

Out-Processing Transmittals

Government Mode RMS 3.0

Note: The following slides is the new way to out-process transmittals.

This process will only work for transmittals the contractor has submitted after Patch 158 and if the contractor has completed the 4025 in RMS 3.0.

If the contractor dragged and dropped the 4025 into RMS 3.0 this process will not work.




From the main contract menu, select “Submittals”.

RMS - Resident Management System

Training Facility
[4000668] W911KB-09-C-0668

Government Made Home | Contract Selection | Back | Refresh | Help

Contract Menu ★ Mark As Favorite



Government Action Items
106 High, 0 Medium, 0 Low

Contractor Action Items
0 High, 0 Medium, 0 Low

My Action Items
0 High, 0 Medium, 0 Low

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.	Contract Status Enter status/delay codes. Update Issues and Photo.	Contract Personnel Assign PDT and view User Roles.	Contract Documents Legacy Documents prior to PCF interface. Use Contract File for current documents.				
Contract File Identify and send documents to PCF.	Contract Setup Determine how contract is to be managed by QA and QC staff. Setup submittal register.	P2 Projects Link RMS Contract to P2 Project.	Correspondence Create, edit, and view, Letters and Memos.				
Request for Information Respond to RFI's from Contractor.	Contract User Entries Insert data for District generated macros for reporting.	Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.	Subcontractors Identify Subcontractors, POC's, and Trades.				
Contractor Insurance Track General, Auto, and Workman's Comp Insurances.	Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.	Labor Interviews Conduct Labor Standard Interviews for Davis-Bacon Compliance.	Action Item Control Control selection, severity and responsible parties for contract action items.				
Contract Notification Control Control which notifications you will receive for this contract.							

Client:WPF.RMS->ContractMenuView



Select "Transmittal Log".


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Training Facility
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Contract Selection | Mark As Favorite

Contract Menu



Government Action Items
106 0 0
High Medium Low

Contractor Action Items
0 0 0
High Medium Low

My Action Items
0 0 0
High Medium Low

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>				

Client:WPF.RMS->ContractMenuView



Highlight the transmittal that is getting prepped for signature and either double click or click “Edit”.

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Contract Selection
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Transmittal Log

Register 01-Main Submittal Register	Draft Transmittals	Pending Government Receipt	Transmittals in Review	Pending Contractor Acknowledgement	Completed Transmittals
Click to select another Register	3	4	4	0	2

Edit Delete 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
01 36 00.00 29	01 36 00.00 29-1		08/07/2017	10/19/2017	10/19/2017	
01 57 20.00 10	01 57 20.00 10-2	2	10/30/2017	08/15/2018	08/15/2018	
> 22 00 00	22 00 00-1.1	18	08/21/2018	08/21/2018	08/21/2018	
26 20 00	26 20 00-1	63,64,65,66,67,68,69,70,71	10/23/2017	10/23/2017	10/23/2017	

Transmittal 22 00 00-1.1 - In Review

Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer	QC Code	Variation
18	Vibration-Absorbing Featur				A	No

22 00 00-1.1 - Secondary Reviewers

Secondary Reviewer	Review Due	Review Complete
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Client:WPF.RMS.Views.Submittals.TransmittalLogSelection->TransmittalLogSelectionView



Note: The contractor's document package has to have a status of "In Review". Enter in the recommended code if the reviewer has not entered it.

RMS - Resident Management System

Training Facility
[4000668] W911KB-09-C-0668

Government Mode Home | Contract Selection | Contract Menu | Back | Refresh | Help

Transmittal 22 00 00-1.1 - in Review | 4025 Report | Gov't Remarks

Date Prepared: 10/24/2017 | Date Received by Government: 8/21/2018 | Review Due: 8/21/2018 | Date Sent to Contractor: Select a date

Submittal Items Included on this Transmittal

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
18	Vibration-Absorbing Features	<Not Set>	0	GA	A	<input type="checkbox"/>		0 Attachments: N/A

Contractor Data Entry Completed - Create 4025

Transmittal 22 00 00-1.1 **CONTRACTOR:** 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 Packages

Title of Package	Package No.	Status
Transmittal 22 00 00-1.1		1 In Review

Transmittal 22 00 00-1.1 **GOVERNMENT:** Complete a document package for the transmittal package and submit it using this document package manager.

Document Packages

Title of Package	Package No.	Status
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Contractor / Government Remarks | Previous Transmittal Remarks | Secondary Reviewer Remarks

Contractor Remarks to Government

Government Remarks to Contractor

Client:WPf.RMS.Views.Submittals.TransmittalPackageEdit->TransmittalPackageEditView



Send a message to the ACO/COR that the submittal is ready for signature.

RMS - Resident Management System

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Government Made Home
Contract Selection
Contract Menu

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Transmittal 22 00 00-1.1 - in Review 4025 Report Gov't Remarks

Date Prepared: 10/24/2017
Date Received by Government: 8/21/2018
Review Due: 8/21/2018
Date Sent to Contractor: Select a date

Submittal Items Included on this Transmittal

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
18	Vibration-Absorbing Features	<Not Set>	0	GA	A	<input type="checkbox"/>	A - A	0 Attachments: N/A

Contractor Data Entry Completed - Create 4025

Transmittal 22 00 00-1.1 **CONTRACTOR:** 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 Packages

Title of Package	Package No.	Status
Transmittal 22 00 00-1.1		1 In Review

Transmittal 22 00 00-1.1 **GOVERNMENT:** Complete a document package for the transmittal package and submit it using this document package manager.

Document Packages

Title of Package	Package No.	Status
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Contractor / Government Remarks Previous Transmittal Remarks Secondary Reviewer Remarks

Contractor Remarks to Government

Government Remarks to Contractor

Client:WPf.RMS.Views.Submittals.TransmittalPackageEdit->TransmittalPackageEditView



The code will not appear on the 4025 until after the transmittal has been signed.

Transmittal4025.PDF - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize [Icons]

1 / 1 82.8% Tools Fill & Sign Comment

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE				DATE	TRANSMITTAL NO.		
For use of this form, see ER 415-1-0; the proponent agency is CECW-CE				10/24/2017	22 00 00-1.1		
SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS (This section will be initiated by the contractor)							
TO: SAO Training Office	FROM: Alpha Bet Construction 110 W. 38th Avenue, Suite 200B Anchorage Alaska99503	CONTRACT NO. W011K-09-C-0088	THIS IS A: RESUBMITTAL OF TRANSMITTAL 22 00 00-1				
SPECIFICATION SEC. NO. (Cover only one section with each transmittal) 22 00 00-PLUMBING, GENERAL PURPOSE	PROJECT TITLE AND LOCATION Training Facility, Elmendorf AFB, AK	THIS TRANSMITTAL IS FOR: (Check one) <input type="checkbox"/> FIO <input checked="" type="checkbox"/> GA <input type="checkbox"/> DA <input type="checkbox"/> CR <input type="checkbox"/> DA/CR <input type="checkbox"/> DA/GA <input type="checkbox"/> S					
ITEM NO. (See Note 3)	DESCRIPTION OF SUBMITTAL ITEM (Type size, model number/etc)	SUBMITTAL TYPE CODE (See Note 8)	NO. OF COPIES	CONTRACT REFERENCE DOCUMENT	FOR CONTRACTOR USE	VARIATION (See Instruction No. 9)	FOR CE USE CODE (Note 9)
a	b	c	d	SPEC. PARA NO. e	DRAWING SHEET NO. f	g	h
18	Vibration-Absorbing Features	03 - PRODUCT DATA	0	3.4		A	No
Remarks from Contractor							
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							
SECTION II - APPROVAL ACTION							
ENCLOSURES RETURNED (List by item No.)		NAME, TITLE AND SIGNATURE OF APPROVING AUTHORITY			DATE		
ENG FORM 4025-R, JUL 2015				Page 1 of 1		REPLACES EDITION OF MAR 2012, WHICH IS OBSOLETE	



Once the 4025 is electronically signed, the code will appear.

Transmittal4025.PDF - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] 78.5% Tools Fill & Sign Comment

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. Enable All Features

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE				DATE	TRANSMITTAL NO.			
For use of this form, see ER 415-1-0; the proponent agency is CECW-CE				10/24/2017	22 00 00-1.1			
SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS (This section will be initiated by the contractor)								
TO: SAO Training Office		FROM: Alpha Bet Construction 110 W. 38th Avenue, Suite 200B Anchorage Alaska 99503		CONTRACT NO. W911KB-00-C-0988	THIS IS A: RESUBMITTAL OF TRANSMITTAL 22 00 00-1			
SPECIFICATION SEC. NO. (Cover only one section with each transmittal) 22 00 00-PLUMBING, GENERAL PURPOSE		PROJECT TITLE AND LOCATION 01 Training Facility, Elmendorf AFB, AK		THIS TRANSMITTAL IS FOR: (Check one) <input type="checkbox"/> PD <input checked="" type="checkbox"/> SA <input type="checkbox"/> DA <input type="checkbox"/> CA <input type="checkbox"/> DACK <input type="checkbox"/> DAGA <input type="checkbox"/> S				
ITEM NO. (See Note 3)	DESCRIPTION OF SUBMITTAL ITEM (Type size, model number(s))	SUBMITTAL TYPE CODE (See Note 8)	NO. OF COPIES	CONTRACT REFERENCE DOCUMENT SPEC. PARA. NO. E.	DRAWING SHEET NO. L.	FOR CONTRACTOR USE S.	VARIATION (See Instruction No. 8) H.	FOR CE USE CODE (Note 9) L.
18	Vibration-Absorbing Features	03 - PRODUCT DATA	0	3.4		A	NO	A
Remarks from contractor								
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								
SECTION II - APPROVAL ACTION								
ENCLOSURES RETURNED (List by item No.)			NAME, TITLE AND SIGNATURE OF APPROVING AUTHORITY			DATE		
			MCGAVRAN KELLY J. 1287491050 2018.08.21 09:45					
ENG FORM 4025-R, JUL 2015			Page 1 of 1			REPLACES EDITION OF MAR 2012, WHICH IS OBSOLETE		



Once the date is entered into “Date Sent to Contractor”, RMS will create a separate document package that will contain the remarks. This package will need to be completed.

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Transmittal 22 00 00-1.1 - in Review 4025 Report Gov't Remarks

Date Prepared 10/24/2017
Date Received by Government 8/21/2018 Review Due 8/21/2018 Date Sent to Contractor 8/21/2018

Submittal Items Included on this Transmittal

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
> 18	Vibration-Absorbing Features	<Not Set>	0	GA	A	<input type="checkbox"/>	A	0 Attachments: N/A

Contractor Data Entry Completed - Create 4025

Transmittal 22 00 00-1.1 **CONTRACTOR:** 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 Packages

Title of Package	Package No.	Status
Transmittal 22 00 00-1.1	1	Accepted
Transmittal 22 00 00-1.1	2	Not Complete

Transmittal 22 00 00-1.1 **GOVERNMENT:** Complete a document package for the transmittal package and submit it using this document package manager.

Document Packages

Title of Package	Package No.	Status
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Contractor / Government Remarks Previous Transmittal Remarks Secondary Reviewer Remarks

Contractor Remarks to Government

Government Remarks to Contractor

Client:WPF.RMS.Views.Submittals.TransmittalPackageEdit->TransmittalPackageEditView

