

OUT PROCESSING A TRANSMITTAL IN GOVERNMENT MODE

- RMS SUPPORT CENTER
- CONSTRUCTION MANAGEMENT (CM) TECHNOLOGY MODERNIZATION OFFICE (TMO)
- HQUSACE CM INNOVATION OFFICE



US Army Corps
of Engineers®



SUBMITTALS

TRANSMITTAL LOG



- This area maintains the record of submittals made and the corresponding status. A transmittal may contain more than one submittal item.
- A submittal consists of the Transmittal Form ENG Form 4025-R (ENG 4025) identifying submittal items and their supporting documents.
- Transmittals also aid in the generation of the digitally signed ENG 4025 form by both the Government and the Contractor.
- The Submittal Register and Specification Sections for the contract must be set up before submittals can be created and then combined into like types for transmittals that are sent to the Government.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Specification Sections <i>List of Specification Sections required for this contract.</i>	Submittal Register <i>Required Submittal items to be provided by Contractor.</i>		Transmittal Log <i>Record of Submittal items transmitted for Government review or information.</i>	Submittal Assignments <i>Assign reviewer, review period and activities to submittal items.</i>			



SUBMITTALS

TRANSMITTAL LOG



- The Government reviews and approves transmittals sent by the Contractor in the *Transmittal Log* module.

Transmittal Log

Register 01-Main Register
Click to select another Register

Pending Government Receipt	Transmittals in Review	Pending Contractor Acknowledgement	Completed Transmittals
4	0	1	39

Edit Delete Transmittals In Review [Search] Export

Drag a column header and drop it here to group by that column

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Sent	Government Received	Review Due	Date Returned to Contractor	Classification
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Transmittal Items

Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer	QC Code	Variation
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Secondary Reviewers

Secondary Reviewer	Review Due	Review Complete
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These boxes are used to filter by each subset of Transmittal:

- Pending Government Receipt***
- Transmittals in Review***
- Pending Contractor Acknowledgment***
- Completed Transmittals***



REVIEWING A TRANSMITTAL (GM)



- Contractor-submitted transmittals will be found in the **Pending Government Receipt** tile.

Transmittal Log

Register 01-Main Register | **Pending Government Receipt** | Transmittals in Review | Pending Contractor Acknowledgement | Completed Transmittals

1 | 3 | 9 | 2

Delete | **Transmittals Pending Government Receipt** | Search | Export

Drag a column header and drop it here to group by that column

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent	Date Received	Classification
11111	11111-14	73	08/23/2024	08/23/2024	Enter date	GA

September - 2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30	1	2	3	4	5
41	6	7	8	9	10	11	12

- Once acknowledged by entering a **Date Received by Government**, the transmittal will move to the **Transmittals in Review**.
- Proceed to **Transmittals in Review** to act on the transmittal.

Transmittal Log

Register 01-Main Register | Pending Government Receipt | **Transmittals in Review** | Pending Contractor Acknowledgement | Completed Transmittals

1 | 4 | 9 | 2

Edit | Delete | **Transmittals In Review** | Search | Export

Drag a column header and drop it here to group by that column

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Sent	Government Received	Review Due	Date Returned to Contractor	Classification
11111	11111-4	57	08/06/2024	08/06/2024	09/05/2024		GA
11111	11111-7	60	08/13/2024	08/23/2024	09/22/2024		GA
11111	11111-9	63, 64, 65, 68	08/13/2024	08/13/2024	08/13/2024		GA
11111	11111-14	73	08/23/2024	09/19/2024	10/19/2024		GA



REVIEWING A TRANSMITTAL (GM)



- Government view of transmittal in review.

Summary of submittals included in the transmittal, attachments to review, and **QA Code** selection. The **Primary Reviewer** is selected here, as well.

Add **Government Remarks to Contractor** or **Secondary Reviewer Remarks**. The Contractor cannot view **Secondary Reviewer Remarks**.

Review attachments included in the Document Package and sign the ENG 4025.

Transmittal 11111-9 - in Review

Date Prepared: 8/13/2024 | Date Received: 8/13/2024 | Review Due: 9/12/2024

Received By: [Redacted] | Date Sent to Contractor: Select a date

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
62	Added First	[Redacted]	6	GA	A	<input type="checkbox"/>	[Redacted]	0 Attachments: N/A
63	Added Fourth	[Redacted]	6	GA	A	<input type="checkbox"/>	[Redacted]	0 Attachments: N/A
64	Added Second	[Redacted]	6	GA	A	<input type="checkbox"/>	[Redacted]	0 Attachments: N/A
65	Added Third	[Redacted]	6	GA	A	<input type="checkbox"/>	[Redacted]	0 Attachments: N/A

QA Code Selection:

- A - Approved as submitted [Completed]
- B - Approved, except as noted on drawings [Completed]
- C - Approved, resubmission required [Resubmit]
- D - Returned by correspondence [Completed]
- E - Disapproved (See attached) [Resubmit]
- F - Receipt acknowledged [Completed]
- G - Other (Specify) [Resubmit]
- X - Receipt acknowledged, does not comply [Resubmit]
- R - Acceptable for Release for Construction [Completed]
- K - Government concurs with Interim Design [Completed]
- <Not Set> - Clear QC/QA Code

Government - Apply QA Codes and Complete Transmittal

To complete and submit the Transmittal, click to create and sign a 4025; or, click to manually attach a signed copy. Ensure all files are added before completing.

Include digital signature title

Buttons: Apply QA Codes and Complete 4025, Manually Attach Signed 4025

Transmittal 11111-9 Shared Package: Complete a document package for the transmittal package and submit it using this document package manager. The document package should include the signed 4025 and all supporting documents.

Document Package	Signed	Title of Package	No.	Status
[Add]	>	Transmittal 11111-9	1	In Review; documents will be marked 'Re



REVIWING A TRANSMITTAL (GM)



- During a review of the transmittal, it is not uncommon to have several reviewers for each of the submittal item assigned. In this case, the additional reviewers are added as **Secondary Reviewers**.
- If needed, the primary reviewer can compile remarks from all Secondary Reviewers and include those in the primary **Government Remarks to Contractor** field. This can be done by clicking on the notebook icon next to the field and clicking on the **Copy Secondary Reviewer Remarks** button.



COMPLETING A TRANSMITTAL (GM)



- Once review on the transmittal is completed, one-click functionality is available for completing transmittals.
- Use the Apply QA Codes and Complete 4025 button to complete the transmittal with digital signature added to the ENG 4025.

Government - Apply QA Codes and Complete Transmittal
To complete and submit the Transmittal, click to create and sign a 4025; or, click to manually attach a signed copy.
Ensure all files are added before completing.
 Include digital signature title

Apply QA Codes and Complete 4025
Manually Attach Signed 4025

- If there are unsigned documents in the transmittal when clicking these buttons, RMS will present a warning.
- Click **Yes** to proceed with signing the ENG 4025 and completing the transmittal.

RMS

Not all additional documents have been signed. Would you like to proceed with signing the 4025 and completing this Transmittal?

Yes No



COMPLETING A TRANSMITTAL (GM)



- Once review on the transmittal is completed, one-click functionalities are available for completing transmittals.
- Use the **Apply QA Codes and Complete 4025** button to complete the transmittal with digital signature added to the ENG 4025. Use the **Manually Attach Signed 4025** button to upload a version of the ENG 4025 that was signed outside of RMS.

Government - Apply QA Codes and Complete Transmittal
To complete and submit the Transmittal, click to create and sign a 4025; or, click to manually attach a signed copy. Ensure all files are added before completing.
 Include digital signature title

Apply QA Codes and Complete 4025
Manually Attach Signed 4025

- If there are unsigned documents in the transmittal when clicking these buttons, RMS will present a warning.
- Click **Yes** to proceed with signing the ENG 4025 and completing the transmittal.

RMS

Not all additional documents have been signed. Would you like to proceed with signing the 4025 and completing this Transmittal?

Yes No



COMPLETING A TRANSMITTAL (GM)



- After confirmation of signing the ENG 4025, all Document Packages for the transmittal will be completed automatically.
- All Document Packages for the transmittal will become **Accepted**, and the view will be locked for further editing.

Government - Apply QA Codes and Complete Transmittal
To complete and submit the Transmittal, click to create and sign a 4025; or, click to manually attach a signed copy.
Ensure all files are added before completing.
 Include digital signature title

Apply QA Codes and Complete 4025
Manually Attach Signed 4025

Transmittal 09 51 00-1 - Item 1

NOTE: These docs are only for Submittal Item 1. Your 4025 should be added to the main transmittal doc package.

Transmittal 09 51 00-1 - Item 1
CONTRACTOR: Complete a document package for the transmittal of this submittal item and submit it using this document package manager. The document package should include all documents necessary for the review of this item.

Add	Title of Package	No.	Status
View	> Transmittal 09 51 00-1 - Item 1		Accepted; documents ready to send to PCF

Transmittal 09 51 00-1 - Item 1 Response
GOVERNMENT: Complete a document package for the response to the transmittal of this submittal item. The document package should include any explanatory documents and attachments related to the review of this item.

Add	Title of Package	No.	Status
Edit	> Transmittal 09 51 00-1 - Item 1 Response		Accepted; documents ready to send to PCF



COMPLETING A TRANSMITTAL (GM)



- After confirmation of signing the ENG 4025, the Government view of the transmittal will change.
 - Most of the screen will become read-only, and edits will not be allowed.
 - The **Recall Transmittal** button will activate and can be used to return a completed transmittal back to Government review.
- The **Add** and **Delete** buttons will be deactivated on the Shared Document Package.
- The Government Document Package remains open for adding Document Packages on the Government side for the transmittal.

The screenshot shows the 'Transmittal 11111-5 - Pending Contractor Acknowledgment' interface. A red box labeled 'Active' points to the 'Recall Transmittal' button. Another red box labeled 'Read-only' encompasses the main content area, including the 'Submittal Items Included on this Transmittal' table and the 'Contractor / Government Remarks' section. A third red box labeled 'Active' points to the 'Add', 'Edit', and 'Delete' buttons in the 'Government Document Packages' section at the bottom.

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code
> 58	Testing		6	GA	A

Document Packages	Signed	Title of Package	No.	Status
>		Transmittal 11111-5	1	Accepted: documents ready to send to P



RETURN A TRANSMITTAL (GM)



- To return a transmittal for corrections, enter an applicable **QA Code** for resubmittal.
- Some reasons for returning a transmittal may be (but are not limited to):
 - Missing/incorrect attachments.
 - Missing the required or requested submittal items.
 - Submittal item was submitted under the incorrect **Classification**.
 - Contractor Remarks to Government** need updates.
- If not communicated verbally, enter guidance for resubmission into the **Government Remarks to Contractor** textbox.
 - Any supporting documents can be included in a Shared Document Package, as well.

Transmittal 01 11 00-2 - in Review 4025 Report Gov't Remarks

Date Prepared: 6/16/2023 15 Date Received: 6/16/2023 15 Review Due: 7/16/2023 15
 Received By: Covington, Haley Date Sent to Contractor: Select a date 15

Submittal Items Included on this Transmittal

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
> 1	Preconstruction Submittals	<Not Set>	0	GA	A	<input type="checkbox"/>	E	0 Attachments: N/A

Paragraph: _____ Drawing: _____

Contractor / Government Remarks Secondary Reviewer Remarks

Contractor Remarks to Government: Requesting review on these.

Government Remarks to Contractor: Error #1 found - suggested correction
 Error #2 found - suggested correction
 Please resubmit with the corrected document.

Government - Apply QA Codes and Complete Transmittal
 To complete and submit the Transmittal, click to create and sign a 4025; or, click to manually attach a signed copy. Ensure all files are added before completing.
 Include digital signature title

Apply QA Codes and Complete 4025 Manually Attach Signed 4025

Transmittal 01 11 00-2 Shared Package: Complete a document package for the transmittal package and submit it using this document package manager. The document package should include the signed 4025 and all supporting documents.

Add	Signed	Title of Package	No.	Status
Edit	>	Transmittal 01 11 00-2	1	In Review; documents will be marked 'Re

Transmittal 01 11 00-2 Government: Complete a document package for the transmittal package and submit it using this document package manager.

Add	Signed	Title of Package	No.	Status
Edit				

- A - Approved as submitted [Completed]
- B - Approved, except as noted on drawings [Completed]
- C - Approved, resubmission required [Resubmit]**
- D - Returned by correspondence [Completed]
- E - Disapproved (See attached) [Resubmit]**
- F - Receipt acknowledged [Completed]
- G - Other (Specify) [Resubmit]**
- X - Receipt acknowledged, does not comply [Resubmit]**
- R - Acceptable for Release for Construction [Completed]
- K - Government concurs with Interim Design [Completed]
- <Not Set> - Clear QC/QA Code



RETURN A TRANSMITTAL (GM)



- The transmittal will be sent back to the Contractor with the applicable resubmittal **QA Code** (code **C**, **E**, **G**, or **X**) and **Government Remarks to Contractor**, which should provide guidance to the Contractor for resubmittal, if not verbally communicated.

Transmittal Log

Register 01-Main Register Click to select another Register	Pending Government Receipt 0	Transmittals in Review 2	Pending Contractor Acknowledgement 1	Completed Transmittals 9
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Returned Transmittals [Edit] [Search] [Export]

Drag a column header and drop it here to group by that column

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Government Received	Government Returned	Contractor Received
> 01 11 00	01 11 00-2	1	06/16/2023	06/16/2023	06/16/2023	

Transmittal 01 11 00-2 - Pending Contractor Acknowledgment

Item	Description	QA Code	Primary Contractor Reviewer	QC Code	Variation
1	Preconstruction Submittals	E		A	No

Government Remarks to Contractor
Error #1 found - suggested correction
Error #2 found - suggested correction
Please resubmit with the corrected document.



RECALL A TRANSMITTAL (GM)



- Use the **Recall Transmittal** button to return completed transmittals back to Government review. Please note this only returns the transmittal to the Government to make changes.

Transmittal 11111-7 - Acknowledged By Contractor

Date Prepared: 8/13/2024 | Date Received: 8/23/2024 | Review Due: 9/22/2024

Received By: [Redacted] | Date Sent to Contractor: 8/23/2024

Recall Transmittal

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
60	S42 Demo 2		6	GA	A		A	0 Attachments: N/A

Paragraph

Contractor / Government Remarks | Secondary Reviewer Remarks

Contractor Remarks to Government

Government Remarks to Contractor: Approved, but need more information

Government - Apply QA Codes and Complete Transmittal

To complete and submit the Transmittal, click to create and sign a 4025; or, click to manually attach a signed copy. Ensure all files are added before completing.

Include digital signature title

Create and Digitally Sign 4025:

LOCKED Transmittal has been marked complete by the government.

Transmittal 11111-7 Shared Package: Complete a document package for the transmittal package and submit it using this document package manager. should include the signed 4025 and all supporting documents.

Add	Signed	Title of Package	No.	Status
Edit	>	Transmittal 11111-7	1	Accepted; documents ready to send to P

RMS

Recalling this transmittal will revert the 4025 report to its state when the contractor signed it, placing the transmittal back under government review. Would you like to continue?

Yes No

Transmittal Recall

Enter the reason for the transmittal recall

Transmittal Recall Reason

Transmittal Recall Reason

OK Cancel



RECALL A TRANSMITTAL (GM)



- When viewing the Recall version of the transmittal from Revision History, the **Show Recall Comments** button has been added to view the comments entered by the Government for the recall.

Revision History

Revision Date	Action	Revised By
8/23/2024 3:39:47 PM UTC	Recall	
8/23/2024 3:35:55 PM UTC	Accept	

Transmittal 11111-7 - in Review Revision History - Recall 8/23/2024 3:39:47 PM UTC

Date Prepared: 8/13/2024 Date Received: 8/23/2024 Review Due: 9/22/2024

Recall Transmittal Received By: [Redacted] Date Sent to Contractor: Select a date

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
60	S42 Demo 2	[Redacted]	6	GA	A	<input type="checkbox"/>	A	0 Attachments: N/A

Paragraph: [Redacted] Drawing: [Redacted]

Contractor / Government Remarks Secondary Reviewer Remarks

Contractor Remarks to Government: [Redacted]

Government Remarks to Contractor: Approved, but need more information

Show Recall Comments

Government - Apply QA Codes and Complete Transmittal
To complete and submit the Transmittal, click to create and sign a 4025; or, click to manually attach a signed copy. Ensure all files are added before completing.
 Include digital signature title

Transmittal Recall

Reason for the transmittal recall

Transmittal Recall Reason

Recall Comments: Incorrect QA Code

Recalled By: [Redacted]

Recall Date: 08/23/2024

OK