

Receiving Transmittals from Contractors

RMS 3.0 Government Mode

Transmittals and RMS 3.0

- ▶ RMS 3.0 allows for the contractors to submit their transmittal packages electronically through RMS 3.0.
- ▶ As the contractor is developing their transmittal, it will show under the “Draft Transmittals” tab. The transmittals will move from “Draft Transmittals” to “Pending Government Receipt”, once the contractor has clicked “Ready to Send to Government”. (Eventually notifications from RMS 3.0 will occur but at this time is still under development).
- ▶ The electronic copy of the transmittal in RMS 3.0 is the official copy submitted for Government review.
- ▶ The following instructions are just for receiving the transmittal from the contractor. This initiates the review of the transmittal(s) for contractual compliance.



From the main “Contract Menu”, select “Submittals”.

RMS - Resident Management System

FTR 123 Troop Medical Clinic
[J4000633] W911K1-10-C-0123

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

Contract Menu | Mark As Favorite

Government Action Items

192	456	46
High	Medium	Low

Contractor Action Items

1,237	917	0
High	Medium	Low

My Action Items

0	0	0
High	Medium	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 photos.	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 RFIs from Contractor.	Contract User Entries Insert dates for District generated memos for reporting.	Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.	Subcontractors Identify Subcontractors, PO'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.

Client:W911K1-10-C-0123 ContractMenuView



Under the “Submittals” tab, select “Transmittal Log”.

The screenshot displays the RMS - Resident Management System interface for the 'FTR 123 Troop Medical Clinic' (ID: [4000633] W911KB-10-C-0123). The 'Contract Menu' is visible, featuring a large image of two dogs playing with a rope. Below the image are three summary boxes: 'Government Action Items' (192 High, 456 Medium, 46 Low), 'Contractor Action Items' (1,287 High, 917 Medium, 0 Low), and 'My Action Items' (0 High, 0 Medium, 0 Low). A navigation bar includes tabs for Administration, Finances, QA/QC, Submittals, Schedules, Closeout, Import/Export, and Contract Reports. The 'Submittals' tab is active, showing a grid of options: Specification Sections, Submittal Register, Transmittal Log, and Submittal Assignments. A black arrow points from the text above to the 'Transmittal Log' option in the grid.

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



Under the “Transmittal Log”, RMS will default to “Transmittals In Review”. Select “Pending Government Receipt”.

The screenshot displays the RMS interface for 'FTR 123 Troop Medical Clinic'. The 'Transmittal Log' section is active, showing a summary of transmittals across different stages: Pending Government Receipt (9), Transmittals In Review (1), Pending Contractor Acknowledgment (2), and Completed Transmittals (5). The 'Transmittals In Review' tab is selected, displaying a table with the following data:

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Sent	Government Received	Review Due	Date Returned to Contractor
>	01355	2,3,4	11/28/2017	11/28/2017	12/28/2017	

Below the main table, there are two sub-tables for 'Transmittal 01355-2 - In Review' and '01355-2 - Secondary Reviewers'.

Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer	QC Code	Variation
2	Erosion Control Plan	Gary Birge	A		A	No
3	Sediment Control Plan	Gary Birge	A		A	No
4	Traffic Control Plan	LVFON3466			A	No

Secondary Reviewer	Review Due	Review Complete
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Click in the right hand corner of the transmittal that is being received to bring up the calendar.

FTR 123 Troop Medical Clinic
(4400633) W911K8-10-C-0123

Transmittal Log

Register 01 - Main Submittal Register | Pending Government Receipt | Transmittals in Review | Pending Contractor Acknowledgment | Completed Transmittals

9 | 1 | 2 | 5

Transmittals Pending Government Receipt

Section	Transmittal Number	Submittal Items Included on Transmittal	Received	Contractor	Contractor Date Received	By Government
01 33 29	01 33 29-2	7	11/07/2017	05/31/2017		
01 33 29	01 33 29-3		12/20/2017	01/18/2018		
01 33 29	01 33 29-3.1		08/04/2017	08/04/2017		
01 33 29	01 33 29-6	6	12/05/2017	12/05/2017		
01 33 29	01 33 29-7	9	12/18/2017	12/18/2017		
01 33 29	01 33 29-8	8	01/17/2018	01/17/2018		
01 37 23	01 37 23-3	3	11/17/2017	11/17/2017		
01010	01010-1	1	08/09/2017	10/18/2017		
01355	01355-1	1	11/21/2017	11/21/2017		

Transmittal 01 33 29-2 - Pending Government Receipt

Item	Description	Primary Government	QC Code	Primary Contractor	QC Code	Work Item
7	Education Plan	GE000P	Review	A		No

Contractor Remarks to Government

FTR 123 Troop Medical Clinic
(4400633) W911K8-10-C-0123

Transmittal Log

Register 01 - Main Submittal Register | Pending Government Receipt | Transmittals in Review | Pending Contractor Acknowledgment | Completed Transmittals

9 | 1 | 2 | 5

Transmittals Pending Government Receipt

Section	Transmittal Number	Submittal Items Included on Transmittal	Received	Contractor	Contractor Date Received	By Government
01 33 29	01 33 29-2	7	11/07/2017	05/31/2017		
01 33 29	01 33 29-3		12/20/2017	01/18/2018		
01 33 29	01 33 29-3.1		08/04/2017	08/04/2017		
01 33 29	01 33 29-6	6	12/05/2017	12/05/2017		
01 33 29	01 33 29-7	9	12/18/2017	12/18/2017		
01 33 29	01 33 29-8	8	01/17/2018	01/17/2018		
01 37 23	01 37 23-3	3	11/17/2017	11/17/2017		
01010	01010-1	1	08/09/2017	10/18/2017		
01355	01355-1	1	11/21/2017	11/21/2017		

Transmittal 01 33 29-2 - Pending Government Receipt

Item	Description	Primary Government	QC Code	Primary Contractor	QC Code	Work Item
7	Education Plan	GE000P	Review	A		No

Contractor Remarks to Government



Enter in the date the contractor sent the transmittal.
 Note: If the transmittals was sent after Corps business hours or on a non-work day, the date received will be the next Corps business day or in accordance with Local Office/ District policy.

RMS - Resident Management System

FTR 123 Troop Medical Clinic
 [J4000633] W911KB-10-C-0123

Government Made Home
 Contract Selection
 Contract Menu

Back Refresh Help

Transmittal Log

Register 01-Main Submittal Register
 Click to select another Register

Pending Government Receipt: 9
 Transmittals in Review: 1
 Pending Contractor Acknowledgment: 2
 Completed Transmittals: 5

Delete Search Export

Transmittals Pending Government Receipt

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 by Government
01 35 29	01 35 29-2	7	11/27/2017	03/31/2017	3/31/2017
01 35 29	01 35 29-3		12/20/2017	01/18/2018	
01 35 29	01 35 29-3.1		08/24/2017	08/24/2017	
01 35 29	01 35 29-6	6	12/05/2017	12/05/2017	
01 35 29	01 35 29-7	9	12/19/2017	12/19/2017	
01 35 29	01 35 29-8	8	01/17/2018	01/17/2018	
01 57 23	01 57 23-3	3	11/17/2017	11/17/2017	
01010	01010-1	1	08/09/2017	10/18/2017	
01355	01355-1	1	11/21/2017	11/21/2017	

Transmittal 01 35 29-2 - Pending Government Receipt

Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer	QC Code	Variation
7	Evacuation Plan	GREGORY			A	No

Contractor Remarks to Government

Client:WPJ_RMS.Views.Submittals.Transmittal.co?Section->Transmittal.co?SectionView



The transmittal will move from “Pending Government Receipt” to “Transmittals in Review”. Click on “Transmittals in Review”.

RMS - Resident Management System

FTR 123 Troop Medical Clinic
(J4000633) W911KB-10-C-0123

Government Made Home
Contract Selection
Contract Menu

Back Refresh Help

Transmittal Log

Register 01 - Main Submittal Register	Pending Government Receipt	Transmittals in Review	Pending Contractor Acknowledgment	Completed Transmittals
Click to select another Register	8	2	2	5

Delete Search Export

Transmittals Pending Government Receipt

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 by Government
>	01 35 29	01 35 29-3	12/20/2017	01/18/2018	
	01 35 29	01 35 29-3.1	08/24/2017	08/24/2017	
	01 35 29	01 35 29-6	12/05/2017	12/05/2017	
	01 35 29	01 35 29-7	12/19/2017	12/19/2017	
	01 35 29	01 35 29-8	01/17/2018	01/17/2018	
	01 57 23	01 57 23-3	11/17/2017	11/17/2017	
	01010	01010-1	08/09/2017	10/18/2017	
	01355	01355-1	11/21/2017	11/21/2017	

Transmittal 01 35 29-3 - Pending Government Receipt

Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer	QC Code	Variation
1	Accident Prevention Plan				A	No

Contractor Remarks to Government

Client: W911KB-10-C-0123 - View: Submittals - Transmittal - Contractor Selection - Transmittal - Contractor Selection View



Highlight the transmittal that is going to be processed for review. Either double click or select “Edit”.

FTR 123 Troop Medical Clinic
(J400633) W911KB-10-C-0123

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Transmittal Log

Register 01-Main Submittal Register	Pending Government Receipt	Transmittals In Review	Pending Contractor Acknowledgment	Completed Transmittals
Click to select another Register	8	2	2	5

Edit Delete

Transmittals In Review Search X 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 35 29	01 35 29-2	7	03/21/2017	03/31/2017	03/31/2017	
01355	01355-2	2,3,4	11/28/2017	11/28/2017	12/28/2017	

Transmittal 01 35 29-2 - In Review

Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer	QC Code	Variation
7	Evacuation Plan	GREGORY			A	No

01 35 29-2 - Secondary Reviewers

Secondary Reviewer	Review Due	Review Complete
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Client:W911KB-10-C-0123>Submittals>Transmittal Log>SelectView - Transmittal Log>SelectView



In the transmittals screen change the “Review Due” to the date that the transmittals will be due back from the “Primary Reviewer”. This not the contractual date that the transmittal is due back to the contractor.
Note: If there are secondary reviewers their review due date will be the same as the primary reviewer.

RMS - Resident Management System

FTR 123 Troop Medical Clinic
(J4000633) W911KB-10-C-0123

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Transmittal 01 35 29-3 4025 Report Gov't Remarks

Date Prepared: 12/20/2017
Date Received by Government: 2/8/2018
Review Due: 3/10/2018
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
1	Accident Prevention Plan	<Not Set>	0	GA	A			0 Attachments: Not Complete

✓ Contractor Data Entry Completed - Create 4025

Transmittal 01 35 29-3 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
Add			
Edit	Transmittal 01 35 29-3	1	In Review
Delete			

Contractor / Government Remarks Secondary Reviewer Remarks

Contractor Remarks to Government

Government Remarks to Contractor

✓ Contractor Completed - Locked and Sent to Government



Highlight the first document package in the middle of the screen and either select “Edit” or double click.

RMS - Resident Management System

FTR 123 Troop Medical Clinic
(J4000633) W911KB-10-C-0123

Government Made Home
Contract Selection
Contract Menu

Back Refresh Help

Transmittal 01 35 29-3 4025 Report Gov't Remarks

Date Prepared 12/20/2017
Date Received by Government 2/8/2018 Review Due 2/22/2018 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
1	Accident Prevention Plan	<Not Set>	0	GA	A			0 Attachments: Not Complete

✓ Contractor Data Entry Completed - Create 4025

Transmittal 01 35 29-3 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

Add	Edit	Delete	Title of Package	Package No.	Status
			Transmittal 01 35 29-3	1	In Review

Contractor / Government Remarks Secondary Reviewer Remarks

Contractor Remarks to Government

Government Remarks to Contractor

✓ Contractor Completed - Locked and Sent to Government

Client:W911.RMS.Views.Submittals.TransmittalPackageEdit->TransmittalPackageEditView



In the “Document Package” there will be a signed ENG 4025 and any back up data that pertains to the transmittal. To review the documents for contract submission compliance, highlight the attachment and click “View Document”. If the documents are in submission compliance with contract, click “Accept Package”.

Note: Depending on the file size of the attachment it may take a while to download.

RMS - Resident Management System

FTR 123 Troop Medical Clinic
(J4000633) W911KB-10-C-0123

Document Package: Transmittal 01 35 29-3

All Attachments	PDF Documents	Word Documents	Excel Files	Powerpoint Files
2	1	0	0	0
	JPEG/JPG Images	Text Files	CSV Files	Email
	1	0	0	0

Drag and Drop Attachments Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
<input type="checkbox"/>	12/20/2017 12:19:42 PM	Transmittal 01 35 29-3 - Transmittal4025.P	Electronically Signed	Not signed	Document not included	Shared with Contractor
<input type="checkbox"/>	2/8/2018 6:40:01 AM	Transmittal 01 35 29-3 - Competent Perso	Not signed	Not signed	Document not included	Shared with Contractor

Document Date: 12/20/2017 [15] Edit Document View Document

Document Title: Transmittal 01 35 29-3 - Transmittal4025.PDF

Description:

Manually signed by Contractor
 Manually signed by Government

Document Package Status: In Review

GOVERNMENT: Review, sign as appropriate and then accept or return this document package

Accept Package Return for Corrections

Government Review Notes:

Contractor Notes to Government:



Once the “Document Package” is accepted, it is locked for editing. Select the back arrow twice to return the main “Submittal Screen”. Notify reviewers according to District/ Office policy that that a transmittal is available in RMS 3.0 for review.

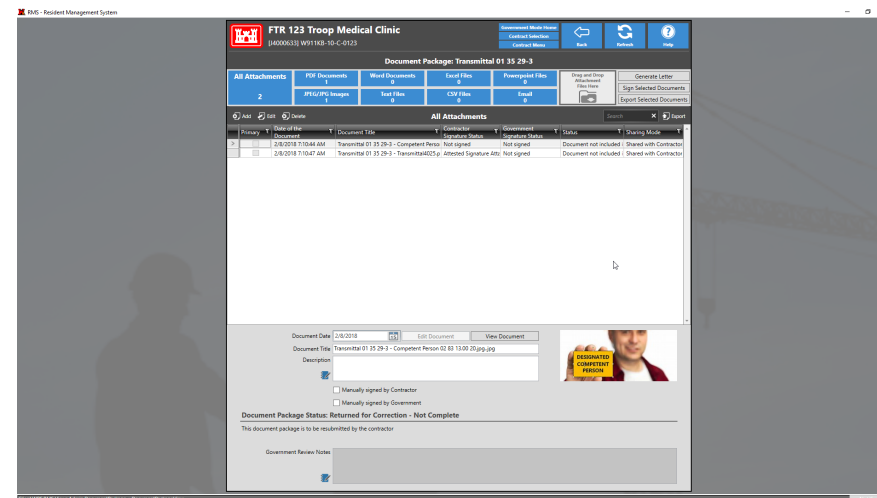
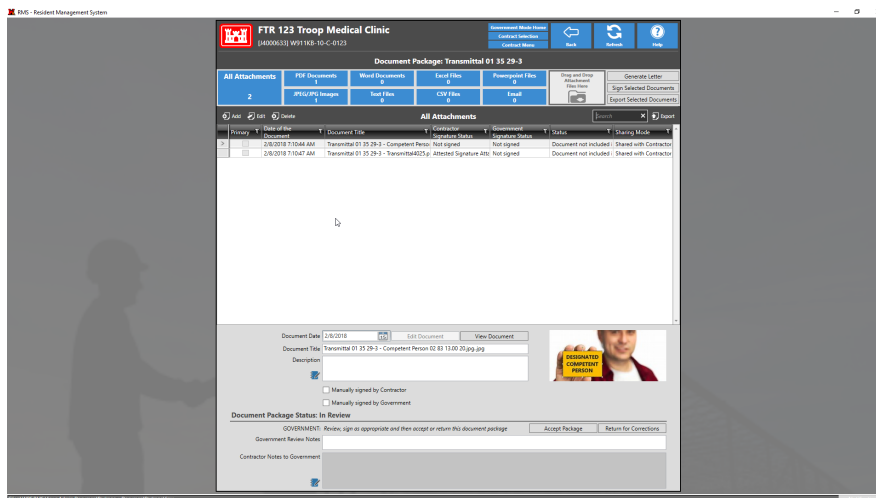
The screenshot displays the RMS 3.0 interface for the "FTR 123 Troop Medical Clinic". The main heading is "Document Package: Transmittal 01 35 29-3". Below this, there are summary statistics for attachments: All Attachments (2), PDF Documents (1), Word Documents (0), Excel Files (0), Powerpoint Files (0), JPEG/JPG Images (1), Text Files (0), CSV Files (0), and Email (0). A table titled "All Attachments" lists two documents:

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
>	12/20/2017 12:19:42 PM	Transmittal 01 35 29-3 - Transmittal4025.P	Electronically Signed	Not signed	Document Filed - Review	Shared with Contractor
	2/8/2018 6:40:01 AM	Transmittal 01 35 29-3 - Competent Perso	Not signed	Not signed	Document Filed - Review	Shared with Contractor

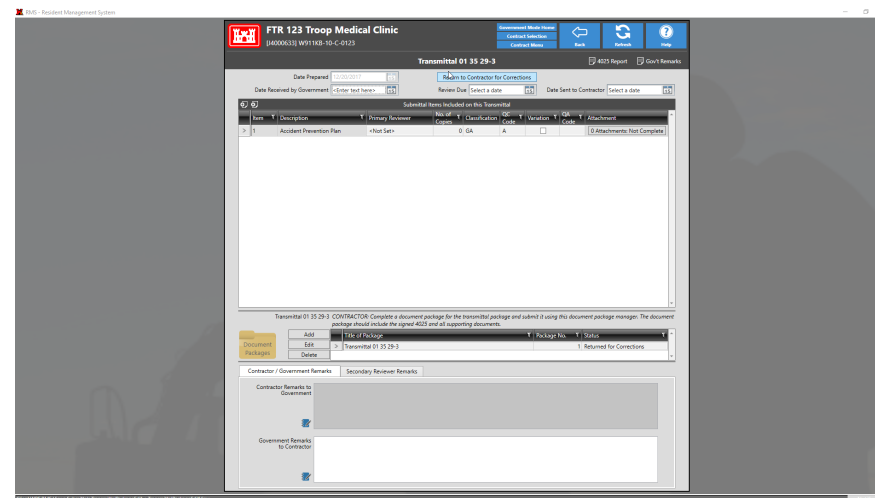
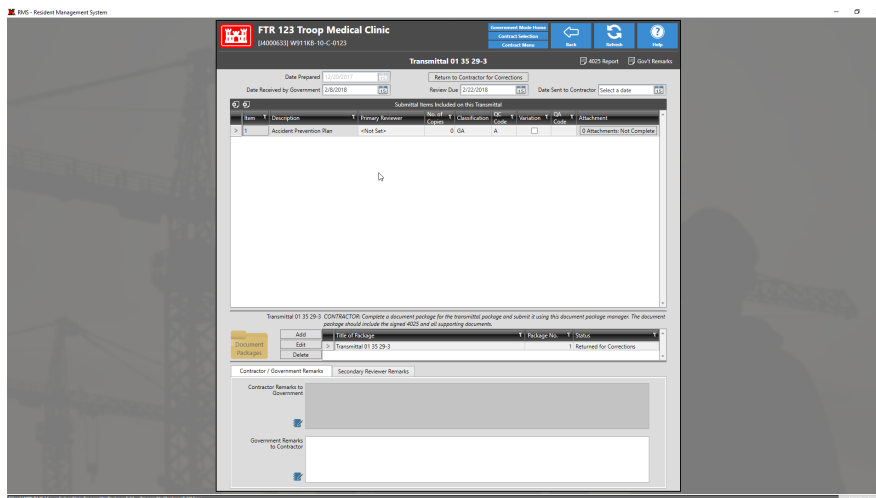
Below the table, there are fields for "Document Date" (12/20/2017), "Document Title" (Transmittal 01 35 29-3 - Transmittal4025.PDF), and "Description". At the bottom, the "Document Package Status: Accepted" is displayed, with a note: "This document package has been accepted. No further editing is allowed. If needed, create a new document package."



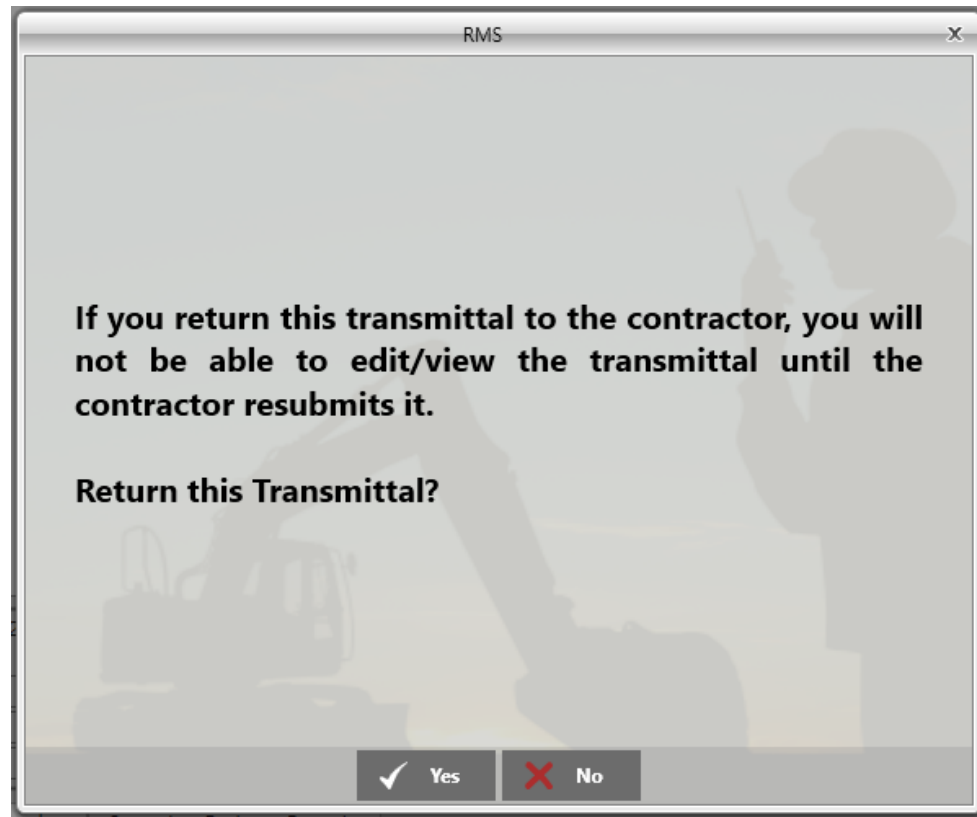
If the document package is being returned for the corrections, the Document Status will change from “Document Package Status: In Review” to “Document Package Status: Return for Correction-Not Complete” .
Click the “Back” arrow.



From the main “Transmittal” screen remove the “Review Due” and “Date Received by Government” and click “Return to Contractor for Correction”.



RMS will advise that if the transmittal is returned that “edit/view” will not be available until returned from the contractor. Click “Yes”.



The transmittal will be removed from “Transmittals in Review” and placed back on the contractor’s side of RMS under “Draft Transmittals”.
 By email, or following District/ Office policy, notify the contractor and necessary personnel on the PDT that the transmittal has been returned for corrections and why.

Transmittal Log

Register 01 - Main Submittal Register	Pending Government Receipt	Transmittals in Review	Pending Contractor Acknowledgment	Completed Transmittals
Click to select another Register	7	1	2	5

Transmittals In Review

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Sent	Government Received	Review Due	Date Returned to Contractor
01355	01355-2	2,3,4	11/28/2017	11/28/2017	12/28/2017	

Transmittal 01355-2 - In Review

Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer	QC Code	Variation
2	Erosion Control Plan	Gary Birge	A		A	No
3	Sediment Control Plan	Gary Birge	A		A	No
4	Traffic Control Plan	LVFON3466			A	No

01355-2 - Secondary Reviewers

Secondary Reviewer	Review Due	Review Complete

