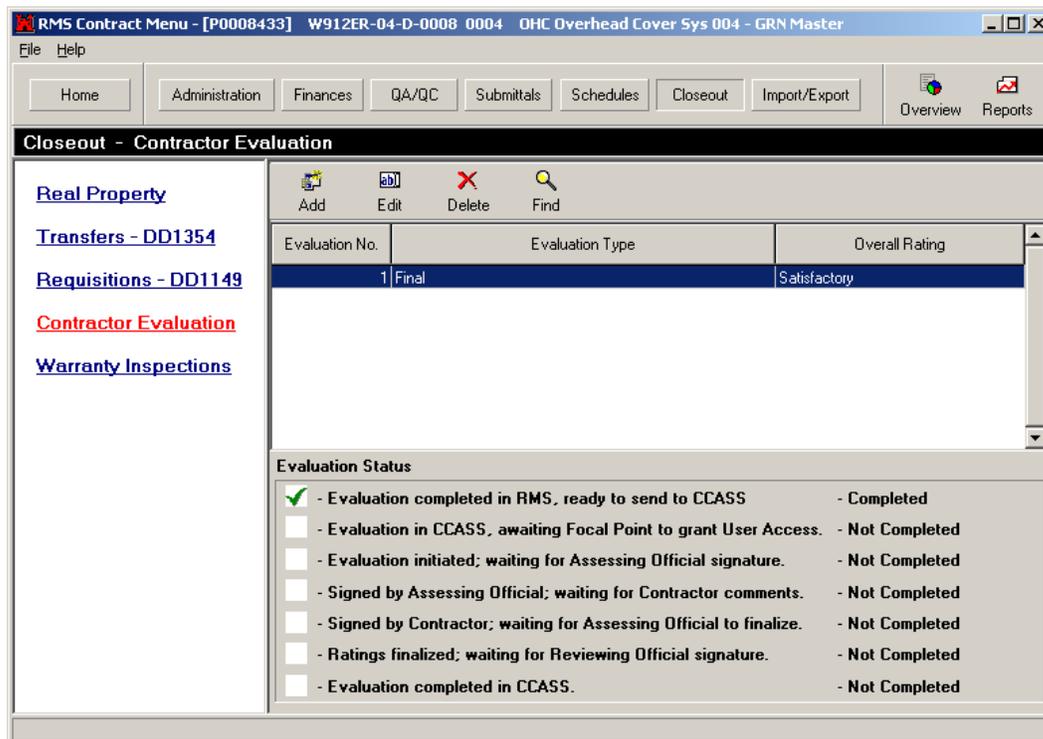
### Contractor Evaluations – DD Form 2626

It is USACE standard operating procedure that the Contracting Officer evaluate contractor's performance and prepare a performance report using the DD Form 2626, *Performance Evaluation – Construction Contracts*, for each construction contract of:

**\$100,000 or more;**

**\$25,000 or more, if any element of performance is either unsatisfactory or outstanding;**

**\$10,000 or more, if the contract is terminated for default.**



### RMS / CCASS Interface

The interface between RMS and CCASS is now available. Additional information can be obtained from the ACASS/CCASS User Manual at the following website: [CPARS](http://www.cpars.navy.mil)  
<http://www.cpars.navy.mil>

The Construction evaluation will be prepared in RMS. When the evaluator has prepared the evaluation to the point it is ready to be sent to the Assessing Official, it will be marked completed and ready to be sent to CCASS in RMS.

The evaluation will be exported from RMS to CCASS. When the evaluation from RMS is imported into CCASS, the contract will automatically be registered. It is not necessary to "pre-register contracts" in CCASS when using the RMS-CCASS interface.

## Resident Management System

A status update of "P" for Pending means that the evaluation has been sent to CCASS, but the Focal Point has not yet authorized access to it. A status of "I" for Initiated means that the evaluation has been copied to CCASS and the Focal Point has already authorized access to it. It is recommended that the CCASS Focal Point authorize access to contracts prior to the evaluation being sent to CCASS from RMS. This will allow the Assessing Official (Evaluator), once notified that the evaluation is copied to CCASS, to login to CCASS and continue processing the evaluation to the Contractor Representative. It is further recommended that the Focal Point give access to not only the Assessing Official, but the Contractor Representative and Reviewing Official as well. The Focal Point should also include email addresses when authorizing access to allow CCASS to send the system email notifications as the evaluation is moved through the workflow process. The Contract Data Entry Representative roles will not be required for evaluations being copied from RMS.

CCASS will provide RMS with updated status of the evaluation each time the evaluation is updated in CCASS all the way through completion.

The screenshot shows the 'RMS Contract Menu' application window. The title bar indicates the current contract is 'W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master'. The main menu includes 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', and 'Import/Export'. The 'Closeout - Contractor Evaluation' section is active, showing a table with one entry: Evaluation No. 1, Evaluation Type 'Final', and Overall Rating 'Satisfactory'. Below the table, the 'Evaluation Status' section lists several options, with the first one, 'Evaluation completed in RMS, ready to send to CCASS', selected and marked with a green checkmark.

Evaluation No.	Evaluation Type	Overall Rating
1	Final	Satisfactory

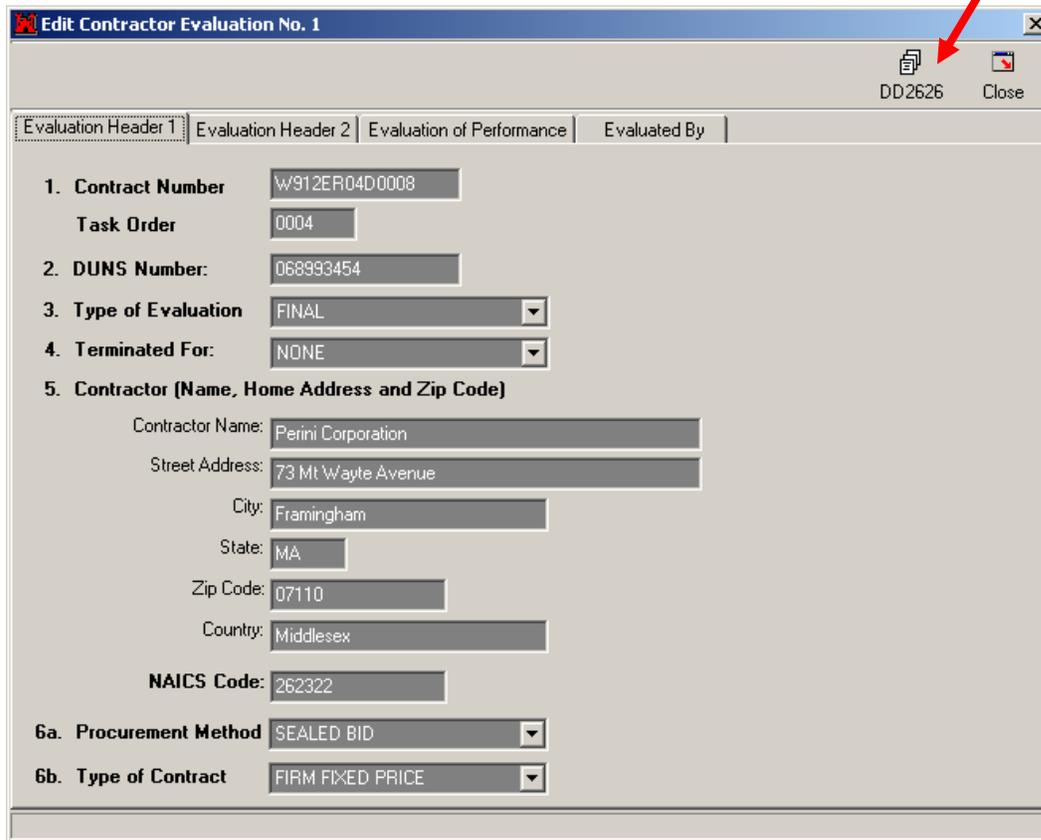
**Evaluation Status**

- Evaluation completed in RMS, ready to send to CCASS - Completed
- Evaluation in CCASS, awaiting Focal Point to grant User Access. - Not Completed
- Evaluation initiated; waiting for Assessing Official signature. - Not Completed
- Signed by Assessing Official; waiting for Contractor comments. - Not Completed
- Signed by Contractor; waiting for Assessing Official to finalize. - Not Completed

Once you have indicated you are complete with the evaluation in RMS and indicate that is ready to be sent to CCASS, this green check will appear and RMS will automatically send the evaluation to CCASS as scheduled within the RMS program.

## The DD Form 2626 Report Form

You may access the report form directly from this screen by selecting the **DD2626** button.



The screenshot shows a software window titled "Edit Contractor Evaluation No. 1". The window has a standard Windows-style title bar with a close button (X) in the top right corner. Below the title bar, there are two buttons: "DD2626" and "Close". A red arrow points to the "DD2626" button. The main content area of the window is divided into several sections by tabs: "Evaluation Header 1", "Evaluation Header 2", "Evaluation of Performance", and "Evaluated By". The "Evaluation Header 1" tab is active and contains the following fields:

- 1. Contract Number:** W912ER04D0008
- Task Order:** 0004
- 2. DUNS Number:** 068993454
- 3. Type of Evaluation:** FINAL (dropdown menu)
- 4. Terminated For:** NONE (dropdown menu)
- 5. Contractor (Name, Home Address and Zip Code)**
  - Contractor Name: Perini Corporation
  - Street Address: 73 Mt Wayte Avenue
  - City: Framingham
  - State: MA
  - Zip Code: 07110
  - Country: Middlesex
  - NAICS Code: 262322
- 6a. Procurement Method:** SEALED BID (dropdown menu)
- 6b. Type of Contract:** FIRM FIXED PRICE (dropdown menu)

Resident Management System

Sample - DD Form 2626 Report Form - Page 1 of 2

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<b>PERFORMANCE EVALUATION (CONSTRUCTION)</b>		1. CONTRACT NUMBER W912ER04D0008 0004	
		2. DUNS NUMBER 068993454	
IMPORTANT: Be sure to complete Part III - Evaluation of Performance Elements on reverse.			
<b>PART I - GENERAL CONTRACT DATA</b>			
3. TYPE OF EVALUATION (X one)		4. TERMINATED FOR DEFAULT	
<input type="checkbox"/> INTERIM (List Percentage _____%) <input checked="" type="checkbox"/> FINAL		<input type="checkbox"/> AMENDED	
5. CONTRACTOR (Name, Address, and ZIP code)		6.a. PROCUREMENT METHOD (X one)	
Perini Corporation 73 Mt Wayte Avenue Framingham MA 07110 NAICS Code: 262322		<input checked="" type="checkbox"/> SEALED BID <input type="checkbox"/> NEGOTIATED	
		b. TYPE OF CONTRACT (X one)	
		<input checked="" type="checkbox"/> FIRM FIXED PRICE <input type="checkbox"/> COST REIMBURSEMENT	
		<input type="checkbox"/> OTHER (Specify)	
7. DESCRIPTION AND LOCATION OF WORK			
This Master Project is for the following projects:			
URI 20799 OHC - Anaconda PX West URI 20797 OHC - Anaconda DFAC #3 URI 19763 OHC - Anaconda INdoor Gym (East) URI 20798 OHC - Anaconda PX East URI 19766 OHC - Anaconda Theatre URI 19759 OHC - Anaconda West MWR URI 19758 OHC - Anaconda East MWR URI 19765 OHC - Warrior PX URI 19764 OHC - Warrior DFAC			
8. TYPE AND PERCENT OF SUBCONTRACTING			
0% subcontracted.			
9. FISCAL DATA		a. AMOUNT OF BASIC CONTRACT	b. TOTAL AMOUNT OF MODIFICATIONS
		\$65,236,916	\$1,207,489
		c. LIQUIDATED DAMAGES ASSESSED	d. NET AMOUNT PAID CONTRACTOR
		\$0	\$27,794,094
10. SIGNIFICANT DATES		a. DATE OF AWARD	b. ORIGINAL CONTRACT COMPLETION DATE
		09/28/2005	03/11/2007
		c. REVISED CONTRACT COMPLETION DATE	d. DATE WORK ACCEPTED
		03/11/2007	
<b>PART II - PERFORMANCE EVALUATION OF CONTRACTOR</b>			
11. OVERALL RATING (X appropriate block)			
<input type="checkbox"/> OUTSTANDING <input type="checkbox"/> ABOVE AVERAGE <input checked="" type="checkbox"/> SATISFACTORY <input type="checkbox"/> MARGINAL <input type="checkbox"/> UNSATISFACTORY (Explain in item 20 on reverse)			
12. EVALUATED BY			
a. ORGANIZATION ((Name and Address (Include Zip Code)))		b. TELEPHONE NUMBER (Include Area Code)	
CEGRC		540-665-5012	
c. NAME AND TITLE		d. SIGNATURE	e. DATE
ERIC ANDREWS, MAJ Project Manager			
13. EVALUATION REVIEWED BY			
a. ORGANIZATION ((Name and Address (Include Zip Code)))		b. TELEPHONE NUMBER (Include Area Code)	
c. NAME AND TITLE		d. SIGNATURE	e. DATE
14. AGENCY USE (Distribution, etc.)			

Resident Management System

Sample - DD Form 2626 Report Form - Page 2 of 2

FOR OFFICIAL USE ONLY (WHEN COMPLETED)

PART III - EVALUATION OF PERFORMANCE ELEMENTS							CONTRACT NUMBER						
							W912ER04D0008 0004						
N/A = NOT APPLICABLE O = OUTSTANDING A = ABOVE AVERAGE S = SATISFACTORY M = MARGINAL U = UNSATISFACTORY													
<b>15. QUALITY CONTROL</b>	N/A	O	A	S	M	U	<b>16. EFFECTIVENESS OF MANAGEMENT</b>	N/A	O	A	S	M	U
a. QUALITY OF WORKMANSHIP				X			a. COOPERATION AND RESPONSIVENESS			X			
b. ADEQUACY OF THE CQC PLAN				X			b. MANAGEMENT OF RESOURCES / PERSONNEL	X					
c. IMPLEMENTATION OF THE CQC PLAN		X					c. COORDINATION AND CONTROL OF SUBCONTRACTORS	X					
d. QUALITY OF QC DOCUMENTATION					X		d. ADEQUACY OF SITE CLEAN-UP	X					
e. STORAGE OF MATERIALS		X					e. EFFECTIVENESS OF JOB-SITE SUPERVISION	X					
f. ADEQUACY OF MATERIALS		X					f. COMPLIANCE WITH LAWS AND REGULATIONS	X					
g. ADEQUACY OF SUBMITTALS			X				g. PROFESSIONAL CONDUCT	X					
h. ADEQUACY OF QC TESTING			X				h. REVIEW/RESOLUTION OF SUBCONTRACTOR'S ISSUES	X					
i. ADEQUACY OF AS-BUILTS						X	i. IMPLEMENTATION OF SUBCONTRACTING PLAN	X					
j. USE OF SPECIFIED MATERIALS			X				<b>18. COMPLIANCE WITH LABOR STANDARDS</b>						
k. IDENTIFICATION / CORRECTION OF DEFICIENT WORK IN A TIMELY MANNER					X		a. CORRECTION OF NOTED DEFICIENCIES		X				
<b>17. TIMELY PERFORMANCE</b>							b. PAYROLLS PROPERLY COMPLETED AND SUBMITTED	X					
a. ADEQUACY OF INITIAL PROGRESS SCHEDULE		X					c. COMPLIANCE WITH LABOR LAWS AND REGULATIONS WITH SPECIFIC ATTENTION OF THE DAVIS-BACON ACT AND EEO REQUIREMENTS	X					
b. ADHERENCE TO APPROVED SCHEDULE	X						<b>19. COMPLIANCE WITH SAFETY STANDARDS</b>						
c. RESOLUTION OF DELAYS	X						a. ADEQUACY OF SAFETY PLAN				X		
d. SUBMISSION OF REQUIRED DOCUMENTATION	X						b. IMPLEMENTATION OF SAFETY PLAN				X		
e. COMPLETION OF PUNCHLIST ITEMS	X						c. CORRECTION OF NOTED DEFICIENCIES				X		
f. SUBMISSION OF UPDATED AND REVISED PROGRESS SCHEDULES	X						<b>20. REMARKS</b> (Explanation of unsatisfactory evaluation is required. Other comments are optional. Provide facts concerning specific events or actions to justify the evaluation. These data must be in sufficient detail to assist contracting officers in determining the contractor's responsibility. Continue on separate sheet(s), if needed.)						
g. WARRANTY RESPONSE	X						EVALUATOR REMARKS: Very good contractor.						
<b>7. DESCRIPTION AND LOCATION OF WORK (Continued...)</b>													
URI 19822 OHC - Diamondack MWR													
URI 20819 OHC - FOB Marez DFAC													
URI 20813 OHC - FOB Endurance (Q-West) DFAC													
URI 19931 OHC - Diamondback PX													
URI 19817 OHC - Diamondback Gym													
URI 19816 OHC - Marez Gym													
URI 19814 OHC - FOB Diamondback DFAC													
URI 19767 OHC - Victory DFAC, FOB Speicher													
URI 19768 OHC - Eagle's Nest DFAC													
URI 23371 OHC - Mob/Demob													
Salah Ad Din, Kirkuk, and Ninewa Governorates													
Salah Ad Din, Kirkuk, and Ninewa Governorates													

## Warranty Inspections

The warranty provisions on each fixed-price construction contract are described in FAR clause 52.276.21, "Warranty of Construction". The provisions of this clause state that the contractor must provide a warranty that the work required by the construction contract conforms to the contract requirements and is free of any defect in equipment, material, and workmanship for a period of 1 year after the date of final acceptance of the work or 1 year from the date the Government takes possession. Further guidance on implementing instructions concerning the warranty provisions is found in ER 415-345-38, "Transfer and Warranties".

We are required to conduct Post-Completion Inspections during the period of Warranty and report any deficiencies out to the Contractor for correction. These intervals of inspection are referred to as 4, 9 and 12 Month Warranty Inspections.

You begin this process by selecting the **Add** button.

The screenshot displays the 'Closeout - Warranty Inspections' window. On the left is a navigation pane with links for 'Real Property', 'Transfers - DD1354', 'Requisitions - DD1149', 'Contractor Evaluation', and 'Warranty Inspections'. The main area contains a table with columns for 'Facility', 'Description', 'Warranty Period Start Date', and 'Warranty Period End Date'. A table entry shows 'DFAC #3' for 'DHP - Dining Facility' with a start date of '09/01/2007' and an end date of '09/01/2008'. Above the table are 'Add', 'Edit', and 'Delete' buttons. A red arrow points from the 'Add' button to a 'Warranty Inspections' dialog box. The dialog box has the title 'Warranty Inspections' and the subtitle 'Add Warranty Inspection for completed facility'. It contains two input fields: 'Facility Short title' with the value 'DFAC #3' and 'Warranty Period Start Date' with the value '11/01/2007'. At the bottom are 'OK' and 'Cancel' buttons.

Facility	Description	Warranty Period Start Date	Warranty Period End Date
DFAC #3	DHP - Dining Facility	09/01/2007	09/01/2008

Give the Facility a Short Title and enter the date the Warranty Period commences. Select the **OK** button. If you have more than one phase, you will need to choose which phase to add the Facility to.

You will then be able to enter and track deficiencies identified during the inspection. These work very similar to QA Punch List Items.

**Warranty Facility**

Items Inspection Close

Facility Title: DFAC #5 Facility Short Title: DFAC #5

Facility Description: OHC Dining Facility - Overhead Coverage System

Warranty Period: Start Date: 11/01/2007 Duration: 12 Months End Date: 10/31/2008

You enter the Warranty Items on the Tab labelled **Warranty Items**.

**Closeout - Warranty Inspections**

Real Property  
Transfers - DD1354  
Requisitions - DD1149  
Contractor Evaluation  
Warranty Inspections

Add Edit Delete

Facility	Item No.	Item Description	Status	Scheduled Correction	Actual Correction
DFAC #3	WI-00001	Welding Failure	Warranty	10/19/2007	10/15/2007
DFAC #3	WI-00002	Wall Covering Failure	Warranty		

WI-00001 Item Description: Welding Failure

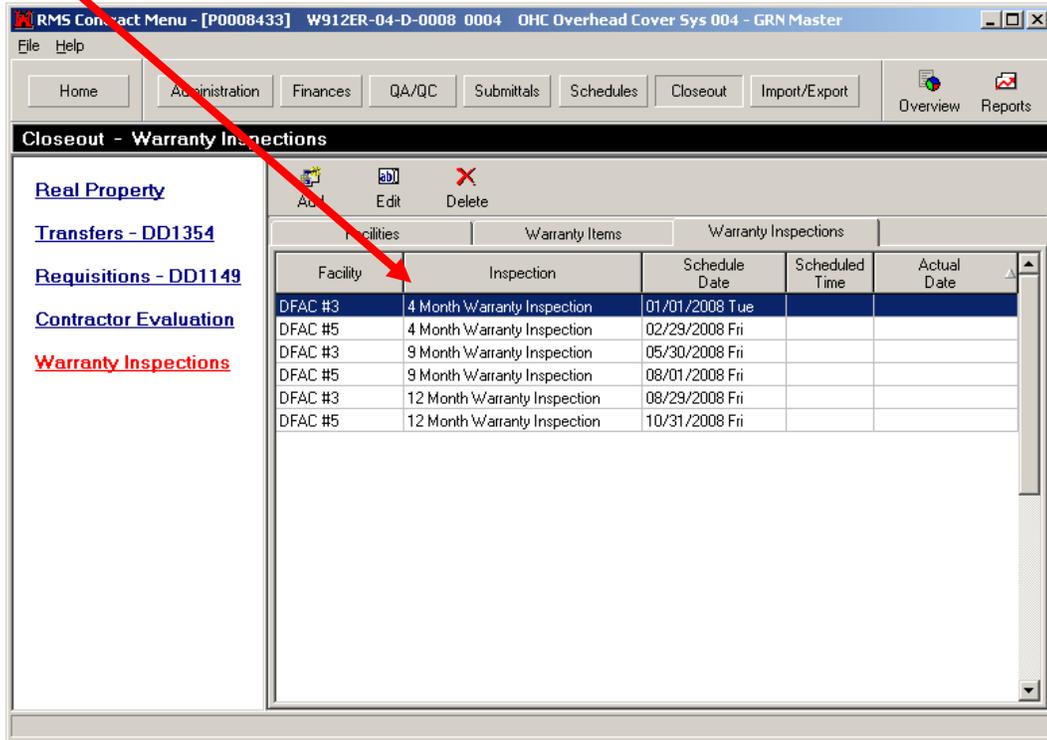
Government Remarks: Northeast corner panel support is hanging in the air. The weld broke. Please fix ASAP.

Contractor Remarks: Weld is repaired - just happened that our welder was picking up his equipment onsite today.

Warranty dates are automatically calculated and tabulated when you enter the Start date on the previous screens.

## 4 Month, 9 Month, and 12 Month Warranty Inspection

Choose the Inspection you are going to conduct by highlighting and hitting the Edit button.



**Warranty Dates will recalculate whenever the START DATE of the Warranty period changes.**

Add Attendees participating in the Inspection.

Add any Warranty Items discovered during the inspection

**Warranty Inspection: DFAC #3 - 4 Mo. Wty**

Items Inspection Close

**DFAC #3 - 4 Month Warranty Inspection**

Scheduled Date: 01/01/2008 Time: Actual Date:

Attendees for 4 Month Warranty Inspection

Attendee Name	Organization	Phone No.

Warranty Items for 4 Month Warranty Inspection

Item No.	Item Description	Status	Scheduled Correction	Actual Correction

**Warranty Attendee**

Attendee Name: Cpt Charles Brown  
 Organization: MEF  
 Phone No.: 714-233-4545

**Facility - DFAC #3**

Close

Warranty Item #: WI-00004 Location: DFAC

Item Description: Wall Covering Failure

**Status**

Item in Review - Warranty Status Undetermined  
 Warranty Item  
 Non-Warranty Item

**Dates**

Date Reported by Owner: 11/06/2007 Date Contractor Notified: 11/08/2007  
 Date Corrected - Scheduled: Date Corrected - Actual:

**Government Remarks**

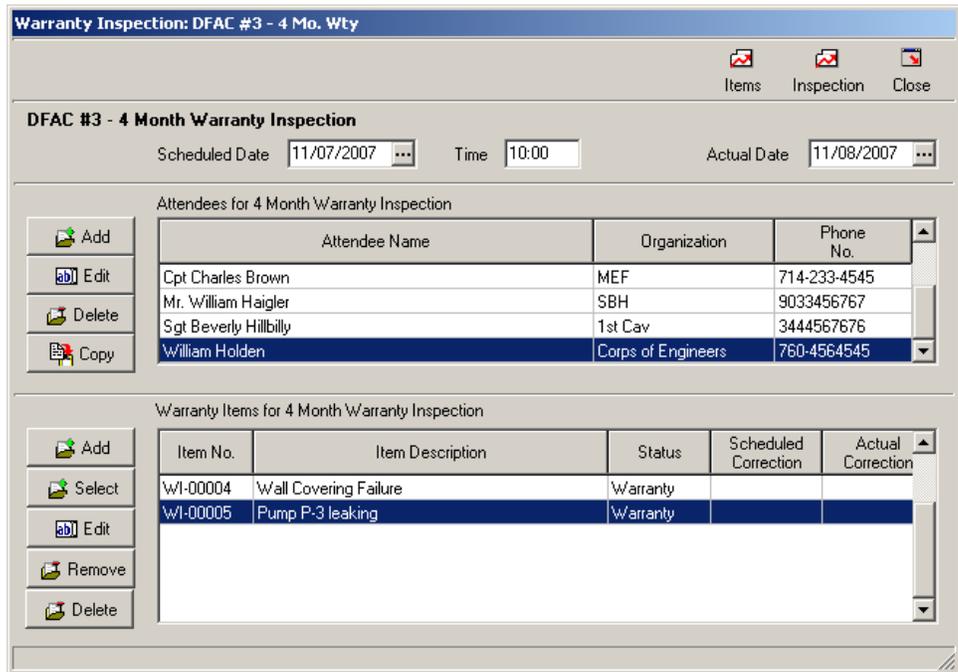
Wall covering on north wall is falling off the North wall of the DFAC

**Contractor Remarks**

**Evaluation of Contractor Performance on this Item**

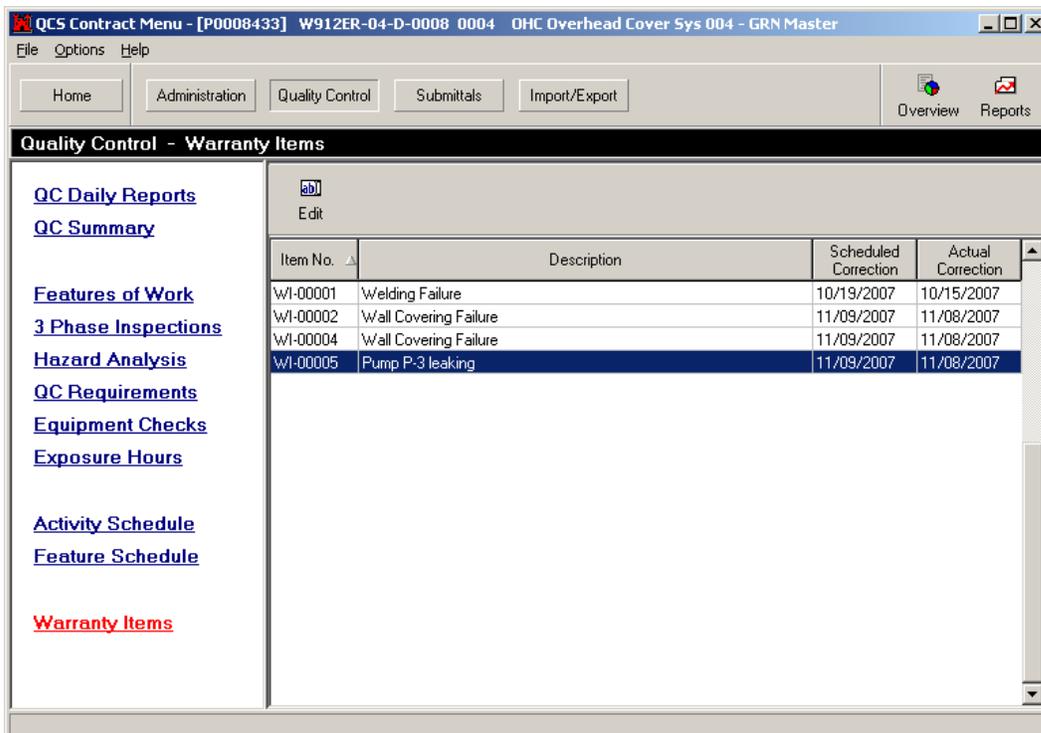
Quality Control: Timely Performance: Effectiveness of Management:

You are now ready to export the Warranty Item to the Contractor.



### Transfer Warranty Items to Contractor (QCS)

If you are using QCS on your contract, the Warranty Items will be sent electronically to the Contractor for resolution.



The Contractor should address the Warranty Items and return the results/findings electronically to close out the action.

**Warranty Item**

Close

Warranty Item #  Location

Description

**Dates**

Date Reported by Owner  ... Date Contractor Notified  ...

Date Corrected - Scheduled  ... Date Corrected - Actual  ...

Government Remarks

Contractor Remarks

The Government (RMS) receives the Warranty Item response from the Contractor and Evaluates the Contractor's performance on completing the item.

**Facility - DFAC #3**

Close

Warranty Item #  Location  ...

Item Description

**Status**

Item in Review - Warranty Status Undetermined

Warranty Item

Non-Warranty Item

**Dates**

Date Reported by Owner  ... Date Contractor Notified  ...

Date Corrected - Scheduled  Date Corrected - Actual

Government Remarks

Contractor Remarks

**Evaluation of Contractor Performance on this Item**

Quality Control  Timely Performance  Effectiveness of Management