

**US Army Corps
of Engineers ®**

RESIDENT MANAGEMENT SYSTEM USER MANUAL

Contractor Manual

RMS 3.0

Version 4.2

US Army Corps of Engineers

RMS Center

Huntsville, Alabama, USA

Oct 2022

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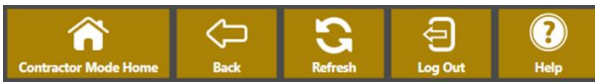
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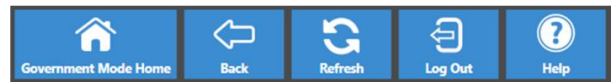
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1.0 INTRODUCTION

The Resident Management System (RMS) is a comprehensive system for the management of construction contracts through tracking and documentation used by the United States Army Corps of Engineers' field offices. RMS 3.0 is a single application incorporating both the Government (GM) and Contractor (CM) modes. Contractor Mode is differentiated from Government Mode using gold tiles while Government Mode uses blue tiles.



Contractor Mode tiles in gold



Government Mode tiles in blue

This document serves as both the User Manual and Training Guide for the Resident Management System (RMS) and is designed to provide detailed, easy to understand instructions on how to use the RMS 3.0 Contractor Mode (RMS3/CM) program. It assumes that the reader understands any related USACE policy and the construction business in general, but it does not necessarily require previous computer knowledge.

The chapters follow a common management workflow sequence of a typical job. They begin with planning and end with briefing reports. Reading individual sections will assist in providing an understanding of how to use RMS3/CM in those sections. Since information integration is a major feature of the system, it is recommended that all chapters be read to have a comprehensive understanding of the application's capabilities.

For instructions on installation of RMS3/CM see [Download and Install the RMS3 Launcher](#).

Once the RMS Launcher is installed the RMS/CM Logon screen is displayed. See below. Follow the prompts on the screen to login. New users must click the option to create an account.

The maintenance schedule is displayed in the "Important Notice" section at the bottom of the login view.

 The screenshot shows the 'RMS 3.0 Login' page for the US Army Corps of Engineers Resident Management System. At the top, there is a header with the USACE logo, the title 'US Army Corps of Engineers Resident Management System - RMS 3.0', and links for 'RMS Website' and 'RMS Support'. The main content area contains a login form with fields for 'User Name' and 'Password', a 'Remember my User ID' checkbox, and a 'Login' button. Below the form are two buttons: 'New Users - to Create an Account Click Here' (highlighted with a red box) and 'If you have a DOD issued Smart Card Click Here'. At the bottom, there is a 'Server Connections' section with technical details and an 'Important Notice' section listing scheduled weekend maintenance periods for CE-IT.

US Army Corps of Engineers
Resident Management System - RMS 3.0

RMS Website RMS Support

RMS 3.0 Login

User Name Remember my User ID

Password [Forgotten Password / Change Password](#)

Server Connections

Processing Site: WPC01 version 106
Software Versions: 3.0 Patch Level: 0266
Launcher Version: 3.0 Patch Level: 29
Data Server: https://rms.usace.army.mil/rms3/api/serverincke0005/

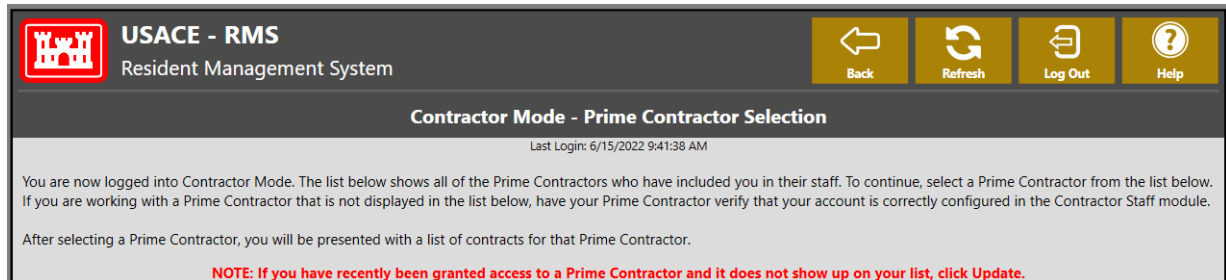
If you are a government user and want to use contractor mode for the current session mark the checkbox below prior to login.
 Use Contractor Mode for Government User

This is a DOD computer system. Before processing classified information, check the security accreditation level of this system. Do not process, store, or transmit information classified above the accreditation level of this system. This computer system, including all related equipment, networks and network devices (including internet access) are provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, suitability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the results of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information including personal information, placed on or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DOD computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.

Important Notice

CE-IT scheduled weekend maintenance: 7/17/2021 - 7/18/2021. RMS may be inaccessible during this time.
CE-IT scheduled weekend maintenance: 7/24/2021 - 7/25/2021. RMS may be inaccessible during this time.
CE-IT scheduled weekend maintenance: 7/31/2021 - 8/1/2021. RMS may be inaccessible during this time.
CE-IT scheduled weekend maintenance: 11/13/2021 - 11/14/2021. RMS may be inaccessible during this time.

After the user has successfully logged in, the screen shown below will be presented. Help is always just a click away. From this opening screen, use of the provided links will allow the user to quickly navigate to the RMS Support Websites.



At the top of the screen, click on Contractor | Software Updates to Download RMS 3.0. Select the Setup File for RMS 3.0. Click on Contractor | User Guides for access to various user guides, guide specs, help files, import templates, support tickets and live support links.

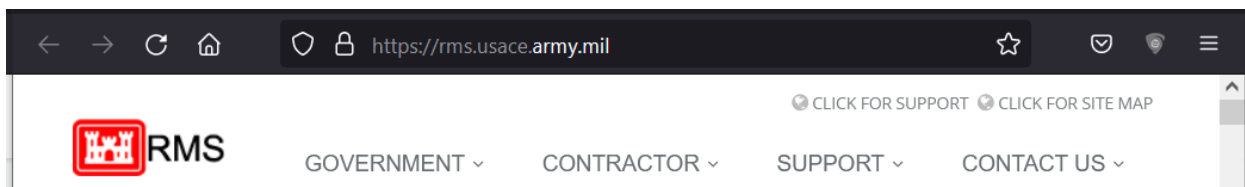


For access to various RMS documentation files, including installation files, YouTube training videos, and the support ticket submittal site. Below the table, click on "[Click here to submit a Support Ticket](#)" to send a request for assistance to the RMS Support Desk.

Note: The RMS Center Helpdesk is available 24/7 to support the various time zones between user districts. However, due to the thousands of customers that use RMS, it is advised that the user should contact their local USACE Project Office Team for POC regarding RMS questions before contacting the RMS Support Center. This POC can often provide solutions to their district with established processes and procedures that are specific to a given district and thereby minimizing unnecessary confusion.

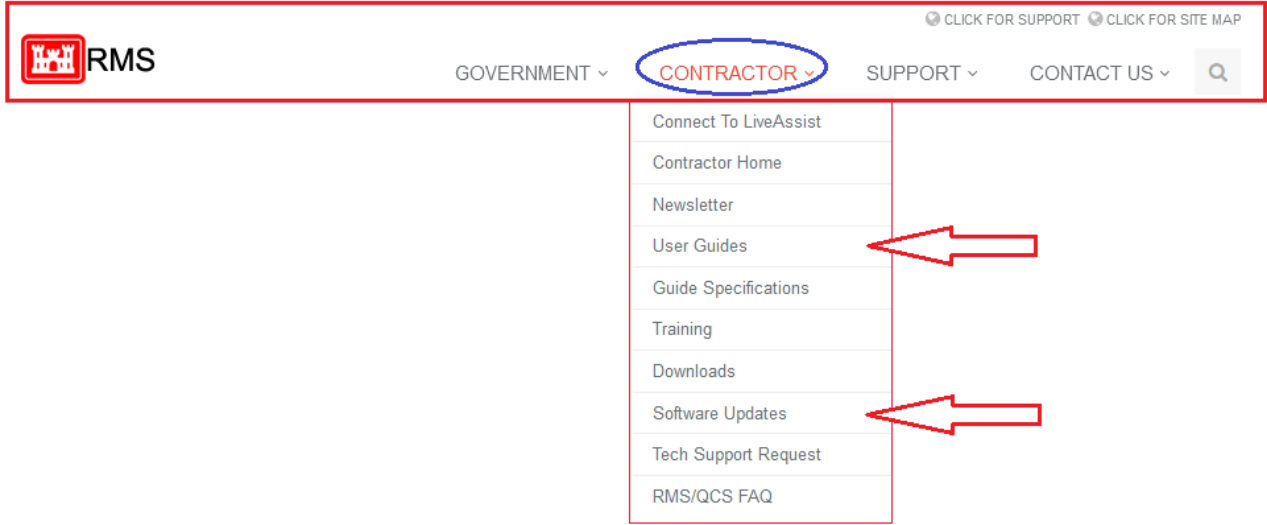
1.1 RMS Website

The RMS website can be reached by entering <https://rms.usace.army.mil> into any web browser. It is recommended that users NOT use Internet Explorer, as some features may not work with that browser. Below is a view of the top of the website using the Firefox web browser:



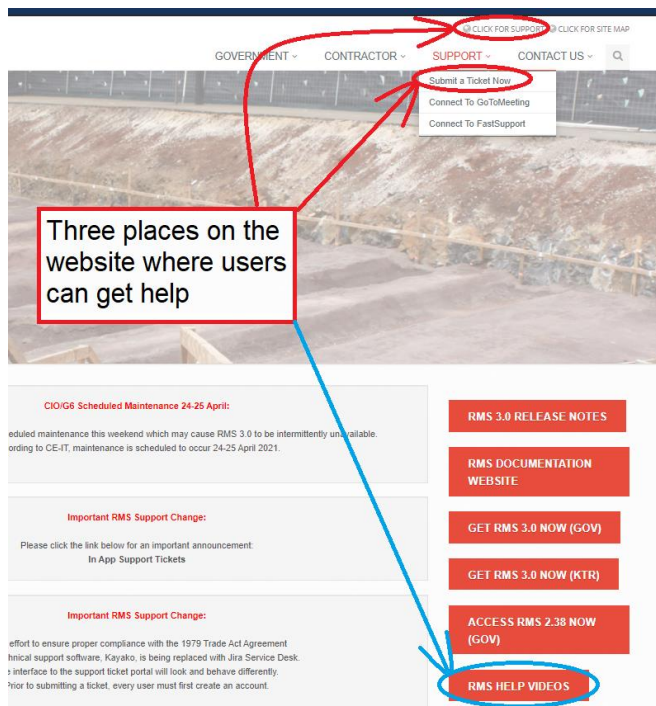
1.1.1 RMS Website Menu Options for Contractors

The Contractor’s home page on the RMS website is located at <https://rms.usace.army.mil/QCS>. Users can view contractor resources for RMS by selecting the "Contractor" drop-down at the top of the page from either the Main or Contractor home pages.



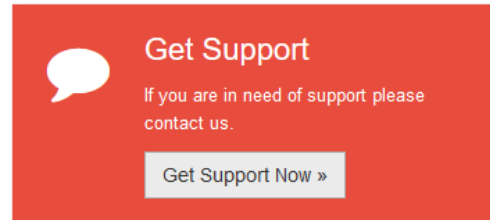
1.2 Getting Help

1.2.1 On the Website



On the website, there are multiple places that users may get help using RMS. As seen in the image on the right, users can get help through the RMS Support Center by [submitting a ticket](#) or by watching some of the [RMS help videos](#). The videos are around five minutes and give users explanations and instructions on how to do different tasks in RMS.

Users may also click on the [Get Support Now](#) button at the bottom of the website to go to the RMS Support Ticket area.

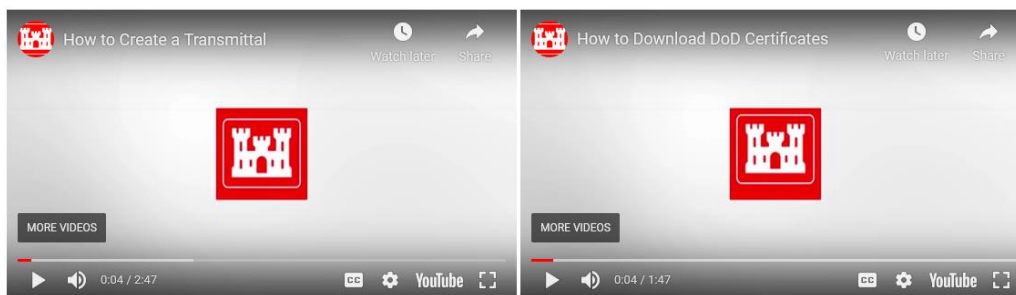


There are also many other resources that may help users found on the [RMS Documentation](#) Page. On the RMS documentation website page, users will see the user manuals for both the Government and Contractor versions of RMS. As well as various other helpful links for training, templates, or installation files. The page is

divided into three columns, topics related to the Government version of RMS only, the Contractor version of RMS only, and both Contractor and Government versions of RMS.

Government	Contractor	Government/Contractor
RMS 3.0 Government Manual Volume 1 (updated 03/26/2021)	NEW: RMS 3.0 Contractor Manual (updated 6/15/2021)	NEW: Submittal Process Power Point
RMS 3.0 Government Manual Volume 2 Finances (updated 03/26/2021)	How to Install RMS 3.0 Contractor Mode	Kelly McGavran's Help Files for USACE and Contractors
RMS 3.0 Government Manual Volume 3 (updated 03/26/2021)	How to Create an Account in RMS 3.0 Contractor Mode	Additional RMS 3.0 Training Videos
RMS Mobile Application Instructions	RMS 3.0 Contractor Mode Training Slides - Credit: Barry Pyles and Ann Sparks (Feb 2019)	
How to Request RMS 3 as a USACE Employee	Real Property Templates	
Complete Zip of Train the Trainer Files	DOD Military/CAC Certifications (See DoD Certificates Video Below)	
ACE-IT Fix for CAC not seen in Windows 10 (Requires ACE-ID)	QA/QC Deficiency Templates	
Download RMS 3.0 Government Launcher 29	Download RMS 3.0 Contractor Launcher 29	
NEW: Getting Started with Telerik Custom Reports Manual (added 06/10/2021)	RMS 3.0 Contractor Manual (updated 8/7/2020)	
NEW: Telerik Custom Report Training Video (added 06/10/2021)		

On this page there are also links to helpful online tutorial videos on posted on YouTube.



1.2.2 Help Menu in RMS

Online User Guide will open a web browser to the RMS Documentation Index Webpage (see section on [Online user Guides](#)).

RMS Website will open a web browser to the RMS Homepage where users can download the RMS software, check to see if RMS has any outages or notifications, and find other useful information.

Open Support Ticket will open a web browser and direct users to the Jira Web Portal. (See section on [RMS Helpdesk Support Tickets](#))

Check for Software Updates will check to see if the running version of RMS is the most current version and can be used when a user cannot log in.

Note: Users often create shortcut links that are saved on the laptop/computer *that does not point to the launcher*. This creates problems as the launcher will not automatically update the software for continued operations. *The Check for Software Updates button is available to alleviate this problem. When a new version of RMS is available, after clicking on the Check for Software Updates a dialog box will allow the user to confirm the download.*

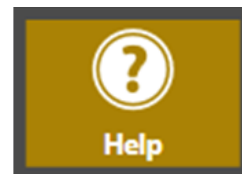
1.2.3 RMS Helpdesk Support Tickets

RMS support is offered through a Jira Web Portal. This web portal can be accessed in a variety of different ways. First, users may access the portal from within RMS. This can be done by using the navigation buttons in the top right of any view inside RMS. From the login screen or the map view, click on the RMS Support button. From Library Mode or inside a contract, click on the Help button.



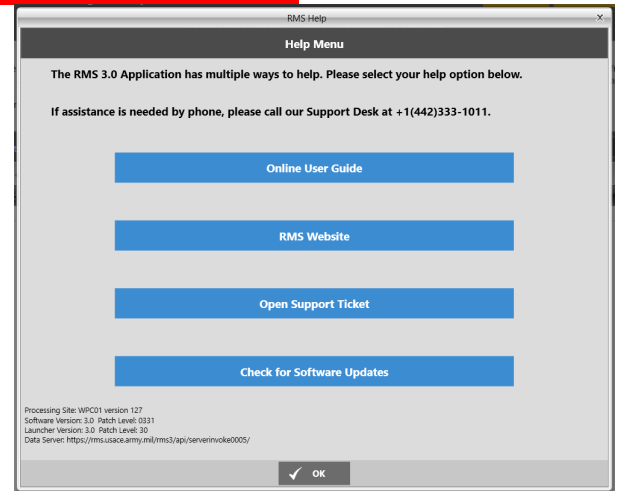
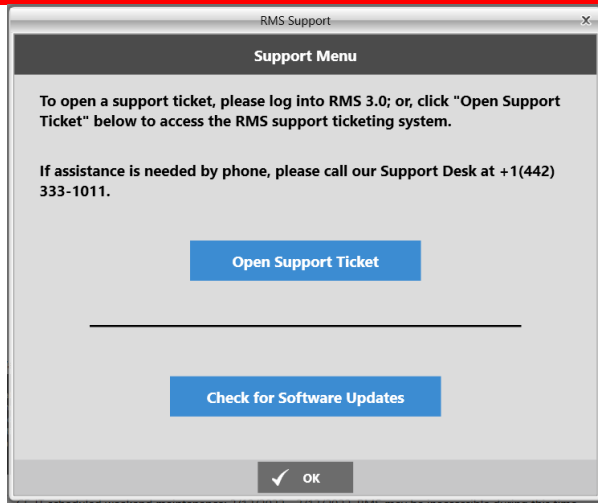
From the Login screen, click this button

If using the RMS Support button, the following window will display:



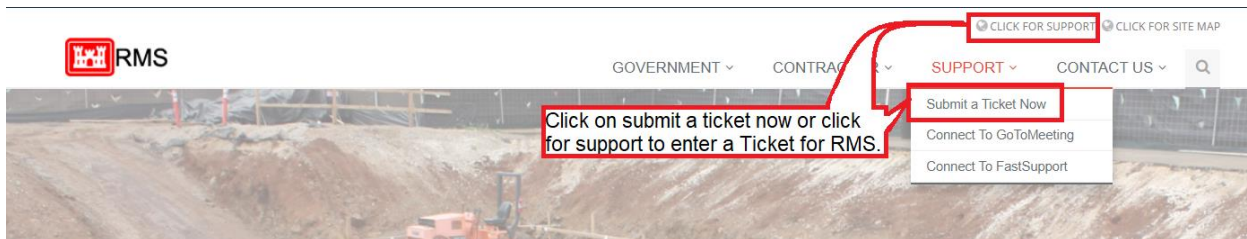
From within a contract, click this button

If using the Help button, the following window will display:

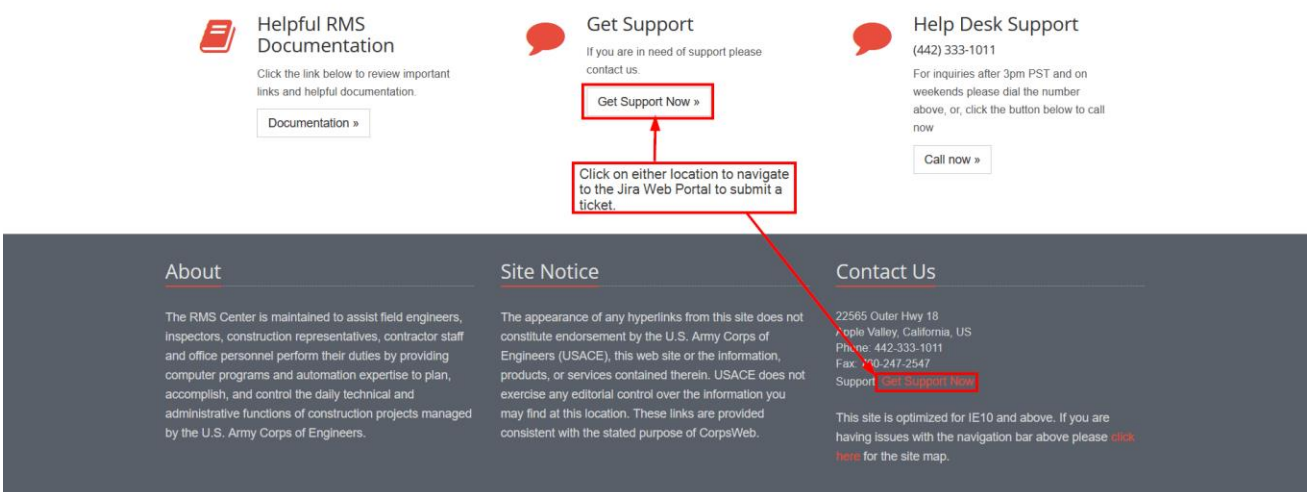


For either option, click on the *Open Support Ticket* button to open the [Jira Web Portal](#).

Another way to access the web portal is from the RMS Support Center Webpage (<https://rms.usace.army.mil/>), where there are multiple places to link to submit a ticket. Click on the *CLICK FOR SUPPORT* link in the upper right corner of the page, or select the *SUPPORT* drop down and choose *Submit a Ticket Now*.



There are also a few links at the bottom of the page, *Get Support Now*, as well:



All these options will open a webpage to the Jira Web Portal. Conversely, users may also call the RMS Support Center and have a support technician create the ticket for them by calling (442) 333-1011. This line is open 24 hours a day except on Government Observed Holidays.

1.2.3.1 Log in to Jira

When the user first opens the Jira Web Portal (<https://astrafirerms.atlassian.net/servicedesk/>), the user must login to submit or view tickets for RMS.

Note: The username and password for the Jira web portal are not the same as the user's RMS username and password. This username and password must be set by the user either through the Jira web portal or by calling in a ticket with the support center. (The support center does not create or set a password for this account, only the email address. Please see the section on [changing/setting the Jira account password](#) for how to set the password if an RMS support technician creates the account for the user).

For instructions on how to create a Jira account, please see the section on [creating a Jira account](#).

If a user has never logged into Jira before but has submitted a support ticket through RMS or had a ticket created for them by the RMS support staff after July 2021, then the user will simply need to enter the email address used for tickets in RMS and create/change the account password (sent to user's email address) to proceed with logging in.

1.2.3.2 Create a Jira Account

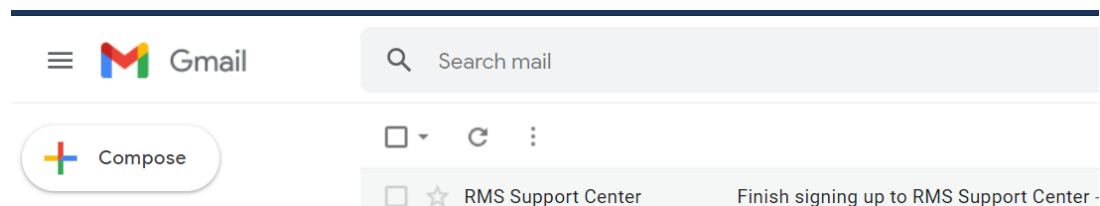
Otherwise, if a user has never submitted a ticket through RMS or had one submitted for them by an RMS support staff after July 2021, then the user will need to create a new account in the Jira Web Portal.

When the user first opens Jira, click on the [Sign up](#) link (seen below, left).

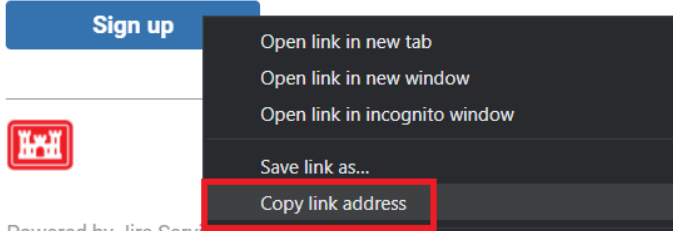
The image displays two side-by-side screenshots of the RMS Support Center interface. The left screenshot, titled 'Log in to RMS Support Center', features an email input field, a 'Next' button, and a 'Sign up' link. A red callout box with the text 'To create an account, click on Sign up' points to the 'Sign up' link. The right screenshot, titled 'Sign up', shows an email input field and a 'Send link' button. The text 'Enter your email address and we'll send you a private sign up link.' is visible above the input field.

Next, enter the email address to receive communications about RMS support tickets and click the [Send link](#) button (seen above, right).

Next, check the email for a link to finish signing up. It will look like the following:



Open the email and then click on the *Sign up* link and choose *Copy link address* (seen below).



After that, open Google Chrome (or other supported web browser, **not** IE) and paste it into the address bar and then hit the enter key on the keyboard.

Next, enter the user's name as it is to appear in Jira and enter/create a password. Last click *Sign up* to finish the process (seen on the right).

Next, proceed to [Submit a Support Ticket](#)

1.2.3.3 Change/Set Jira Account Password

If the user has not created or set a password yet, and did not receive a welcome email from the RMS Support Center, similar to the picture below:

□ ☆ RMS Support Center Welcome to the RMS Support Center - Welcome! You've been invited to RMS Support Desk portal

Then, enter the user's email used for past support tickets created after July 2021 in the email text box and click *Next* (seen below, left).

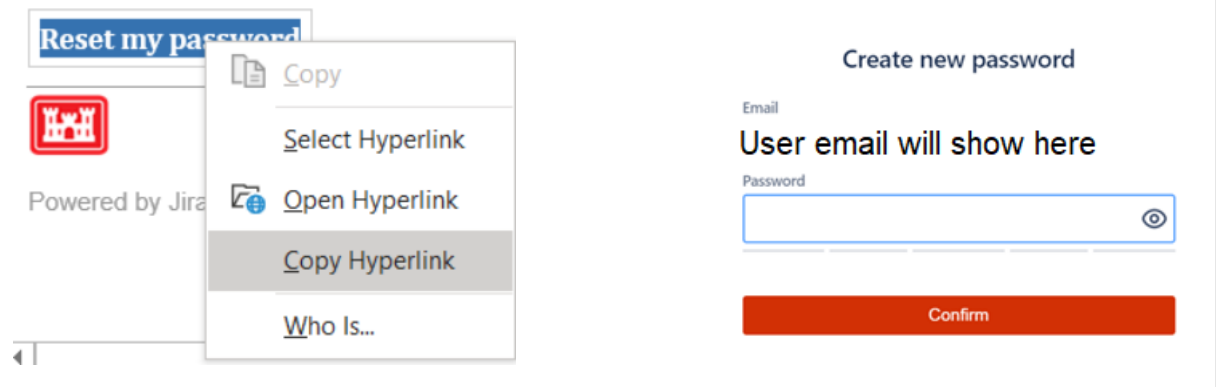
Need an account? [Sign up](#)

On the following screen, click on *Forgot your password* link. This will send an email to the email entered on the previous screen (seen above, right).

Navigate to the email account to find an email from RMS Support Center with the subject "Reset your password" as shown below.

□ ☆ RMS Support Center Reset your password - Hi, You requested a new password for

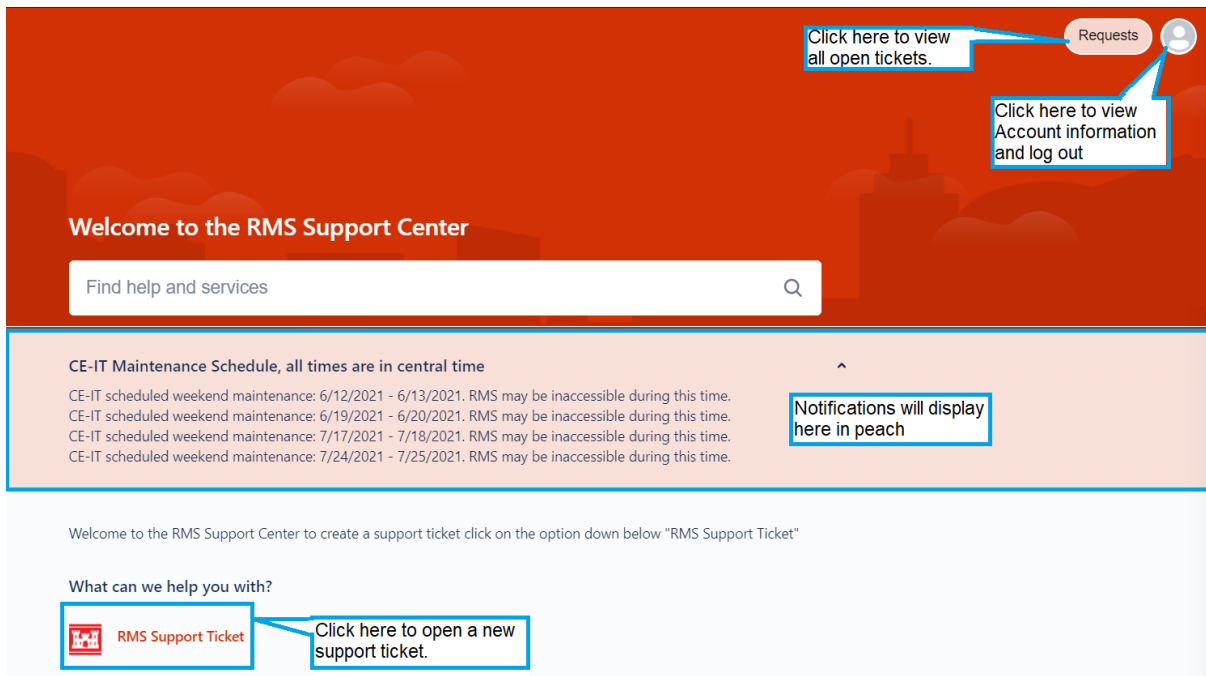
Open the email and right click on the box in the email that says *Reset my password* and then click on *Copy Hyperlink* (seen below, left).



Then open Google Chrome (or other supported web browser, not IE) and paste it into the address bar. Then press enter to continue to the page to change the account password. Enter a new password and then click on *Confirm* to proceed to the Support Ticket page (seen above, right).

1.2.3.4 Submit a Support Ticket

Once the Jira Web Portal has opened in the user's web browser, if the user has not logged into Jira in the past, please follow the instructions for [logging in to Jira](#). Otherwise, the following screen will display:



Note: Jira Web Portal is not supported on Internet Explorer, please use Google Chrome, Microsoft Edge, Mozilla Firefox, or another supported web browser to access Jira.

Once on the Jira Web Portal, to submit a ticket, click on the *RMS Support Ticket* link:



Fill out all requested information in the form (shown on the right).

The more information entered, the faster the issue can be resolved.

1.2.3.5 Viewing previously entered Support Tickets

To view tickets after submission, click on the requests button in the top right corner of the web portal. There are two options available:

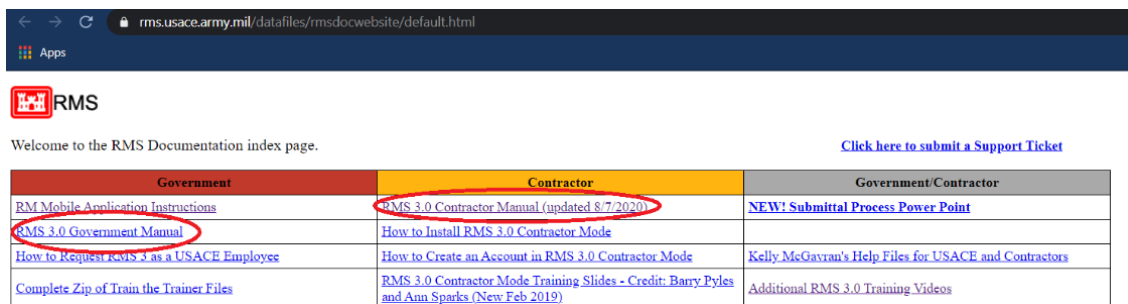
Created by me which shows tickets submitted by the logged in user or

All, which shows tickets created by the logged in user and tickets for which the logged in user is a requested participant. A requested participant is a user that has been added to the ticket either by the RMS support staff or the user that initiated the ticket.

Form fields and callouts:

- Summary ***: Enter a brief description of the issue in the Summary box
- Contract/Site ID**: If the issue is related to a contract, enter the contract ID here, the contract ID can be found in the [] in the upper left corner of the screen
- Phone Number**: [Empty field]
- Districts ***: Choose the district from the drop down list. This information is required for any ticket.
- Attachment**: Drag and drop files, paste screenshots, or browse. Callout: Use the browse button to add any attachments to the ticket.
- Description**: Enter a detailed description of the issue or question for which this ticket is being created. Add any details, steps taken prior to error message appearing, or description of the error message in question. The more information provided, the faster the RMS support center can provide an answer.
- Software Application**: Enter which version of RMS is being run by the user. 3.0 Gov or Contractor Modes.
- Send**: When all information is entered, click on send to submit the ticket.

1.2.4 Online User Guides



The user guides are available online on the RMS Documentation website, which can be found here: <https://rms.usace.army.mil/datafiles/rmsdocwebsite/default.html>

1.3 Operational Basics

RMS3 operates in one of two modes: Library or Contract. Each mode in RMS3 is further subdivided into "modules" represented by grey or colored tiles in their respective screens.

1.3.1 Library Mode



The first mode that is encountered after logging into RMS and selecting the prime contractor, is

the Library Mode. When RMS3 does not have a contract open, it is running in Library Mode. Access to information that impacts all contracts is accessible in the Library Mode. The Library Mode provides the following functions:

User Setting: Manage local cache settings and user preferences

Government Library: View Government Library entries

User Roles: Define User Roles

Contractor Staff: Manage Contractor Staff

1.3.2 Contract Mode

When a contract is opened in RMS3 it is in Contract Mode. Entering and modifying information related to a contract takes place in this mode. The tiles from Contract Mode are displayed below.

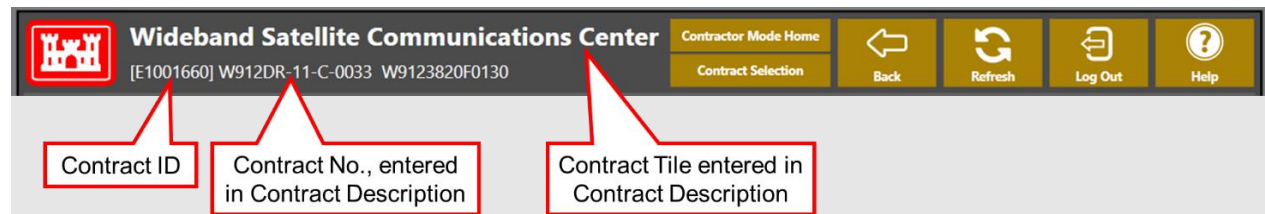


1.4 Screen Layout

All the screens in RMS3 have the same look and feel for menus, headers, buttons, etc. The tiles, buttons and widgets used throughout RMS3 perform the same function regardless of what screen they are located on.

1.4.1 Screen Header

The screen header shown at the top of most screens provides basic contract identification information (entered by the Government in RMS3/GM) and tiles for quickly moving between screens.



Contractor Mode Home	Return to Prime Contractor Selection list.
Contract Selection	Return to Contract Selection list.
Contract Menu	Return to Contract Menu screen.



Back saves and returns to the previous screen. There is no SAVE in RMS3; data is stored to the database upon entry. Clicking on *BACK* will also save/commit data to the database.

Note: Exiting RMS without clicking the back button will result in loss of data.



Refresh will redisplay the most current information. On occasion, screens may not immediately reflect entered data. When this occurs, click on *REFRESH* to update the data showing on the screen.

Note: If data entered has not been saved with the refresh button it will result in unsaved updates being lost. When using the "Refresh", if newly input data is not displayed, close and reopen RMS.



Log Out will log the user out of RMS3 and the user will return to the Login screen.



Help provides quick access to the RMS3 Online User Guide, RMS Website and RMS Support Ticket entry.

1.4.2 Table Customization

Table views are provided to assist with data review. These Table views are easily customized using the drag-and-drop technique. Views can be customized by clicking the column title and dragging the column title to the desired position in the table; group data according to column values in the table by dragging the column title into the grey row above the column header; filter the data displayed by clicking on the funnel widget in the column title and selecting the desired data filters from the drop-down selection box; order the data according to a column's value by clicking on a column title to change the order of the displayed data.

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

Contract/Delivery Order No.	Contract ID	Full Title of Contract	Office Name	Contract Stage
W9128F-16-D-0050 [E1002596]	E1002603	Financial Test Contract	Jenn's Office	Future
W912DR-07-D-0038 0002	E1002596	PAYEE OFFICE ID TEST	T2 Baltimore Test District	Future
W912123	E1002592	Frankford HTRW Interim Removal Action	EMDC Engineering	Active
	E1002590	Dredge Testing	Jenn's Office	Active

Annotations:

- Drag the column header to change column order.
- Drag and drop column title here to group.
- Click the funnel to filter by values.
- Click to change order by values.

Dragging column headers (notice that the Contract ID column is now the first column instead of the second column):

Note: Table customization is not saved when the module is exited. Columns that are shifted to view data is temporary and is not saved to a user profile. The user will need to customize tables each time they enter a screen.

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

Contract ID	Contract/Delivery Order No.	Full Title of Contract	Office Name	Contract Stage
E1002603	W9128F-16-D-0050	Financial Test Contract	Jenn's Office	Future
E1002596	[E1002596]	PAYEE OFFICE ID TEST	T2 Baltimore Test District	Future
E1002592	W912DR-07-D-0038 0002	Frankford HTRW Interim Removal Action	EMDC Engineering	Active

Grouping column headers:

Contract Selection

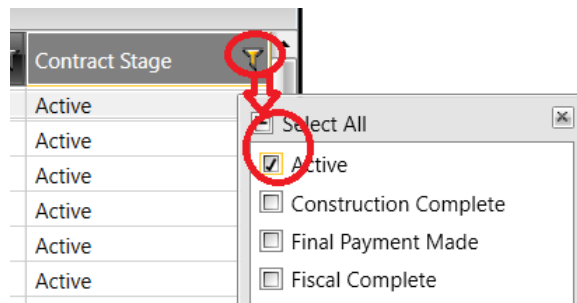
Grouped by: Contract Stage

Contract ID	Contract/Delivery Order No.	Full Title of Contract	Office Name	Contract Stage
▼ Active				
▼ Construction Complete				
▼ Final Payment Made				
▲ Fiscal Complete				
E1001867	W912DR-12-C-0030	Old Post Chapel Renovation	JBM-HH Resident Office	Fiscal Complete
E1001866	W912DR-10-D-0014 0004	Acoustical Improvements, Bldg. 61	JBM-HH Resident Office	Fiscal Complete
E1001862	W912DR-11-D-0021 0015	Building 1839 HVAC Upgrade	Harrisburg Area Office	Fiscal Complete

When grouping is used, to view contracts in each group, click on the down arrow for the group to be viewed. To remove the grouping, click on the column title in the grouping row and then click the X button.



Filtering columns:



1.4.3 Action Items Summary



Action items are tasks that the Government has identified critical to contract performance. The action level: High, Medium, Low, is also identified by the Government. The numbers in the boxes show the number of items that have not been completed. Click on a box to view the detailed list.

Contractor Action Items are the total of all items requiring completion by the Prime Contractor and its Subcontractors. *My Action Items* are the number of items requiring completion by the logged in user. The actions item dashboards have four colors associated with them and are described below.

- A red box indicates there is at least one High action item that is past due, with the possibility that there may also be medium and low action items past due as well.
- An orange box indicates there is at least one Medium action item that is past due, with the possibility that there may also be low action items past due as well.
- A yellow box indicates there is at least one Low action item that is past due.
- A green box indicates there are no action items past due.

My Action Items will be for those items that are pending due and have been assigned specifically to the user who is logged in. This is assigned in sections where a staff lookup field is set to the logged in user. For example, in the transmittals in review, the primary reviewer may be set to a specific user for each submittal item, as seen below:

Section	Item No	Description	SD No	Info Only	Primary Reviewer	Review Days
> '01 33 00'01 33 00	1		99	GA	User name	0

The box color indicates the existence of items within the 3 levels.

RED = One or more High Action Items

ORANGE = One or more Medium Action Items, no High Action Items

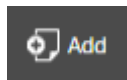
GREEN = No High or Medium Action Items

Government Action Items				Contractor Action Items				My Action Items			
All	Low	Medium	High	All	Low	Medium	High	All	Low	Medium	High
0	0	0	0	3,543	0	19	3,524	0	0	0	0

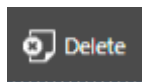
Contractor Action Items - All				
Item Type	Item Title	Action	Alert Level	Responsible Party Name
CLIN	CLIN Activities not Balanced	Balance CLIN Activities for: Priced Parent CLIN 0001	Medium	
Equipment	Equipment missing safety check date	Assign safety check date to: asdfasdf	High	
Feature	Feature has no activities assigned	Assign Activities to: ENVIRONMENTAL PROTECTION	High	

The blue tiles identify the number of actions in a category indicated and the priority. Click on a tile to view a filtered list of items of the type selected.

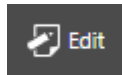
1.4.4 Button Operations Explained



Add/create a new item.



Delete/remove an existing item. Depending on the item, in addition to single deletions, there may also be options to delete more than one item at a time or all items in one step.



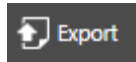
Edit/revise/modify an existing item.



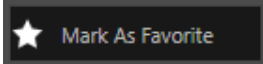
Expand the associated list of items.



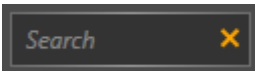
Collapse the associated list of item(s).



Export the table to an Excel file or an RMS report for external use.



Identifying a contract as a FAVORITE will display it in the Favorites list on the Contract Selection screen



Enter any part of the word(s) for which to search. Search will look at all columns on the screen. Search is case-sensitive. Click on the X to clear the search criteria.



Use this widget to open the selected item. Double-clicking on the item performs the same action.



This widget identifies an unformatted memo field. Type directly in the adjacent box or click on this widget to open a larger box in which text can be entered. There is no limit to the number of characters that can be entered.



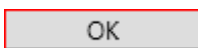
When a date is required, click on this widget to open a calendar from which to select the date.



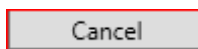
Use the funnel widget to filter/limit the data displayed in the table. The selections will vary depending on the data contained in that column. There is also the capability to build a simple logic filter to further refine the data displayed.



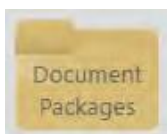
Clicking on a box containing this graphic will open a list displaying the items corresponding to the selected box.



Accepts the selected entry. Double-clicking on the entry performs the same action

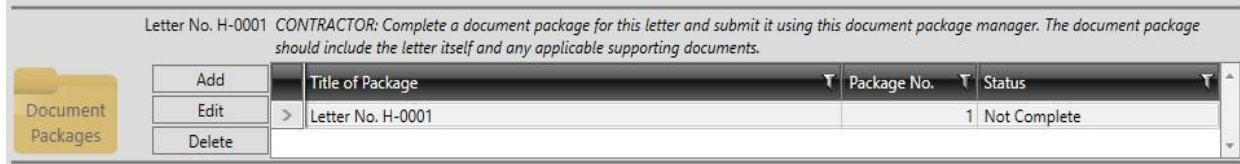


voids the selected entry/action.



Document packages are used extensively throughout RMS3 to facilitate the inclusion of supporting documents. See next section on Document Packages for detailed instructions on its use.

1.5 Document Packages



Document packages are used throughout RMS3 to facilitate signing, routing, approval and filing of supporting electronic documents. Document packages are typically created after completion of the data entry of a record; the system will create a new package and add a PDF copy of the form for the user to sign and submit to the Government. Once generated, document packages have the date set and can no longer be edited. There can be multiple packages per item and multiple files within each package. For example, a document package for a Correspondence Letter log entry contains both a PDF of the actual letter and a PDF with an enclosure. Another example, a QC Report with a package containing an electronically signed QC Report, PDF test results and site photos. Document packages can be shared packages for transmittals. One package contains the signed 4025 form required to submit the transmittal and a second package added after review that contains expanded Government remarks.

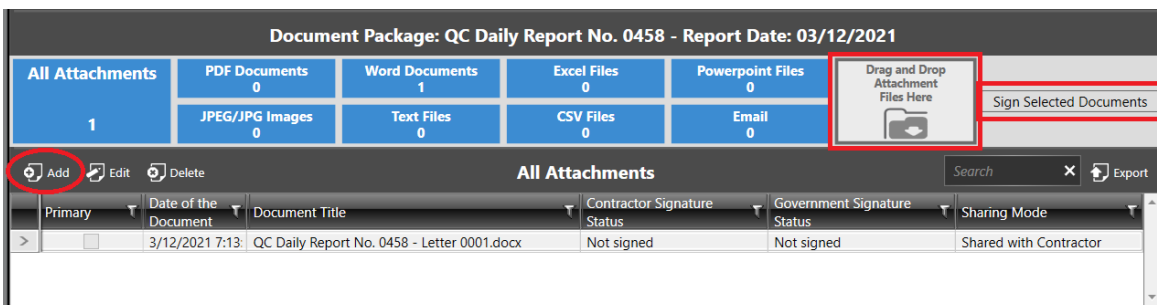
There are no limits to the number of attachments in a package. However, the maximum file size for any one attachment is 250Mb. There is no limit to the number of document packages that can be associated with an action.

Add: Add/create a new package.

Edit: Edit/modify an existing package.

Delete: Delete/remove an existing package.

1.5.1 Working with Document Packages



There are many types of files that can be attached. The blue tiles identify some examples of the more common file types that can be attached to the Document Package. Click on a tile to view the list of files of that file type that have been included in the Document Package.

Drag and Drop Attachment Files Here: Add documents to the Document Package either by dragging and dropping the file on the **Drag and Drop** tile or the attachment table; or by selecting **Add**.

Sign Selected Documents: Attached .doc/.docx (Word) and .pdf documents can be electronically signed in RMS3. A Common Access Card (CAC) is not needed to perform this action. Click on this button, then select the documents to be signed from the list that is shown.

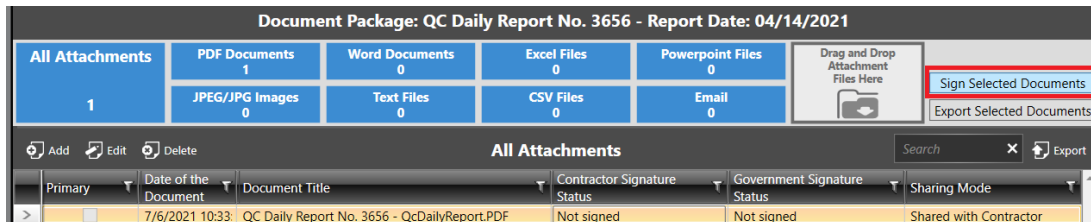
Export Selected Documents: To save attached documents outside of RMS3, click on this button,

then select the applicable documents from the list that is shown.

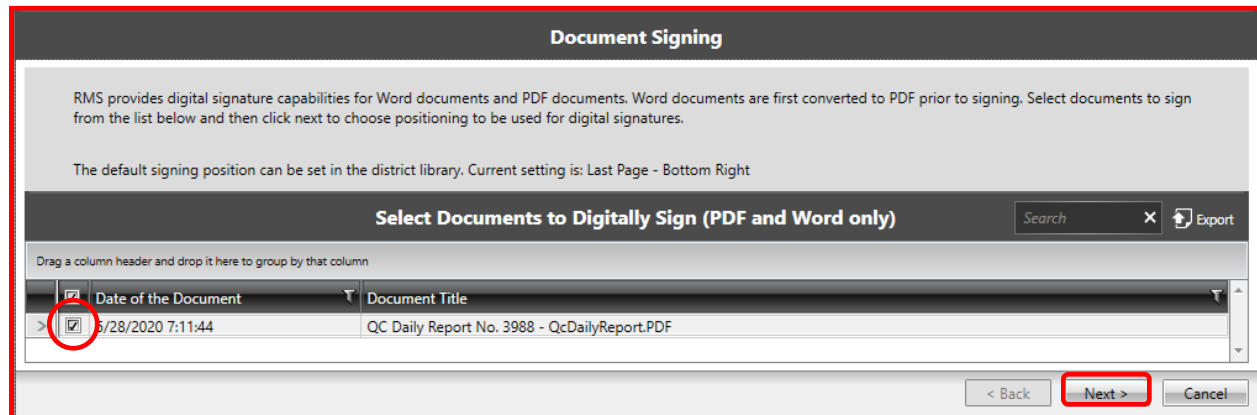
Note: The Government cannot see draft contractor documents and the Contractor cannot see draft government documents until they are marked complete.

1.5.2 Signing Documents

The process of signing the documents begins with document selection. Single click on at least one document in the document package, and then click on **Sign Selected Documents**.



Next, select one or more documents to be signed by placing a check in the box of all documents to be electronically signed in RMS3. Then click on the **Next** button. This action needs to be performed by the person whose signature will be added to the document. Once initiated, there is no means to change the signature name or select a name other than that of the logged in user. Once the document is signed, there is no way to remove the signature from the document. The document must be deleted, and the signature process started over.



If the signature requires a title, enter a document title in the box provided.

RMS3 will automatically place the signature in the appropriate location for the document being signed unless another position is manually selected. To select an alternate position, double click on the signature position box. A list of alternate signature locations will be displayed. Select the desired position and click **OK**. Click on **Finish** to complete the process.

Note: Once a document is signed, it can no longer be edited.

Document Signing

Default digital signature positioning has been assigned for each document to be signed. Change positioning selections as desired to control the placement of the signature on each document. Positioning options are configured in the Government District Library and are made available for signing documents. Click Finish to sign documents with settings as selected.

To include a title with the signature, enter it here

Use Signature Title for future signatures?

Assign Digital Signature Positions for Selected Documents

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

Document Title	Digital Signature Position
QC Daily Report No. 3482 - QcDailyReport.PDF	Civil QC Report - QC Representative

Document Signature Position Lookup

Document Signature Positions

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

Title
> First Page - Top Left
First Page - Top Right
First Page - Bottom Left
First Page - Bottom Right
Last Page - Top Left
Last Page - Top Right
Last Page - Bottom Left

OK Cancel Clear Selection

Document Date: 9/19/2018

Document Title: Letter No. H-0001 - sample1.docx

Description:

Manually signed by Contractor

Manually signed by Government

1.5.3 Document Details

Document Date: RMS3 automatically assigns the date in which the document is added to the Document Package. Click on the calendar widget to select another date.

Edit Document: This feature is only available on unsigned documents. Once a document is electronically signed in RMS3, the document is no longer editable. Editable document types in the Document Package are Word, Excel, PowerPoint, Text, and CSV. RMS3 will open the selected document in the program with which to edit it.

View Document: Select this button to open the document in Read Only/View mode.

Document Title: RMS3 automatically names the document with the package and file name. Although this field is editable, the Document Title is used to identify the document in PCF, so it is recommended not to change the prefix. Click in the box to change the title of the document.

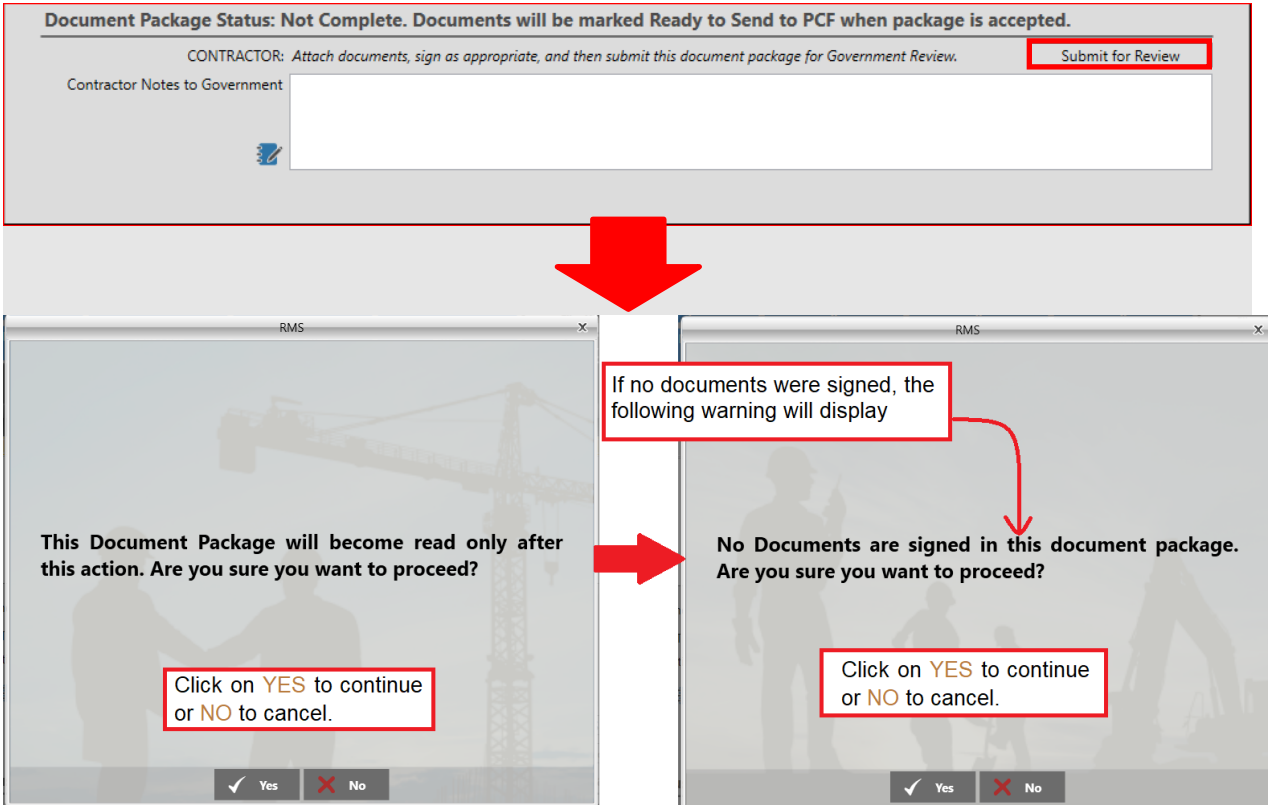
Description: This is a memo field that can be used to describe, summarize, or place notes about the document.

Manually signed by Contractor: Check this box if the document is signed, and the signature was placed outside of RMS3.

Manually signed by Government: This box will be checked if the document was attached to the Document Package by the Government and signed outside of RMS.

1.5.4 Submit for Review

Before the Government can act on a document package or complete an action to which a document package is attached, the document package must be completed. To indicate a document package is complete, click on the *Submit for Review* button.



When RMS detects that none of the attachments in the document package have been signed, a prompt will be displayed providing an opportunity to sign the attachments before completing the package. Take the time to ensure that all documents requiring a signature have been signed and confirmed in the Signature Status column to avoid having the package rejected.

The document package is now complete and ready to send to the Government. Click on the *BACK* button to return to the previous screen.

2.0 GETTING STARTED

The first step is to determine if the contract requires the use of RMS 3.0/CM as mandatory. To do this, thoroughly review the project specifications to identify if section 01 45 00. 15 10 Resident Management System Contractor Mode (RMS CM) is part of the contract. When a contract includes this section, use of RMS3/CM is mandatory. Also check for any other custom edited specifications making the use of RMS3.0/CM mandatory.

Next, identify an RMS Administrator for the appropriate contract/organization to get started with RMS3/CM. The RMS Administrator is the person who will be responsible for managing users' access and assisting users with downloading and installing the application. Provide the determined administrator's name and email address to the designated USACE Representative. Once the RMS Administrator is identified, he/she can proceed to download and install the RMS3 application, and subsequently provide access to additional users assigned to the contract.

Note: The IT Department may not be the best source for the RMS Administrator, as the Administrator needs to understand the relationship between the operations necessary to manage and maintain the contract and the people needed to perform those operations.

The RMS Administrator will be responsible for setting up User Roles for the Contractor and to Add Contractor Staff to the contract.

The minimum system requirements are:

HARDWARE	
Windows-based PC	Intel i3 or- AMD A6 3650; 1.7 GHz or higher processor (REQUIRED)
RAM	8 GB
Hard drive disk	100 GB space for sole use by RMS system
Monitor	Screen resolution 1366 x 768
Windows compatible printer	Laser printer must have 4 MB+ of RAM
Connection to the Internet	minimum 10 Mb/s per use
SOFTWARE	
MS Windows	Windows 10 Windows 8 64-bit (RMS requires 64-bit OS) or newer (REQUIRED)
Document Viewing Software	Viewer for MS Word 2013, MS Excel 2013 or newer (REQUIRED)

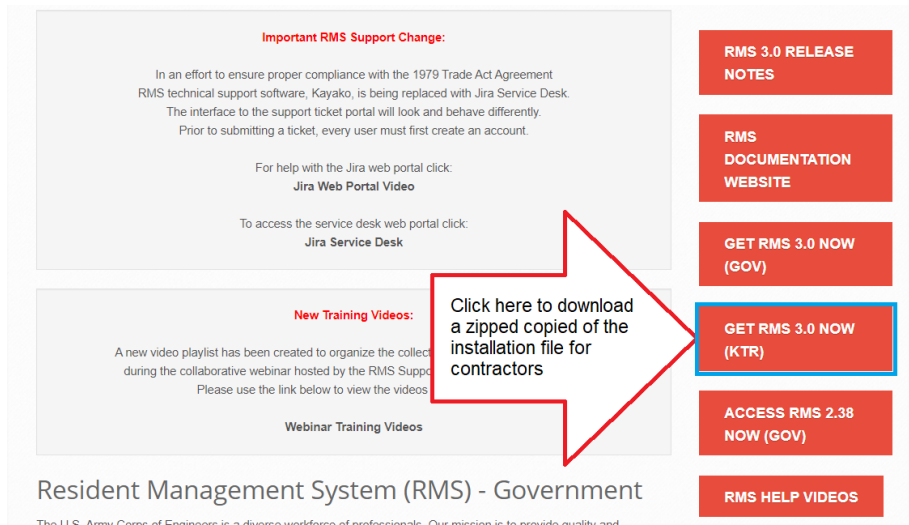
Note: There may be instances when this specification was not included, either intentionally or by oversight. When this occurs, consult with the designated USACE Representative, as serious consideration to using RMS3/CM for contract management should be discussed. RMS3/CM was developed specifically for use on USACE contracts, its use provides a tremendous benefit in assisting with contract compliance with contract's quality control requirements. The use of RMS3/CM will save time and money and can be implemented with no additional cost to the contract.

2.1 Download and Install the RMS3 Launcher

2.1.1 What is RMS3 Launcher?

RMS Launcher is the first program that runs when the RMS3 desktop icon is clicked. The RMS3 Launcher will automatically install RMS3. The Launcher checks the RMS servers for the latest

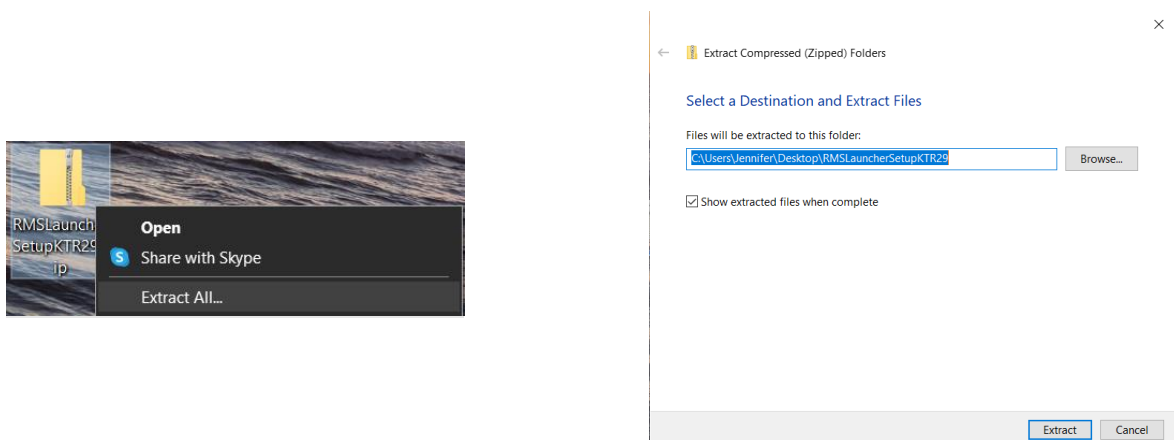
application updates and automatically updates software to the latest patch. The launcher can be downloaded from the website at <https://rms.usace.army.mil/> by clicking on the red box that says **GET RMS 3.0 NOW (KTR)**, or download the launcher from the following link <https://rms.usace.army.mil/datafiles/rmsdocwebsite/files/RMSLauncherSetupKtr29.zip>



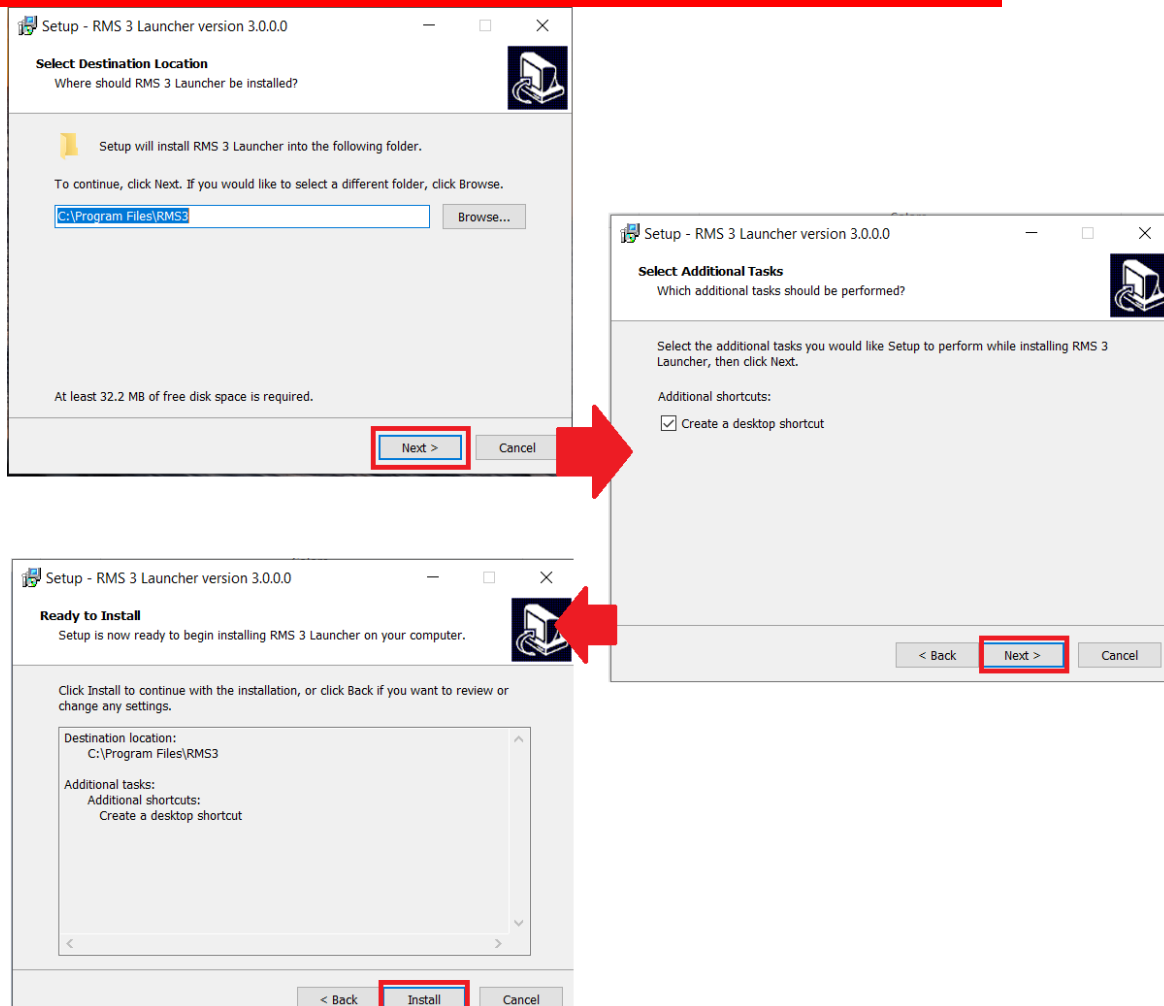
Contractors do not need to wait for the Government to set up a Prime Contractor for a contract before installing and registering an account in RMS3/CM.

Note: Copy and paste the above link into a web browser (chrome, edge, etc.) and press enter. This link will download a zipped copy of the RMS launcher for contractors, save it somewhere that is easily found. (If it does not ask where to save it, it should save to the downloads folder).

After saving the file, navigate to the file location. Right-click on it, then choose extract all (extract the files to the desktop or documents folder for convenience)

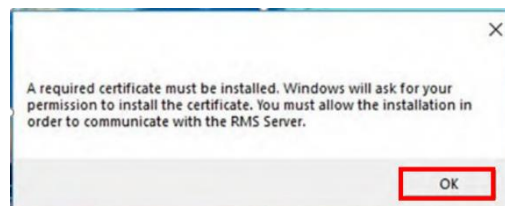


Navigate to the extracted folder and run the RMSLauncherSetupKtr29.exe file, by double clicking on it. During the installation, accept all the default options, and click *finish* when done.



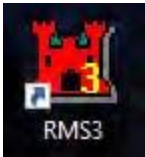
Note: Installation will require Administrator privileges on the computer to execute. Follow these steps to install RMS3 on all computers on which RMS3 will be used.

After installing the software, users must install the DOD certificates. This can be done by launching RMS and clicking on OK when the message for required certificates is displayed.



After clicking OK, a new message will display, letting the user know that an installation is about to take place. Choose YES to install the DOD certificates.

2.2 Create Account



Look for the RMS3 icon on the desktop and double-click on it. This will complete the installation of RMS3. If prompted with certificate or security warnings, reply **OK** or **Yes** to allow the installation to continue.

Step 1. Create an account login and password. All new users will need to follow these steps to set up a user account. This only needs to be done once. Once a user has created an account login and password, the new user will be able to run RMS3 on any computer that RMS3 has been installed.

Note: The email address entered is used to create the account login and the email that is used to access RMS while logging in. RMS3 uses the email address for registration, as well as subsequent account verification.

RMS 3.0 Login

Smart Card Select Certificate

Click here to get started

New User Registration

This option is for the registration of new users who do not have a DOD issued smart card. If you have a DOD issued smart card then you should exit this view and simply attempt to login. If you do not have a smart card, then use this view to setup a new account for manual registration. Your user id is the email address used to create your account. For better security, your password will have to be registered via a registration code which will be emailed to you.

Complete these data fields, then click on the **Create Account** box.

First Name

Last Name

Email Address

Password

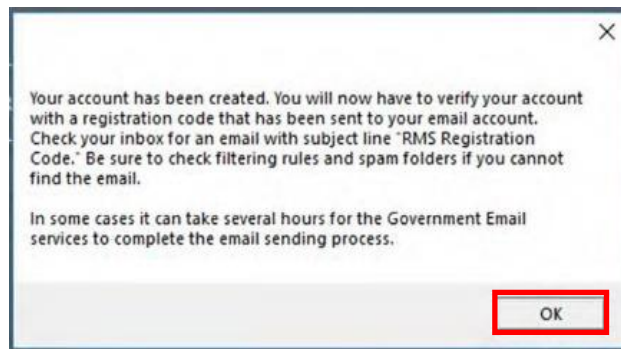
Password Confirmation

Passwords require the following complexity requirements:

- 15 Characters or longer
- 2 Uppercase
- 2 Lowercase
- 2 Numeric
- 2 Special Characters
- Must start with an uppercase or lowercase letter
- Cannot contain four consecutive alphabetic characters in any order (Eeee or ThAt)
- Cannot contain repetitive characters (AA, ==, bb, 44)
- Do not use a dash - as the last character of the password
- Only contains these special characters - _ = ^ | :

The below randomly generated passwords are valid and can be used as a new password. (Close and reopen this window to receive a new set of password examples.)

Example 1	Vb^kY^Gtp7bqC5t	Example 2	vj3 tv6nWm8Jkq_
Example 3	nh-AM6E_Uv4m7db	Example 4	wd_cPH4aq8v=6rN
Example 5	KJ2vb ZCX^VM7Ad	Example 6	PHu2F_h3Bw6W-Jn



Step 2. Verify newly created account.

A registration code will be sent to the email address entered at new user registration.

Copy and submit the registration code in the field as shown below.

Account Verification Required

Every computer that you login to must be validated one time. An email has been sent to your registered email address. Check your email for a subject of "RMS Registration Code". Copy the registration code from that email and paste it in here to complete the verification for this computer.

In some cases it can take several hours for the Government Email services to complete the email sending process.

Registration Code

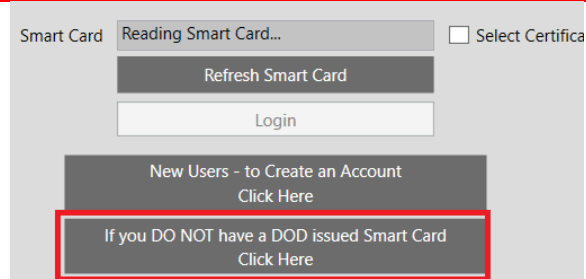
If you cannot find the registration email, click the button below and a new registration code will be sent to:

Email Account on File

Verification Successful! Your account is now ready for login. You should contact your administrator for permission to contracts and data.

2.3 Log into RMS3/CM

Users without DoD issued smart cards must login using the email address and password. Click on the box to change the login screen.



Smart Card Reading Smart Card... Select Certificate

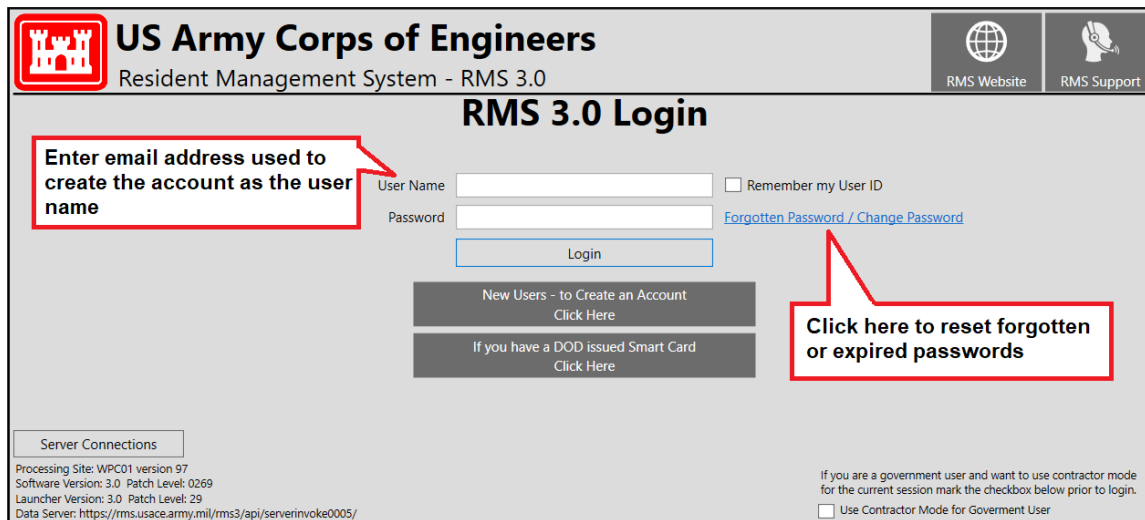
Refresh Smart Card

Login

New Users - to Create an Account
Click Here

If you DO NOT have a DOD issued Smart Card
Click Here

Enter the email address and 15-character password used to register the account, then click on the Login button.



US Army Corps of Engineers
Resident Management System - RMS 3.0

RMS Website RMS Support

RMS 3.0 Login

Enter email address used to create the account as the user name

User Name Remember my User ID

Password [Forgotten Password / Change Password](#)

Login

New Users - to Create an Account
Click Here

If you have a DOD issued Smart Card
Click Here

Click here to reset forgotten or expired passwords

Server Connections

Processing Site: WPC01 version 97
Software Version: 3.0 Patch Level: 0269
Launcher Version: 3.0 Patch Level: 29
Data Server: <https://rms.usace.army.mil/rms3/api/serverinvoke0005/>

If you are a government user and want to use contractor mode for the current session mark the checkbox below prior to login.
 Use Contractor Mode for Government User

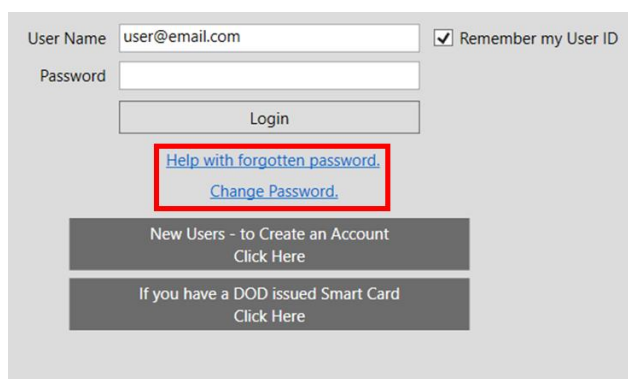
2.3.1 Account Lockout

When users enter an incorrect password three more times, the user's account becomes locked. If the user's account is locked, the only way to unlock the account is to change the user's password. See section on [Forgotten Password / Reset Password](#).

2.3.2 Forgotten Password / Reset Password

RMS passwords must be changed every 90 days. Users are not allowed to reuse the last 5 passwords.

From the login screen, click on *Help with forgotten password.* or *Change Password.* to start the process of changing the user's password.



User Name Remember my User ID

Password

Login

[Help with forgotten password.](#)

[Change Password.](#)

New Users - to Create an Account
Click Here

If you have a DOD issued Smart Card
Click Here

Next, click on Request Password Reset Code.

The user will then need to check the email account listed in the Email Address textbox to get the password reset code. Copy that code into the box for the password reset code (see figure below).

A password reset email has been sent. Check your inbox for an email with subject line "RMS Password Reset Code." Be sure to check filtering rules and spam folders if you cannot find the email.

In some cases it can take several hours for the Government Email services to complete the email sending process.

OK

If you have forgotten your password or if you need to change your password then you will need a password reset code. You can use this view to request that a password reset code be sent to your email account on file. Once you receive the password reset code, you can enter it on this view and create a new password for your account.

Step 1.

Email Address:

Password Reset Code:

New Password:

New Password Confirmation:

Step 3. Click on this button below,

if not available, password is not acceptable

Passwords require the following complexity requirements:

- 15 Characters or longer
- 2 Uppercase
- 2 Lowercase
- 2 Numeric
- 2 Special Characters
- Must start with an uppercase or lowercase letter
- Cannot contain four consecutive alphabetic characters in any order (Eeee or ThAt)
- Cannot contain repetitive characters (AA, ==, bb, 44)
- Do not use a dash - as the last character of the password
- Only contains these special characters - _ = ^ | :

The below randomly generated passwords are valid and can be used as a new password. (Close and reopen this window to receive a new set of password examples.)

Example 1	CH-YC7c_BKQ8neF	Example 2	Qa3-fe6Ea7dj3Gt
Example 3	Jc^4eHZ7VP3PvN	Example 4	Xj3dy2G7=a4D^EX
Example 5	RU_m^Xa5bc3pa3M	Example 6	BG-A-uZ5ND5HX3q

After the reset has been copied, create, or copy a suggested password in the password boxes.

Note: If the reset code is incorrectly copied three times, the account is locked for 15 minutes. After 15 minutes has elapsed, users must request a new password reset code.

Note: If either the *New Password* or *New Password Confirmation* boxes are outlined in red, the passwords either don't match or don't meet the complexity requirements.

15 Characters or longer
 2 Uppercase
 2 Lowercase
 2 Numeric
 2 Special Characters
 Must start with an uppercase or lowercase letter
 Cannot contain four consecutive alphabetic characters in any order (Eeee or ThAt)
 Cannot contain repetitive characters (AA, ==, bb, 44)
 Do not use a dash - as the last character of the password
 Only contains these special characters - _ = ^ | :

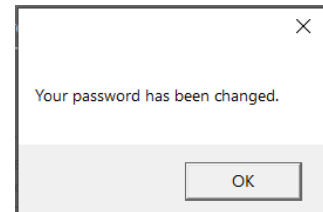
Note: Password complexity must follow these standards EXACTLY, see image on the right.

Once the passwords match and the complexity is met, the *Submit Password for Reset* button will

become selectable, click on that to complete the password change process.

Then proceed to login using the new password.

Note: Users must follow USACE regulations with regards to password protection. Do not write down passwords and do not store passwords on-line without encryption.



2.4 Prime Contractor Selection

After logging in, individuals working for more than one contractor will see a list of available prime contractors from which to choose. If a Prime Contractor is not displayed on the list, click on *Update* to refresh the screen. This will take a few minutes to update.

To continue, select the Prime Contractor for the contract in which to be worked.

Note: If the Prime Contractor is not showing in the user's list, then there are three possible causes for this issue. First, the user has not "Updated" the list by clicking on the Update button (above screenshot). Second, the user's email added in the Contractor Staff does not match the email used to log in to RMS (for example, the email has extra or missing letters/numbers in the Contractor Staff, or it is a different email entirely). Last, the user's email has not been added to the Contractor Staff List. For instructions on how to add users to the contractor staff list, please see the section on [Adding Staff to a Contract](#)

3.0 LIBRARY MODE

After logging in and selecting the Prime Contractor, the screen then displays the Library Mode. *Library Mode displays actions for all the contracts for that specific user.* Use the modules in this area to view the Government Library, create user permission settings, and identify contractor staff.

The screenshot shows the top navigation bar of the RMS3/CM interface. The header includes the logo for 'The Ranger Group, LLC' with ID 'E1000118'. Navigation buttons include 'Contractor Mode Home', 'Back', 'Refresh', 'Log Out', and 'Help'. Below the header are tabs for 'User Settings', 'Government Library', 'User Roles', and 'Contractor Staff'. The main content area is divided into 'Favorites' and 'Recent' sections, each displaying a list of contract entries with their IDs and titles. Below this is a 'Contract Selection' table with columns for Contract/Delivery Order No., Contract ID, Full Title of Contract, Office Name, and Contract Stage.

Contract/Delivery Order No.	Contract ID	Full Title of Contract	Office Name	Contract Stage
[E1000821]	E1000821	National Museum of the US Army	Capital Area Integrated Program	Future
[E1001316]	E1001316	Tobyhanna FUDS RA	Detrick Resident Office	Future
[E1001574]	E1001574	PFPA MEF Entrance and Corridor 8	PFPA Project Office	Active

The *Library Mode* modules are:

User Settings: Use this area to adjust Local Cache settings and to set User Preferences.

Government Library: This area contains data sets that are used in all contracts set by the Government to ensure consistency in both RMS3/CM and RMS3/GM. This module is READ ONLY in RMS3/CM.

User Roles: Use this area to define the type and extent of access to RMS3/CM modules. Only users identified as Administrator have access to this module.

Contractor Staff: This area is used to identify all users with access to RMS3/CM. The Government's District Administrator also has access to this module. Only users identified as Administrator have access to this module.

Note: If a contract is not showing in the list that should show, see the [note](#) in the [Contract Selection](#) section.


3.1 User Settings

This screenshot shows the top navigation bar of the RMS3/CM interface, similar to the previous one. The 'User Settings' tab is highlighted with a red box, indicating it is the selected module.

This screenshot shows the 'RMS User Settings' page. The page title is 'RMS User Settings' and it includes a sub-header: 'The RMS User Settings menu contains various user settings for the RMS 3.0 application.' Below this is a list of settings, with the 'User Settings' item highlighted in a blue box and containing the text: 'Local cache settings and other preferences for the logged in user.'

User Settings

Local Data Cache Settings

Restore Default Settings Unlimited Cache 

Current Cache Size Available Cache Space

User Preferences

Automatically select the last used Module/Submodule from the contract menu when opening a contract for all of my RMS Sessions

Automatically select the last used Module/Submodule from the contract menu when opening a contract for my current RMS Sessions

Subscribe to RMS contractor updates and news email list

3.2 Government Library

The Ranger Group, LLC
E1000118

Contractor Mode Home Back Refresh Log Out Help

User Settings **Government Library** User Roles Contractor Staff

Government Library

Work Categories A District level collection of Work Category Codes.	Specification Sections Specification Sections	Submittal Types District level collection of Submittal types, their abbreviations, and full titles.	Contractor Trades A District level collection of Contractor Trades.
Labor Classifications Labor Classifications and their Occupational Codes.			

The 5 modules in this area represent data sets that are common to both RMS3/CM and RMS3/GM. They are editable only in RMS3/GM. If data needed is not included in the library, contact the designated USACE Representative to request an addition to the library.

The *Government Library* module consists of:

Work Categories: Categories found here can be used to further sort and filter activities. Users should consult the appropriate USACE Representative for the contract if work categories not already included in the library need to be referenced.

Specification Sections: This module contains lists of the specification sections found in the Unified Facilities Guide Specifications (UFGS). Since the format of the specification number has changed over time, there are 3 lists representing the numbering formats: MasterFormat 1995, MasterFormat 2004, MasterFormat 2014. If a specification section is used or created (design-build contracts) that is not found in one of the lists, notify the contract's USACE Representative and provide the information to be added to the library.

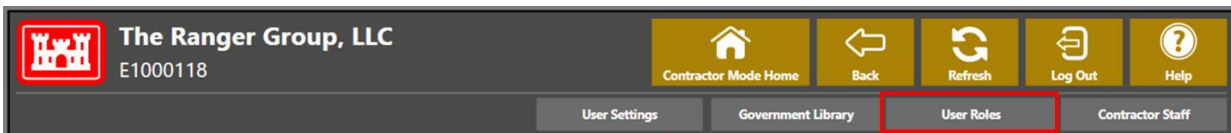
Submittal Types: The 11 types of submittals (SD No.) as defined in [Section 01 33 00 Submittal Procedures](#) are listed here. Types 01 thru 11 are not editable in either RMS3/CM or RMS3/GM. When creating a submittal section from scratch (design-build contracts), assign it to one of the types found in the library. Types other than these may also be added by the District Office and

are exclusive to the District. Consult with the designated USACE Representative before using these or if a type not listed is needed.

Contractor Trades: Frequently used contractor trades are listed here. All required subcontractors should be associated with a trade from this library. See the section on [Administration | Subcontractor](#). Notify the designated USACE Representative if a trade needed is not found in the library.

Labor Classifications: Commonly used Davis-Bacon Act labor classifications as defined by the Dept. of Labor are listed here. This information is needed when reporting labor hours on the QC Daily Report. Notify the designated USACE Representative if a needed labor class is not found in the library.

3.3 User Roles



User roles are used to identify the areas within RMS3 to which an individual has access and the extent of the access allowed. Every user on every contract must be assigned a user role. A user may have different user roles on different contracts. There are 3 levels from which to choose:

No Access—The user has no access to the data. Data cannot be seen or edited.

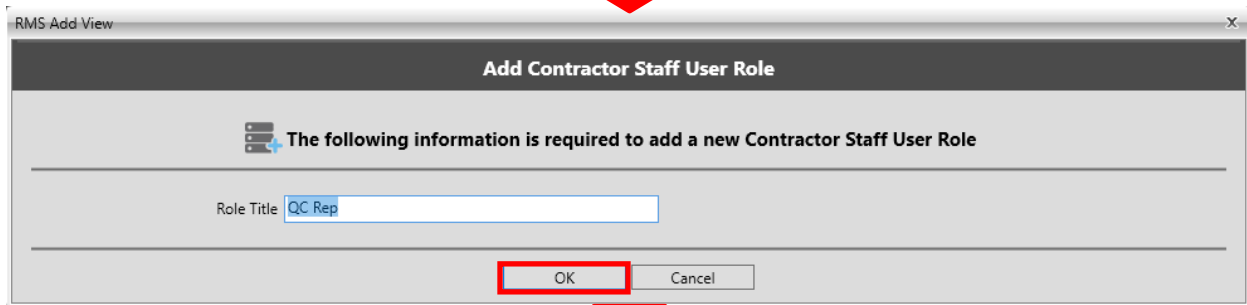
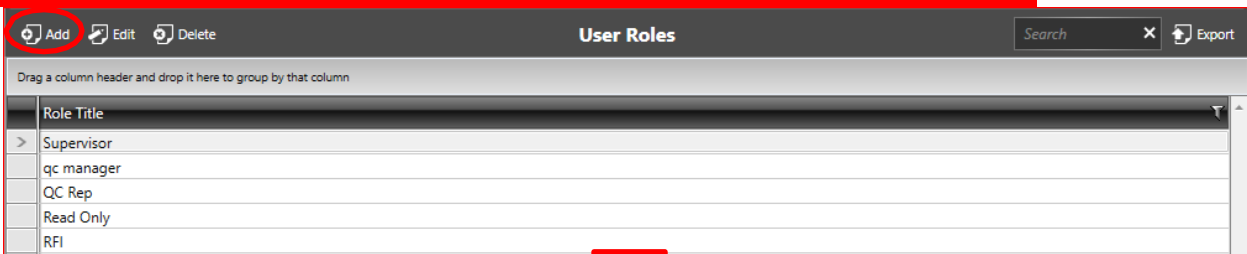
Read-Only Access—The user can see the data but cannot edit the data.

Read/Write Access—The user has unlimited access to the data, including edit capability. Individuals identified as an Administrator need not be assigned any other role. However, all other staff members must be assigned a user role. Assignment of a user role to a staff member is contract-specific. See the section on [Administration | Contract Access Control](#) for directions on how to add user roles to specific users. There is no limit to the number of roles that can be added to the User Role library.

3.3.1 Add User Roles

Click on **Add**, enter a title to be associated with that role, then **OK**.

Recommendation: Assign titles to the user roles that provide sufficient description of the function that User Role will have on the contract.



Assigning a single access level to all areas is simplified by using one of the buttons at the top. Otherwise, accessibility can be customized for each User Role that is created. Click on the down arrow in each selection box and pick the desired level of access for that User Role. Access levels to the various areas in RMS3 may be assigned in any combination.

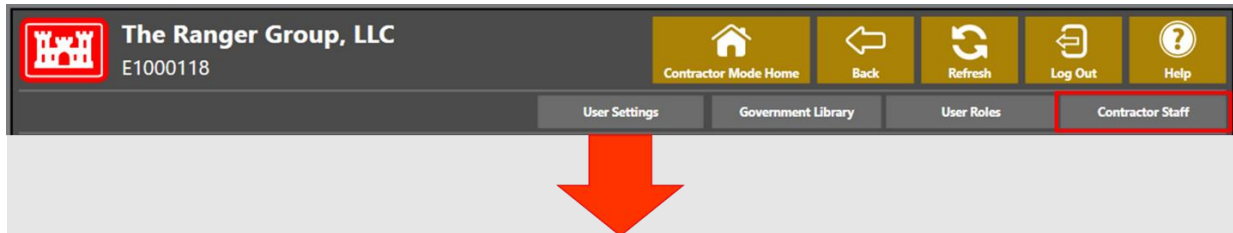
Once the level of access is selected, accessibility is also graphically identified by a yellow or green checkmark, or a red X as seen on the right.

3 Phase Inspections	Read Only Access	✓
Hazard Analysis	Read & Write Access	✓
QC Requirements	No Access	✗

User Role		
User Role Title		
Role Title	PR USER ROLE	
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Assign all as No Access Assign all as Read-Only Assign all as Read/Write </div>		
Administration - Permissions		
Contract Description - General Information	Read & Write Access	✓
Contract Description - Location/Coordinates	Read & Write Access	✓
Contract Access Control	Read & Write Access	✓
Correspondence - Prepare/Draft Correspondence	Read & Write Access	✓
Correspondence - Approve Outgoing Correspondence	Read & Write Access	✓
Request for Information - Prepare/Draft RFI Response	Read & Write Access	✓
Prime Contractor	Read & Write Access	✓
Contractor Staff	No Access	✗
Subcontractors	Read & Write Access	✓
Contractor Insurance	Read & Write Access	✓
Contractor Payrolls	Read & Write Access	✓
Contractors On Site	No Access	✗
Finances - Permissions		
Future Contract	Read & Write Access	✓
Pay Activities	Read & Write Access	✓
Progress Payments - Enter Requested/Allowed Activity Earnings	Read & Write Access	✓
Progress Payments - Requested Earnings Completed	Read & Write Access	✓
Quality Control - Permissions		
QC Daily Reports / QC Summary	Read & Write Access	✓
Features of Work	Read & Write Access	✓
3 Phase Inspections	Read & Write Access	✓
Hazard Analysis	Read & Write Access	✓
QC Requirements	Read & Write Access	✓
Equipment Checks	Read & Write Access	✓
Dredging Equipment	Read & Write Access	✓
Exposure Hours	Read & Write Access	✓
Submittals - Permissions		
Contract Specification Sections	Read & Write Access	✓
Submittal Register	Read & Write Access	✓
Transmittal Log	Read & Write Access	✓
Schedules - Permissions		
Activity Schedule	Read & Write Access	✓
Feature Schedule	Read & Write Access	✓
Closeout - Permissions		
Warranty Tracking / Inspections	Read & Write Access	✓
Import/Export - Permissions		
Import Submittal Register from SpecsIntact/Excel	Read & Write Access	✓
NAS (SDEF) - Import Schedule	Read & Write Access	✓
NAS (SDEF) - Import Pay Request	Read & Write Access	✓

Click on the **BACK** button when done.

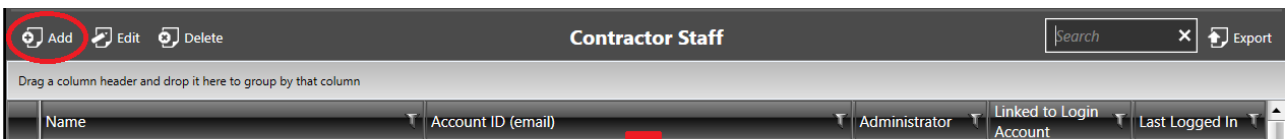
3.4 Contractor Staff



The Government must add the first Contractor Staff member to RMS3 for the contractors. Provide the designated USACE Representative with the name and email of the person who will be a contractor “Administrator”. Once an Administrator is added and has successfully linked to an account, the Administrator can add other contractor staff, create User Roles, and assign roles to staff. While there may be more than one Administrator, an Administrator will have unlimited access to all areas within RMS3/CM so the assignment of this role should be limited and carefully considered. It might be favorable to have a secondary Administrator if the Primary Administrator is unavailable.

3.4.1 Add Contractor Staff

Click on **Add**, enter the registered email of the new staff member, then **OK**.



Click on the **BACK** button when done. Every RMS3 user must have his/her own username and password. New staff can be added at any time. After a new user is added, the user can load the application onto their computer, then login and register as described in [Download and Install the RMS3 Launcher](#).

3.5 Contract Selection

While still in *Library Mode*, select a contract to move to [Contract mode](#).

Contract/Delivery Order No.	Contract ID	Full Title of Contract	Office Name	Contract Stage
[E1000821]	E1000821	National Museum of the US Army	Capital Area Integrated Program	Future
[E1001316]	E1001316	Tobyhanna FUDS RA	Detrick Resident Office	Future
[E1001574]	E1001574	PFFA MEF Entrance and Corridor 8	PFFA Project Office	Active

Note: If the required contract does not show up in the contract selection list, please ensure that the user has either been added to the contract and/or been assigned a user role. If neither have been done, first contact the RMS Administrator for the contract to have these steps completed. If no RMS Administrator has been added, contact the USACE Representative to have the RMS Administrator added to the contract. If the contract has not been added to the Prime Contractor, then the USACE Representative will need to add that contract to the list of contracts being performed by the Prime Contractor.

All the contracts that the Government has associated with the selected Prime Contractor will be included in the *Contract Selection* list. In addition, Contracts marked as a Favorite will be listed under *Favorites* and the last 4 contracts that were worked in will be listed under *Recent*. Select the desired contract to work from any of the 3 lists.

In the *Contract Selection* area, there are five columns to help users search and find contracts. Those are defined below:

Contract/Delivery Order No. The alphanumeric identifier assigned by the Contracting Officer in the provided award letter. This number identifies the District in which the contract was awarded and the fiscal year in which it was awarded. This number is entered in RMS3 by the Government.

Contract ID: A unique 8-digit alphanumeric identifier assigned by RMS3. The first 2 characters identify the District in which the contract is being managed in RMS3.

Full Title of Contract. Title of the contract limited to 40 characters. This is entered in RMS3 by the Government.

Office Name: The name of the local office administering the contract. This is entered in RMS3 by the Government.

Contract Stage: Contract Stage: There are 6 stages identifying where the contract is relative to the project timeline. Stages are automatically determined by RMS3 based on System Milestone

Dates.

Future: A project is created but not yet awarded. A project will show as Future status so long as the "Contract Award" RMS System Milestone does not have an actual date.

Active: A project will show as Active status after the "Contract Award" RMS System Milestone has an actual date. Contract is awarded with an actual award date.

Construction Complete: A project will show as Construction Complete status after the "Construction Completion" RMS System Milestone has an actual date. Construction is completed, and the Government has established an actual Construction Complete Date (CCD), also referred to as Substantial Completion Date (SCD). There may still be minor work remaining, but for the most part, the facility is usable for its intended purpose. This is the date that will stop the assessment of liquidated damages (LDs)

Physical Complete: A project will show as Physical Complete status after the "Contract Physical Completion" RMS System Milestone has an actual date. All contract work is completed, including as-builts, O&M manuals, minor deficiency repairs, etc. The contractor has no remaining work left on the contract except warranty.

Final Payment Made: A project will show as Final Payment Made status after the "Contractor Final Payment" RMS System Milestone has an actual date. The Government has paid out all contract funds to the Contractor. •

Fiscal Complete: A project will show as Fiscal Complete status after the "Project Fiscal Completion" RMS System Milestone has an actual date. The Government has closed the books on the project. All funds have been paid and/or returned, as applicable.

4.0 CONTRACT MODE

In Contract Mode, the **Contract Menu** screen is the main screen from which to access the various modules in RMS3. Return to this screen from any screen within RMS3 to move between these modules. The picture displayed below on the Contract Menu is intended to serve as a representative photo showing the status of the contract. This status photo can only be changed by the Government.

The screenshot shows the Contractor Mode Home interface for the 'Academic Research Facility Test Project' (ID: [E1000399] DACA31-02-C-0016). The top navigation bar includes 'Contractor Mode Home', 'Contract Selection', 'Back', 'Refresh', 'Log Out', and 'Help'. A 'Contract Menu' button is highlighted with a red circle. Below the menu, there are two green boxes: 'Contractor Action Items' and 'My Action Items', each showing 0 items for High, Medium, and Low priority levels. The bottom navigation bar contains tabs for Administration, Finances, QC, Submittals, Schedules, Closeout, Import/Export, and Contract Reports.

The *Contract Menu* modules are:

Administration: Included in this module are the basic administrative data for the contract. Information about the contract, prime contractor and subcontractors, Requests For Information (RFI) and correspondence are entered and stored here.

Finances: This module is used to manage data needed to create and submit requests for progress payments.

QC: The actions in this module are used to manage what goes on at the jobsite daily. Enter QC Daily Reports; track the Three-Phase Control Process and QC Requirements; and maintain safety awareness.

Submittals: The features included in this module are used to manage the Submittal Register and transmittals.

Schedules: This module is used to view the status of activities in the Activity schedule and schedule Three-Phase Control meetings.

Closeout: The 4– and 9-month Warranty Inspections are tracked in this module.

Import/Export: This module includes the operations needed to bring external data into RMS3 and export selected document packages.

Contract Reports: All the available printed reports can be executed from this module.

5.0 ADMINISTRATION

The normal administrative functions of a typical contract are managed in this module. This is where the descriptive data and status of the contract are entered. Various areas are set up here for users to utilize RMS3/CM in a more meaningful way for the particular contract as shown below. Correspondence and RFIs pertaining to the contract are also managed in this area.

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.		Contract Access Control Control contractor staff access to this contract.		Correspondence Create, edit, and view, Letters and Memos.		Request for Information Respond to RFI's from Contractor.	
Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.		Subcontractors Identify Subcontractors, POC's, and Trades.		Contractors on Site Enter dates that Subcontractors will be on-site.		Contractor Insurance Track General, Auto, and Workman's Comp Insurances.	
Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.		Contract Notification Control Control which notifications you will receive for this contract.					

5.1 Overview

The information accessed from the *Administration* tile is:

Contract Description: This selection contains general information related to the contract that is entered by the contract's USACE Representative. All the information in the Contract Description area is READ ONLY. If information is missing or corrections are needed, inform the contract's USACE Representative.

Contract Access Control: Use this selection to assign a User Role to staff assigned to the contract. User Roles are used to control access to contract data.

Correspondence: Use this selection to manage correspondence between Contractor and Government. Correspondence can be drafted, sent, and received using RMS3/CM.

Request for Information (RFI): Use this selection to manage the flow of RFI between Contractor and Government. RFIs and their respective Government responses are created, submitted, and tracked through RMS3/CM.

Prime Contractor: Use this selection to store the Contractor's administrative data, such as addresses, phone numbers, and staff.

Subcontractors: Use this selection to identify and store administrative data on all the contract's Sub- contractors.

Contractors On Site: The list of contractors (including Subcontractors and the Prime Contractor) by the contractor's name, responsibility code, trade and the first and last day on site dates. This is one way to enter first and last day on site dates for each subcontractor, including the prime contractor.

Contractor Insurance: Use this selection to keep track of prime and subcontractors' contract required SF1413 and insurance expiration dates: General, Auto, and Workman's Comp.

Contractor Payroll: Tracking and documenting of Contractor payrolls is required on typical military and civil construction projects in the United States that fall under the auspices of the Davis-Bacon Act. In some limited cases, this is also required on contracts performed in overseas (OCONUS) locations. Use this selection to track and document payroll information to satisfy this requirement.

Contract Notification Control: RMS3 can send notifications when selected contract-related events occur. Use this selection to identify who should receive the notification and the method by which it is delivered.

5.2 Contract Description

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.		Contract Access Control Control contractor staff access to this contract.		Correspondence Create, edit, and view, Letters and Memos.		Request for Information Respond to RFIs from Contractor.	
Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.		Subcontractors Identify Subcontractors, POC's, and Trades.		Contractors on Site Enter dates that Subcontractors will be on-site.		Contractor Insurance Track General, Auto, and Workman's Comp Insurances.	
Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.		Contract Notification Control Control which notifications you will receive for this contract.					

The **Contract Description** page contains general information related to the contract. All data entered on this screen is entered by the contract's USACE Representative. All the information on the **Contract Description** page is READ ONLY. If information is missing or corrections are needed, inform the designated USACE Representative.

Contract Description

Contract Title: MD Atlantic Coast Shoreline Protection
 Fiscal Year: []

Contract Short Title: OC Beach Renourishmt

Contract No.: W912DR-10-C-0088
 Delivery Order No.: NA

Contract Office: CENAB-COF-BFM - Fort Meade Resident Office
 Select Contract Office

Contract Long Title: Atlantic Coast of MD Shoreline Protection Berm and Dune Reconstruction

Contract Awd - Act: 6/14/2010 [ts]
 Construction Start - Act: 9/7/2010 [ts]

Current Contract Duration: 0

Contract Description: Reconstruct OC Beaches and Dunes with dredged sand.

Select location on map
 Existing contract locations
 Latitude: [] Longitude: []
 We have been notified that geo spatial information needs to come from official sources.

Wage Determination No: [] Wage Determination Date: Select a date [ts]
 Bid Open Date: Select a date [ts]

BIM Compliant

Design Build Code: Architect-Engineer

Design Cost: \$0.00

Designer Name: []
 Address: []

Contract requires a small business plan
 Small business plan goal: 0 %

All fields on this screen are entered by the Government and are READ ONLY.

Contract Title: The Contract Title is a brief description of the contract as awarded. The title is limited to forty (40) characters in length, so what is seen may be abbreviated to fit in the space.

Fiscal Year: The Fiscal Year (FY) indicates the FY the contract was authorized for funding. In RMS3, it is used for such things as tracking potential retiring funds.

Contract Short Title: The Short Title is the abbreviated title of the contract, limited to twenty (20) characters. It is used in many reports and calendars where space is limited.

Contract No.: The Contract Number is the unique contract identifier assigned by USACE to the contract. It should be used on all official documents related to the contract. Parts of the number identify the USACE district administering the contract, the fiscal year in which the contract was awarded and the contract type.

Delivery Order No.: When the contract type is a multiple-award task-order type, the Delivery Order number is used to identify the specific order placed against it. Otherwise, the data field contains "NA".

Contract Office: The Contract Office identifies the office that is administering the contract as the Contract Administration Office (CAO). This is usually the office associated with the Administrative Contracting Officer (ACO) and/or the Contracting Officer Representative (COR).

Contract Long Title: This is the complete title of the contract as it appears on contract award documents.

Contract Description: The Contract Description is a brief description of the contract scope.

5.3 Contract Access Control

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description <i>Enter award description and funding sources. Contract location should be entered.</i>	Contract Access Control <i>Control contractor staff access to this contract.</i>	Correspondence <i>Create, edit, and view, Letters and Memos.</i>	Request for Information <i>Respond to RFIs from Contractor.</i>				
Prime Contractor <i>Identify Contractor for payment purposes and view Contractor Staffing.</i>	Subcontractors <i>Identify Subcontractors, POC's, and Trades.</i>	Contractors on Site <i>Enter dates that Subcontractors will be on-site.</i>	Contractor Insurance <i>Track General, Auto, and Workman's Comp Insurances.</i>				
Contractor Payrolls <i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i>	Contract Notification Control <i>Control which notifications you will receive for this contract.</i>						

It is often important to restrict access to various modules and features to ensure that only authorized personnel have access to specific data. An example is provided in the [Finances / Progress Payment](#) module where pay requests are created and submitted. All users assigned to work on a contract may not need the ability to see the pay request, or limitations may be needed to allow certain users to prepare a pay request but not complete/submit it. By defining User Roles and assigning these roles to applicable staff, the integrity and accuracy of the contract's data can be controlled.

Only staff identified as "Administrator" have access to Contract Access Control. Using this feature, actions by Contractor staff assigned to the contract can be restricted to selected tasks/areas within RMS3/CM. Administrators have total control over who has access to data and the extent of the access.

5.3.1 Adding Staff to a Contract

Using previously added Contractor Staff and User Roles (see the section on [Prime Contractor Selection and Startup](#)), **Add** the individuals assigned to work on the contract and attach a User Role. Roles are selected for a particular contract. Staff need not have the same role on all contracts.

The screenshot shows the 'Contract Access Control Entries' table with columns for Name, Account ID (email), and Role Title. The 'Add' button is circled in red. Below the table, a red arrow points to the 'RMS Add View' dialog box titled 'Add Contract Access Control Entry'. The dialog box contains the following text: 'The following information is required to add a new Contract Access Control Entry'. Below this, there are two fields: 'Staff Email' and 'Contract User Role', both with a dropdown menu showing '<Not Set>'. A red bracket groups these two fields, and a red box contains the text: 'Click on the box and select from the displayed lookup list'. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted in red.

5.4 Correspondence

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description <i>Enter award description and funding sources. Contract location should be entered.</i>	Contract Access Control <i>Control contractor staff access to this contract.</i>	Correspondence <i>Create, edit, and view, Letters and Memos.</i>		Request for Information <i>Respond to RFI's from Contractor.</i>			
Prime Contractor <i>Identify Contractor for payment purposes and view Contractor Staffing.</i>	Subcontractors <i>Identify Subcontractors, POC's, and Trades.</i>	Contractors on Site <i>Enter dates that Subcontractors will be on-site.</i>		Contractor Insurance <i>Track General, Auto, and Workman's Comp Insurances.</i>			
Contractor Payrolls <i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i>	Contract Notification Control <i>Control which notifications you will receive for this contract.</i>						

RMS3 provides the Contractor and Government with the ability to create, respond, store and track correspondence between the parties. Correspondence can be signed in RMS3 and can have attachments.

All letters are serialized. Letters can be sent from a user's Home office (H-####) or Site office (S-####). The Government's letters to contractors will also be serialized as C-#### for regular correspondence or RFP- #### for Requests for Proposal. Responses may be sent from either the Home or Site office. There is no priority placed on one office over another. When multiple responses are sent, only the first response to a particular letter from either the H or S office will be accepted, subsequent responses will be ignored. Correspondence document numbers increment based on the letter, which means if there is a Home office letter H-0005, then the first S-letter added will be S-0001 and not S-0006.

Correspondence is grouped into 3 subsets:

- Draft: Incomplete letters, not yet sent
- Sent: Completed letters, sent to the Government
- Received: Letters received from the Government

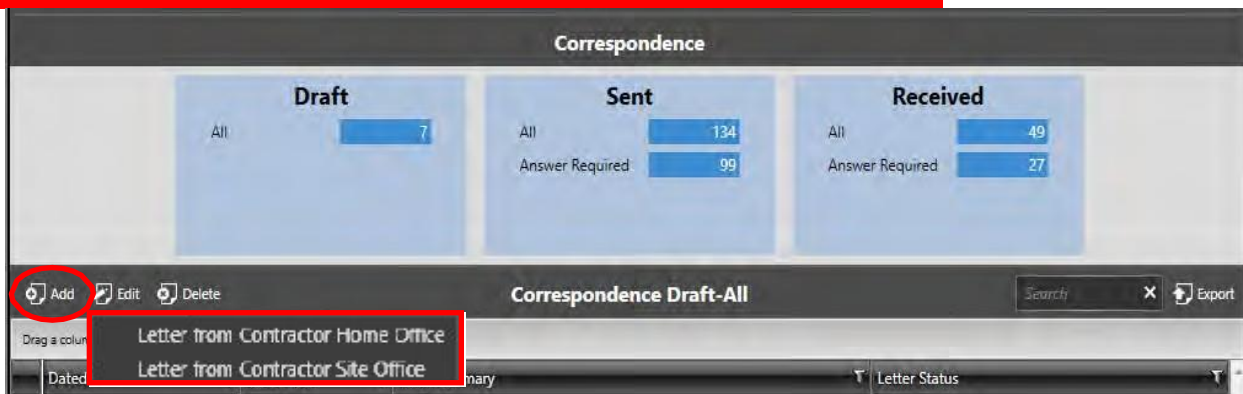
The list of correspondence corresponding to any of the categories can be seen by simply clicking on the number in the blue field. A filtered list of the category selected will be displayed in the table below.

Correspondence						
Draft		Sent		Received		
All	7	All	134	All	49	
		Answer Required	99	Answer Required	27	

Correspondence Sent-Answer Required						
Dated	Letter No.	Brief Summary	Letter Status	Answer Due	Date Answered	
03/01/2018	H-12345		Sent, Answer Required			
12/26/2017	H-0009	This is an attempt to verify claim that comments are n...	Sent, Answer Required	12/29/2017		
12/19/2017	H-0008	lets see if this works	Sent, Answer Required	03/28/2018		
08/20/2013	S-0116	REA for RFI#0240	Sent, Answer Required			

5.4.1 Create a new letter to the Government

Click on **Add** and select the source of the letter from the dropdown box, Letter from Contractor Home Office, or Letter from Contractor Site Office.



RMS3 will automatically insert the next number in the series. This number can be manually overwritten. However, the number manually input must not have been previously used.

Click on the **OK** button to proceed to the next step.

Note: Attempts to enter a previously used number will generate an error message.

After clicking the **OK** button, the next view contains summary information about the letter.



Correspondence - S-0001

Letter Dated: 4/1/2019 Sent Status: Draft Letter Not Complete

Requires Answer?

Letter Summary

Letter No. S-0001 *CONTRACTOR: Complete a document package for this letter and submit it using this document package manager. The document package should include the letter itself and any applicable supporting documents.*

Document Packages

		Title of Package	Package No.	Status
Add				
Edit				
Delete				

Letters Answered by S-0001

Dated	Letter No.	Brief Summary

Letters Answering S-0001

Dated	Letter No.	Brief Summary

Requires Answer? Check this box when the letter requires a response from the Government.

Letter Summary. Enter a brief description of the letter's subject, this is not intended for the body of the letter.

Letters Answered by... When this letter is in response to a letter from the Government, the applicable letters will be listed here. Click on the **Select Letter(s) Answered By** box to select from a list of all correspondence sent by the Government; check the box adjacent to the applicable letter(s).

Correspondence Entry Lookup

Correspondence

Search Export

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

Serial Number	Dated	Letter Summary
<input type="checkbox"/> C-0001	08/06/2018	Error! Bookmark not defined.Reference is made to your Health & Safety Person...
<input type="checkbox"/> C-0002	08/08/2018	Reference the "Prompt Payment Act for Construction Contracts" (April 1989); FAR...
<input type="checkbox"/> C-0003	08/10/2018	Inspection for Beneficial Occupancy was held on August 02, 2018 for work perfor...
<input type="checkbox"/> C-0004	08/13/2018	
<input type="checkbox"/> RFP-0001	08/13/2018	Request For Proposal for - test 3


Letters Answering... When the Government has sent responses to this letter, the applicable letters will be listed here. Click on the **Select Existing Letter(s) to Answer** box to select from a list of all correspondence sent by the Government; check the box adjacent to the applicable letter(s).

Document Packages: Click on **Add** to create the letter and attach its supporting documents. See the section on [Document Packages](#) for instructions on its use.

Letter No. S-0001 *CONTRACTOR: Complete a document package for this letter and submit it using this document package manager. The document package should include the letter itself and any applicable supporting documents.*

Document Packages

		Title of Package	Package No.	Status
Add				
Edit				
Delete				



5.4.2 Complete the Document Package and Send to Government

After the letter and any supporting documents are added to the package, 2 additional steps are needed to complete the Document Package and send it to the Government.

Step 1. Click on the **Submit for Review** button and then click **Yes**.

Document Package Status: Not Complete

CONTRACTOR: Attach documents, sign as appropriate and then submit this document package for Government Review

Submit for Review

Contractor Notes to Government

Enter additional notes to Government here.



RMS

This Document Package will become read only after this action. Are you sure you want to proceed?

Click on YES to continue or NO to return to editing.

Yes No



Document Package Status: In Review

This document package is currently in review by the Government

Contractor Notes to Government



At this point, the Document Package has not yet been transmitted to the Government. Click on the **BACK** button at the top of the screen to complete the process and send the Document Package to the Government.

Step 2. Change the Sent Status

Click on the **Sent Status** box and select **Draft Letter Complete: Sent to Government** from the selection box.

Correspondence - H-0001

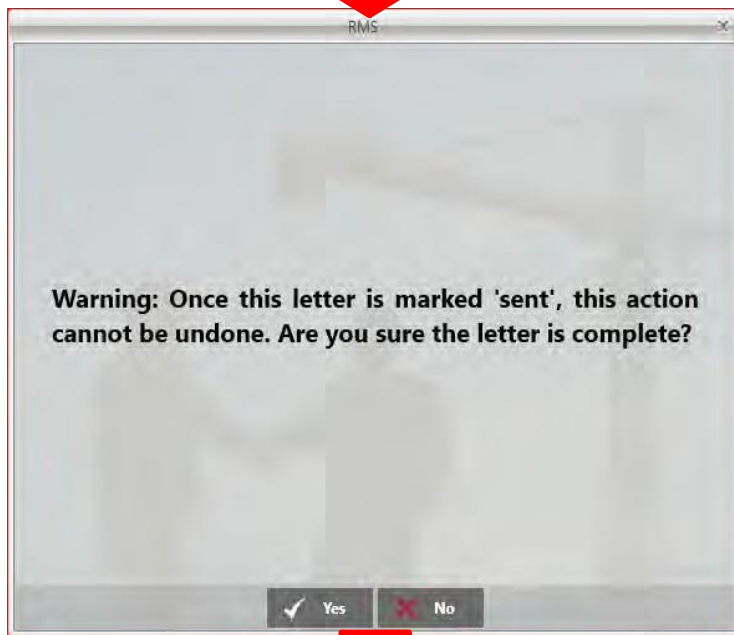
Letter Dated 9/26/2018 [15]

Sent Status: Draft Letter Not Complete

Requires Answer?

Letter Summary

Sent Status: Draft Letter Not Complete
Draft Letter Not Complete
Draft Letter Complete: Sent to Government



This action changes the status of the letter to *In Review* and is now filed in the *Sent* category.

Letter No. H-0001 *CONTRACTOR: Complete a document package for this letter and submit it using this document package manager. The document package should include the letter itself and any applicable supporting documents.*

	Title of Package	Package No.	Status
1	Letter No. H-0001		In Review

5.5 Request for Information

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description <i>Enter award description and funding sources. Contract location should be entered.</i>	Contract Access Control <i>Control contractor staff access to this contract.</i>	Correspondence <i>Create, edit, and view, Letters and Memos.</i>		Request for Information <i>Respond to RFI's from Contractor.</i>			
Prime Contractor <i>Identify Contractor for payment purposes and view Contractor Staffing.</i>	Subcontractors <i>Identify Subcontractors, POC's, and Trades.</i>	Contractors on Site <i>Enter dates that Subcontractors will be on-site.</i>		Contractor Insurance <i>Track General, Auto, and Workman's Comp Insurances.</i>			
Contractor Payrolls <i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i>	Contract Notification Control <i>Control which notifications you will receive for this contract.</i>						

During the contract, it is often necessary to obtain clarification or interpretation of the contract plans and specifications or guidance on other contractual matters. In the *Request for Information* (RFI) module, RMS3 provides the means to ask these questions, include attachments, receive the Government's response, and keep track of the entire discussion.

5.5.1 RFI Summary screen.

RFIs are grouped into 4 subsets:

All RFI's: Comprehensive





Preparing: RFI not yet sent to Government

Waiting for Response: RFI sent to Government, waiting for Government's response.

Completed: Government response received

The list of RFIs corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

Click on *Add* to create a new RFI.

All RFI's 474	Contractor RFI's - Preparing 135	Contractor RFI's - Waiting for Response 24	Contractor RFI's - Completed 315																								
<div style="display: flex; justify-content: space-between; align-items: center;">  Add  Edit  Delete All RFIs Search <input type="text"/> Export  </div> <p>Drag a column header and drop it here to group by that column</p> <table border="1"> <thead> <tr> <th>Date Requested</th> <th>RFI No.</th> <th>RFI Subject</th> <th>Date Received</th> <th>Date Answered</th> <th>COR/ACO Approved</th> </tr> </thead> <tbody> <tr> <td>> 03/25/2021</td> <td>RFI-0001</td> <td>Reforestation Trees</td> <td>04/19/2021</td> <td>04/19/2021</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>10/17/2011</td> <td>RFI-0002</td> <td>Plant quantity discrepancy</td> <td>10/17/2011</td> <td>10/20/2011</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>11/11/2011</td> <td>RFI-0005</td> <td>Step footing locations</td> <td>11/28/2011</td> <td>04/01/2021</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>				Date Requested	RFI No.	RFI Subject	Date Received	Date Answered	COR/ACO Approved	> 03/25/2021	RFI-0001	Reforestation Trees	04/19/2021	04/19/2021	<input checked="" type="checkbox"/>	10/17/2011	RFI-0002	Plant quantity discrepancy	10/17/2011	10/20/2011	<input checked="" type="checkbox"/>	11/11/2011	RFI-0005	Step footing locations	11/28/2011	04/01/2021	<input checked="" type="checkbox"/>
Date Requested	RFI No.	RFI Subject	Date Received	Date Answered	COR/ACO Approved																						
> 03/25/2021	RFI-0001	Reforestation Trees	04/19/2021	04/19/2021	<input checked="" type="checkbox"/>																						
10/17/2011	RFI-0002	Plant quantity discrepancy	10/17/2011	10/20/2011	<input checked="" type="checkbox"/>																						
11/11/2011	RFI-0005	Step footing locations	11/28/2011	04/01/2021	<input checked="" type="checkbox"/>																						



5.5.2 Add/Create new RFI

Requested: RMS3 will automatically insert the date the RFI is created. However, this date can be changed by clicking on the adjacent calendar widget.

Requester's Name: This field is where the user will have to manually insert the name of the requester when creating the RFI. RMS does not automatically fill this field.

Required: Click on the calendar widget to select the date the response from the Government is needed.

Link to Subcontractor: Check this box if the information is being requested on behalf of a Subcontractor.

Subcontractor: When the *Link to Subcontractor* box is checked, select the name of the Subcontractor from the Subcontractor Lookup List.

Potential Cost Impact: Check this box if the resolution to the RFI could result in a cost change to the contract.

Potential Schedule Impact: Check this box if the resolution to the RFI could affect the contract completion date.

RFI Subject: Enter a short title for the RFI. This field is limited to 60 characters.

Feature of Work: Select the Feature of Work this RFI applies to from the Feature of Work Lookup List.

Spec Sections: When applicable, enter the specification section number which the RFI applies.

Drawings and Details: When applicable, enter the drawing number and/or detail identification which the RFI applies.

Information Requested: Describe the circumstances requiring additional input from the Government. Be as detailed as possible to enable the Government to respond accurately. When additional documents are needed to fully explain the situation, these may be attached in the Document Package.

Contractor's Recommendation: Suggestions on how to address the issue can be provided here for the Government's consideration.

Document Packages: Click on *Add* to add the RFI form to the Document Package and attach its supporting documents. See the section on [Document Packages](#) for instructions on its use.

RFI-0007 CONTRACTOR: Complete a document package for this RFI and submit it using this document package manager. The document package should include the RFI document and any applicable supporting documents.

Title of Package	Package No.	Status

5.5.3 Generate the RFI

Complete the information in the Contractor Request section to generate the RFI form. Click the **RFI Form** widget to save the form to a hard drive.

Request For Information - RFI No. RFI-0007

Contractor RFI Government Response

Contractor Request

Request for Information Report (RFI)		RFI NO. RFI-0489	PAGE NO. Page 1 of 1
U.S. Army Corps of Engineers	CONTRACT NO. W912DR-11-C-0033 NA E1001660	CONTRACT TITLE Wideband Satellite Communications Center	PRIME CONTRACTOR The Ranger Group
Contractor's Request for Information			
REQUESTED BY	DATE REQUESTED	POTENTIAL COST IMPACT	No
RFI SUBJECT		POTENTIAL SCHEDULE IMPACT	No
SPECIFICATION SECTIONS			
DRAWINGS			
SUBCONTRACTOR			
Information Requested			
Contractor Recommendation			
Contractor Attachments			
Government Response			
ANSWERED BY	DATE RECEIVED	DATE ANSWERED	
TITLE			
Government Response to Contractor			
Response Not Completed by Government			
Government Attachments			
NOTE: THE RFI SYSTEM IS INTENDED TO PROVIDE AN EFFICIENT MECHANISM FOR RESPONDING TO CONTRACTORS REQUESTS FOR THE CONTRACT. IT DOES NOT PROVIDE AUTHORITY TO PROCEED WITH ADDITIONAL WORK IF THE CONTRACTOR CONSIDERS THE RFI RESPONSE A CHANGED CONDITION. PROVIDE WRITTEN NOTICE TO THE CONTRACTING OFFICERS REPRESENTATIVE IN ACCORDANCE WITH CONTRACT PROVISIONS.			CONTRACT REVIEWERS SIGNATURE DATE

5.5.4 Create a Document Package

Click on the *Add* button to create the Document Package for the RFI.

RFI-0007 CONTRACTOR: Complete a document package for this RFI and submit it using this document package manager. The document package should include the RFI document and any applicable supporting documents.

Title of Package	Package No.	Status

At this point, the package is empty. Add the previously saved RFI form and any other attachments needed to support the RFI. See the section on [Document Packages](#) for additional instructions. The RFI form does not need a contractor signature.

Document Package: RFI-0007

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

Drag and Drop Attachment Files Here

Sign Selected Documents
Export Selected Documents

All Attachments Search Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Sharing Mode
<input type="checkbox"/>	9/27/2018 2:36:04 PM	RFI-0007 - test.pdf	Not signed	Not signed	Shared with Contractor

5.5.5 Complete the Document Package and Send to Government

After the RFI and any supporting documents are added to the package, 2 additional steps are needed to complete the Document Package and send it to the Government.

Step 1. Click on the *Submit for Review* button, then click *Yes*.

Document Package Status: Not Complete

CONTRACTOR: Attach documents, sign as appropriate and then submit this document package for Government Review

Contractor Notes to Government

Enter additional notes to Government here.



RMS

This Document Package will become read only after this action. Are you sure you want to proceed?

Click on YES to continue or NO to return to editing.



Document Package Status: In Review

This document package is currently in review by the Government

Contractor Notes to Government



At this point, the Document Package has not yet been transmitted to the Government. Click on the **BACK** button at the top of the screen to complete the process and send the Document Package.

Step 2. Complete and send.

Once the RFI Subject, Information, and Requested Date is filled out, the check box for **Completed—Ready for Government** is available. Check the **Completed—Ready for Government** box to send the RFI to the Government.

The screenshot shows the 'Request For Information - RFI No. RFI-0007' form. The 'Contractor Request' section includes a 'Requested' date of 9/27/2018 and a checkbox labeled 'Completed - Ready for Government' which is circled in red. A large red arrow points down to a warning dialog box titled 'Warning: Once the RFI is marked complete, the contractor may not undo this action. Are you sure the RFI is complete?'. The dialog box has 'Yes' and 'No' buttons, with a red box highlighting the text 'Click on YES to continue or NO to'. Another red arrow points down to a 'Document Packages' table at the bottom of the screen.

Title of Package	Package No.	Status
RFI-0007		1 In Review

5.5.6 View the Government's Response

Double-click on the RFI, then click on the tab labelled *Government Response* to view the response.

All RFI's	Contractor RFI's - Preparing	Contractor RFI's - Waiting for Response	Contractor RFI's - Completed
7	0	0	7

Requested	RFI No.	RFI Subject	Date Requested and Date Received	Date Answered	COR/ACO Approved
02/27/2013	RFI-0001	Asbestos	2/27/2013 - 2/27/2013	03/13/2013	✓
03/21/2013	RFI-0002	Irrigation System	3/21/2013 - 3/29/2013	05/29/2013	✓
03/21/2013	RFI-0003	Chimney Cleanouts	3/21/2013 - 3/25/2013	03/27/2013	✓
04/17/2013	RFI-0004	Waterline	4/17/2013 - 4/18/2013	04/18/2013	✓
04/18/2013	RFI-0005	Irrigation Sprinkler System	4/18/2013 - 4/18/2013	04/18/2013	✓
05/20/2013	RFI-0006	Women's Toilet B14	5/20/2013 - 5/21/2013	05/29/2013	✓
09/27/2018	RFI-0007	Test Subject	9/27/2018 - 10/15/2018	10/15/2018	✓



Request For Information - RFI No. RFI-0007

Contractor RFI | **Government Response**

Government Response

Received: 10/15/2018 | Answered: 10/15/2018

Receipt acknowledge by: McGuire, Paul

Answer Prepared By: Timothy McGuire - Support Tech

Govt Response: Can do.

RFI-0007 Response: *GOVERNMENT: Prepare a document package for this RFI response and complete it using this document package manager. The document package should include the RFI response and any applicable supporting documents.*

Add	Title of Package	Package No.	Status
View	> RFI-0007 Response	1	Accepted
Delete			

5.5.7 Deleting RFI

If user deletes an RFI, that number cannot be used again, even if in draft. I.E. RFIs 2, 3, 4, and 5 exist. If user deleted 3 it can never be used again and the next RFI added will be 6.

All RFI's	Contractor RFI's - Preparing	Contractor RFI's - Waiting for Response	Contractor RFI's - Completed
7	0	0	7

Requested	RFI No.	RFI Subject	Date Requested and Date Received	Date Answered	COR/ACO Approved
02/27/2013	RFI-0001	Asbestos	2/27/2013 - 2/27/2013	03/13/2013	✓
03/21/2013	RFI-0002	Irrigation System	3/21/2013 - 3/29/2013	05/29/2013	✓
03/21/2013	RFI-0003	Chimney Cleanouts	3/21/2013 - 3/25/2013	03/27/2013	✓
04/17/2013	RFI-0004	Waterline	4/17/2013 - 4/18/2013	04/18/2013	✓
04/18/2013	RFI-0005	Irrigation Sprinkler System	4/18/2013 - 4/18/2013	04/18/2013	✓
05/20/2013	RFI-0006	Women's Toilet B14	5/20/2013 - 5/21/2013	05/29/2013	✓
09/27/2018	RFI-0007	Test Subject	9/27/2018 - 10/15/2018	10/15/2018	✓

5.6 Prime Contractor

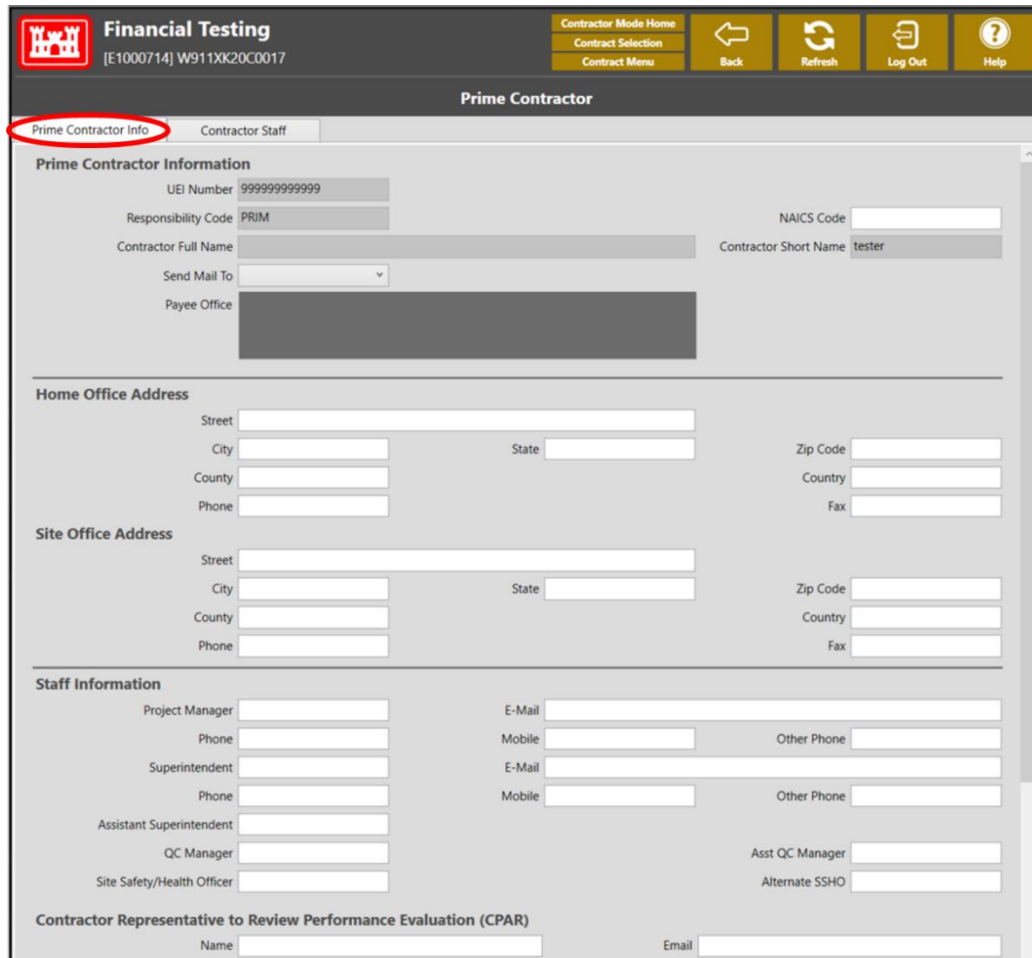
Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description <i>Enter award description and funding sources. Contract location should be entered.</i>	Contract Access Control <i>Control contractor staff access to this contract.</i>	Correspondence <i>Create, edit, and view, Letters and Memos.</i>	Request for Information <i>Respond to RFI's from Contractor.</i>				
Prime Contractor <i>Identify Contractor for payment purposes and view Contractor Staffing.</i>	Subcontractors <i>Identify Subcontractors, POC's, and Trades.</i>	Contractors on Site <i>Enter dates that Subcontractors will be on-site.</i>	Contractor Insurance <i>Track General, Auto, and Workman's Comp Insurances.</i>				
Contractor Payrolls <i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i>	Contract Notification Control <i>Control which notifications you will receive for this contract.</i>						

Information about the Contractor and its staff are entered and stored in the Prime Contractor module. There are 2 tabs associated with this data:

- Prime Contractor Info, and
- Contractor Staff

5.6.1 Enter Prime Contractor Information

Select the *Prime Contractor Info* tab to fill in the requested information on the Prime Contractor.



Financial Testing
[E1000714] W911XX20C0017

Contractor Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Prime Contractor

Prime Contractor Info Contractor Staff

Prime Contractor Information

UEI Number 999999999999

Responsibility Code PRIM NAICS Code

Contractor Full Name Contractor Short Name tester

Send Mail To

Payee Office

Home Office Address

Street City State Zip Code
County Country
Phone Fax

Site Office Address

Street City State Zip Code
County Country
Phone Fax

Staff Information

Project Manager E-Mail
Phone Mobile Other Phone
Superintendent E-Mail
Phone Mobile Other Phone
Assistant Superintendent
QC Manager Asst QC Manager
Site Safety/Health Officer Alternate SSHO

Contractor Representative to Review Performance Evaluation (CPAR)

Name Email

Bonding Company / Work Days

Bond Number

Bonding Company

Address 1

Address 2

Phone

Fax

Work Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Insurance Required?

Payroll Required?

Payrolls ending day of week

Use Last Day as Payroll end override?

Responsibility Code: Always set to **PRIM** by the Government. This field is READ ONLY.

NAICS Code: Enter the NAICS code associated with the contract work.

Contractor Full Name: The Government will enter this information from the contract award documents. This field is limited to 60 characters and is READ ONLY. If the information entered is incorrect or incomplete, **notify the contract's USACE Representative.**

Contractor Short Name: The Government will enter an abbreviated name for the Prime Contractor to be used in reports with limited space. This field is limited to 20 characters and is READ ONLY.

Send Mail To: Select either Contractor Home Office or Contractor Site Office from the dropdown. This is the destination for all correspondence from the Government's field office to the Prime Contractor.

Payee Office: Comes from CEFMS and is entered into SAM by the Contractor. Location of Office where the Progress Payments will be sent to.

Home Office Address: Enter the Prime Contractor's home office address information.

Site Office Address: Enter the Prime Contractor's site office address information.

Staff Information: Enter the names and contact information.

Contractor Representative to Review Performance Evaluation (CPAR): Enter the name and email of the person responsible for reviewing and responding to the Government's performance evaluation of the contractor. This information will be used to set up contractor access to the electronic performance evaluation system (CPARS). This is the person who will be notified that the Government has completed its performance evaluation. Contractors will have 30 days from the notification date to reply. This timeframe is fixed and cannot be extended.

Bonding Company: Enter information on the company providing the bonds for the contract.

Workdays: Place a checkmark on the days which make up the user's normal work week.

Insurance Required? This is a READ ONLY field; the requirement will be identified by the Government.

Payroll Required? This is a READ ONLY field; the requirement will be identified by the Government.

Payrolls ending day of week: Select the day of the week marking the end of the contractor's typical payroll work week. The Last Day can be used as Payroll ending day if requested by marking **Use Last Day as Payroll end override?**

5.6.2 Enter Contractor Staff

Select the **Contractor Staff** tab to identify contractor staff who will be authorized to access RMS3/CM, then select **Add**.

Prime Contractor

Prime Contractor Info **Contractor Staff**

Contractor Staff Search Export

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

Name	Account ID (email)	Admin	Linked	Last Logged In	Inactive	Deleted
User name 1	user1@email.com	Yes	Yes	6/4/2021 9:13:	<input type="checkbox"/>	<input type="checkbox"/>
User name 2	user2@email.com	Yes	Yes		<input type="checkbox"/>	<input type="checkbox"/>

5.7 Subcontractors

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description <i>Enter award description and funding sources. Contract location should be entered.</i>	Contract Access Control <i>Control contractor staff access to this contract.</i>		Correspondence <i>Create, edit, and view, Letters and Memos.</i>		Request for Information <i>Respond to RFI's from Contractor.</i>		
Prime Contractor <i>Identify Contractor for payment purposes and view Contractor Staffing.</i>	Subcontractors <i>Identify Subcontractors, POC's, and Trades.</i>		Contractors on Site <i>Enter dates that Subcontractors will be on-site.</i>		Contractor Insurance <i>Track General, Auto, and Workman's Comp Insurances.</i>		
Contractor Payrolls <i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i>	Contract Notification Control <i>Control which notifications you will receive for this contract.</i>						

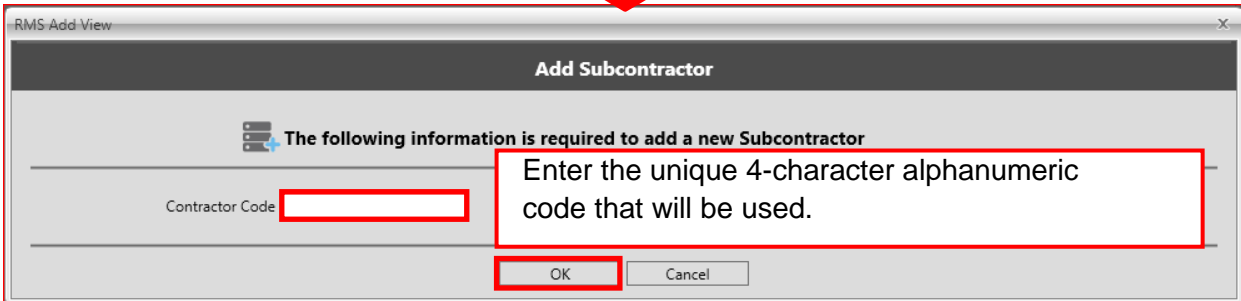
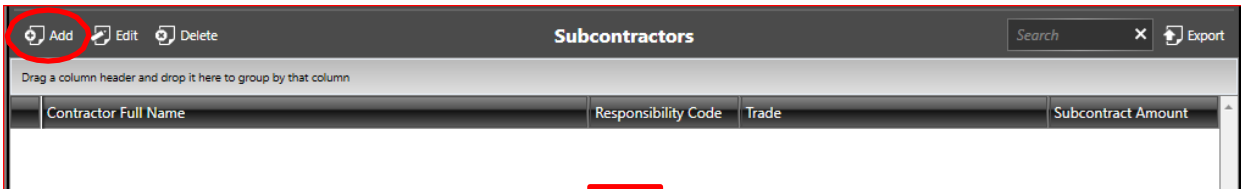
Subcontractors play an important role in contract execution. By identifying subcontractors and accurately linking them to their responsibilities, RMS3/CM can assist the Prime Contractor in monitoring subcontractor performance and their compliance with contract requirements.

Subcontractors are identified in this module and are linked to RMS3/CM features in other modules by associating them with the pay activities which they are responsible to perform.

Subcontractor responsibility codes can be imported into RMS 3 via Scheduling software by going to the Import/Export tab and choosing the NAS (SDEF) module or they can be manually entered from the Subcontractors module. If imported from Primavera users can proceed to the Subcontractors screen to fill in the full name, amount subcontracted (for first tier subs) and other pertinent information.

5.7.1 Add Subcontractors

To manually add a subcontractor to the contract click **Add**.



Note: If using an SDEF file for the contract, any manually added subcontractor information must match what is in the scheduling software to avoid duplicate subcontractors. Enter Subcontractor Information

Resp Code: The RESP codes contained on this screen is included in the SDEF file and will automatically populate upon import. To avoid conflicts between RMS3 and the scheduling

program, subcontractor data should be entered and edited within the scheduling program and imported into RMS3 rather than entered manually.

Contractor Short Name: Enter an abbreviated name for the Subcontractor to be used in reports with limited space. This field is limited to 20 characters.

Contractor Full Name: Enter the subcontractor's full name. This field is limited to 60 characters.

Address: Enter the subcontractor's mailing address.

Trade: Click on the box and select the subcontractor's trade from the displayed lookup list. If the applicable trade cannot be found in the table, inform the contract's USACE Representative. Provide the representative with the trade(s) needed. It will be added to the Government library. After the library is updated, the trade can be selected from the updated listing.

POC/Office Phone/Office Fax: Enter the subcontractor's point of contact information.

Subcontract Amount: Enter the full amount of the subcontract. This is required by the Prompt Payment Act and is used in the Progress Payment Request.

Contractor is a small business: Check this box if applicable.

Insurance Required? Check this box to track insurance validity dates.

Payroll Required? Check this box to track submitted payrolls.

Payrolls ending day of week: Select the day of the week marking the end of the subcontractor's typical payroll work week. The Last Day can be used as Payroll ending day if requested by marking *Use Last Day as Payroll end override?*

Contractor is a Second Tier Sub: Check this box if applicable.

5.8 Contractors on Site

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.	Contract Access Control Control contractor staff access to this contract.		Correspondence Create, edit, and view, Letters and Memos.		Request for Information Respond to RFI's from Contractor.		
Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.	Subcontractors Identify Subcontractors, POCs, and Trades.		Contractors on Site Enter dates that Subcontractors will be on-site.		Contractor Insurance Track General, Auto, and Workman's Comp Insurances.		
Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.	Contract Notification Control Control which notifications you will receive for this contract.						

This module shows a list of all the contractors from the Subcontractors module and their first / last days on site (set in the Daily Reports area).

This date range is used in conjunction with the payroll week ending day to automatically generate one payroll record per week for each Subcontractor while those Subcontractors are onsite.

If a first day onsite is not entered for either the Prime or Subcontractors, those payrolls will not generate in RMS. Properly setting the Payroll Required and Payroll Week Ending date when the Subcontractor record is created under Administration > Subcontractors is critical to the proper operation of the Payroll module. To set the Ending Date for a Subcontractor go to the [Subcontractor](#) Module. To set the Payroll Ending date for the Prime Contractor go to the [Prime Contractor](#) Module.

At the top, the blue sort tiles allow for the *All Contractors* list to be sorted by those onsite, or not onsite. Onsite contractors will have a First Day entry. Not onsite will lack a First Day entry.

Double clicking in the First Day / Last Day rows will allow a date to be entered.

5.9 Contractor Insurance

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description <i>Enter award description and funding sources. Contract location should be entered.</i>	Contract Access Control <i>Control contractor staff access to this contract.</i>	Correspondence <i>Create, edit, and view, Letters and Memos.</i>	Request for Information <i>Respond to RFI's from Contractor.</i>				
Prime Contractor <i>Identify Contractor for payment purposes and view Contractor Staffing.</i>	Subcontractors <i>Identify Subcontractors, POC's, and Trades.</i>	Contractors on Site <i>Enter dates that Subcontractors will be on-site.</i>	Contractor Insurance <i>Track General, Auto, and Workman's Comp Insurances.</i>				
Contractor Payrolls <i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i>	Contract Notification Control <i>Control which notifications you will receive for this contract.</i>						

Use this module to keep track of the Prime Contractor's and Subcontractors' insurance expiration dates. Before any contractor can perform any work on the contract, the insurance requirements set forth in the contract's "Required Insurance" clause must be met. Where the Financial Responsibility Compulsory Insurance Law of the State in which the contract is located requires higher limits, policies should provide coverage of at least those limits.

An [SF1413, Statement and Acknowledgment](#), is only required for subcontractors submitting certified payroll. Its receipt is also logged in this module.

While payroll data may be entered by either Contractor or Government, it is the Prime Contractor's responsibility to ensure all required insurance data is current and correct.

5.9.1 Log/Track Dates:

Open the *Contractor Insurance* module to see insurance expiration dates for all Contractors that have been added to the contract.

All Insurance Missing SF1413 Missing Expired Insurance							
51 41 44 5							
Edit All Search Export							
Drag a column header and drop it here to group by that column							
Contractor Name	Responsibility Code	Trade	General Insurance	Auto Insurance	Workers' Comp	Form SF 1413	
Summit Construction & Environmental Services	PRIM	PRIM					
Martinez Quality Painting	008	Painting/Wall Cov					
ADM Construction Inc.	011	Masonry					
VarcoMac Electrical	002	Electrical					
All Phase Drywall	003	Drywall/Gypsum B	05/15/2014	05/15/2014	05/15/2014	04/01/2013	
Precision Doors	DOOR	Doors, Frames anc	N/A	N/A	N/A		
ADM Construction Inc.	012	Concrete					
Premier Millwork	CASE	Cabinetry/Casewo	N/A	N/A	N/A		
Homeland Security Group	014	AV Equipment					
LVI Environmental Services, Inc.	018	Asbestos/HTRW	07/01/2013	07/01/2013	07/01/2013	04/01/2013	
SIGN	SIGN						

Click on one of the blue sorting tiles to view the list of Contractors corresponding to the selected tile.

- All -- If a subcontractor is not shown in this list, check to ensure the "Insurance Required?" box is checked on the Subcontractor information screen.
- Insurance Missing
- SF1413 Missing
- Expired Insurance

Blank/empty dates indicate that insurance is required, but information has not yet been entered.

"N/A" in the date field indicates that the "*Insurance Required?*" box is not checked on the Subcontractor information screen.

Dates shown in **RED** indicate that the Contractor is reported to be onsite either after insurance has expired and/or before an SF1413 has been executed.

To input dates and supporting documentation, click on *Edit*.

Contractor Insurance [008] - Martínez Quality Painting

Insurance Expiration Dates

General Insurance Expires

Auto Insurance Expires

Workman Comp Expires

Form SF 1413 Statement and Acknowledgment

SF1413 Attached

Contractor Insurance - [008] CONTRACTOR: Complete a document package for this subcontractor insurance and Form SF 1413, and submit it using this document package manager. The document package should include the insurance documents, signed Form SF 1413, and any applicable supporting documents.

Document Packages

Add

Edit

Delete

Title of Package	Package No.	Status

Use the [Document Packages](#) feature to attach copies of the insurance certificates.

5.10 Contractor Payrolls

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.	Contract Access Control Control contractor staff access to this contract.	Correspondence Create, edit, and view, Letters and Memos.		Request for Information Respond to RFI's from Contractor.			
Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.	Subcontractors Identify Subcontractors, POC's, and Trades.	Contractors on Site Enter dates that Subcontractors will be on-site.		Contractor Insurance Track General, Auto, and Workman's Comp Insurances.			
Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.	Contract Notification Control Control which notifications you will receive for this contract.						

When payroll tracking is required, the Prime Contractor must keep all payroll reporting up-to-date and current. All military and civil construction projects performed in the United States that are governed by the requirements of the Davis-Bacon Act require tracking and documenting of contractor payrolls. In some cases, this may also be required on contracts performed in overseas (OCONUS) locations. Check the contract's General Provisions.

While payroll data may be entered by either Contractor or Government, it is the Prime Contractor's responsibility to ensure all required payroll data is current and correct.

5.10.1 Enter Payrolls:

When the *Contractor Payrolls* module is opened by anyone with Read/Write permission in this area, RMS3 automatically creates weekly payroll records for every contractor that is reported onsite. A payroll record will be created if a contractor is reported to be onsite, and an actual Physical Completion Date has not been entered by the Government.

Open the *Contractor Payrolls* module to enter weekly payroll data or check the status of the payroll. There are five different statuses that show in the Payroll status:

Draft Payroll: The record has been created, and it has not been sent to the Government.

Submitted to Government: The record has been submitted to the Government for review.

Problem Payroll: The payroll has been rejected by the Government and changes need to be made before resubmitting to the Government.

Accepted by the Government: The payroll has been accepted by Government and is now complete.

Non Work Week: Contractor is still reported onsite but did not have any work onsite.

Click on one of the blue tiles to view the list of payrolls corresponding to the selected tile.

Contractor Payrolls							Contractors On Site
All	Outstanding	Submitted for Review	Completed				
9	7	0	2				
<div style="display: flex; justify-content: space-between; align-items: center;"> Edit All Payrolls Export </div>							
Drag a column header and drop it here to group by that column							
Resp Code	Contractor Name	Payroll Date	Number of Employee	Payroll hours	Accepted/Rejected Date	Payroll Status	
DEMO	Demo structural engineer	07/04/2021	0	0		Draft Payroll	
DEMO	Demo structural engineer	06/27/2021	0	0		Draft Payroll	
DEMO	Demo structural engineer	06/20/2021	0	0		Draft Payroll	

All: If a subcontractor or week is not shown in this list, check to ensure the **Payroll Required?** box is checked on the Subcontractor information screen, First Day On Site date is entered and a Last Day On Site date for the missing subcontractor has not been entered.

Contractor Payroll Edit Statement of Compliance

Contractor

Contractor Name: Account n Cookies Payroll Date: 10/16/2020

Payroll Number: 12 (Optional) Reference No.: 123456 Non Work Week

Number of Employees: 5 Payroll hours: 40

Contractor Comments: Test payroll sample

Date Submitted: Payroll Ready for Review Submitted By:

Weekly Payroll ACC 10/16/2020 CONTRACTOR: Complete a document package for this weekly payroll and submit it using this document package manager.

Document Packages

	Add	Title of Package	Package No.	Status
	Edit			
	Delete			

Revision History Search

	Status	Revision Date	Comments
>	Draft Payroll	03/24/2021	Payroll generated

Payroll Number: Copy number from printed payroll.

Reference Number: Copy number from printed payroll.

Non-Work Week: Until a Contractor has a reported last day onsite, a payroll record for each week starting from its reported first day onsite is required, regardless of whether the Contractor performed work onsite. Check this box when the Contractor is still reported onsite but did not have any work onsite.

Number of Employees: Total number of employees covered by the submitted payroll.

Payroll hours: Total number of hours encompassing all employees covered by the submitted payroll.

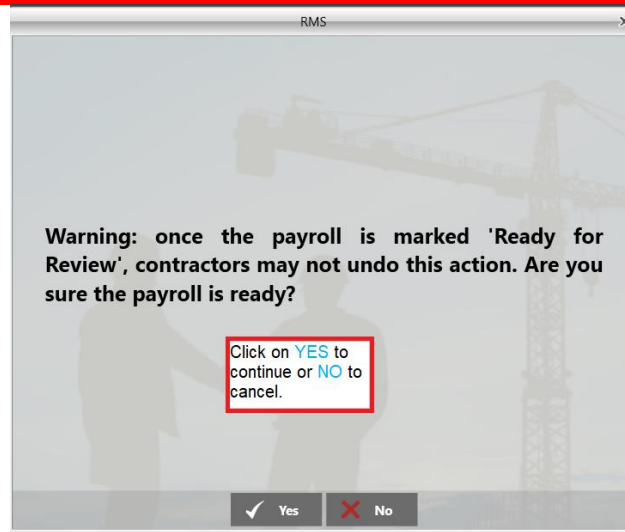
Contractor Comments: Enter any explanatory notes about the submitted payroll.

Date Submitted: This date will automatically populate when the "Payroll Ready for Review" box is checked.

Submitted By: The name of the logged in user entering the Contractor Payroll information will automatically populate.

Payroll Ready for Review: Check this box when data entry is complete, and the payroll is ready to submit to the Government for review.

Recommendation: Do not check this box until after the Document Package has been completed. Attach a copy of the payroll and any other supporting documents, then click the **Submit for Review** button. See the section on [Document Packages](#) for detailed instructions on working with Document Packages.




Note: Due to the potential of adding PII data in this document package, once the document package is submitted to the Government, the documents will no longer be available to view. This is to protect any PII data that is added to the document package. If changes need to be made to the documents after submitting them to the Government, **ADD** a new document package to upload the new document there. Then submit the document package for review.

Document Package Status: Not Complete. Documents will be marked Ready to Send to PCF when package is accepted.

CONTRACTOR: Attach documents, sign as appropriate, and then submit this document package for Government Review. Submit for Review

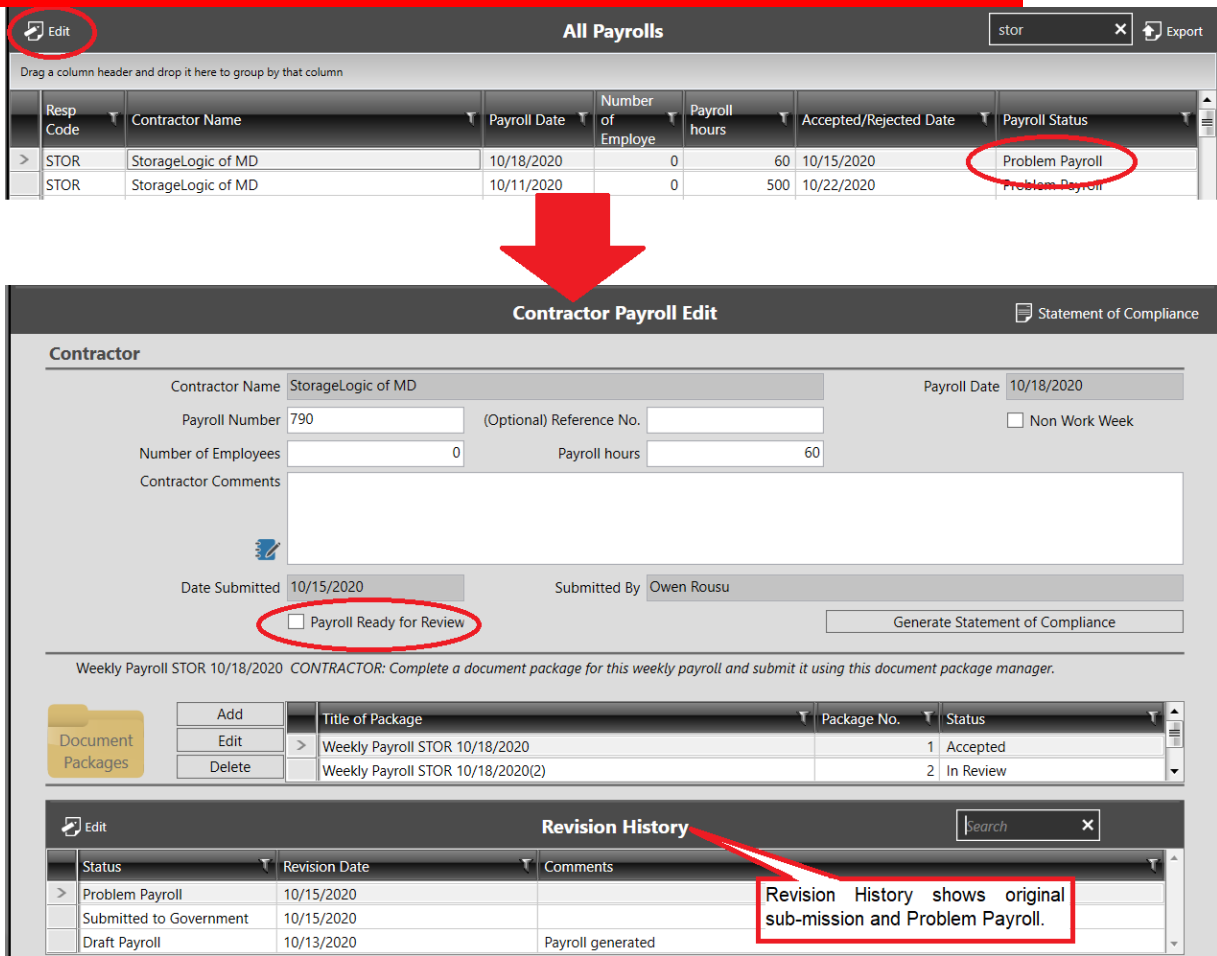
Contractor Notes to Government



Revision History: This log tracks whenever information is added to the payroll. The first entry will be the date that RMS3 created the payroll record. Subsequent dates will be added each time the payroll is edited until it is approved by the Government.

5.10.2 Contractor Payroll Returned for Corrections

There may be times when the Government finds reason to return a Contractor Payroll. Before continuing, meet with the designated USACE Representative to find out what corrections need to be made to the payroll. To make the requested changes, find the payroll labelled, *Problem Payroll*, select **Edit** or double-click on it to open the payroll. Make the requested changes, then check the *Payroll Ready for Review* box to resubmit.



All Payrolls

Resp Code	Contractor Name	Payroll Date	Number of Employee	Payroll hours	Accepted/Rejected Date	Payroll Status
> STOR	StorageLogic of MD	10/18/2020	0	60	10/15/2020	Problem Payroll
STOR	StorageLogic of MD	10/11/2020	0	500	10/22/2020	Problem Payroll

Contractor Payroll Edit

Contractor Name: StorageLogic of MD
 Payroll Date: 10/18/2020
 Payroll Number: 790 (Optional) Reference No.:
 Number of Employees: 0 Payroll hours: 60
 Contractor Comments:
 Date Submitted: 10/15/2020 Submitted By: Owen Rousu
 Payroll Ready for Review
 Generate Statement of Compliance

Weekly Payroll STOR 10/18/2020 CONTRACTOR: Complete a document package for this weekly payroll and submit it using this document package manager.

Add	Title of Package	Package No.	Status
>	Weekly Payroll STOR 10/18/2020	1	Accepted
	Weekly Payroll STOR 10/18/2020(2)	2	In Review

Revision History

Status	Revision Date	Comments
> Problem Payroll	10/15/2020	
Submitted to Government	10/15/2020	
Draft Payroll	10/13/2020	Payroll generated

Revision History shows original sub-mission and Problem Payroll.

5.11 Contract Notification Control

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description <i>Enter award description and funding sources. Contract location should be entered.</i>	Contract Access Control <i>Control contractor staff access to this contract.</i>	Correspondence <i>Create, edit, and view, Letters and Memos.</i>	Request for Information <i>Respond to RFI's from Contractor.</i>				
Prime Contractor <i>Identify Contractor for payment purposes and view Contractor Staffing.</i>	Subcontractors <i>Identify Subcontractors, POC's, and Trades.</i>	Contractors on Site <i>Enter dates that Subcontractors will be on-site.</i>	Contractor Insurance <i>Track General, Auto, and Workman's Comp Insurances.</i>				
Contractor Payrolls <i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i>	Contract Notification Control <i>Control which notifications you will receive for this contract.</i>						

To streamline the flow of information between the Contractor and the Government, RMS3 includes a means to notify users when certain actions occur. When a Contractor or Government action is dependent upon the action of the other party, the notifications serve as an alert that an action has been completed and the follow-up action may be performed.

Place a checkmark in the boxes corresponding to the event and method for which notifications are desired. Multiple notification methods may be selected for each event. However, these notifications are only for the individual currently applying this information. Multiple contractors can activate notifications per contract.

Note: These notifications are on a per contract basis. What is checked in one contract may be different for the same user in other contracts.

Note: Changing the email and phone number in one contract WILL change the email and

phone number in ALL other contracts.

Contract Notification Control			
NOTIFICATIONS: RMS can send notifications when certain events related to this contract occur. You can receive notifications within the RMS Application, via SMS Text, and/or via email. Simply check the boxes below for the notifications you wish to receive.			
Your notifications will be sent to:			
Phone number	<input type="text"/>	Format: 909 999 9999	
Email address	<input type="text"/>		
Contract Event	Notify in RMS	Notify via SMS	Notify via Email
Activity Hazard Analysis returned to Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence - Letter sent by Contractor to Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence - Letter sent by Government to Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment completed by Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment returned to Contractor for Corrections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll has been approved by the Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll has been rejected by the Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll has been submitted by the Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QA Daily report completed by Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QA Deficiency added to Daily Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QC Daily report completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QC Daily reported weather delay by Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QC Daily returned to Contractor for Corrections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.0 FINANCES

The Finances module is used to track the progress of work for the purpose of requesting payment and creating and submitting [Progress Payment](#) requests. RMS3/ CM includes the forms needed to submit monthly progress payment requests.

The Finances module can be accessed as shown below.



6.1 Overview

The information accessed from the Finances tile menu are:

Pay Activities: Use this selection to manage activity data; A task or milestone associated with a CLIN.

Progress Payment: Use this section to create and submit monthly [Progress Payment](#) requests. Payments are requested from the Contractor for work performed or progress made. Progress payments can only be requested monthly and must be approved by the Contracting Officer.

6.2 Finance Basics

The total contract price is represented by one or more [Contract Line-Item Numbers](#) (CLINs). There are 2 types of CLINs — Priced Parent CLINs and Priced SubCLINs (0001 vs 0001AA), option CLIN (a placeholder for options that might be awarded later). CLINs can be added to a project two ways, through Award or through modification. Award CLINs are those that were

included on the bid/proposal schedule and for which the Contractor has set a value in the bid/proposal that were accepted as part of the contract award process. Mod CLINs are those that are added via contract modification during execution of the contract. CLINs may be either positive or negative in value. All CLINs are entered in RMS3 by the Government.

On a Corps contract, progress is tracked in dollars as well as time. CLINs represent deliverables the Contractor will provide to government at the end of the job. Budgeted Cost of the Pay Activities represents the value of the work that it takes to provide those deliverables. Since we Pay on Percent Complete, the value of CLINs (Deliverables) vs. Budgeted Activity Costs (Work to Provide) must always be equal; RMS enforces this relationship.

The sum of all CLINs must be the same as the total contract amount, including any contract modifications added to the contract during its execution.

[Pay Activities](#) are defined and assigned a value by the Contractor. Every pay activity must be assigned to a CLIN. CLINs may be linked to multiple activities, but an activity can only be linked to one CLIN. The sum of all pay activities assigned to a CLIN must be the same as the total value of that CLIN.

Pay activities are added to RMS3 either manually or by importing a specially formatted file, commonly referred to as SDEF (Standard Data Exchange Format). Most contracts require the use of a scheduling program capable of generating this file, the most common of which is Oracle's Primavera P6. Refer to the Section on [Import NAS \(SDEF\)](#) for information on this process.

However, if the contract allows the use of a bar chart or similar chart for scheduling and a scheduling program is not used, manual entry of pay activities must be completed to prepare the progress payment request in RMS3.

6.3 Pay Activities

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Pay Activities Pay Activity Listing and tabulations by CLIN, Contractor, and Feature of Work.		Progress Payment Add, modify, or view Payments to the Contractor.					

Pay activities are the backbone of monitoring compliance with the contract's quality control requirements in RMS3. Almost everything done when interacting with the Government in RMS3 should be linked to a pay activity. By associating a pay activity to various contract requirements, both the Contractor and the Government can more effectively and efficiently document actions supporting requests for payment.

There are 2 lists associated with the pay activities: [Activities](#) and [CLINs](#). To view these lists, click on the tab associated with the data list.

6.3.1 Activities

Activities			
Activities	CLINs	Contractors	Features
All Activities		Activities with no CLIN / Invalid CLIN	
12		0	

Pay Activities			
Activity ID	Description	CLIN	Amount
0001	Furnish and install classrooms	0001	\$1,817,469.00
0002	12 Month Lease of Classrooms	0002	\$768,108.00
0003	Communication room Backboards	0003	\$150,864.00
0004	Power Supply - BGE, P-2	0004	\$17,329.00
0005	Pull Power from J-Box to the Power Poles, Change A	0005	\$17,153.00
0006	Interior Door Locks, Change AF, P-3	0006	\$34,683.00
0007	Computer power in classrooms, Change "AH", Mod P-	0007	\$74,968.00
0008	Intrusion Detection System, Change AJ, P-4	0008	\$54,259.00
0009	Deck 1 & 3 Changes, Change AI	0009	\$15,158.00
0010	Screen, Projectors, Telepower Pole&Light, Change A	0010	\$13,431.00
0011	Cancel Change "AJ"	0011	-\$54,259.00
0012	Exercise Option Year One	0012	\$768,108.00

Initially, the data table will display the list of all activities that have been added to RMS3. To see the list of activities which have not yet been assigned to a CLIN or have been assigned to an invalid CLIN, click on the blue box on the right. Users can alternate views by clicking on the blue boxes which correspond to the lists that can be viewed.

Below the table is a summary that provides a quick and easy means to identify discrepancies between CLIN/contract amounts and activity values. Discrepancies will be shown in RED as a variance. Discrepancies must be resolved before attempting to create a progress payment request.

CLIN / Contract Balance			
CLIN 0004	\$15,105.00	Current Contract	\$5,036,101.00
Sum of Activities	\$15,105.00	Sum of All Activities	\$4,411,101.00
Variance	\$0.00	Variance	\$625,000.00

6.3.2 Add/Edit an Activity

When not using an SDEF file, it will be necessary to manually add pay activities to RMS3. Select *Add*. To avoid data inconsistencies, activities should never be manually entered or edited when an SDEF file is being used. Always use the originating scheduling program and the SDEF file to add new activities or edit existing ones when needed.

Activities			
Activities	CLINs	Contractors	Features
All Activities		Activities with no CLIN / Invalid CLIN	
12		0	

Pay Activities			
Activity ID	Description	CLIN	Amount
0001	Furnish and install classrooms	0001	\$1,817,469.00
0002	12 Month Lease of Classrooms	0002	\$768,108.00
0003	Communication room Backboards	0003	\$150,864.00
0004	Power Supply - BGE, P-2	0004	\$17,329.00
0005	Pull Power from J-Box to the Power Poles, Change A	0005	\$17,153.00
0006	Interior Door Locks, Change AF, P-3	0006	\$34,683.00
0007	Computer power in classrooms, Change "AH", Mod P-	0007	\$74,968.00
0008	Intrusion Detection System, Change AJ, P-4	0008	\$54,259.00
0009	Deck 1 & 3 Changes, Change AI	0009	\$15,158.00
0010	Screen, Projectors, Telepower Pole&Light, Change A	0010	\$13,431.00
0011	Cancel Change "AJ"	0011	-\$54,259.00
0012	Exercise Option Year One	0012	\$768,108.00



RMS Add View

Add Activity

The following information is required:

Activity Number

Enter a unique identifier for each activity added; Alphanumeric, up to 10 characters

OK Cancel



Activity 01158

Basic Activity Information

Activity # 01158 Description Submit LEED Notebook

Subcontractor PRIM - TMG SERVICES, INC. Linda Frazier

Feature ADMINISTRATION

Duration 5 days Phase CL Area CLOS

Work Category <Not Set>

CLIN Assignment and Pricing

Activity Amount \$10,000.00

CLIN 0002AB - Replace Fire Station - Construction2

Quantity 1 LS

This activity is linked to an amount only CLIN. considered to be 1

Unit will match CLIN selected. Quantity automatically set to 1 for lump sum CLINs.

CLIN Information

CLIN 0002AB	\$3,749,615.89
Sum of Activities	\$3,749,615.89
Variance	\$0.00

Must be \$0.00

Note: The activity information contained on this screen is included in the SDEF file and

will automatically populate upon import. To avoid conflicts between RMS3 and the scheduling program used, activity data should be entered and edited within the scheduling program and imported into RMS3 rather than entered manually.

Description: Enter a brief description/title for the activity. This field is limited to 50 characters. In the SDEF file, the character limit is 30.

Subcontractor: Select the Subcontractor performing this activity from the Subcontractor Lookup table. Subcontractors are entered in the Section on [Administration | Subcontractors](#). In the scheduling program used, this information corresponds to the “RESP” code in the SDEF activity code structure. Only use the Responsibility Codes that have been established in [Administration | Subcontractors](#). RMS3 will match the code to the Subcontractor associated with the code.

Feature: Select the Feature of Work associated with the activity from the Feature of Work Lookup table. Features of Work are entered in [QC | Features of Work](#). When activities are imported using an SDEF, RMS3 will populate the Features of Work table in [QC | Features of Work](#) using the imported data. Therefore, there is really no need to manually enter any feature of work in [QC | Features of Work](#).

Caution: If features are manually entered in [QC | Features of Work](#), the entry must exactly match the information in the schedule SDEF file, including capitalization and spaces. RMS3 will automatically create an entry in [QC | Features of Work](#) for every feature of work that it finds in the SDEF file that has no exact match in [QC | Features of Work](#).

Duration: Enter the number of days that are needed to perform the activity.

Phase: (Optional) If the work is broken down into phases, those may be identified here. However, RMS3 does not currently use this information anywhere.

Area: (Optional) Specify areas within the project site where the activity takes place. However, RMS3 does not currently use this information anywhere.

Work Category: (Optional) The data in this field is tied to entries set up in the Government Work Category Library. This library is not editable by the Contractor. Therefore, if the decision is made to enter information in this field, request a copy of the Government’s entries in this library from the appropriate USACE Representative for the contract. Otherwise, leave this blank since RMS3 does not use this information anywhere.

Activity Amount: Enter the total value of the activity. This is the amount that the Contractor will be billing against in the progress payment requests as the work is completed.

CLIN: Select the CLIN with which this activity is associated. All activities must be assigned to a CLIN. When entering the CLIN in the scheduling program, be sure to use the same 4-digit number from the bid/proposal schedule. Activities with CLINs that do not match up will be rejected when attempting to import the SDEF.

CLIN Unit Price: When the CLIN is unit-priced, vice lump sum, RMS3 will include an additional data field for the unit-price matching the unit price and unit from the bid/proposal schedule.

CLIN Assignment and Pricing

Activity Amount: \$20,599.98

CLIN: 0002 - ACM Removal and Disposal

CLIN Unit Price: 5.33 SF

Quantity: 3864.9118 SF

This activity is linked to a quantity CLIN. If you enter the amount, the quantity will be computed. If you enter the quantity, the amount will be computed.

Unit and unit price match the bid/proposal schedule

Quantity: For all lump sum CLINs, the quantity is 1 and it is automatically entered. For unit priced CLINs, enter the quantity associated with the activity. This can be less than the quantity on the bid/proposal schedule if there are more than one activity associated with the unit priced CLIN.

CLIN Information: This area is READ ONLY and summarizes the total value of all activities that have been associated with the identified CLIN. After all activities have been entered, the amount in the Variance field should always be \$0.00. Adjust activities as needed to zero out the variance. Users will not be able to submit a progress payment request if there are variances.

6.3.3 Deleting Activities

It is sometimes necessary to delete one or more pay activities. When using an SDEF file, this action should be performed in the scheduling program to avoid activity inconsistencies between the scheduling program and RMS3. However, when the schedule is manually entered and edited in RMS3, RMS3 includes several deletion options.

All Activities		Activities with no CLIN / Invalid CLIN	
9		0	
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Delete Pay Activities Search Export </div>			
Activity ID	Description	CLIN	Amount
> 0001	Bonds	0001	\$76,000.00
0002	tion	0001	\$1,721,000.00
0003		0001	\$3,128,000.00
0004	Item 0004 Pre Borrow Survey	0001	\$26,000.00
0005	Item 0005 Post Borrow Area Survey	0001	\$26,000.00
0006	Item 0006 Beachfill - OPT 1	0001	\$913,500.00
0008	Item 0008 Beachfill - OPT 3	0001	\$1,980,000.00
0009	Item 0009 Install Vehic/Pedestrian X-Overs OPT 4	0001	\$100,000.00
0010	Modification P-00002, Final Pay Quantities	0002	\$26,858.80

- Delete a Single Activity

To delete a single activity, select/highlight the activity to be deleted, click on the Delete widget, then select Delete Record from the dropdown. Users will be prompted to confirm this action before it takes place.

Delete Confirmation

Delete this Activity?

Activity #: 0012
Description: Post Borrow Area Survey

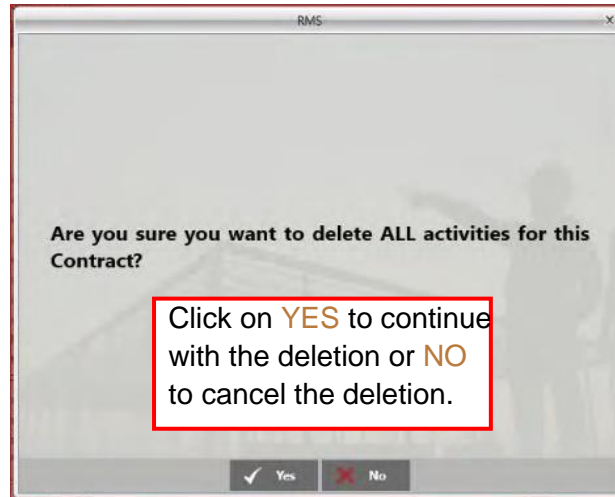
Click on YES to continue with the deletion or NO to cancel the deletion.

Yes - Delete this item No - Cancel the deletion

Caution: Once an activity is deleted, it cannot be undone, so consider these actions carefully before executing any deletion operations.

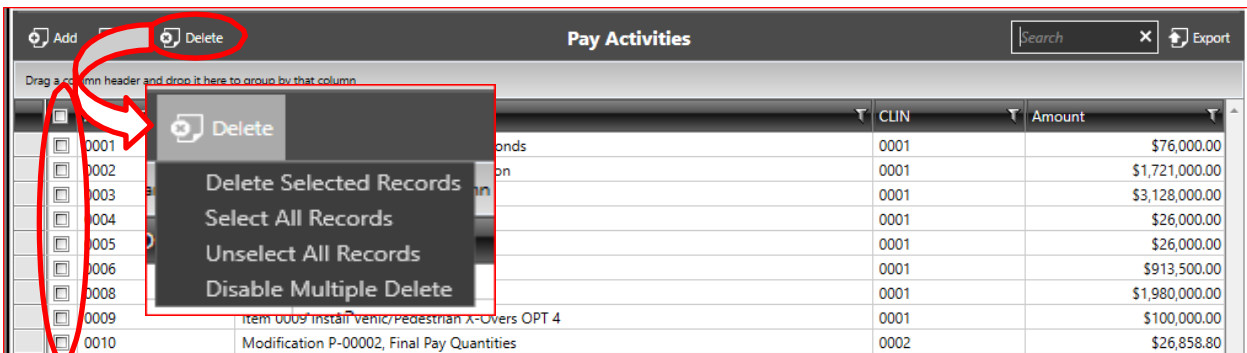
- Delete All Activities

To delete all the activities in one step, click on the *Delete* widget, then select *Delete All Activities* from the dropdown. Users will be prompted to confirm this action before it takes place.



- Delete More Than One Activity

To delete more than one activity at a time, click on the Delete widget, then select *Enable Multiple Delete* from the dropdown. The Pay Activities screen will regenerate with a checkbox for each activity. Place a checkmark on all the activities to be deleted, click on the *Delete* widget, then select *Delete Selected Records* from the dropdown.



- More Delete Options

Notice there are 3 other options in this dropdown. Another way to delete all the activities in the schedule is by selecting *Select All Records* from this dropdown, RMS3 will automatically place a checkmark on all the activities in the schedule. Click on the *Delete* widget again, then select *Delete Selected Records* from the dropdown.

If activities are mistakenly selected, click on the mistaken activity again to remove the checkmark, or select *Unselect All Records* and RMS3 will remove all the previously placed checkmarks.

If activity deletion is no longer needed or desired, select *Disable Multiple Delete*. RMS3 will return to the previous Pay Activities screen, and the checkboxes will disappear.

Note: Deleting activities will invariably affect the sum of all activities resulting in a variance in both CLIN and contract activity totals. New activities will need to be added to make up the difference and/or the value of remaining activities will need to be adjusted to zero out the variances. Do not forget that this will need to be done before attempting to create a progress payment request.

CLIN / Contract Balance			
CLIN 0001	\$7,970,500.00	Current Contract	\$7,997,358.80
Sum of Activities	\$7,944,500.00	Sum of All Activities	\$7,971,358.80
Variance	\$26,000.00	Variance	\$26,000.00

6.3.4 CLINs

Select the **CLINs** tab to see the list of all current CLINs, including those added by modification. Click on one of the blue tiles to view the list of CLINs corresponding to the selected tile.

If a CLIN's status is Unbalanced, that means there is a variance that requires correction. Select the unbalanced CLIN, then **Edit**. This will bring up the list of all activities linked to the unbalanced CLIN.

Activities						
Activities	CLINs	Contractors	Features			
All Clins	Balanced Clins	Unbalanced Clins				
12	11	1				

CLINs						
CLIN	CLIN Description	Number of Activities	Current Contract	Sum of Activities	Status	
0001	Furnish and install classrooms	2	\$1,817,469.00	\$1,817,569.00	Unbalanced	
0002	12 Month Lease of Classrooms	1	\$768,108.00	\$768,108.00	Balanced	
0003	Communication room Backboards, P-1	1	\$150,864.00	\$150,864.00	Balanced	
0004	Power Supply - BGE, P-2	1	\$17,329.00	\$17,329.00	Balanced	
0005	Pull Power from J-Box to the Power Poles, Change AC, P-5	1	\$17,153.00	\$17,153.00	Balanced	
0006	Interior Door Locks, Change AF, P-3	1	\$34,683.00	\$34,683.00	Balanced	
0007	Computer power in classrooms, Change "AH", Mod P-	1	\$74,968.00	\$74,968.00	Balanced	
0008	Intrusion Detection System, Change AJ, P-4	1	\$54,259.00	\$54,259.00	Balanced	
0009	Deck 1 & 3 Changes, Change AI	1	\$15,158.00	\$15,158.00	Balanced	
0010	Screen, Projectors, Telepower Pole&Light, Change AK	1	\$13,431.00	\$13,431.00	Balanced	
0011	Cancel Change "AJ"	1	-\$54,259.00	-\$54,259.00	Balanced	
0012	Exercise Option Year One	1	\$768,108.00	\$768,108.00	Balanced	



Pay Activities for CLIN 0001			
Activity ID	Description	CLIN	Amount
0001	Furnish and install classrooms	0001	\$1,817,469.00
00011	Unbalanced Activity	0001	\$100.00

CLIN / Contract Balance	
CLIN 0001	\$1,817,469.00
Sum of Activities	\$1,817,569.00
Variance	-\$100.00

Identify the activities that need to be corrected. If importing SDEF files is the means for entering activity data, make the correction in the scheduling program. Otherwise, select **Edit** and enter the correct activity amount manually.

6.3.5 Contractor and Features Tab

Also included on the Pay activities are two tabs – Contractor and Features that show activities sorted by subcontractor and features of work.

Note: That if there are no activities assigned to a subcontractor or feature of work, the name will appear red. Individual contractors and features of work can be edited to see which activities are assigned to that respective contractor/feature of work.

Activities

Activities	CLINs	Contractors	Features
All Contractors		Contractors Linked to Pay Activities	
294		9	
		Contractors not Linked to Pay Activities	
		285	

Subcontractors

Edit Export

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

Activity Count	Contractor Full Name	Responsibility Code	Trade	Subcontract Amount
0	Luna Concrete	SCON	Concrete	\$150,000.00
0	Magstone	BIOR	Earthwork and Utilities	\$0.00
1	Metro Data	dcom	Communications	\$0.00
0	nAME	CODE	Geotechnical	\$8,000,000.00
0	National Fire Protection	FPRO	Fire Protection-Systems	\$79,522.00
0	Nelson White Systems	PSPL	AV Equipment	\$16,752.00
0	NLABSIT	IT	Ceramic Tile	\$150.00
0	O'Leary Asphalt	APAV	Asphalt Paving	\$300,000.00
0	Overhead Door Co of Baltimore Inc.	OVE	Overhead Doors	\$7,200.00
1	PEMB	PEMB	<Not Set>	\$400,000.00
0	PICO Industries	SSTL	Structural Steel	\$186,200.00

Activities

Activities	CLINs	Contractors	Features
All Features		Features Linked to Pay Activities	
644		12	
		Features not Linked to Pay Activities	
		632	

Features of Work

Edit Export

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

Activity Count	Feature Title	Feature ID
0	FURNITURE REMOVAL	E1G00321
41	General	E1G00295
0	GENERAL	E1G00003
0	General and Finish Carpentry	E1G00137
0	GENERAL REQUIREMENTS	E1C00070
0	GENERATOR SET, STATIONARY 15-	E1C00143
1	Generator/Mechanical	E1G00298

6.4 Progress Payment

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Pay Activities <small>Pay Activity Listing and tabulations by CLIN, Contractor, and Feature of Work.</small>		Progress Payment <small>Add, modify, or view Payments to the Contractor.</small>					

One of the most significant improvements in RMS3 over previous versions of RMS is the capability to prepare and submit monthly progress payment requests electronically. Advantages to using RMS3 to perform this task include quicker communication between the Contractor and the Government and RMS3 assistance in preparing a proper pay request using the built-in forms.

When using a manual schedule or a scheduling program with SDEF file capability, the Progress Payment Request can and should be managed in RMS3 exclusively.

Prerequisite to initiating a pay request in RMS3, there are several things that must be completed for RMS3 to create a proper [Pay Request](#).

- Ensure the Government has the correct Payee Office address. Payments are made by Electronic Funds Transfer (EFT). This information should have been included with the bid/ proposal. If EFT is not set up, a check will be mailed to the Contractor's address on file in SAM.
- Input a complete list of all subcontractors and their subcontract amounts. This information is input in the section on [Administration | Subcontractors](#). This is a requirement of [FAR 52.232-5 Payments under Fixed-Price Construction Contracts](#).
- Have an approved activity schedule. While some offices may allow submitting a pay request without an approved schedule, this accommodation is not required to be provided. Offices may also assess a 10% withholding until there is an approved schedule.
- Update the Activity Schedule with current progress percentages and/or quantities.
- Ensure there are no CLIN or contract variances. Check status in section on [Finances | Pay Activities](#). If there is a variance that is anything but \$0.00, RMS3 will not allow creation of the pay request until the variance is zeroed out.

Recommendation: Although it is not usually a contract requirement, some offices may require that the Contractor [Prompt Pay Report](#) be run and completed prior to meeting with the designated USACE Representative. This report is used to review the requested earnings for a period. The "Contractor Pay Request Worksheet" is found in [Contract Reports | Finance](#). This report will identify the status of the various QC actions associated with each activity. This assessment will assist the Contractor and the Government in determining the validity of reported progress.

Use the [Document Packages](#) feature to include any documents needed to support the pay request, such as third-party or supplier invoices.

Do not forget to sign and date the Prompt Payment Certificate.

Note: Do not back out of the module without completing all six tabs first as this will send it to the Government for review and lock the payment from any corrections until the Government sends it back for corrections. See the [Invoice Dates](#) and [Prompt Pay Report](#) sections beforehand.

In accordance with the Government is required to make payment within 14 calendar days of receipt of a proper payment request/invoice. Using RMS3 to create the Progress Payment Request will assist in ensuring all information required by this clause is included and the request is complete.

However, should the Government find errors or omissions in the submission, it is required to return the documents for correction within 7 calendar days of its receipt. The 14-calendar daytime frame for payment will be reset upon receipt of the corrected invoice.

Note: If Contractor deletes or reduces the actual cost of an activity ID previously paid, RMS will withhold earnings from the current request to recoup the value. The contractor will need to create new [Activities](#) or readjust activity values to offset the negative value. If

the contract is setup to use SDEF files, the contractor should make the corrections from the scheduling software and then import a new SDEF file into RMS to apply corrections rather than manually editing activities directly from requested earnings.

6.4.1 Prepare Pay Request

There can only be one, open/unpaid invoice at a time. Once a payment is made on an invoice, as indicated in the *Status of Payment* column, the payment request for the next pay period may be initiated. Generally, pay periods run from the first to the last day of the month and are prepared monthly. However, consult with the designated local USACE Representative for the standard procedure within the office that is administering the contract and follow the provided directions.

When RMS3 is ready for a new pay request, the *Prepare Pay Request No.* box will be shown at the bottom of the screen. Click on this box to start the pay request.

The screenshot shows the 'Progress Payments' interface. At the top, there are 'Edit', 'Search', and 'Export' options. Below is a table with the following data:

Invoice No.	Pay Period From	Pay Period Thru	Earnings this Period	Earnings to Date	Paid to Date	Status of Payment
1	03/13/2013	04/30/2013	\$8,285,183.00	\$8,285,183.00	\$8,285,183.00	Paid on 05/10/2013
2	05/01/2013	05/31/2013	\$2,470,000.00	\$10,755,183.00	\$10,755,183.00	Paid on 06/12/2013
3	06/01/2013	06/30/2013	\$8,627,883.00	\$19,383,066.00	\$19,383,066.00	Paid on 07/23/2013
4	07/01/2013	07/31/2013	\$7,763,880.00	\$27,146,946.00	\$27,146,946.00	Paid on 08/21/2013

Below the table, it says 'Pay Request No. 5 not started' and a button labeled 'Prepare Pay Request No. 5' is highlighted with a red box. A large red arrow points down to a section titled 'Financial Issues Preventing Access to Payments'. This section contains the following text:

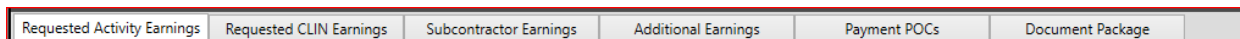
The following financial issues must be corrected prior to adding/editing payment details

Issues Memo The sum of activities is not equal to the current contract amount.
CLIN 0007 is not balanced with its activities.

RMS3 will not allow the user to proceed with creating the pay request until financial issues resulting in variances in CLIN or contract totals or other problems causing an imbalance are resolved. RMS3 will usually identify the basic problem, but it will be up to the user to decide how to address and fix it.

In this case, go back to the section on [Finances | Pay Activities](#) to fix CLIN 0007, then return here and click on the [Prepare Pay Request](#) box again.

Preparing the pay request is a multi-step process but need not be complicated. Open the tabs in order from left to right and complete the data entry required before proceeding to the next tab.



A systematic approach to the process will simplify efforts and reduce chances for errors and rejection of the invoice. To make changes or view what has been entered before submitting the pay request, navigate back to the corresponding tab at any time. However, editing is turned off once the pay request is submitted.

6.4.2 Requested Activity Earnings

When using a manual schedule, input the requested percentages and/or quantities in RMS3 manually. Either enter a percentage, representing the percentage of work completed or a quantity. Whichever is entered, RMS3 will calculate the equivalent of the other. For lump sum CLINs, the quantity is always 1, therefore if entering a quantity instead of a percentage, the number must always be a fraction less than one.

When using the SDEF file to manage the Activity Schedule in RMS3, this step is performed in the scheduling program. In the scheduling program, update activities with the progress for which payment is intended to be requested, create the SDEF file, then import the file into RMS3 as described in [Import/Export | NAS \(SDEF\)](#).

Whenever the SDEF file is used, RMS reads the value from Actual Cost to Date (specified as Actual Cost under the COST resource for each activity in Primavera) and calculates the percent complete from budgeted cost vs actual cost to date. Updating the progress (% complete) in Primavera is a different operation that also must be performed.

When manually entering the data for the requested percentages and/or quantities directly into RMS3 without using the SDEF file, the scheduling program will also need to be updated with the same information to ensure data continuity and integrity. Whichever method is chosen to use, use it consistently, do not go back and forth. Doing so has the potential of creating data inconsistencies that could take considerable effort to untangle.

Recommendation: Before updating the activity schedule, run the RMS3 report “Contractor Pay Request Worksheet” found in [Contract Reports | Finance](#), pencil in estimated progress, then meet with the contract’s USACE Representative. After the progress percentages and/or quantities have been agreed upon, update the scheduling program and generate the SDEF file if using one, or manually input the information into the [Requested Activity Earnings](#) table. Proceeding in this manner will save time and eliminate the need to rework entries in the schedule.

Click on one of the blue boxes to view a truncated list of activities corresponding to the box’s description. As activity earnings are entered, the activity count shown in the boxes will automatically update to reflect the status of the activities.

Requested earnings may be entered as a percentage, quantity, or amount. Enter a number in only one of the [Total Requested to Date](#) columns, RMS3 will automatically calculate the equivalent value for the other two columns.

Invoice No. 5 Prompt Pay Report

Requested Activity Earnings Requested CLIN Earnings Subcontractor Earnings Additional Earnings Payment POCs Document Package

All Activities
1,915
Activities not Fully Paid
1,299
Activities with Earnings this Period
2
Copy Previous Activity Earnings

Requested Activity Earnings - Activities Not Fully Paid Search X Export

Pay Activity		Previous Total Earnings			Total Requested To Date			Invoice No. 5	
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Requested %	Requested Qty	Requested Amount	Requested This Period	
CUTL81	Install UG Telecom Ductbank Bu	0	0	\$0.00	0	0	\$0.00	\$0.00	
CUTL91	Install 16" Reclaim Water line	0					\$0.00	\$0.00	
DD10019	Finalize 100% IFC CD's	0					\$0.00	\$0.00	
DD3512	Field Offices Design Package	90					\$750,000.00	\$75,000.00	
DD3516	Geotechnical Investigation & R	90	0.90	\$1,350,000.00	90	0.90	\$1,350,000.00	\$0.00	
DD3535	Prepare 35% Concept Design Sub	90	0.90	\$6,990,030.00	90	0.90	\$6,990,030.00	\$0.00	
DD6522	Prepare 65% Submission	0	0	\$0.00	25	0.25	\$3,184,988.75	\$3,184,988.75	
DD9525	Prepare 95% Pre Final Design S	0		\$0.00	0	0	\$0.00	\$0.00	
FPH-122	Install Water Storage	0		\$0.00	0	0	\$0.00	\$0.00	
FPH-123	Install Exterior Co	0		\$0.00	0	0	\$0.00	\$0.00	
FPH-124	Install Exterior Co	0		\$0.00	0	0	\$0.00	\$0.00	
FPH-125	Install Exterior Pip	0		\$0.00	0	0	\$0.00	\$0.00	
FPH-126	FRP Fire Pump House FND	0	0	\$0.00	0	0	\$0.00	\$0.00	
FPH-127	FRP Fire Pump House SOG	0		\$0.00	0	0	\$0.00	\$0.00	
FPH-128	Install Steel Roof Structure a	0		\$0.00	0	0	\$0.00	\$0.00	
FPH-129	Install Roofing at Fire Pump H	0		\$0.00	0	0	\$0.00	\$0.00	
FPH-130	Install UG MEP at Fire Pump Ho	0		\$0.00	0	0	\$0.00	\$0.00	
FPH-131	Install Interior Mechanical at	0		\$0.00	0	0	\$0.00	\$0.00	
FPH-132	Install Interior Electrical at	0	0	\$0.00	0	0	\$0.00	\$0.00	
FPH-134	Install Masonry Walls at Fire	0	0	\$0.00	0	0	\$0.00	\$0.00	
FPH-135	Install Overhead Door at Pump	0	0	\$0.00	0	0	\$0.00	\$0.00	
FPH-136	Install Exterior Door at Pump	0	0	\$0.00	0	0	\$0.00	\$0.00	
				Totals:			\$10,333,746.00	\$13,593,734.75	\$3,259,988.75

An actual amount may be requested

For activities associated with lump sum CLINs, enter the requested percentage complete.

For activities associated with unit-price CLINs, enter the requested quantity.

CLIN 0001 Activity No. DD6522 Prepare 65% Submission

Activity Total Quantity LS

Activity Total Amount

Requested on Invoice No. 5

Activity Earnings this Period

Additional Earnings this Period

Total Earnings this Period

Pay Period Thru Payment Invoice Date Requested Earnings Complete

Note: The value entered represents the cumulative earnings to date, not the earnings for the current pay period. In other words, the number entered should almost always be greater than the value shown in the **Previous Total Earnings** columns.

If there is a need to reset/clear all the entries made in the Total Requested to Date columns, click on the **Copy Previous Activity Earnings** box. This will remove all requested earnings at one time. Use this tool only to remove all the requested earnings for the current period.

6.4.3 Requested CLIN Earnings

The **Requested CLIN Earnings** tab is a READ ONLY view that summarizes the results of the activity earnings entered on the **Requested Activity Earnings** tab. The amounts shown in the CLIN summary at the bottom of the view will change to reflect the amounts for the CLIN that is highlighted/selected in the table above.

Invoice No. 5 Prompt Pay Report

Requested Activity Earnings **Requested CLIN Earnings** Subcontractor Earnings Additional Earnings Payment POCs Document Package

CLIN Earnings Search X Export

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

CLIN		Previous Total Earnings			Total Requested To Date			Invoice No. 5
CLIN	CLIN Description	Previous %	Previous Qty	Previous Amount	Requested %	Requested Qty	Requested Amount	Requested This Period
> 0001	High Performance Computing Cen	5	0	\$27,107,446.00	6	100	\$31,117,434.75	\$4,009,988.75
0002	Telecomm and Nursing Mothers R	0	0	\$0.00	0	0	\$0.00	\$0.00
0003	Government Field Office	0	0	\$0.00	0	0	\$0.00	\$0.00
0005	Generator Yard Shift	8	0	\$39,500.00	8	8	\$39,500.00	\$0.00
0006	VCPS Access Road	0	0	\$0.00	0	0	\$0.00	\$0.00
0007	Field Office Grading and Access Rc	0	0	\$0.00	0	0	\$0.00	\$0.00
Totals:				\$27,146,946.00			\$31,156,934.75	\$4,009,988.75

CLIN 0001 High Performance Computing Center 2

Unit Price \$564,689,000.00

CLIN Total Quantity 1 LS

CLIN Total Amount \$564,689,000.00

Requested on Invoice No. 5

Activity Earnings this Period \$4,009,988.75

Additional Earnings this Period \$0.00

Total Earnings this Period \$4,009,988.75

Pay Period Thru Select a date 15 Payment Invoice Date Select a date 15 Requested Earnings Complete

6.4.4 Subcontractor Earnings

The amounts entered here will be reflected on the Prompt Payment Certification in compliance with [FAR 52.232-5 Payments Under Fixed-Price Construction Contracts](#). Enter the total amount earned by each subcontractor for the pay period; do not exclude deductions.

Do not enter any deductions in the last column, this prohibits contractors from holding any monies due to subcontractors; this must be done by the Government. If an amount needs to be deducted from any subcontractor's earnings, inform the contract's USACE Representative with the amount and reason for the deduction. It is the Government's responsibility to include this deduction in the progress payment.

Invoice No. 5 Prompt Pay Report

Requested Activity Earnings Requested CLIN Earnings **Subcontractor Earnings** Additional Earnings Payment POCs Document Package

Update Previous Subcontractor Payments

Subcontractor Earnings Search X Export

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

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)
FUEL	\$0.00	\$0.00	\$0.00	\$0.00
Gensler Architecture Design & Planning D.C	\$15,866,586.00	\$3,708,077.00	\$0.00	\$0.00
GLAZ	\$0.00	\$0.00	\$0.00	\$0.00
GOVT			\$0.00	\$0.00
Hensel Phelps Kiewit Joint Venture			\$0.00	\$0.00
HPK			\$0.00	\$0.00
Indy Equipment and Supply	\$3,697,000.00	\$0.00	\$0.00	\$0.00
LAND	\$0.00	\$0.00	\$0.00	\$0.00
Langan Engineering & Environmental Services	\$303,700.00	\$148,721.00	\$0.00	\$0.00

Do not enter any amount in this column

Enter total amount earned by subcontractor.

6.4.5 Additional Earnings

Even when a subcontractor has not sent an invoice, work performed on pay estimates is due to contractor within 7 days of receiving payment from Government.

When there are circumstances that require a request for additional earnings that are not included in the pay activities, this adjustment is added to the pay request on the **Additional Earnings** tab.

Additional earnings are the amounts which are a compensable component of the contract but may not be directly associated with a pay activity. This could include preparatory work, performance and payment bonds, and stored materials. In practice though, only stored materials should be a possible consideration for additional earnings. Since the sum of the pay activities must be equal to the total contract amount, there should be pay activities which account for preparatory work and bonds, thereby eliminating the need to consider payment for these as **Additional Earnings not included in Activity Earnings**.

Note: Payment bonds are a cost reimbursable expense.

Invoice No. 5					
Requested Activity Earnings	Requested CLIN Earnings	Subcontractor Earnings	Additional Earnings	Payment POCs	Document Package
Additional Earnings					
Activity Earnings	Previous Total Earnings	Total Earnings To Date	Invoice No. 5	Estimated Stored Materials Included in Activity Earnings	
Total Requested Activity Earnings to Date	\$27,146,946.00	\$31,156,934.75	\$4,009,988.75	\$0.00	
Additional Requested Earnings not included in above Activity Earnings					
Additional Earnings are not enabled for this contract. If additional stored materials, preparatory work or performance and payment bond are required, request that the government enable additional earnings in contract setup.					
Subcontractor Deductions					
Less Subcontractor Deductions held by Prime	\$0.00	\$0.00	\$0.00		
Sum of Requested Earnings to Date					
Total Requested Earnings	\$27,146,946.00	\$31,156,934.75	\$4,009,988.75		

Although RMS3 provides a means for accommodating earnings outside of activities, use of this process requires close monitoring and adjustments as the work progresses. Before entering amounts on this tab, consult with the designated USACE Representative. Some offices may prefer these conditions be addressed using other less confusing methods.

If the **Additional Earnings** tab looks like the above, i.e., displaying the “Additional Requested Earnings not included in above Activity Earnings” message, inputting an amount in Estimated Stored Materials Included in Activity Earnings is optional. Discuss this with the designated USACE Representative and follow his/her direction.

6.4.6 Stored Materials

Stored Materials can be addressed in either of two ways, Included in Activity Earnings or Not Included in Activity Earnings. The difference between these is when Included in Activity Earnings, the value of the materials is counted towards progress (work in place) and does not affect the total invoice amount; when Not Included in Activity Earnings, the value is additional to activity earnings, increases the total invoice amount and is not counted towards progress.

Whether or not payment for stored materials is **Not Included in Activity Earnings** can be made is decided by the Government during contract preparation. It may be possible to receive payment for stored materials which have not yet been incorporated into the work, provided that the conditions stated in [FAR 52.232-5 Payments Under Fixed-Price Construction Contracts](#),

paragraph (b)(2) are met. There is no guarantee that payment will be allowed though. Payment for these materials is at the sole discretion of the Contracting Office and is subject to satisfactorily meeting all the conditions of the clause. Discuss this with the contract's USACE Representative.

Note: When Additional Earnings not included in Activity Earnings is allowed, the input table shown below will replace the text shown above. Consult the contract's USACE Representative for directions on local office policy regarding its use.

Additional Allowed Earnings not included in above Activity Earnings			
Additional Stored Material	\$0.00	\$0.00	\$0.00
Preparatory Work	\$0.00	\$0.00	\$0.00
Performance and Payment Bond	\$0.00	\$0.00	\$0.00

As previously indicated, there should be [Pay Activities](#) for Preparatory Work and Performance and Payment Bond already included in the [Activity Schedule](#), so no entry should be needed in these categories. Therefore, when allowed, this table should only be used to enter *Additional Stored Materials*.

The complexity arises because as work progresses, the stored materials are incorporated into the work, increasing the percentage complete of the related pay activities. Therefore, as subsequent pay requests are made and the stored materials are used, the amount claimed in *Additional Stored Materials* must be decreased by an amount equivalent to the materials placed in the completed work. Eventually, the amount in *Additional Stored Materials* must be zero. It is the contractor's responsibility to ensure the amount claimed in *Additional Stored Materials* is accurately reflected in the pay request.

6.4.7 Subcontractor Deductions:

This category of **Additional Earnings** is not useable. According to [FAR 52.232-5 — Payments Under](#) the Prime Contractor is not allowed to include any amount in its pay request that it intends to withhold or retain from a subcontractor or supplier. The [Prompt Payment Report Certification](#) asserts that subcontractors and suppliers will be paid from payments received and that progress payments do not include any intended withholding or retainage. If funds have been withheld or retained, and immediate steps were not taken to return these funds to the Government, the Government may charge interest on the amount improperly withheld or retained until corrected.

Contractors can enter in amounts to withhold from a subcontractor. If so, the Contractor needs to provide the Government with a copy of the letter provided to the Subcontractor advising of the withholding. This amount will be removed from the invoice until the Subcontractor has been paid.

However, when there is reason to withhold or retain from a subcontractor or supplier, the correct procedure is to inform the contract's USACE Representative of the circumstances and include the details for this withholding or retainage in notes attached to the payment request. The affected pay activities should correctly reflect progress to date, but the Government will withhold/retain the appropriate amount as detailed in the payment request notes. When the condition initiating the withholding/retainage has been corrected, inform the Government so that the withheld/retained amounts can be refunded.

6.4.8 Payment POCs

Enter the requested information in the fields provided.

Ensure the name entered in the *Certification By* fields is authorized to certify Progress Payments for the Prime Contractor. This is the person who will ultimately sign the pay request before it is submitted to the Government. This person must be assigned a User Role that includes *Read & Write Access to Progress Payments—Requested Earnings Completed*. Refer to [User Roles](#) and [Administration | Contract Access Control](#).

The screenshot shows the 'Invoice No. 3' interface with several tabs: Requested Activity Earnings, Requested CLIN Earnings, Subcontractor Earnings, Additional Earnings, Payment POCs (highlighted), and Document Package. Below the tabs are sections for Discount Terms, Notice of Assignment, Notice of Defective Invoice, and Certification By (highlighted). The Certification By section includes a text area with a certification statement and input fields for Name and Title.

6.4.9 Invoice dates

The screenshot shows the 'Invoice dates' section with the following fields: Pay Period Thru (3/1/2021), Payment Invoice Date (4/1/2021), and a checked checkbox for Requested Earnings Complete.

The Pay Period Thru, Payment Invoice Date and Requested Earnings Complete can be entered on any of the invoice screens. However, do not check the Requested Earnings Complete box until all 6 of the invoice tabs have been completed. Checking this box will lock the invoice and send it to the Government. Once the invoice is locked no additional changes can be made while it is in the Government's hands.

Note: RMS will generate the Prompt Payment Form when this button is clicked and notify the Government that payment is complete, but RMS will NOT sign the Prompt Payment Form. Prior to exiting the payment, navigate to the document package and sign the Prompt payment Form. See next section on the [Document Package](#).

6.4.10 Document Package

The final steps are generating the progress payment request, signing it, and submitting it to the government after completing input on the previous tabs.

Note: Draft documents are no longer visible to the other side until marked complete. That means, the Government cannot see draft contractor documents and the Contractor cannot see draft government documents until they are marked complete.

Before the progress payment can be completed, the *Pay Period Thru* and *Payment Invoice Date* on any of the tabs in this module must be entered. Then click on the *Prompt Pay Report* widget to generate the payment invoice and Prompt Payment Certification Statement. If each tab has been systematically completed, using this RMS3-generated document will ensure the pay request contains the information needed by the Government to process the invoice in a timely manner.

6.4.11 Prompt Pay Report

Invoice No. 2

Requested Activity Earnings | Requested CLIN Earnings | Subcontractor Earnings | Additional Earnings | Payment POCs | **Document Package**

Invoice No. 0002 *CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.*

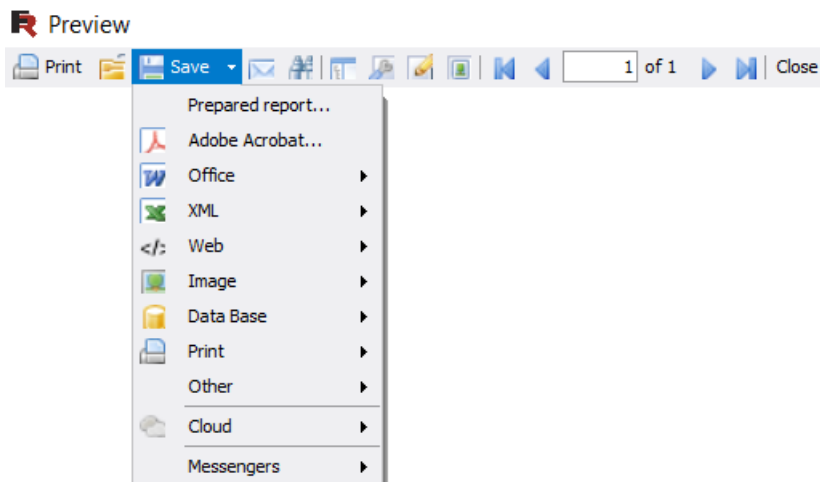
Prompt Pay Signed	Title of Package	No.	Status
Signed			

Pay Period Thru: Select a date [15] | Payment Invoice Date: Select a date [15] | Requested Earnings Complete

The Prompt Pay Report is generated in Preview mode. Take this opportunity to look over what has been entered. If changes are needed, return to the applicable tab to make the change, then run the report again.

To save the Prompt Payment Certificate outside of RMS3, click on *Save* and select either Adobe Acrobat or Office as the file type and save the document to a hard drive.

If saved as an Office Word document, it is possible to edit the information in the document, but this is not recommended since this will not reflect what is in the system. If changes are needed, return to the applicable tab, then run the report again.



The Prompt Pay Report consists of 3 main sections, the Header, Subcontractor Earnings and Prompt Payment Certification Statement, and Invoice Summary.

Prompt-Payment-Certification-and-Supporting-Data-For-Contractor ⁺				Page 1 of 3 pages																																									
Payment-Invoice ⁺																																													
(1) Contract No.: W912DR-13-C-0005		(2) Location and Description: Fort Meade, Maryland High Performance Computing Center (HPCC2) Project, Fort Meade, MD		(3) Estimate No.: 5																																									
				(4) Invoice Date: 11/30/2018																																									
(5) Contractor Official (name and address) to whom payment is to be sent:			(6) Discount Terms: 0 Days																																										
(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 Deductions by Contractor (Total to Date)																																									
AFLR	\$0.00	\$0.00	\$0.00	\$0.00																																									
FUEL	\$0.00	\$0.00	\$0.00	\$0.00																																									
Gensler Architecture Design & Planning D.C.	\$15,866,586.00	\$3,708,077.00	\$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 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 amount withheld. Attach copy of notification to pay estimate. Reference FAR 52.232-27(g).																																													
I hereby certify, to the best of my knowledge:																																													
(1) ... The amounts requested are only for the contract;																																													
(2) ... All Payments due to subcontractors have been made, 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 or 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.																																													
Jon Doef Design Integration Manager																																													
<table border="1"> <thead> <tr> <th></th> <th>Total Previous Earnings</th> <th>% Earning To-Date</th> <th>Total Earnings To-Date</th> <th>Earnings This Period</th> </tr> </thead> <tbody> <tr> <td>Total-Requested-Activity-Earnings</td> <td>6.00</td> <td>6%</td> <td>\$31,156,934.75</td> <td>\$4,009,988.75</td> </tr> <tr> <td>Stored-Material-included-in-Activity-Earnings</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Additional-Stored-Material-not-included-in-Activity-Earnings</td> <td>0.00</td> <td></td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Preparatory-Work-not-included-in-Activity-Earnings</td> <td>\$0.00</td> <td></td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Performance-and-Payment-Bond-not-included-in-Activity-Earnings</td> <td>\$0.00</td> <td></td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Less-Subcontractor-Deductions-held-by-Primes</td> <td>\$0.00</td> <td></td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Total-Requested-Amount</td> <td>\$27,146,946.00</td> <td>6%</td> <td>\$31,156,934.75</td> <td>\$4,009,988.75</td> </tr> </tbody> </table>							Total Previous Earnings	% Earning To-Date	Total Earnings To-Date	Earnings This Period	Total-Requested-Activity-Earnings	6.00	6%	\$31,156,934.75	\$4,009,988.75	Stored-Material-included-in-Activity-Earnings					Additional-Stored-Material-not-included-in-Activity-Earnings	0.00		\$0.00	\$0.00	Preparatory-Work-not-included-in-Activity-Earnings	\$0.00		\$0.00	\$0.00	Performance-and-Payment-Bond-not-included-in-Activity-Earnings	\$0.00		\$0.00	\$0.00	Less-Subcontractor-Deductions-held-by-Primes	\$0.00		\$0.00	\$0.00	Total-Requested-Amount	\$27,146,946.00	6%	\$31,156,934.75	\$4,009,988.75
	Total Previous Earnings	% Earning To-Date	Total Earnings To-Date	Earnings This Period																																									
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Additional-Stored-Material-not-included-in-Activity-Earnings	0.00		\$0.00	\$0.00																																									
Preparatory-Work-not-included-in-Activity-Earnings	\$0.00		\$0.00	\$0.00																																									
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Total-Requested-Amount	\$27,146,946.00	6%	\$31,156,934.75	\$4,009,988.75																																									
Page 3 of 3				Sorted by Activity No.																																									

Once the contents of the report have been checked and no changes are needed, check the *Requested Earnings Complete* box.

Note: RMS will generate the Prompt Payment Form when this button is clicked and notify the Government that payment is complete, but RMS will NOT sign the Prompt Payment Form. Contractors are required to sign the prompt payment form for the government to process the invoice.

Clicking the *Requested Earnings Complete* checkbox will (1) add a Document Package with the Prompt Pay Report already attached and (2) notify the Government that the invoice has been completed, if the Government has notifications turned on. The Prompt Payment Form that is generated **WILL NOT BE SIGNED** until the contractor signs it. Before sending the document

package to the Government for processing, the Prompt Payment Certificate must be signed. Select the document package and choose *Edit*. Sign the Prompt Payment Certificate. Then add and sign any other documents required by the contract, see the section on [Document Packages](#) for detailed instructions on working with Document Packages (adding and signing documents, then submitting for review).

Invoice No. 2 Prompt Pay Report

Requested Activity Earnings Requested CLIN Earnings Subcontractor Earnings Additional Earnings Payment POCs **Document Package**

Invoice No. 0002 *CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.*

	Prompt Pay Signed	Title of Package	No.	Status
		Invoice No. 0002	1	Not Complete

Pay Period Thru 3/16/2022 15 Payment Invoice Date 4/16/2022 15 Requested Earnings Complete

RMS

Marking requested earnings complete will transfer the payment to the Government for approval. The invoice will become read only during Government review. Do you want to proceed?

Click **Yes** to continue or **No** to cancel.

✓ Yes ✗ No

Invoice No. 0002 *CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.*

	Prompt Pay Signed	Title of Package	No.	Status
		Invoice No. 0002	1	Not Complete

Note: RMS will generate the Prompt Payment form when the checkbox **Requested Earnings Complete** is checked and notify the Government that payment is complete, but RMS will NOT sign the Prompt Payment Form, the user must go into the document package to sign this form after clicking the checkbox.

If there are other documents to support the pay request, add them to the Document Package before submitting.

Note: Completing the pay estimate before adding documents to the Document Package Manager may result in the pay estimate being returned by the Government for not being a complete invoice. Additionally, just marking **Requested Earnings Complete** without signing the Prompt Payment Form will likely result in the Government returning the invoice for corrections. It is imperative that the Prompt Pay Form is signed immediately after the **Requested Earnings Complete** checkbox is clicked, as this notifies the Government the invoice is complete.

The [Progress Payment](#) request is complete once the Prompt Payment Certificate is signed, and all supporting documents have been added to the [Document Package](#).

Document Package: Invoice No. 0002

All Attachments 1	PDF Documents 1	Word Documents 0	Excel Files 0	Powerpoint Files 0	Drag and Drop Attachment Files Here	Sign Selected Documents
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0		Export Selected Documents

All Attachments [Add] [Edit] [Delete] [Export]

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status
<input checked="" type="checkbox"/>	3/15/2022 12:51:26	Prompt Payment Inv.2 - Prompt Payment.pdf	Not signed	Not signed

Select if adding supporting documents

Select to apply electronic signature

Document Title: Prompt Payment Inv.2 - Prompt Payment.pdf

Description:

Manually signed by Contractor

Select if signed outside of RMS

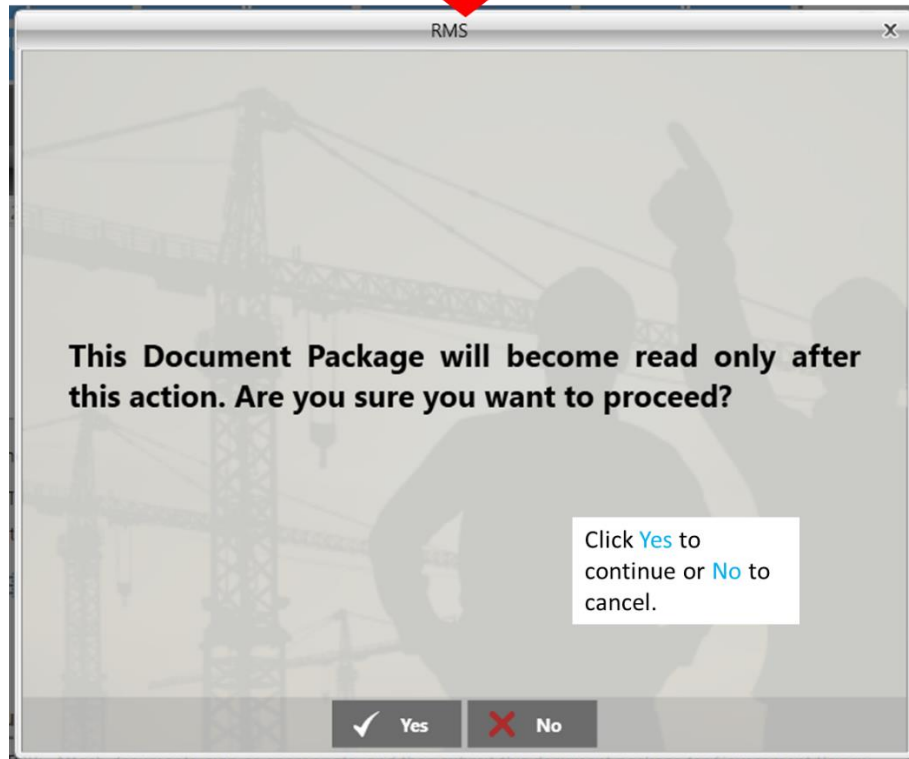
Manually signed by Government

Document Package Status: Not Complete. Documents will be marked Ready to Send to PCF when package is accepted.

CONTRACTOR: Attach documents, sign as appropriate, and then submit this document package for Government Review. Submit for Review

Contractor Notes to Government

Select when complete



Click on the *Submit for Review* button to send it to the Government. In the document package table, the package will now display a key to signify that the document has been signed.

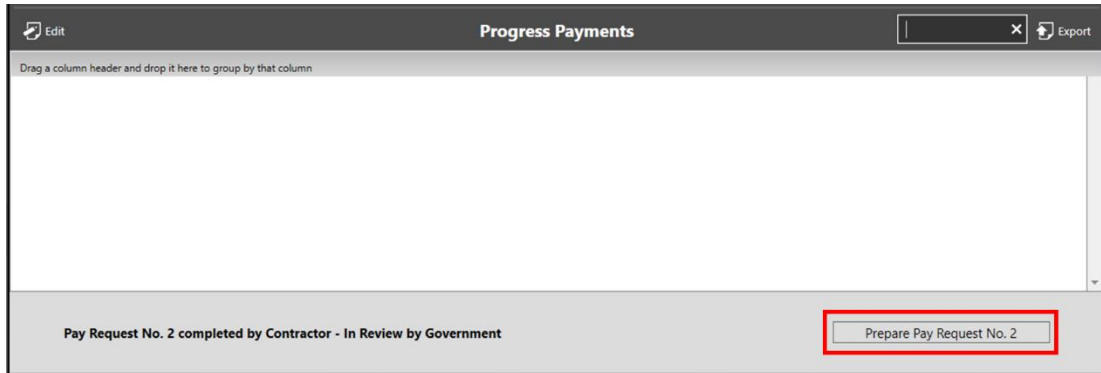
Invoice No. 2						Prompt Pay Report
Requested Activity Earnings	Requested CLIN Earnings	Subcontractor Earnings	Additional Earnings	Payment POCs	Document Package	
Invoice No. 0002 <i>CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.</i>						
Add Edit Delete		Prompt Pay Signed	Title of Package Invoice No. 0002	No. 1	Status In Review	

6.4.11.1 If signing the Prompt Pay Report was Accidentally Missed

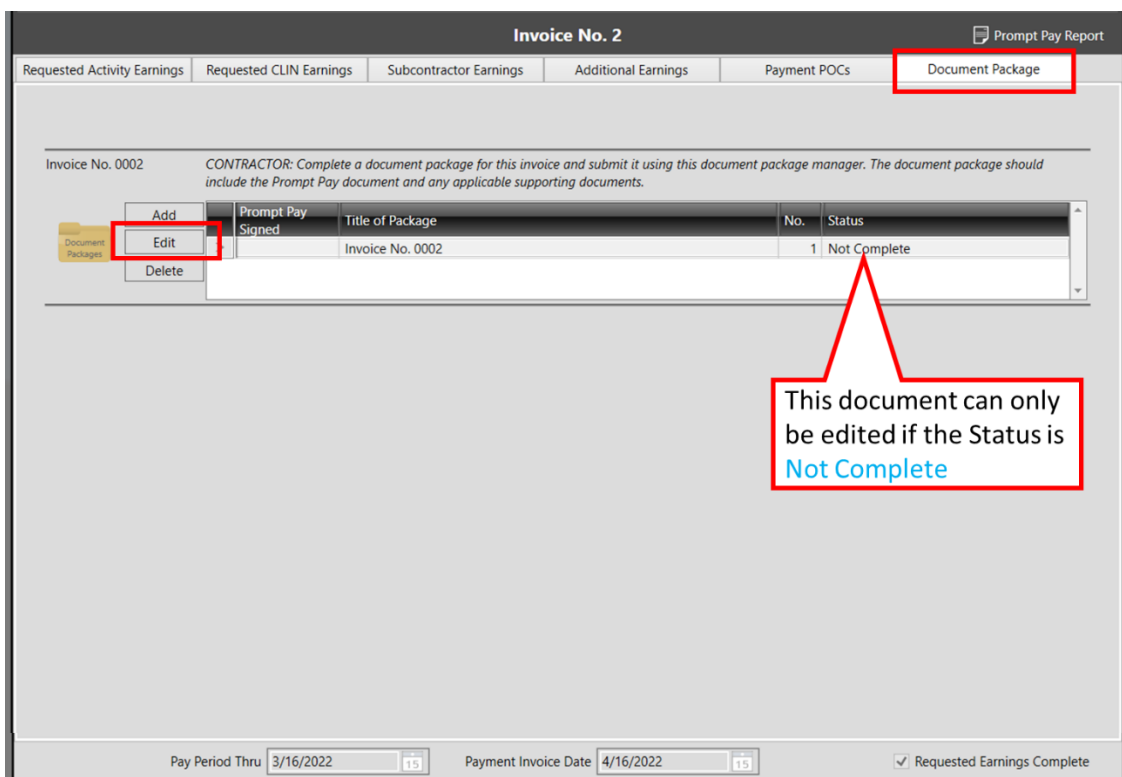
If the contractor backed out of the Progress Payment and did not sign the Prompt Pay Report, then the invoice is not complete, and the Contractor must go back in to sign the report. Depending on the contract's policy, the Government may return the invoice for corrections or may just return the document package for corrections. If the contract's district's policy is to submit the document package, then the Contractor may need to create a new document package and add the report to the new document package. Then sign that report prior to resubmitting the document package (and the invoice if it was returned to the contractor for corrections).

In general, to sign the document if the document package status is either *not complete* or *returned for corrections*, users may do the following:

1. Navigate to the Progress Payment module.
2. Click on the button to Preview/Prepare the Pay Request in question, as shown below.



3. Click on the Document Package tab.
4. Double click on the Open Document Package as shown below.



5. Sign the Prompt Pay Report and submit the [Document Package](#) to the Government. For instructions on signing documents and submitting the package to the Government, please see the sections on [Signing Documents](#) and [Submit for Review](#) in the Document Package section.

If the document package status is *In Review* by the Government, then the Contractor will need to add a new document package, by clicking on the *Add* button. Upload the Prompt Payment Certificate (this can be done by either downloading the document from the *In Review* document package, or by clicking on the *Prompt Pay Report* button in the upper right-hand corner of the invoice view and then saving the file to the local user's computer). Then follow the instructions for

adding and signing documents and submitting the package.

Save the Prompt Pay report:

OR

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status
<input checked="" type="checkbox"/>	6/16/2022 4:26:57	Invoice No. 0002 - Prompt Payment Inv. 2 - Prompt Payment.pdf	Electronically Signed	Not signed
<input type="checkbox"/>	6/16/2022 4:27:25	Invoice No. 0002 - Prompt Payment Inv. 2 - Prompt Payment.pdf	Not signed	Not signed

The Primary column in the Document Package Edit view will contain a checkmark to signify which document is the latest signed Prompt Payment document.

6.4.12 Progress Payment Returned for Corrections

There may be times when the Government finds reason to return a Progress Payment Request. When this happens, the Contractor will receive an RMS-generated message if notifications are turned on for "Payment returned to Contractor for Corrections". See [Administration | Contract Notification Control](#).

Before continuing, meet with the contract's USACE Representative to find out what corrections need to be made to the progress payment request/invoice. To make the requested changes, open the pay request by clicking on the *Prepare Pay Request* button.

Once the contents of the report have been checked and no changes are needed, open the Document Package tab, and check the *Requested Earnings Complete* box.

Note: RMS will generate the [Prompt Payment](#) Form when this button is clicked and notify the Government that payment is complete, but RMS will NOT sign the Prompt Payment Form.

The [Document Package](#) will be editable, allowing additional documents to be added and submitted to the Government. *Edit* the package.

Invoice No. 2 Prompt Pay Report

Requested Activity Earnings | Requested CLIN Earnings | Subcontractor Earnings | Additional Earnings | Payment POCs | **Document Package**

Invoice No. 0002 *CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.*

Document Packages	Add	Edit	Delete	Prompt Pay Signed	Title of Package	No.	Status
					Invoice No. 0002	1	Returned for Corrections

Pay Period Thru 3/16/2022 | Payment Invoice Date 4/16/2022 | Requested Earnings Complete

The Progress Payment Request is complete once the Prompt Payment Certificate is signed and all supporting documents have been added to the Document Package. See the section on [Document Packages](#). Click on the *Submit for Review* button to send it to the Government.

7.0 QUALITY CONTROL (QC)

This module is the backbone of the Corps of Engineers' Quality Control (QC) system. Completing and maintaining the data supported in this module will help to ensure compliance with the requirements of the contract's Quality Control specification.

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QC Summary <i>A roll-up of each QC Daily Report entry topic.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>				
Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests: User Schools, Installed Property, and Transfer Property.</i>	Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>				
Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>							

7.1 Overview

Obtaining quality construction is the combined responsibility of you, the Construction Contractor, and the Government's Quality Assurance Staff. The contract documents establish the quality required for the project. Your mutual goal must be a quality product conforming to the contract requirements. A cooperative and professional working relationship should be established to realize this common goal.

A contractor's Quality Control specification requires a Contractor Quality Control Plan be tailored to a specific contract that describes how to implement Quality Control. The QC module in RMS3/CM provides the user with the vehicle to document quality control activities. Maintaining the data in this module will help to ensure compliance with the contract's Quality Control specification.

The information accessed from the QC tile are:

QC Summary: A graphical representation of the status of the various QC elements with a point-and-click interface for accessing a list view of the selected item.

QC Daily Reports: Use this selection to write daily reports documenting the day's events and activities.

Features of Work: Use this selection to list all the features of work needed to complete the work.

Three Phase Inspections: Use this selection to develop a list of common deficiencies to watch for

with each feature of work.

Hazard Analysis: Use this selection to log and track Activity Hazard Analyses (AHA) for each feature of work.

QC Requirements: Use this selection to log and track contract requirements for QC tests, User Schools, Installed Property and Transfer Property.

Equipment Checks: Use this selection to log and track inspection dates and usage of equipment on site.

Dredging Equipment: On contracts which include dredging, use this selection to log and track dredging equipment.

Exposure Hours: Use this selection to record and submit monthly exposure hours.

7.2 QC Summary

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QC Summary <i>A roll-up of each QC Daily Report entry topic.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>		Three Phase Inspections <i>A tabulation of DFW and the number of Checks linked to the 3-Phase Meetings.</i>	
Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>		QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>		Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the Jobsite.</i>		Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	
Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>							

The **QC Summary** screen provides a quick view of the status of the major topics covered in the QC daily report. Click on any of the grey boxes in the top half of the screen and a list of the items represented by the number in the grey box will be displayed in the section below.

QC Summary

Weather

Caused by Current Weather	6	Caused by Previous Weather	1
Critical Delays			
Non-Critical Delays	31		3

QC Narratives

Narrative Count	564
Safety Related	315

QA Deficiencies

Issued	4
Corrected	4
Not Corrected	0

QC Deficiencies

Issued	24
Corrected	24
Not Corrected	0
Verified	0
Not Verified	24

Click on any box in this section

All Activities

All Activities	2,426
Started	336
Not Started	2,090
Finished	217
Not Finished	119

Requirements

Requirements	1
Completed	1
Not Completed	0

Accidents

Accidents	0
Reportable	0
Not Reportable	0

Lost Days

Lost Days	0
-----------	---

Critical Delays Caused by Current Weather

Search Export

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

Report	Date	Min Temp	Max T	QC Weather Reported
210	06/18/2013		63	Weather Caused Critical Delay
218	06/26/2013		68	92 0.07 5 Weather Caused Critical Delay
219	06/27/2013		69	85 0.17 6 Weather Caused Critical Delay
254	08/01/2013		620	79 0.74 4 Weather Caused Critical Delay

The items will be listed in the table in this section.

7.3 QC Daily Reports

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QC Summary <i>A roll-up of each QC Daily Report entry topic.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>		Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>	
Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>		QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>		Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>		Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	
Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>							

A daily report is required for every day of the contract starting from the date determined by the district, either the Notice to Proceed (NTP), or when Construction on Site begins. These daily reports continue until the Contract Completion Date (CCD) or Substantial Completion Date (SCD), whichever occurs later. This includes weekends, holidays, and non-workdays within this period. Whenever onsite work continues after the CCD or SCD, continue to prepare a daily report for every day that work onsite occurs.

Note: If the contract is a dredging contract, daily dredging reports may also be required for each dredge on the contract. See the section on [Dredging Reports](#).

7.3.1 Daily Reports Summary Screen:

For contracts that do not include dredging Daily Reports are grouped into 3 subsets:

All Daily QC Reports: Comprehensive list

Completed QC Reports: Reports completed and sent to the Government for review.

Not Completed QC Reports: Reports still being worked on, not yet sent to the Government.

Note: The list of QC Reports corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

Click on **Add** to create a new daily report.

The daily report consists of 9 sections documenting all the day's onsite activity. A complete and detailed record will go a long way in supporting your pay requests, performance evaluation, and any disputes or claims that may arise during the contract. Take the time to document, your efforts will not be wasted.

All Daily QC Reports		Completed QC Reports		Not Completed QC Reports		
5		3		2		
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Edit Delete </div> <div style="text-align: center; font-weight: bold;">Daily Reports</div> <div style="text-align: right;"> <input type="text" value="Search"/> Export </div>						
Drag a column header and drop it here to group by that column						
Report No.	QC Report Date	QC Weather Reported	QC Report Status	Return to Contractor	QC PCF Status	Contains Signed Documents
>	103	10/20/2020 Tuesday	Weather Not Entered	Not Completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>
	100	10/17/2020 Saturday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>	<input type="checkbox"/>
	99	10/16/2020 Friday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>	<input type="checkbox"/>
	75	09/22/2020 Tuesday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>	<input type="checkbox"/>
	0	07/09/2020 Thursday	Weather Not Entered	Not Completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>



Note: Only one person at a time should edit a daily report, otherwise some data may be lost.

Click on a blue tile to enter the data related to the tile label. (See following section for additional information on the tiles.) As information is entered, a visual of the report will build in the grey section of the screen. You can view the version that will print at any time by selecting the *QC Daily Report* button.

After you complete entering all the information for the day's daily report, preview the report by clicking the *QC Daily Report* button in the upper right corner. Once the report looks correct check the *Report Completed* box.

QC Daily Report No. 5682, 12/12/2018 - Wednesday

Project: NANSEMONT ORDANANCE DEPOT
 Contract Number: DACA31-99-D-0021 0005
 Contractor: The Ranger Group, LLC

QC Weather: Weather Not Entered

QC narratives: No QC narratives entered today

Prep/Initial Inspections: No initial inspections today

Activity Started/Finished: No activities started/finished today

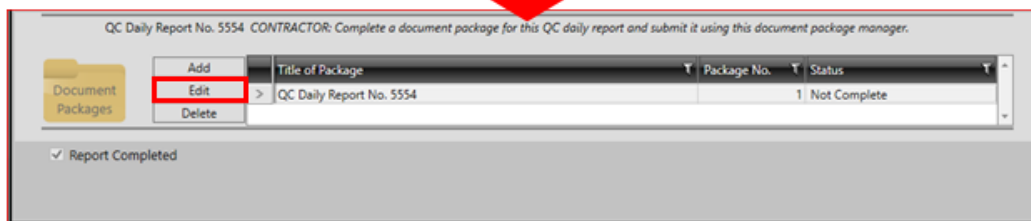
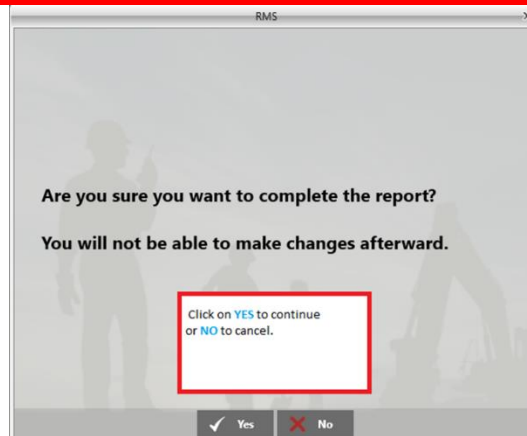
QC Requirements: No requirements completed today

QC Daily Report No. 5682 CONTRACTOR: Complete a document package for this QC daily report and submit it using this document package manager.

Title of Package	Package No.	Status

Report Completed

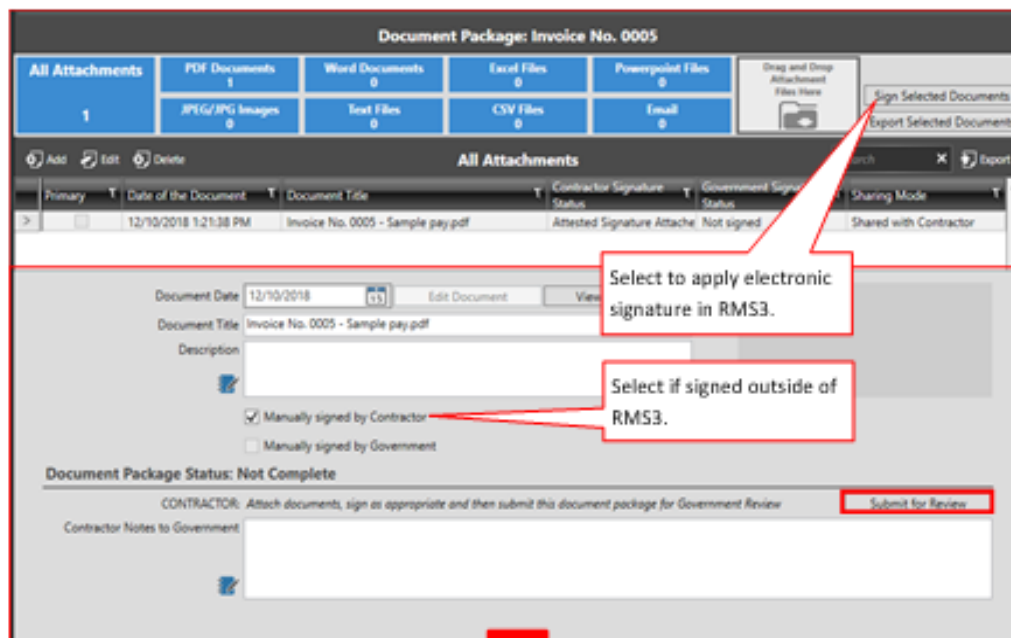
Note: Weather must have an entry before completing the QC Daily report.

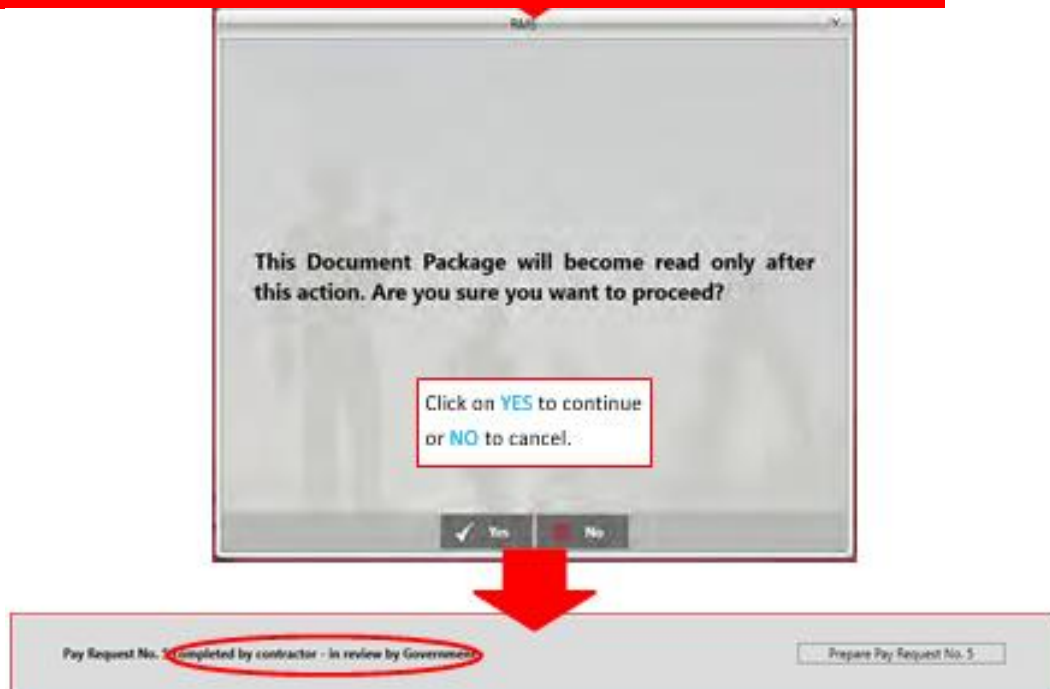


This will add a document package with the Daily Report already attached. Before sending the package to the Government to process, select *Edit* to complete the document by signing the report. See the section on Signing Documents in the Document Packages for detailed instructions on working in [Signing Documents](#).

If there are other documents to support the Daily Report, add them to the Document Package before submitting.

The Daily Report is complete once the report is signed, and all supporting documents have been added to the Document Package. Click on the *Submit for Review* button to send it to the Government.



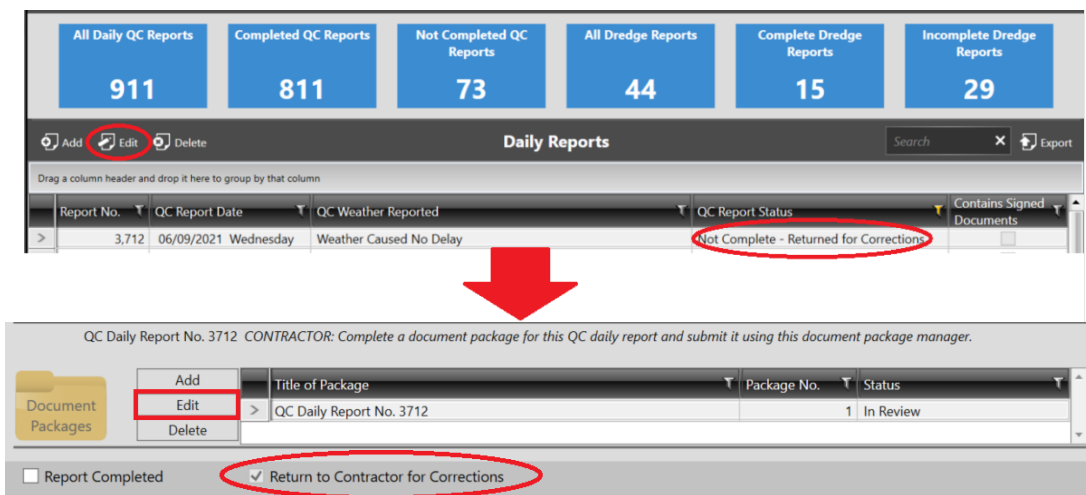


Note: Draft documents are no longer visible to the other side until marked complete. That means, the Government cannot see draft contractor documents and the Contractor cannot see draft government documents until they are marked complete.

7.3.2 QC Daily Report Returned for Corrections

There may be times when the Government finds reason to return a daily report. When this happens, you will receive an RMS-generated message if you have notifications turned on for “QC Daily returned to Contractor for Corrections” See the section on [Administration | Contract Notification Control](#). The QC Report Status will indicate *Not Complete Returned for Corrections*. Before continuing, meet with the contract’s USACE Representative to find out the corrections needed to be made, make the requested changes, then select *Edit*.

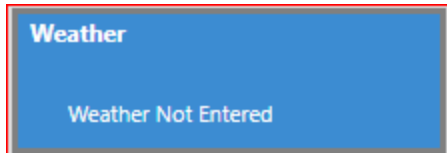
The document package includes both the original and edited daily report. Sign the edited report, then mark the report completed.



All Attachments						
Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Sharing Mode	
<input type="checkbox"/>	12/12/2018 11:00:44 AM	QC Daily Report No. 5554 - QcDailyReport.PDF	Electronically Signed	Not signed	Shared with Contractor	
<input type="checkbox"/>	12/12/2018 1:13:25 PM	QC Daily Report No. 5554 - QcDailyReport.PDF	Not signed	Not signed	Shared with Contractor	

7.3.3 Daily Report Contents

The Daily Report is used to document the day’s quality control activities. Select a tile to enter information related to the tile’s label. A systematic approach will help to ensure a complete report.



Weather is a required entry. You will not be able to complete the report without selecting from the dropdown list. This data is important in documenting weather conditions that affect your ability to work and whether you may be due a time extension due to unusually severe weather.

The Government will also be entering its assessment of the day’s weather on its QA report. The reported weather in both reports must be the same. In case of disagreement, the Government will make the final determination. Be sure to document conditions well. Complete the temperature, rain, and wind fields with the weather conditions of the day.

Note: QC Rain includes all types of precipitation, including snow.

Inspectors Quality Control Report (QCR) - Daily Log of Construction

QC Daily Report No. 5554 Dated 08/06/2018 Monday - Military Weather

QC Weather: Weather not entered

Temperature

QC Min. Temp: 0 °F

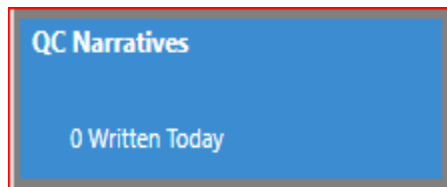
QC Max. Temp: 0 °F

QC Rain: 0 Inches

QC Wind Speed: 0 MPH

- Weather Caused No Delay
- Weather Caused Critical Delay
- Weather Caused Non-Critical Delay
- Previous Weather - Critical Delay
- Previous Weather - Non-Critical Delay
- Non Work Day
- Other - Explain
- Weather not entered

7.3.4 QC Narratives



QC Narratives are the most important input part of the daily report. This is where you describe what happened at the work site. Remember that it is your responsibility to tell your story. Do not rely on the Government to record the day’s events. What you write here will go a long way in supporting your position in case of disputes with the Government.

Select Add to either Manually Add QC Narrative or Copy Narratives from the previous report.

Narratives - QC Daily Report No. 5682, 12/12/2018 - Wednesday

Manually Add QC Narrative

Copy Narratives From Previous Report

Report Date	Title	Comments
-------------	-------	----------

7.3.5 Manually Add QC Narrative

Make this selection to record the day's activities. The list of Narrative Types is customized by each USACE District and may vary between military, civil and dredging projects. The report type and the narrative types will be determined by the Government. Select a title from the Narrative Type Lookup list to provide a detailed account, then select **OK**.

Note: You are encouraged to include every narrative from the list in every day's report, even if the content of the narrative is "NONE" or "N/A". This will let the Government know that consideration was given to every topic when the report was written

The image shows two screenshots from the RMS3 system. The top screenshot is a 'Narrative Type Lookup' dialog box with a table of narrative types. The 'Activities in Progress' row is highlighted with a red box, and the 'OK' button is also highlighted with a red box. A large red arrow points from the 'OK' button to the bottom screenshot. The bottom screenshot is the 'QC Daily Report' form for report number 5682, dated 12/12/2018. The 'Activities in Progress' section is active, showing the date '12/12/2018', a checked 'Safety Related' box, and a 'Comments' text area. The 'Status' is 'QC Report Not Complete' and the 'Shift' is 'Shift 1'.

Title	Safety Related
Activities in Progress	Yes
Bi-weekly Progress Meeting	No
Daily QC Report	Yes
Did anything develop that may lead to a Change Order/Claim?	No
General Comments:	No
Safety Inspection / Safety Meetings:	Yes
Safety (Inspections made, Deficiencies noted):	Yes
Safety Corrective Action taken:	Yes
Verbal Instructions given by Government:	No
Were there any Delays in Work Progress today?	No

Inspected On: The date for which the report is being created will automatically populate. However, an alternate date can be selected by clicking the calendar widget. This will move the narrative to the alternate selected date.

Note: RMS3 will allow selection of an alternate date in the past. However, if the report for that date has already been sent to the Government, the Government will not see these changes. If you need to make changes to an earlier report, request the contract's USACE Representative return the report for corrections. Make the changes, then resubmit.

Safety Related: This tag is READ ONLY and is set by the Government. If the box is checked, include observations related to safety in the comments.

Comments: Describe in as much detail as possible information related to the narrative title.

Shift: Select the applicable shift from the dropdown list.

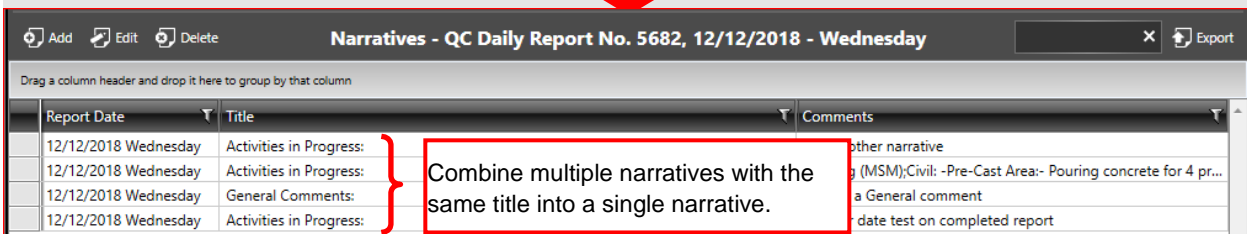
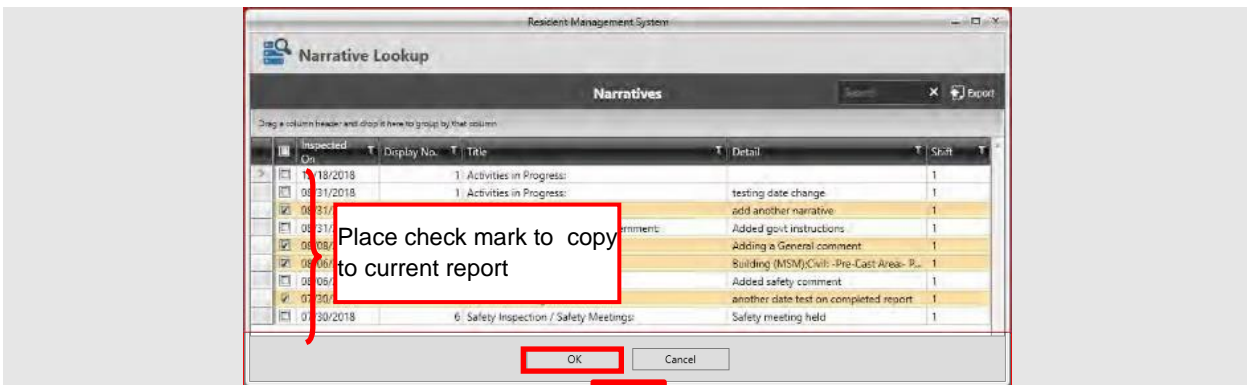
Select the **BACK** button to exit and save. Repeat for all narratives to be included in the report.

7.3.6 Copy narratives from a previous report



Make this selection to copy narratives from a previous day's report. The narrative lookup table will display a list of all narratives written to date. Place a checkmark on all narratives to be copied into the current day's report, then click on **OK**. You can copy as many narratives as you want to. You can even copy narratives from several days with the same title. The copied narratives will match the original exactly, except for the date, which will match the date of the report being written.

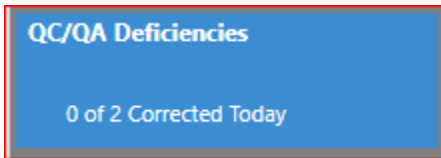
The copied narratives can be edited as needed to tailor it to the specifics of the day.



Recommendation: If you now have more than one narrative with the same title, consider cutting and pasting the text from the multiple titles into one and deleting the now empty narratives, leaving just one instance of each narrative title. This will leave a cleaner report.

Note: Narratives may be added to the daily report by more than one person. When this occurs, the name of the person who is logged in at the time the narrative is added to the report will be appended to the narrative.

7.3.7 QC/QA Deficiencies



The **QC/QA Deficiencies** selection is used to track deficiencies identified by the Contractor and the Government. A deficiency may be any item that has not been performed/completed in accordance with the contract and requires further action for it to be considered acceptable.

Deficiencies that are discovered by the Contractor are added as QC Deficiencies and will be numbered, QC#####. Government-identified deficiencies are QA deficiencies and will be numbered QA-#####. Previously identified deficiencies, both QC and QA, will also be shown in the table according to the filter selected.

The list of QC/QA Deficiencies corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

All Deficiencies: Comprehensive list

Issued—Not Corrected: Deficiencies that have been identified and not yet corrected.

Corrected—Not Verified: Deficiencies that you have reported corrected, and the Government has not yet confirmed the correction is complete and satisfactory.

Verified: Deficiencies that you have corrected, and corrections the Government has determined acceptable.

Click on **Add** to create a new deficiency.

QC Daily Report No. 5682 Dated 12/12/2018 Wednesday - QA/QC Deficiencies

All Deficiencies		Issued - Not Corrected		Corrected - Not Verified		Verified	
All	5	All	2	All	2	All	1
QA	4	QA	2	QA	1	QA	1
QC	1	QC	0	QC	1	QC	0

Search Export

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

Date Issued	Item No.	Location	Description	Date Corrected	Corrected
> 07/03/2018 Tuesday	QA-00001	test	offline test report		<input checked="" type="checkbox"/>
07/05/2018 Thursday	QA-00002	next place	deficiency issued		<input type="checkbox"/>
07/05/2018 Thursday	QA-00003	test	another one to test		<input type="checkbox"/>
08/08/2018 Wednesday	QA-00004	2	testing first QA deficiency		<input checked="" type="checkbox"/>
01/11/2018 Thursday	QC-00001	testing	2nd deficiency reported	07/03/2018	<input checked="" type="checkbox"/>

QA/QC No. QA-00001 Status QA Concur Corrected Safety No

QA/QC Comment offline test report

View details of the selected deficiency here.

QC Daily Report No. 3712 Dated 06/09/2021 - QC Deficiency QC-00064

Location Select a location Safety Violation

Description of Deficiency Item

Activity <Not Set>

Deficiency QC-00064 *Complete a document package for this deficiency and submit it using this document package manager. The document package should include any applicable supporting documents related to the Deficiency.*

Document Packages

Add	Title of Package	Package No.	Status
Edit			
Delete			

View

Revision History

Search ×

Status	Revised	Revised By

If users need to add any documents to a deficiency, it can be done in the document package section of the deficiency itself. Please see the section on [Document Packages](#) for how to add documents to this document package.

Location: Identify where the deficiency occurs. You can manually enter a location or click on Select location from Lookup to choose from a list of locations that have been associated with this project elsewhere in RMS3.

Note: This field is limited to 12 characters. Please work with the QA Representative and field staff to decide upon an acceptable format for locations entered manually; avoid different variations for the same location. For instance, be consistent when using abbreviations.

Safety Violation: Check this box if the deficiency involves a safety issue.

Description of Deficiency Item: Describe in as much detail as possible information describing the deficiency.

Activity: Click on the blue box to display a list of all the pay activities contained in [Activity Schedule](#). Select the activity that is the most closely affected by the deficiency.

Note: Wherever you have an opportunity to associate an activity with an item, you should always enter this information. Associating items with an activity enables RMS3 to assist you in supporting payment requests by documenting the status of actions that affect activity completion. A complete accounting of your quality control efforts is essential to ensuring you are paid what you are due, when it is due.

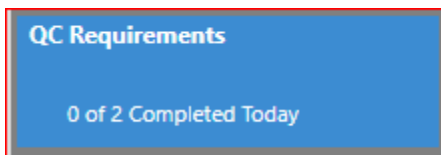
Revision History: In a newly created QA/QC deficiency or while editing a QA/QC deficiency, it will show the following informational changes:

- A Deficiency is added by way of either the Add button or the Copy button.
- A Deficiency is corrected.
- A Deficiency is marked as Concur.
- A Deficiency is returned or reissued.

Note: When a deficiency is marked corrected, a prompt is presented requiring a comment or explanation for the action.

Select the **BACK** button to exit and save. Repeat for all deficiencies to be included in the report.

7.3.8 QC Requirements



See the section on [QC Requirements](#) for a detailed description. As a QC Requirement is completed, report the completion in the QC daily report on the date of completion. Requirements not previously added in the QC Requirements section can also be added in the QC Daily Report.

Completion of a QC Requirement is subject to verification/concurrence by the Government. A requirement that is reported completed but does not meet contract requirements will be returned/reissued and must be corrected to the Government's satisfaction.

The list of QC Requirements corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

Click on **Add** to create a new QC Requirement. See [QC Requirements](#)

Place a checkmark in the **Completed** column of all requirements completed on the report date.

QC Requirements - QC Daily Report No. 5682, 12/12/2018 - Wednesday

All QC Requirements: 6 QC Tests: 3 User Schools: 1 Installed Property: 1 Transfer Property: 1

Search

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

QC Requirement	Description	QC Date	Completed
CT-00001	test	12/12/2018	<input checked="" type="checkbox"/>
CT-00002	2		<input type="checkbox"/>
CT-00003	feerae		<input type="checkbox"/>
IP-00002			<input type="checkbox"/>
TP-00001			<input type="checkbox"/>
US-00001			<input type="checkbox"/>

QCQA No. CT-00001 Activity ID 100-0100

Description test

View details of the selected QC Requirement here.



QC Tests

Search

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

QC Test	Description	QC Date	Completed	Status
CT-00001	test	12/12/2018	<input checked="" type="checkbox"/>	Completed-Awaiting Results
CT-00002	2		<input type="checkbox"/>	Not Completed
CT-00003	feerae		<input type="checkbox"/>	Completed-Awaiting Results

Completed-Awaiting Results
Not Completed
Completed-Awaiting Results
Completed-Failed
Completed-Passed

When reporting that a QC Test has been completed, also select the applicable Status note from the dropdown list. Update the status as needed until results are received and the test has passed. Enter test results and any applicable notes or observations in the Description field. Remember that the Government will review the reported status and if in disagreement, will return it for correction.

To update the status of a QC Test, go to the QC Daily Report module, and open any incomplete QC daily report. In the daily report, open the QC Requirements section.

QC Daily Report No. 673, 04/09/2022 - Saturday

Weather

Weather Not Entered

QC Narratives

0 Written Today

QC/QA Deficiencies

0 of 0 Corrected Today

QC Requirements

1 of 1 Completed Today

Prep/Initial Inspections

0 Prep, 0 Initial Today

Activities Started/Finished

0 Started, 0 Finished Today

Contractors on Site

Project: Submittal Training

Contract Number: W912GB19D0037 1234

Contractor: Akima

QC Weather

Weather Not Entered

QC narratives

No QC narratives entered today

Prep/Initial Inspections

Preparatory inspections held today

No preparatory inspections today

Initial inspections held today

No initial inspections today

Click on the QC test sort tile. This will change the view, so the user can update the status of the test. Click on the field in the Status column and chose the appropriate test result.

QC Requirements - QC Daily Report No. 673, 04/09/2022 - Saturday

All QC Requirements
1

QC Tests
1

User Schools
0

Installed Property
0

Transfer Property
0

Add Edit Delete **All QC Requirements** Search Export

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

QC Requirement	Description	QC Date	Completed
> CT-00001		04/09/2022	<input checked="" type="checkbox"/>

QC Requirements - QC Daily Report No. 673, 04/09/2022 - Saturday

All QC Requirements
1

QC Tests
1

User Schools
0

Installed Property
0

Transfer Property
0

Add Edit Delete **QC Tests** Search Export

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

QC Test	Description	QC Date	Completed	Status
CT-00001		04/09/2022	<input checked="" type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> <ul style="list-style-type: none"> Completed-Awaiting Results Not Completed Completed-Awaiting Results Completed-Awaiting Verification Completed-Failed <li style="background-color: #4f81bd; color: white;">Completed-Passed </div>

7.3.8.1 Adding an Attachment to a QC test

The user may open the QC test, by double clicking on the test name, or by selecting the test name and choosing the edit button.

Note: This can be done in both the QC Requirements module directly or within the QC Report here.

Wideband Satellite Communications Center [E1001660] W912DR-11-C-0033 W9123820F0130

QC Test Edit View QC Test

QC Test No. CT-00021

Section 000001 - ENTER SECTION NAME

Paragraph Test QC R

Location CA Select Location from Lookup

Performed By JMM

Required for Activity <Not Set>

Activity Start Date Lag/Lead Days 0 Requirement Needed by Select a date

Description Requirement needed by 12/13/2020

QC Test - CT-00021 Contractor: use this document manager to submit a document package for this QC Test Requirement to the Government for review.

Add	Title of Package	No.	Status
Edit	> QC Test - CT-00021	1	Not Complete
Delete			

Enter test results and any applicable note or observations in the Description field.

Add any test results or other documentation associated with the test within the document package.

Once in the edit view, users can update the information or attach any pertinent test results. To attach test results or other required documentation, review the [Document Package Section](#).

Note: While a QC Test can be completed under "All QC Requirements", to change the test results from Awaiting to Pass or Fail must be done under QC Test tab.)

7.3.9 Prep/Initial Inspections

Prep/Initial Inspections

0 Prep, 0 Initial Today

The **Prep/Initial Inspections** selection is used to report when one of these inspections is conducted. The list found in the section on [Features of Work](#) corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

Select the Feature of Work for which the Preparatory or Initial Inspection was held by double-clicking on the Feature or selecting *Edit*, then add the report date to the inspection record.

All Features 81	All Features Requiring Prep/Initial 80	Features Requiring Preparatory 79	Features Requiring Initial 80	Inspections Not Scheduled 81
---------------------------	--	---	---	--

All Features - QC Daily Report No. 5682, 12/12/2018 - Wednesday

Feature Of Work	Preparatory Inspection	Initial Inspection
ENVIRONMENTAL PROTECTION	Held 8/8/2018	Not Scheduled
EGH TEST 01	Held 9/6/2018	Held 8/8/2018
EGH TEST 02	Not Scheduled	Not Scheduled
EGH TEST 03	Not Scheduled	Not Scheduled
EGH TEST 04	Not Scheduled	Not Scheduled



Feature Schedule - EGH TEST 02

Preparatory

Scheduled: Date [Select a date] Time [] Enter time when scheduled date is confirmed hours:minutes AM/PM

Held: Date [Select a date]

Initial

Scheduled: Date [Select a date] Time [] Enter time when scheduled date is confirmed hours:minutes AM/PM

Held: Date [Select a date]

Select the report date

Note: RMS 3 will not prevent you from selecting a date other than the date for which the daily report is being prepared. However, the information will only appear on the daily report matching the date chosen.

If multiple meetings are required, click on the **Add** button on the bottom.

Initial

Scheduled: 9/30/2020 09:00 AM

Held: 9/30/2020

Click Add to add a new meeting

Multiple Prep/Initial Schedule Meetings

Initial Insp Time	Preparatory Insp Time
8/15/2020 12:00:00 AM	8/13/2020 12:00:00 AM

Meeting history will display in this area

7.3.10 Activities Started/Finished

Activities Started/Finished

0 Started, 0 Finished Today

The Activities Started/Finished selection must be used to report actual start and finish dates of activities. These dates are not imported using the SDEF file.

The activities are grouped into several categories:

Activities Started or Finished Today: Activities that have an actual start and/or actual finish date that is the same as the daily report date.

Activities in Progress: Activities that have an actual start date, but no actual finish date.

Activities Not Started: Activities that do not have an actual start date.


Activities Not Finished: Activities that do not have both actual start and actual finish dates.

The list of activities corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

Note: Assumption is that the QC Rep onsite knows better than the scheduler the date which activities start/finish.

All Activities	Activities Started or Finished Today	Activities In Progress	Activities Not Started	Activities Not Finished
960	0	25	256	281

Activities In Progress - QC Daily Report No. 5682, 12/12/2018 - Wednesday				
Activity ID	Description	Start Date	Finish Date	
104-4600	NEW DOM WATER LINES RESTROOM	01/08/2018		
104-4800	SPRINKLER CONNECTIONS & HEADS	01/08/2018		
104-4900	SPRINKLER PIPE MAIN	11/20/2018		
104-4901	SPRINKLER PIPE MAIN	11/20/2018		
104-5000	RAISER/SPRINKLER ROOM	11/20/2018		
104-5200	STANDPIPE & FIRE HOSE	01/08/2018		



Select the activity and double-click in the date field you wish to enter. The date can be manually typed in or click on the button on the right side of the field to open a calendar from which you can select the applicable date. If you select a date other than the date of the report you are preparing, the activity will be reported on the corresponding daily report date. If that daily report has already been completed and submitted, the report that the Government has will not reflect this information. To update the report, ask the contract's USACE Representative to return it to you for corrections. Make the correction, sign, and resend.

7.3.11 Contractors on Site

Contractors on Site
0 Started, 0 Finished Today

Use the **Contractors on Site** selection to document the first and last days on which Subcontractors are working at the jobsite. These are the dates that are used to track insurance and payroll requirements.

If a Subcontractor is onsite intermittently, its last day is the day on which it has completed all its work and will no longer be coming to the jobsite.

The list of Subcontractors corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

Select the Subcontractor and double-click in the date field you wish to enter.

The screenshot displays the 'All Contractors - QC Daily Report No. 173, 09/02/2013 - Monday' interface. At the top, three blue tiles show contractor counts: 'All Contractors' (41), 'Contractors on Site' (2), and 'Contractors not on Site' (39). Below these is a search bar and an 'Export' button. A table lists contractors with columns for Contractor, Resp Code, Trade, First Day, and Last Day. A red box highlights the 'MASN' contractor row, and a calendar pop-up is open over the 'Last Day' field, showing the date 21 in a red box. A red arrow points from the calendar to the 'Last Day' field.

Contractor	Resp Code	Trade	First Day	Last Day
Modular Genius	TRA	Construction Trailers	07/18/2013	
Total	ERTH	Earthwork and Utilities	06/05/2013	
Langan Engineering & Environmental Services	GEO	Geotechnical	04/29/2013	05/06/2013
MASN	MASN	Masonry		
MDE	MDE			
MECH	MECH			

You can manually type in a date or click on the button on the right side of the field to open a calendar from which you can select the applicable date. If you select a date other than the date of the report you are preparing, the Subcontractor's presence will be reported on the corresponding daily report date. If that daily report has already been completed and submitted, the report that the government has will not reflect this information. To update the report, ask the contract's USACE Representative to return it to you for corrections. Make the correction, sign, and resend.

7.3.12 Labor/Equipment Hours

The screenshot shows a blue tile with the text 'Labor/Equipment Hours' and '108 Labor, 14 Equipment Hours' below it.

Use this selection to report actual **Labor/Equipment Hours** expended on the jobsite. A monthly tally of the labor hours reported here is used to generate the required monthly exposure hour reporting. Using the reported equipment hours, a running total of the equipment hours are maintained in the

Equipment Check module to ensure timely equipment inspections are conducted for continued safe usage of equipment.

Selecting this tile opens the data screen for logging Labor Hours. To log Equipment Hours, select the **Equipment Hours** tab.

7.3.13 Labor Hours

Click on *Add* to identify the subcontractors and the types of workers on the jobsite. Select either *Manually Add* or *Copy from Previous Day*.

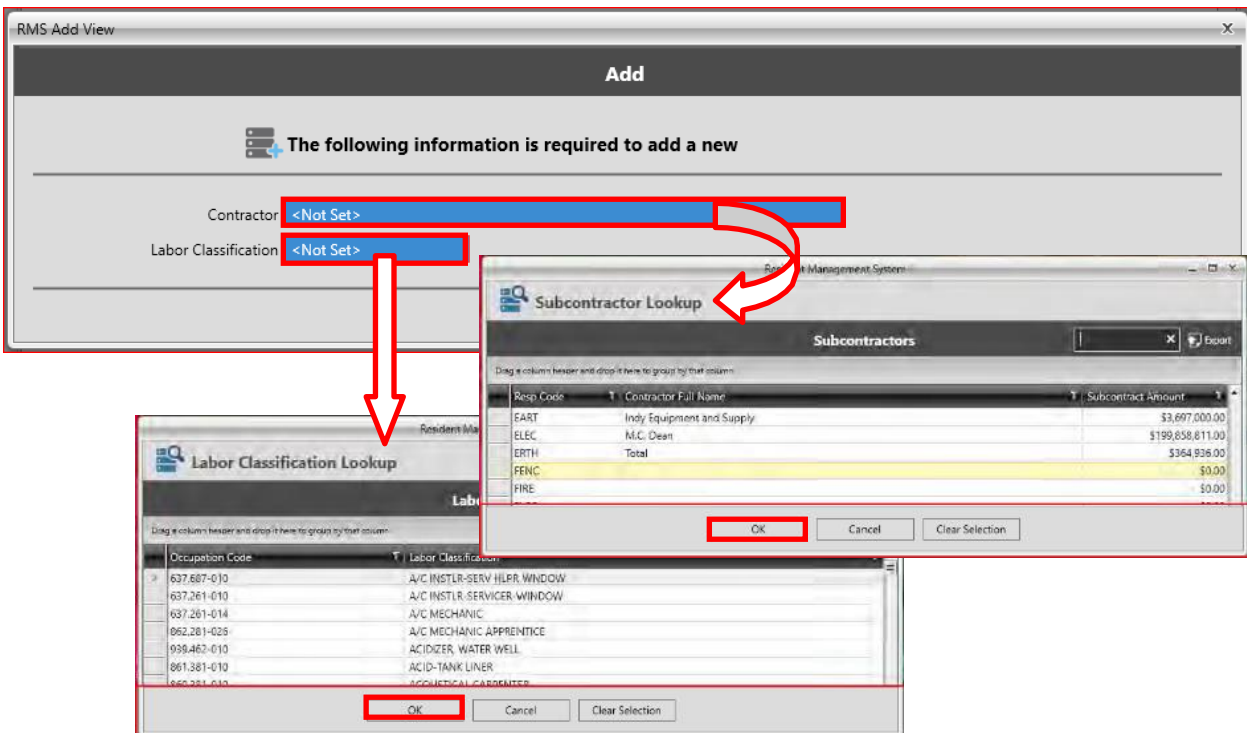


7.3.13.1 Manually Add Labor Hours

Click on *Contractor* to select a subcontractor from the Subcontractor Lookup list. Click on *Labor Classification* to select the type of worker from the Labor Classification Lookup list.

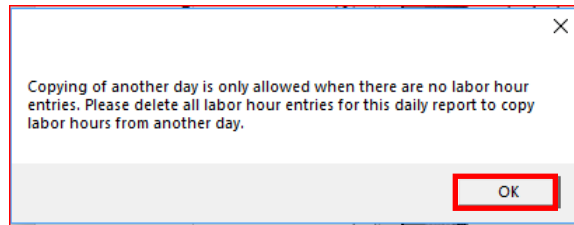
Both entries must be selected from the applicable list. If the subcontractor is not on the Subcontractor list, go to [Administration | Subcontractors](#) to enter it. If the appropriate labor classification is not on the Labor Classification list, notify the contract's USACE Representative and provide the information to add to the Labor Classification library.

When done, click on *OK*. Continue to *Add* until all onsite labor has been identified. It is very important that all onsite labor is accurately logged. This data can be copied directly into the monthly Department of Labor Exposure Report.



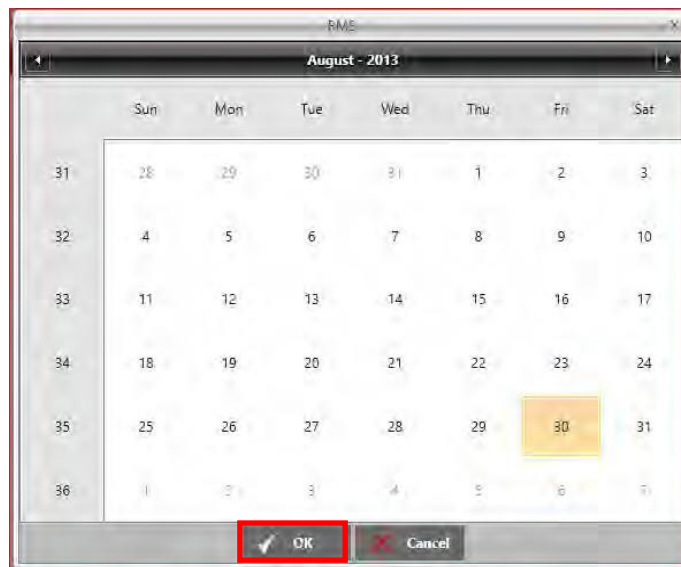
7.3.13.2 Copy from Previous Day

Make this selection to copy labor hours from a previous day's report. This option can be selected only when there have been no other labor hours previously entered.



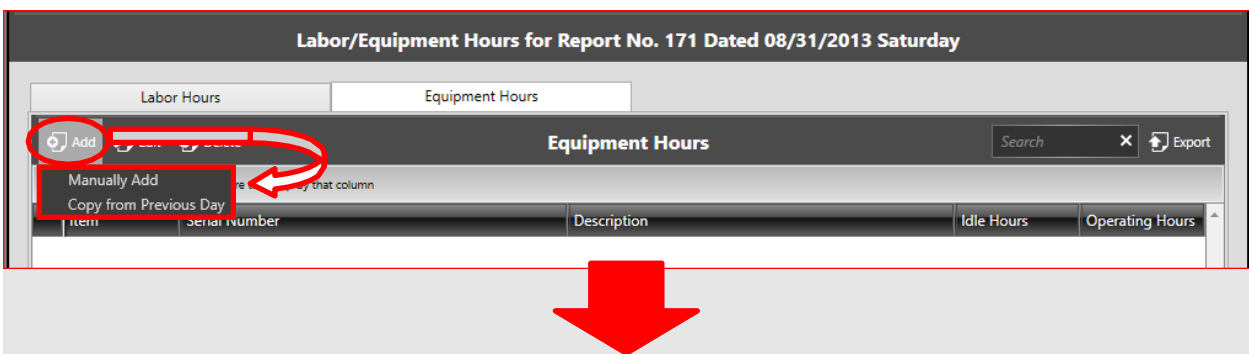
Click **OK** to continue. Then either delete the previously entered hours to continue with the *Copy* or revert to *Manually Add* instead of *Copy*.

Continuing to copy, a calendar will display from which you can select any date from which to copy labor hours, then click on **OK**. The copied labor hours will match the original exactly. The copied labor hours can be edited as needed to tailor it to the specifics of the day.



7.3.14 Equipment Hours

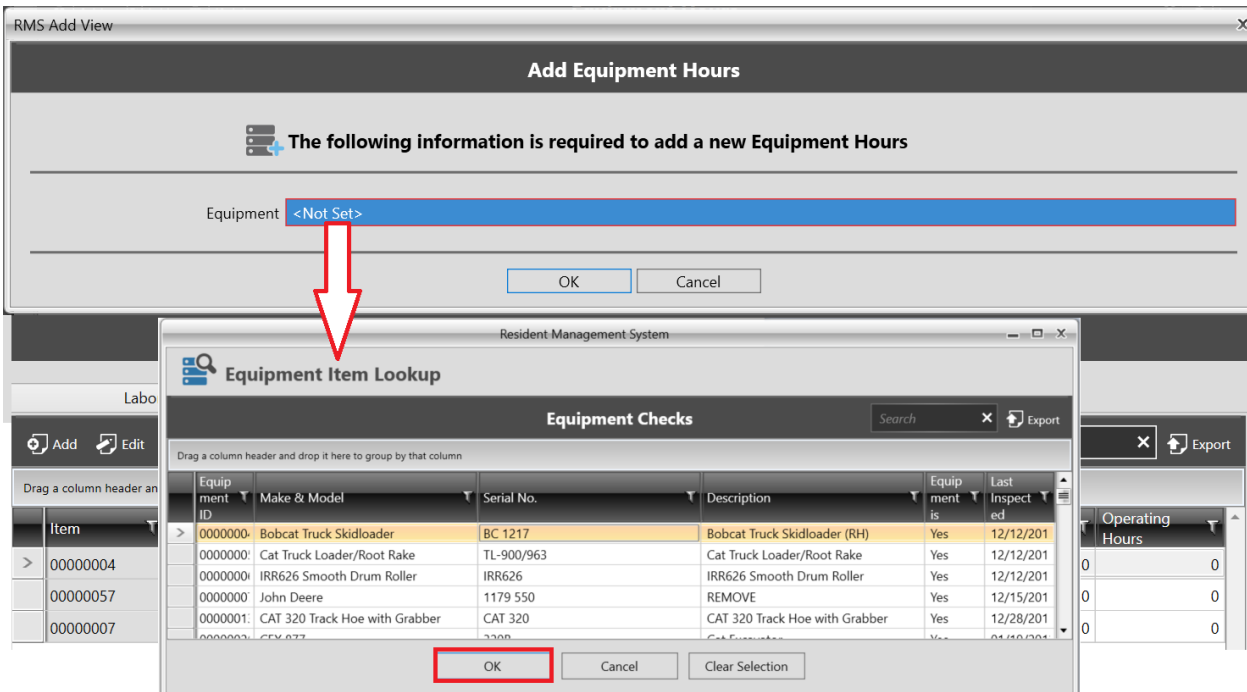
Click on **Add** to identify the equipment and its hours of operation. Select either *Manually Add* or Copy from Previous Day.



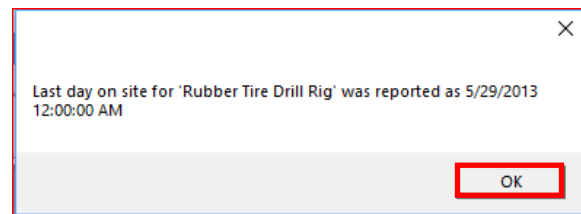
7.3.14.1 Manually Add Equipment Hours

Make this selection to record the equipment used onsite. The list of Equipment entered in [QC](#)

[Equipment Checks](#) will display in a lookup table. Select the equipment used, then click on **OK**.



If the selected equipment has a previously reported Last Day on Site, RMS3 will display a notification. Just acknowledge it by clicking on **OK**. The equipment will still be included in the Equipment Hours table for the daily report you are preparing.

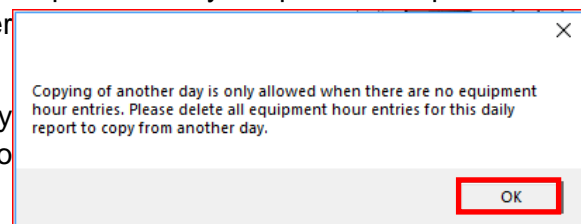


To update this date, double-click on the equipment; either remove the date or enter a new Last Day on Site date. See [QC | Equipment Checks](#) for additional information on entering equipment data. Continue to **Add** until all equipment on the jobsite for the day have been identified. Single click on the data field to enter both *Idle Hours* and *Operating Hours* for all equipment on the list.

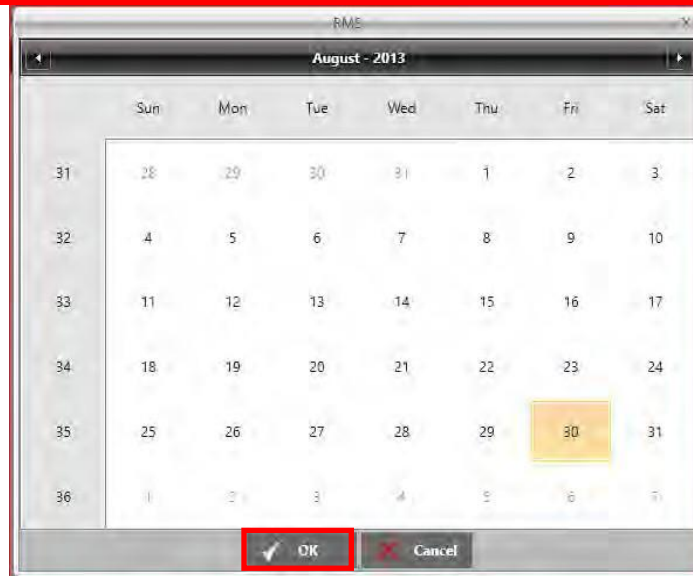
7.3.14.2 Copy from Previous Day

Make this selection to copy equipment hours from a previous day's report. This option can be selected only when there have been no other equipment hours previously entered.

Click **OK** to continue. Either delete the previously entered hours to continue with the *Copy* or revert to *Manually Add* instead of *Copy*.



Continuing to *Copy*, a calendar will display from which you can select any date from which to copy equipment hours, then click on **OK**. The copied equipment hours will match the original exactly. The copied equipment hours can be edited as needed to tailor it to the specifics of the day.



7.3.15 Mishap Reporting

Mishap Reporting

0 Mishaps Today

All mishaps are reportable, whether it occurs on or off the jobsite, there was injury or damage to someone, or something incurred during performance of work related to the contract, it must be reported on the QC daily report. The district in which you are working may also have additional reporting requirements.

Be sure to discuss this with the contact's USACE Representative during the Safety Coordination meeting and include the requirements in your Mishap Prevention Plan. For additional reporting requirements, see [EM 385-1-1, Safety and Health Requirements Manual](#).

The list of mishaps corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

All Mishaps

Recordable Mishaps: While all mishaps are reportable, not all mishaps are recordable. All mishaps meeting any one of the following criteria must also be reported on ENG Form 3394, which may be obtained from the contract's USACE Representative. When a recordable mishap occurs, notify the contract's USACE Representative immediately! Do not wait to complete and submit any forms.

- Mishap resulted in any government employee or contractor lost-time injury, illness, or fatality.
- Mishap caused damage in excess of \$1,000 to contractor property, including motor vehicles.
- Mishap involved a motor vehicle, regardless of whether injury, illness or fatality occurred.
- Mishap involved a contractor driving activity.

Lost Time Mishaps: Mishaps in which the injury sustained by the employee resulted in a loss of productive work time. Any mishap is categorized as lost time only when the injured worker is unable to perform regular job duties, takes time off for recovery, or is assigned modified work

duties while recovering. Lost time injuries encompass both temporary injuries that keep the employee away from work for a day, to permanent disabilities and conditions that prevent him from ever returning to the job or performing the same work tasks.

Mishaps This Date: Mishaps that occurred on the date of the report.

Note: Including this information on the QC daily report may not fulfill the District's reporting requirements. Follow the reporting instructions provided by the contract's USACE Representative.

Click on **Add** to include a report of any mishap occurring on the report date.

All Mishaps	Recordable Mishaps	Lost Time Mishaps	Mishaps This Date
1	0	1	1

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

Mishap Date	Mishap	Recordable Mishap	Lost Days	Report to Government
> 09/06/2022 Tuesday	Test Injury	No	3	3

Date: 9/6/2022
Description: Test Injury

View details of the selected mishap here.

Personal Injury: Check this box if a person was injured.

Non-Personal Injury: Check this box if there was property damage only and no person was injured.

Date: The date for which the report is being created will automatically populate and cannot be changed.

Description: Describe the mishap in as much detail as possible. Include Contractor involved, location, time, activity in progress, actions taken, any environmental factors, etc.

Contractor/Subcontractor: Identify the Contractor for which the injured employee works. Click on the blue box to display the Subcontractor Lookup table. Select the Contractor involved in the mishap.

Age: Input the age of the injured employee.

Date Started Work: Click on the calendar widget to select the date on which the injured employee first started working on the contract.

Gender: Select the injured employee's gender, male or female.

Labor Classification: Identify the labor classification with which the injured employee is associated. Click on the blue box to display the Labor Classifications Lookup table. Select the appropriate occupation.

Location: Identify where the mishap took place. This field is limited to 50 characters.

Injury Result: Identify the status of the injured employee because of the mishap. Select from one of the options.

Injury Type: Identify the type of injury sustained by the injured employee. Select from one of the

options.

Recordable? Check this box after discussing this with the contract's government representative.

Use the [Document Packages](#) feature to attach photos of the mishap site, copies of the completed mishap report forms and any other supporting documents.

7.3.16 Dredging Reports

When the contract includes dredging and the USACE Representative has set it up to require separate dredge reports, the Daily Reports summary screen will include additional filters to access these reports. If the dredge report filters do not show up, confirm with the contract's USACE Representative that separate dredge reports are not required.

Dredging contracts include Daily Reports grouped into 6 subsets. The first 3 subsets are the same as those in non-dredging contracts (see [QC Daily Reports](#)). This report type should be prepared to document non- dredging work when your contract includes work in addition to dredging. The second 3 subsets are exclusive to dredging contracts and are required in addition to the QC daily report for each type of dredge used on the contract.

All Daily QC Reports: Comprehensive

Completed QC Reports: Reports completed and sent to the Government for review (for non-dredging work.)

Not Completed QC Reports: Reports still being worked on, not yet sent to the Government (for non- dredging work.)

All Dredge Reports: Comprehensive, will show all dredge reports.

Complete Dredge Reports: Dredge Reports completed and sent to the Government for review.

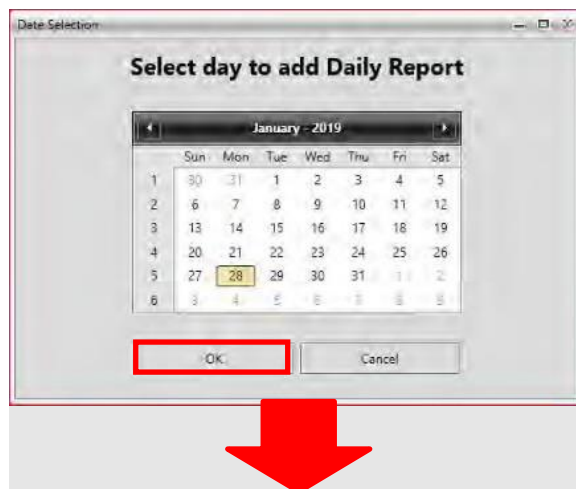
Incomplete Dredge Reports: Dredge Reports still being worked on, not yet sent to the Government.

The list of QC Reports corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

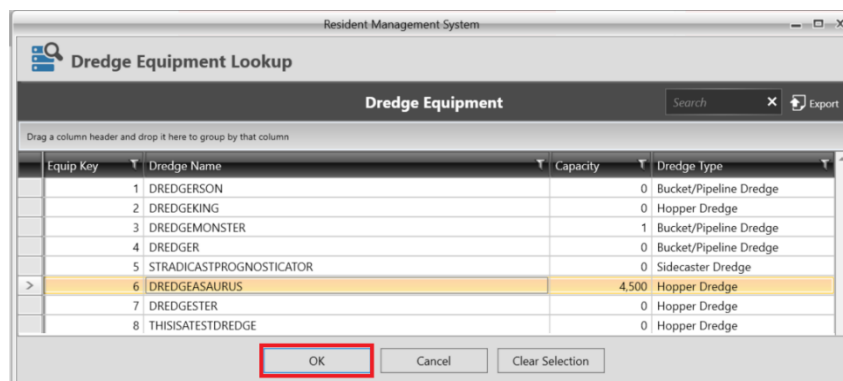
To create a new dredge report, click on the *Incomplete Dredge Reports* box, then *Add*.

Report No.	Report Date	Equipment Name	Weather
1	01/20/2019 Sunday	Test Bucket/Pipeline Dredge	Weather Not Entered
2	01/20/2019 Sunday	Test Hopper Dredge	Weather Not Entered
3	01/20/2019 Sunday	Test Sidecaster Dredge	Weather Not Entered

Select the date for the report, then **OK** to continue.



Select the dredge type for the report, then click on **OK**.



7.3.16.1 Bucket/Pipeline Dredge Report

This dredge report consists of 5 sections documenting the day's use of the dredge. A complete and detailed record will go a long way in supporting your pay requests, performance evaluation, and any disputes or claims that may arise during the of the contract. Take the time to document, your efforts will not be wasted.

Dredge Daily Report No. 4 Dated 01/28/2019 Monday

Project: MD Atlantic Coast Shoreline Protection
 Contract Number: [E1001979]
 Contractor: Great Lakes Dredge & Dock Company, LLC
 MAINTENANCE NEW WORK ENVIRONMENTAL

Dredge Pump HP: 0 Suction Pipe HP: 5 Cutter HP: 0

Dredge Crew: 0 Shore Crew: 0 Other Crew: 0 Total Crew: 0

Location of Work: Reach Dredged; Station to Station Disposal Area Used CY Deposited Gross Cummulative CY

QC Dredge Report Dated 1/28/2019 CONTRACTOR: Complete a document package for this QC daily report and submit it using this document package manager.

Document Packages: Add, Edit, Delete

Report Completed

Click on a blue tile to enter report information.

Click on a blue tile to enter the data related to the tile label. (See following section for additional information on the tiles.) As information is entered, a visual of the report will build in the grey section of the screen. You can view the version that will print at any time by selecting the *Form 4267* widget. Alternatively, click on *Copy-to-copy* the selected areas from a previous day's report.

Copy Dredge Report

Select Report

Copy from Report Dated: 1/20/2019

Select Areas you wish to copy

Character of Report
 Work Performed
 Operating Supplies
 Attendant Plants
 Distribution of Work

OK Cancel

Select date from which to copy.

Select area(s) to copy.

After completing the entry of all the information for the day's daily report, check the *Report Completed* box.

Completing and submitting dredging reports follows the same steps as those implemented for the QC Daily Report. See the section on [QC Daily Reports](#) for additional details.

This will add a document package with the Dredging Report already attached. Before sending the package to the Government to process, select *Edit* to complete the document by signing the report. See the section on [Document Packages](#) for detailed instructions on working with Document Packages.

If you have other documents to support the Dredging Report, add them to the Document Package

before submitting. The Daily Report is complete once the report is signed, and all supporting documents have been added to the Document Package. Click on the *Submit for Review* button to send it to the Government.

7.3.16.1.1 Completing the Bucket/Pipeline Report

The daily Bucket/Pipeline Report is intended to document the day's use of the bucket/pipeline dredge. Select a tile to enter information related to the tile's label. A systematic approach will help to ensure a complete report.

Character of Report

In the **Character of Report** selection, enter the details of the location, material character and conditions at the dredge site. Be sure to complete all data fields. Click on the *BACK* button when done.

Test Bucket/Pipeline Dredge Dated 01/28/2019 Monday

Character of Report: Maintenance New Work Environmental

Crew Size: Dredge Shore Other

Location of Work:
Reached Dredge
Disposal Area Used

Character of Material:

Clay % <input type="text" value="0"/>	Hardpan % <input type="text" value="0"/>	Sand % <input type="text" value="0"/>
Gravel % <input type="text" value="0"/>	Mud % <input type="text" value="0"/>	Shell % <input type="text" value="0"/>
Silt % <input type="text" value="0"/>	Stone % <input type="text" value="0"/>	Other % <input type="text" value="100"/>

Channel Condition: Average Depth Before Dredging Average Depth After Dredging

River/Tide Stage:

Gauge Location <input type="text"/>	
Gauge Datum <input type="text"/>	
First Tide Min <input type="text" value="0"/>	<input type="text" value="00:00"/> Time of first minimum tide
First Tide Max <input type="text" value="0"/>	<input type="text" value="00:00"/> Time of first maximum tide
Second Tide Min <input type="text" value="0"/>	<input type="text" value="00:00"/> Time of second minimum tide
Second Tide Max <input type="text" value="0"/>	<input type="text" value="00:00"/> Time of second maximum tide

Complete all data fields

Weather / Work

Weather Not Entered

Complete the data on the **Weather** conditions in the first section. In the next two sections, provide a complete description of the **Work** performed and supplies used during the day's work. If a dredge booster was used, include this information in the table provided.

Click on the *BACK* button when done.

Scows, barges, and other vessels that are not used to excavate and remove material from the bottom of a body of water are referred to as **Attendant Plants**. *Add* a record for each attendant plant used and/or *Copy* from a previous day's report.

Attendant Plants

Total Time: 0 hours 0 minutes

Dredge Daily Report No. 4 Attendant Plants

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

Name	Type	HP	Hours	Minutes
> Barge 1	Barge		25	8 15

↓

Add Dredge Attendant

The following information is required to add a new Dredge Attendant

Attendant Name

Attendant Type

Input a unique name by which this equipment can be identified and the type of plant that it is. Then click on **OK**.

OK Cancel

↓

Attendant Name

Type

Horse Power

Hours

Minutes

Enter the day's usage information. Then click on the **BACK** button.

Conversely, users can click on the *Copy* button. Select the date from which to copy. The Attendants used on that date will be listed. Place a check mark next to those you want to copy to the current dredge report, then click on *OK*.

Copy Dredge Attendants

Select Date

Copy from Report Dated:

Select Attendants

Dredge Attendants	
Attendant Name	Attendant Type

OK Cancel

Select date from which to copy.

QC Narratives

0 Written Today

The **QC Narratives** are the most important input part of the daily report. This is where you describe what happened at the work site. Remember that it is your responsibility to tell your story. Do not rely on the government to record the day's events. What you write here will go a long way in supporting your position in case of disputes with the Government.



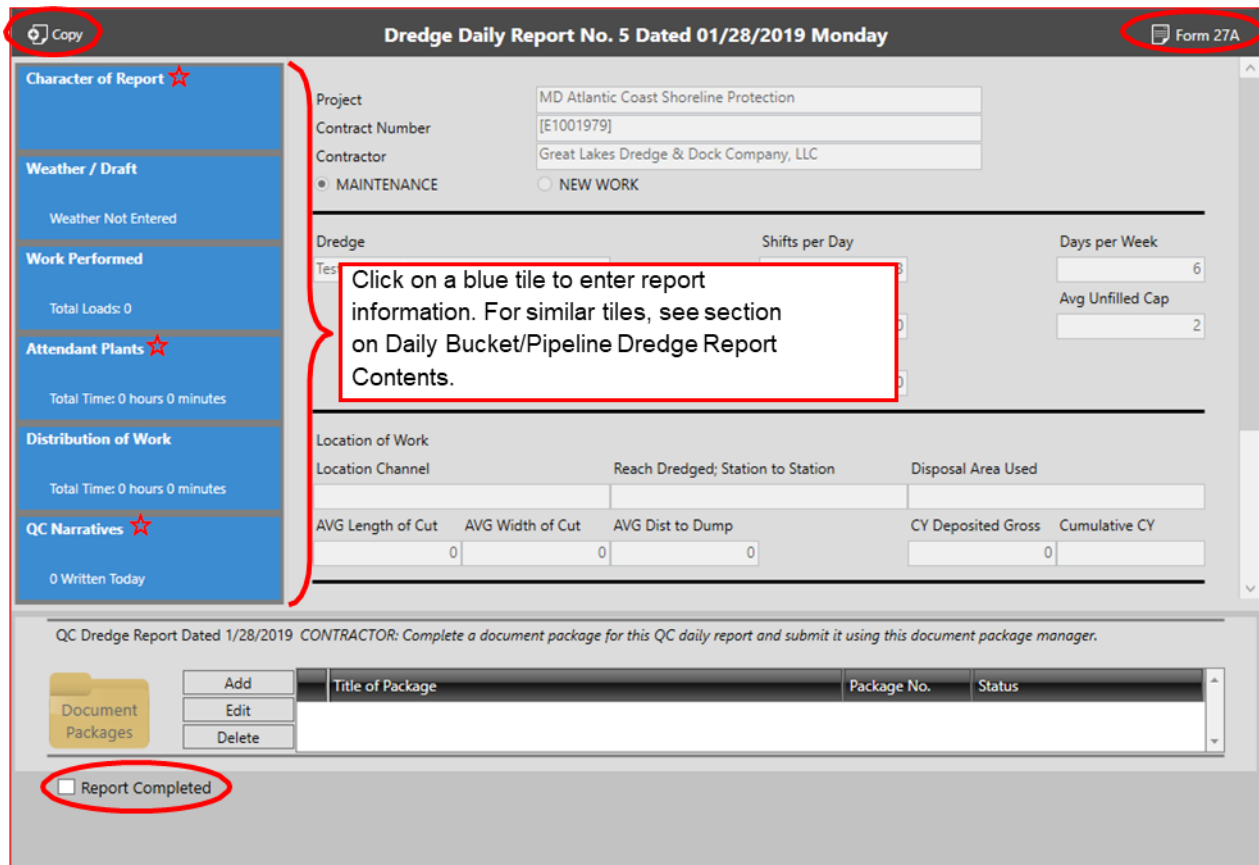
Select *Add* to either *Manually add* narratives or *Copy* narratives from a previous report. (See [Manually Add QC Narrative](#) for additional information on this procedure.)

7.3.16.2 Hopper Dredge Report

This dredge report consists of 6 sections documenting the day's use of the dredge. A complete and detailed record will go a long way in supporting your pay requests, performance evaluation, and any disputes or claims that may arise during the contract. Take the time to document, your efforts will not be wasted.

Click on a blue tile to enter the data related to the tile label. (See following section for additional information on the tiles.) As information is entered, a visual of the report will build in the grey section of the screen. You can view the version that will print at any time by selecting the *Form 27A* widget. Alternatively, click on *Copy* to copy the selected areas from a previous day's report (see the section on Bucket/Pipeline Dredge Report).

After completely entering all the information for the day's daily report, check the *Report Completed* box (see the section on [Bucket/Pipeline Dredge](#)).



7.3.16.2.1 Daily Hopper Dredge Report Contents

The daily Hopper Dredge Report is intended to document the day's use of the hopper dredge. Select a tile to enter information related to the tile's label. For similar tiles (Character of Report, Attendant Plants, and Distribution of Work), see the section for [Daily Bucket/Pipeline Dredge Report Contents](#). A systematic approach will help to ensure a complete report.

Weather / Draft

Weather Not Entered

Complete the data on the **Weather** conditions in the first section. In the next section, provide a complete description of the **Draft** and operating conditions encountered. Click on the **BACK** button when done.

Test Hopper Dredge Dated 01/28/2011

Weather Condition

Weather Type: ▼

Min. Temp: °F Visibility: MI

Max. Temp: °F Wind Speed/Direction: MPH

Draft

Forward Light Draft: Forward Loaded Draft:

Aft Light Draft: Complete all data fields. →

Max. Drag Depth: Min. Drag Depth:

Indicators Last Checked:

Average Load Speed:

Average Agitate Speed:

Oil Consumed:

Water Consumed:

Select weather impact from the drop down. Choices are the same as those in the [QC Daily Report](#).

Work Performed

Total Loads: 0

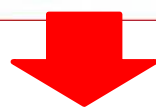
Click on **Add** to document each load that the hopper completed.

Dredge Daily Report No. 5 Hopper Load Details

Search Export

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

Dredging Area	Start Time (HH:MM)	Stop Time (HH:MM)	Pumping (Mins)	Turning (Mins)	To Dump (Mins)	Dumping (Mins)	To Cut (Mins)	End Time (HH:MM)	Total Time (Mins)	Total Dredged (CYS)
Dredging area 2	07:30	08:30	45	15	75	70	25	11:20	230	150



Click on the blue boxes to manually type in the names of the areas or select the applicable dredging and disposal areas from the lookup lists consisting of previously used areas. Then click **OK** to continue.

Click on the **BACK** button when done. Continue to **Add** if other areas were also used. Click on the **BACK** button when done.

7.3.16.3 Sidecaster Dredge Report

This dredge report consists of 5 sections documenting the day's use of the dredge. A complete and detailed record will go a long way in supporting your pay requests, performance evaluation, and any disputes or claims that may arise during the contract. Take the time to document, your efforts will not be wasted.

Dredge Daily Report No. 6 Dated 01/28/2019 Monday

Copy Form 3735-A

Character of Report ☆

Weather / Draft ☆

Weather Not Entered

Distribution of Work

Total Time: 0 hours 0 minutes

Work Performed

Total Loads: 0

QC Narratives ☆

0 Written Today

Project: MD Atlantic Coast Shoreline Protection

Contract Number: [E1001979]

Contractor: Great Lakes Dredge & Dock Company, LLC

MAINTENANCE NEW WORK

Click on a blue tile to enter report information. For similar tiles, see section on [Daily Bucket/Pipeline Dredge](#) and [Hopper Dredge Reports Contents](#).

Days per Week:

Character of Material

River/Tide Stage

Min Tide	Time	Max Tide	Time	Gage Location/Datum
0	0	0	0	
0	0	0	0	

QC Dredge Report Dated 1/28/2019 CONTRACTOR: Complete a document package for this QC daily report and submit it using this document package manager.

Document Packages

		Title of Package	Package No.	Status
Add				
Edit				
Delete				

Report Completed

Click on a blue tile to enter the data related to the tile label. (See the section for [Daily Bucket/Pipeline Dredge Report Contents](#) for additional information on the tiles for Character of Report, Weather/Draft, Work Performed and QC Narratives). As information is entered, a visual of the report will build in the grey section of the screen. You can view the version that will print at any time by selecting the *Form 3735-A* widget. Alternatively, click on *Copy* to copy the selected areas from a previous day's report (see section on Bucket/Pipeline Dredge Report).

7.3.16.3.1 Daily Sidecaster Dredge Report Contents

The daily Sidecaster Dredge Report is intended to document the day's use of the sidecaster dredge. Select a tile to enter information related to the tile's label. For similar tiles, see [Bucket/Pipeline Dredge Report](#) and [Hopper Dredge Reports contents](#). A systematic approach will help to ensure a complete report.

Click on **Add** to document each load that the Sidecaster dredge completed.

Work Performed

Total Loads: 1

+ Add
 ↶ Edit
✖ Delete

Dredge Daily Report No. 6 Sidecaster Load Details

✕
↶ Export

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

Start Time	Pumping (outbound)	Turning (Outbound)	Pumping (inbound)	Turning (Inbound)	Length of Cut	Height of Tide
> 07:30	30	75	45	90	100	4



Sidecaster Dredge Cycle

Start Time (HH:MM)	<input type="text" value="07:30"/>	Turning (Outbound)	<input type="text" value="75"/>
Pumping (outbound)	<input type="text" value="30"/>	Turning (Inbound)	<input type="text" value="90"/>
Pumping (inbound)	<input type="text" value="45"/>	Height of Tide	<input type="text" value="4"/>
Length of Cut	<input type="text" value="100"/>	Distance	<input type="text" value="150"/>
Average Suction Vacuum: Port side	<input type="text" value="10"/>	Average suction Vacuum: Starboard side	<input type="text" value="24"/>
Average discharge Pressure	<input type="text" value="15"/>	Average Discharge Velocity	<input type="text" value="15"/>
Percent of Solids	<input type="text" value="60"/>	Yards dumped	<input type="text" value="250"/>

Complete all data fields.

Click on the **BACK** button when done. Continue to **Add** for all loads completed. Click on the **BACK** button when done.

Distribution of Work

Total Time: 0 hours 0 minutes

Provide a breakdown of the time expended performing the activities listed in the tables. The *Overall Total Time* must equal 24-hours. Click on the **BACK** button when done.

Test Sidcaster Dredge Dated 01/28/2019 Monday			
Effective Working Time (chargeable to cost of work)			Search X
Distribution	Dredging		Miles Run
	Hours	Minutes	(Nautical)
Pumping (Outbound)	0	0	0
Running and Turning (Outbound)	0	0	0
> Pumping (Inbound)	0	0	0
Total of Effective Time (0%)			0
Non-Effective Working Time (chargeable to cost of work)			Search X
Distribution	Dredging		Miles Run
	Hours	Minutes	(Nautical)
Taking on Fuel and Supplies	0	0	0
To and From Wharf or Anchorage	0	0	0
Loss due to Natural Elements	0	0	0
Loss due to Traffic and Bridges	0	0	0
Minor Operating Repairs	0	0	0
Transferring between Works	0	0	0
Lay Time	0	0	0
Fire and Boat Drills	0	0	0
> Miscellaneous	0	0	0
Total of Effective Time (0%)			0
Lost Working Time (not chargeable to cost of work)			Search X
Distribution	Dredging		Miles Run
	Hours	Minutes	(Nautical)
Major Repairs and Alterations	0	0	0
Cessation	0	0	0
> Collisions	0	0	0
Total of Lost Time (0%)			0
Overall Totals			0

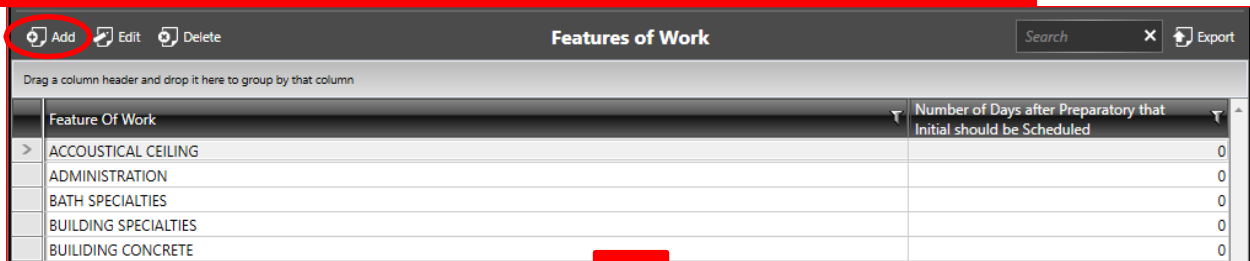
Fill in the time spent performing these activities in one-2-hour day.

7.4 Features of Work

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QC Summary <i>A roll-up of each QC Daily Report entry topic.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>				
Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>	Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>				
Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>							

The purpose of the Features of Work module is to maintain the list of definable features of work available for lookup in other areas of RMS. Features of Work, also known as “definable features of work” (DFOW), may be defined as a task that is separate and distinct from other tasks, has separate control requirements, is identified by different trades or disciplines, or it is work by the same trade in a different environment. Although each section of the specifications can generally be considered as a definable feature of work, there are frequently more than one definable feature under a particular section. This list is agreed upon during the quality control coordination meeting.

All activities in your schedule (NAS or bar chart) must be assigned to one and only one Feature of Work, while a Feature of Work may be linked to many activities. Features of Work in the Quality Control Plan and in RMS3 must match those in the Scheduling program.



Feature Of Work	Number of Days after Preparatory that Initial should be Scheduled
ACCOUSTICAL CEILING	0
ADMINISTRATION	0
BATH SPECIALTIES	0
BUILDING SPECIALTIES	0
BUILDING CONCRETE	0

Features of Work are added to RMS3 in two ways. They may be manually added by clicking on *Add* or automatically through the SDEF file import. Features of work can be imported in bulk via the SDEF file by entering up to 30 characters into the DESCRIPTION of the FOW activity code in the scheduling software. If NAS/SDEF import is not being used, then Features of Work can be manually entered directly in RMS.

7.4.1 Automatic Add

One of the data fields associated with an activity in the scheduling program (NAS) is Feature of Work. RMS3 will extract the information input in this field from the SDEF file during import and automatically populate the Feature of Worktable. An entry will be created for all Features of Work that are not already included in RMS3.

Recommendation: Any Feature of Work in the SDEF file that does not exactly match an existing feature in the table, including capitalization, spacing, and spelling, will generate a new entry. Therefore, when using SDEF, consider entering features only through the SDEF file to prevent duplicate-appearing features from occurring. If duplicates occur, to avoid confusion, remove the duplicates. Be careful to retain the version that is contained in the SDEF file, otherwise duplicates will continue to pop up every time an SDEF file is imported.

7.4.2 Manual Add

When an SDEF file is not being used, it is necessary to manually enter the Features of Work. Click on the *Feature* field, type in the feature title, then click on *OK*. Alternatively, you can also select a feature from the Features of Work library by clicking on the *Select feature* button. The library consists of many of common features found on many Corps of Engineers construction projects. Features selected from the library may also be edited to tailor the feature to the specific use in your contract.

RMS Add View

Add Feature

The following information is required to add a new Feature

Feature

Type in feature title or
Select from library

Resident Management System

Feature Type Lookup

Features of Work

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

Feature Description
A/C SYSTEM, UNITARY TYPE
ACCESS FLOORING SYSTEM
ACOUSTICAL TREATMENT, CEILINGS
ACOUSTICAL TREATMENT, WALLS
ADMINISTRATION & MOBILIZATION
ARCH FURNISHINGS, INT/EXT
ASBESTOS ABATEMENT
ASPHALT PAVING

Feature of Work

Library selection may be manually edited

Feature Title: ACCESS FLOORING SYSTEM

Days after preparatory to hold initial

Enter the number of days in which you plan to conduct the Initial control meeting after the Preparatory control meeting.

Then click on the **BACK** tile.

Note: An advantage to selecting feature titles from the library is that it provides ready access to the Inspection Checks Library and Three Phase Inspections covered in the next section.

7.5 Three Phase Inspection

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QC Summary A roll-up of each QC Daily Report entry topic.	QC Daily Reports Prepare and Review Daily QC Reports.	Features of Work Listing of Definable Features of Work to be used in the 3-Phase Inspection process.	Three Phase Inspections A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.				
Hazard Analysis Listing of each AHA that has been, or should be, prepared for each hazardous activity.	QC Requirements Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.	Equipment Checks Listing of Equipment used, or anticipated to be used on the jobsite.	Dredging Equipment Listing of Dredging Equipment used, or anticipated to be used.				
Exposure Hours Compilation of all contractor and subcontractor hours of work to comply with OSHA.							

The Three-Phase Inspections/Control concept is the cornerstone of the Corps of Engineers' Quality Control/Quality Assurance program, the details, and requirements of which are covered in the contract's Quality Control specification. The 3 phases are: Preparatory, Initial, and Follow-Up.

Preparatory Phase: Occurs prior to beginning work on a definable feature of work. In this phase, all required plans, documents, and materials are approved/accepted.

Initial Phase: Is performed at the beginning of a definable feature of work; generally, after a representative sample of the work is completed.

Follow-Up Phase: Occurs daily thereafter until all work associated with the feature is completed, at which time the Final Follow-Up should be conducted to close out the feature.

RMS3 has included a library of inspection checks that are numbered, generally following the CSI (Construction Specification Institute) MasterFormat 1995 edition numbering system. This library represents a compendium of issues that could affect quality if not properly addressed. You are encouraged to take advantage of the contents of this library when developing your worksheet for each phase of work.

When first opened, a table containing a list of all the contract's Features of Work will be displayed. See the section on [Feature of Works](#). To view or add checks to a feature, select the feature by double-clicking on the *Feature Title*.

Feature Title	Preparatory Checks	Initial Checks	Follow-up Checks
A/C SYSTEM, UNITARY TYPE	0	0	0
ACCESS FLOORING SYSTEM	7	0	0
ADM	7	2	0
ADMINISTRATION	0	0	0
BMFB	0	0	0
BOD	0	0	0
CCD	0	0	0



The list of checks corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

ACCESS FLOORING SYSTEM

All Checks 7

Preparatory	Initial	Final Follow-up
All 7	All 0	All 0
Drawing Specification 2	Inspection Check 0	Inspection Check 0
Repetitive Deficiencies 0	Job Site Safety 0	QA Evaluation 0
Inspection Check 5	QA Evaluation 0	
Job Site Safety 0		
QA Evaluation 0		

All Checks Search X Export

Add (circled in red)

- Manually Add Inspection Check
- Copy Checks from 3 Phase Inspections in Library
- Copy Checks from 3 Phase Inspections from another Contract
- Select Checks from 3 Phase Checks in Govt Library
- Select Checks from Work Types in Govt Library

Select **Add**, then select from the drop down.

7.5.1 Manually Add Inspection Check.

Select from the Check Type dropdown that identifies the type of inspection check you are adding. Describe the check in the box provided, then select **OK**.

RMS.Add View

Add 3 Phase Check

The following information is required to add a new 3 Phase Check

Check Type: Preparatory - Drawings / Specification

Check:

Enter check detail/description. (pointing to the text box)

OK Cancel

- Preparatory - Drawings / Specification
- Preparatory - Repetitive Deficiencies
- Preparatory - Inspection Check
- Preparatory - Job Site Safety
- Preparatory - QA Evaluation
- Initial - Inspection Check
- Initial - Job Site Safety
- Initial - QA Evaluation
- Final - Inspection Check
- Final - QA Evaluation

ACCESS FLOORING SYSTEM

All Checks 1

Preparatory		Initial		Final Follow-up	
All	1	All	0	All	0
Drawing Specification	1	Inspection Check	0	Inspection Check	0
Repetitive Deficiencies	0	Job Site Safety	0	QA Evaluation	0
Inspection Check	0	QA Evaluation	0		
Job Site Safety	0				
QA Evaluation	0				

All Checks Search X Export

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

Check No.	Check Type	Check
E1C00001	Preparatory - Drawings / Specification	Test check for Preparatory control meeting

Manually added check

7.5.2 Copy Checks from 3 Phase Inspections from another Contract.

This selection will open a selection box that displays all your contracts in the upper half of the box. Click on a contract and the Features of Work with the number of Three Phase Inspections that are included in that contract will be displayed in the lower half of the box. Select the feature from which you want to copy, then click on **OK**. All the checks are now copied to your contract.

Select Three Phase Inspection to copy from

Contracts Search X Export

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

Contract ID	Full Title of Contract
E1001749	INSCOM Modular Facility
E1000274	Physical Fitness Center
E1001213	AOC Multi-Sites
E1001214	AOC Site 1,2A,4A,12 Seal Faces
E1001610	Bldg 8544 Chiller Replacement (ARRA)
E1001629	
E1001845	DDC, Replace Commo Building
E1001032	Defense Information Systems Agency
E1001810	ATEF Generator
E1001372	Child Development Center

Three Phase Inspections Search X Export

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

Feature Description	Preparatory Checks	Initial Checks	Follow-up Checks
09 60 00 Flooring	0	0	0
09 64 66 - Wood Athletic Floor	0	0	2
09 65 66 - Resil Athl Flooring	0	0	0
09 68 13 - Tile Carpeting	0	0	1
09 69 00 Access Flooring	0	0	40
09 70 00 Wall Finishes	0	0	0
09 80 00 Acoustic Treatment	0	0	0
09 84 33 Sound Absorbing Wall	0	0	1
09 90 00 Painting & Coating	0	0	0
09 91 13 Exterior Paint	0	0	2

OK Cancel



ACCESS FLOORING SYSTEM

All Checks 41

Preparatory		Initial		Final Follow-up	
All	1	All	0	All	40
Drawing Specification	1	Inspection Check	0	Inspection Check	40
Repetitive Deficiencies	0	Job Site Safety	0	QA Evaluation	0
Inspection Check	0	QA Evaluation	0		
Job Site Safety	0				
QA Evaluation	0				

Checks copied from selected contract

Add Edit Delete

Follow-up Inspection Check Search Export

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

Check No.	Check Type	Check
E1C00003	Final - Inspection Check	11/30/09 09 69 00- Raised Access Flooring Follow Up Command Level 3 Elec./Telecom
E1C00004	Final - Inspection Check	09 69 00- 1/8/10 Raised Access Flooring Follow Up Operations Level 5, CL 7-11/D-F
E1C00005	Final - Inspection Check	09 69 00- 2/24/10 - Access Flooring Follow Up Command Building Level 4- TecCrete RAF.
E1C00006	Final - Inspection Check	09 69 00 - 3/09/10 - RAF Close In Inspect./Follow Up Command Level 5 NE- Tony, Ayeesha, an...
E1C00007	Final - Inspection Check	23 21 13 - 3/11/10 - Air Pressure Test: 5 PSI/15 min. Spec: 23 21 13 0359 Tested heating hot wa...
E1C00008	Final - Inspection Check	09 69 00 - 3/15/10 - Raised access floor Follow Up It was smooth and only one minor error whi...

All the copied checks are now in your contract and are the same as those in the copied contract. You can still delete and/or edit any of the copied checks. You do not need to keep all of them; you can also change the details of the checks to conform to the specifics of your contract.

To change the details of a check, select the check and double click on it or select *Edit*. When done editing, click on the **BACK** button. To remove unwanted checks, click on *Delete*. You can remove checks individually, more than one at a time, or all in one step.

Delete

Delete Record

Enable Multiple Delete

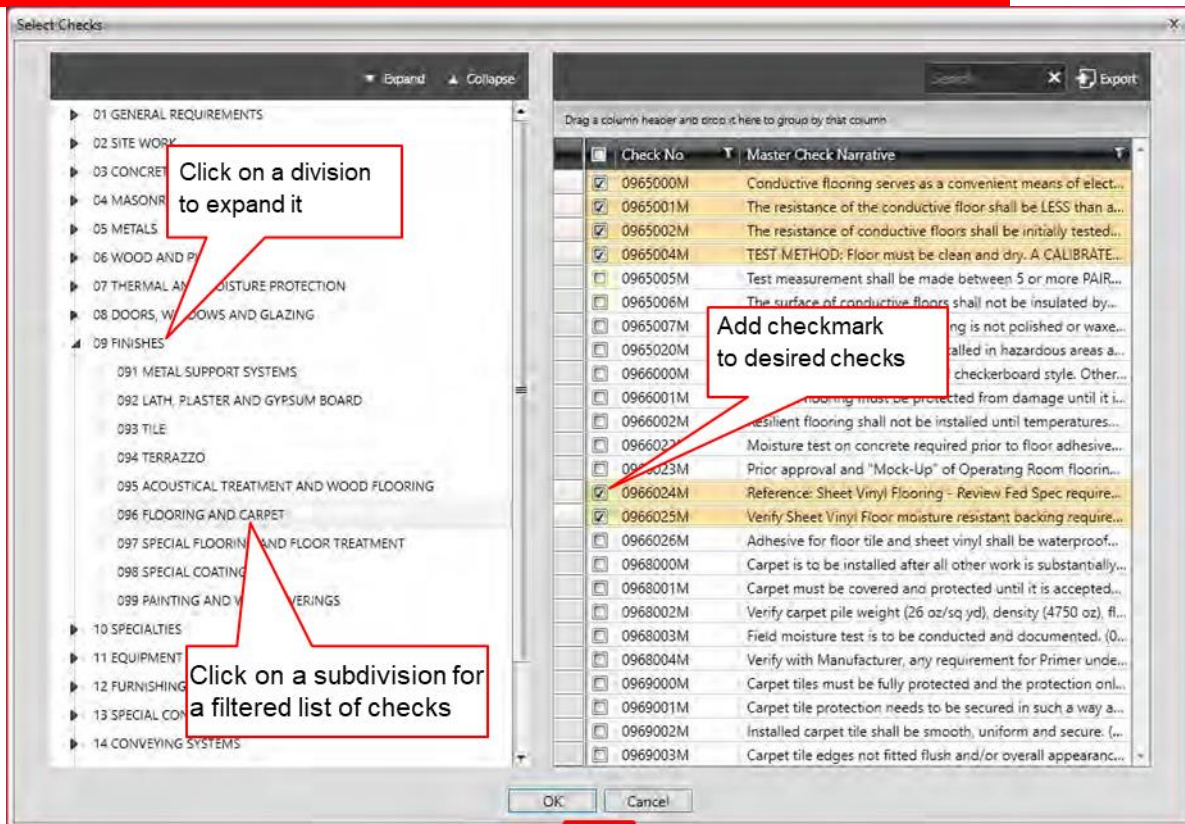
Delete All Records

Edit check description.

7.5.3 Select Checks from Either 3 Phase Checks or from Work Types in Govt Library

Both selections open a box containing a list of the CSI divisions on the left and the checks associated with the selected division on the right.

Click on a division to expand it and see the subdivisions within it. Then click on the subdivision to see a filtered list of checks associated with the selected subdivision. Add a checkmark to the desired checks for your contract, then click on *OK*. The selected checks are now copied to your contract.



All the copied checks are now in your contract and are the same as those in the library. You can still delete and/or edit any of the copied checks. You do not need to keep all of them; you can also change the details of the checks to conform to the specifics of your contract.

To change the details of a check, select the check and double click on it or select *Edit*. When done editing, click on the **BACK** button. To remove unwanted checks, click on *Delete*. You can remove checks individually, more than one at a time, or all in one step.

See examples in [Copy Checks from 3 Phase Inspection from another Contract](#).

7.6 Hazard Analysis

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QC Summary <i>A roll-up of each QC Daily Report entry topic.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>		Three Phase Inspections <i>A tabulation of DFW and the number of Checks linked to the 3-Phase Meetings.</i>	
Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>		QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>		Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>		Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	
Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>							

The Hazard Analysis/Activity Hazard Analysis (AHA) defines the work sequence, anticipated hazards, conditions, equipment, materials, personnel, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk and assigns a Risk Assessment Code for each step. The USACE uses the AHA as part of a total risk management process.

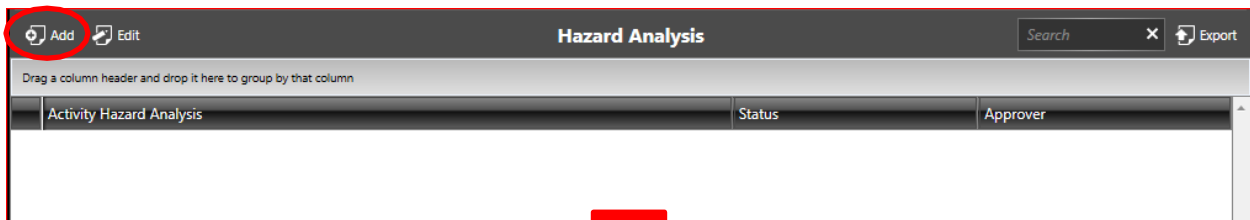
As required by detailed project-specific hazards and controls must be provided in AHAs for each definable feature of work (DFOW). No work can begin on a DFOW until the initial AHA has been accepted by a responsible Government Safety Representative addressing project-specific hazards and discussed with all engaged in the activity, including you, the Contractor, your subcontractor(s) performing the DFOW, and Government Onsite Representatives at Preparatory and Initial Control Phase Meetings.

You must identify each major phase of work that will be performed on this contract. Within each major phase, all activities, tasks or DFOWs shall be identified that will require an AHA. Before beginning each work activity, task or DFOW, you must prepare the initial AHA and assign a Risk Assessment Code (RAC) to each step that corresponds to the risk that remains after controls have been applied (residual risk).

A NON-MANDATORY formatted outline of an AHA and an electronic version of the AHA form can be found on the HQUSACE Safety Office Website (<https://www.usace.army.mil/Safety-and-Occupational-Health/Activity-Hazard-Analysis/>). You may use other forms/formats if the information contained within is the same.

For a detailed description and instructions on the AHA, refer to [EM 385-1-1](#), Section 01.A.14 and Appendix A, paragraph 3.j.

Click on **Add** to create a new AHA.



Enter a title for the AHA, then click on **OK**.

Recommendation: Title the AHA with the same title as the Feature of Work to which it applies. Since an AHA is required for every Feature of Work, giving them the same title will ensure they are correctly matched up.

RMS Add View

Add Activity Hazard Analysis

The following information is required to add a new Activity Hazard Analysis

Activity Hazard Analysis Title

Enter a title for the AHA

OK Cancel

Activity Hazard Analysis

Activity Hazard Analysis Title: AHA sample

Description:

Feature of Work: <Not Set>

AHA - AHA sample: CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1, paragraph 01.A.14 for details.

Document Packages: Add, Edit, Delete

Title of Package	Package No.	Status

Status: Not Complete

Submit for Government Review

Description: Enter a brief description of the AHA.

Feature of Work: Click on the blue box to display a list of the contract's Features of Work. Select the feature to which the AHA applies.

Document Packages: Select **Add** to attach the completed AHA form(s) and other supporting documents to a document package. See the section on [Document Packages](#) for detailed instructions on working with Document Packages. Once all documents have been signed and added to the package, click on

Submit for Review. The Document Package Status will change to In Review. Click on the **BACK** button.

Document Package Status: Not Complete

CONTRACTOR: Attach documents, sign as appropriate and then submit this document package for Government Review

Submit for Review

Contractor Notes to Government:

Activity Hazard Analysis

Activity Hazard Analysis Title: AHA sample

Description: Sample AHA

Feature of Work: ADM

AHA - AHA sample: CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1, paragraph 01.A.14 for details.

Title of Package	Package No.	Status
AHA - AHA sample	1	In Review

Status: Not Complete

Submit for Government Review

Status: You are now ready to Submit for Government Review. Clicking on this button will change the Status to *In Review*.

7.6.1 AHA Returned for Corrections

There may be times when the Government finds reason to return an AHA. When this happens, the Hazard Analysis Status will indicate *Returned for Corrections*. Before continuing, meet with the contract's USACE Representative to find out what corrections need to be made to the report, make the requested changes, then select *Edit*.

To revise the existing document and document package, click on *Edit*.

Hazard Analysis

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

Activity Hazard Analysis	Status	Approver
AHA sample	In Review	
> test	Returned for Corrections	

AHA - test: CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1, paragraph 01.A.14 for details.

Title of Package	Package No.	Status
AHA - test	1	In Review

Status: Returned for Corrections

Submit for Government Review

Click on *Edit Document* to make necessary revisions, then save it to the RMS3 database when prompted. You can also add additional attachments if needed by selecting Add. Do not forget to sign documents that require signatures. When done making revisions, click on Submit for Review,

then click on the **BACK** button.

All Attachments

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Sharing Mode
<input type="checkbox"/>	1/18/2019 9:45:34 AM	AHA - test - Inspection checks.docx	Attested Signature Attache	Not signed	Shared with Contractor

Document Date: 1/18/2019

Document Title: AHA - test - Inspection checks.docx

Description: revised document

Manually signed by Contractor
 Manually signed by Government

Document Package Status: Not Complete

CONTRACTOR: Attach documents, sign as appropriate and then submit this document package for Government Review

Contractor Notes to Government:

Government Review Notes:

Complete the resubmittal process by clicking on **Submit for Government Review**. This action sends the completed Document Package to the Government.

Activity Hazard Analysis

Activity Hazard Analysis Title: Testing

Description:

Feature of Work: ADM

AHA - Testing **CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1, paragraph 01.A.14 for details.**

Add	Edit	Delete	Title of Package	Package No.	Status
<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	AHA - Testing	1	In Review

Status

Status: Returned for Corrections

7.7 QC Requirements

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QC Summary <i>A roll-up of each QC Daily Report entry topic.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>		Three Phase Inspections <i>A tabulation of DPOW and the number of Checks linked to the 3-Phase Meetings.</i>	
Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>		QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>		Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>		Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	
Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>							

QC Requirements is the collective term given to contract requirements for QC Tests, User Schools, Installed Property and Transfer Property. You are responsible for developing complete

lists of all these requirements and inputting these into RMS3. The requirements are usually found in the specifications and will require a careful reading of the specifications to identify the complete list of QC Requirements.

QC Tests are numbered CT-#####. The need for specific QC Tests is identified in the specifications. Testing requirements can usually be found in Part 3 - Execution of a Specification. It is your responsibility to develop a complete list of all QC tests and enter it in RMS3, those required by the contract, as well as those you determine are needed to ensure a quality product.

User Schools are numbered US-#####. User Schools are the training or instruction you 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, report it on the QC Daily Report. A USACE Representative should ensure that it was accomplished appropriately and if not, have it repeated to comply with the contract documents. The Customer (User) will often neglect attending the training and then complain that none was offered. Your records can protect your staff from that situation.

Installed Property is numbered IP-#####. Installed property is equipment that is permanently installed/ attached to a facility. These are typically equipment that have serial numbers, require maintenance, and are discrete entities. As Installed Property arrives at the jobsite, compare it to approved shop drawings for conformance to the contract and record the manufacturer, serial number, and other maintenance- related information.

Transfer Property is numbered TP-#####. Transfer property is property that “changes hands” during the construction process. Examples include Government Furnished Property (GFP) that you install or use up during performance of the contract. It also includes spare parts and supplies that are furnished by you and turned over to the Government as part of the contract requirements. It could also include equipment or materials that were deleted by contract modification and the Government decided to retain possession rather than take a monetary credit. The Government should be preparing a DD Form 1149 transfer document to include with other closeout documents.

7.7.1 QC Requirements Summary screen

The list of QC Requirements corresponding to any of the types can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the type selected will be displayed in the table below.

Click on *Add* to create a new QC Requirement. Select the type of requirement to add from the dropdown list.

The screenshot displays the 'All QC Requirements' interface. At the top, there are five summary boxes: 'All QC Requirements' (4), 'QC Tests' (2), 'User Schools' (0), 'Installed Property' (2), and 'Transfer Property' (0). Below these is a toolbar with 'Add', 'Edit', and 'Delete' buttons. A dropdown menu is open, showing options: 'Add QC Test', 'Add User School', 'Add Installed Property', and 'Add Transfer Property'. The 'Add' button is circled in red, and a red arrow points from a text box 'Select the QC Requirement' to the 'Add QC Test' option. The main table lists QC Requirements with columns: QC Requirement, Location, Description, QC Date, and Completed. The first row is highlighted in yellow. Below the table, a detailed view shows fields for 'QCQA No.' (CT-00001), 'Section' (test), and 'Activity ID' (100-0100). A text box 'View details of the selected QC Requirement here.' points to this detailed view.

QC Requirement	Location	Description	QC Date	Completed
CT-00001	test	test	12/12/2018	<input checked="" type="checkbox"/>
CT-00002	2	2		<input type="checkbox"/>
IP-00001	2	removal testing	07/03/2018	<input checked="" type="checkbox"/>
IP-00002	2			<input type="checkbox"/>

7.7.2 Add QC Test

The 'QC Test' form contains the following fields:

- QC Test No.: CT-00096
- Section: <Not Set> (blue box)
- Paragraph: [Text Input]
- Location: [Text Input] Select Location from Lookup
- Performed By: [Text Input]
- Required for Activity: <Not Set> (blue box)
- Activity Start Date: [Text Input]
- Lag/Lead Days: [Text Input] 0
- Requirement Needed by: Select a date [Calendar Icon]
- Description: [Text Area]

QC Test No.: RMS3 will automatically assign this number; CT for QC Test and the next number in the QC Test sequence.

Section: Click on the blue box to select the specification section in which the QC Test requirement is described. The Specification Section Lookup that appears includes all the specifications sections that have been entered into RMS3 for the contract.

Paragraph: Enter the paragraph number in which the QC Test requirement is described.

Location: Type in a location where the test will be performed or select from the Location Lookup list by clicking on the lookup button next to the field.

Performed By: Enter the person or company responsible for performing the QC Test.

Required for Activity: Click on the blue box to display the Activity Lookup list. All the activities in

your schedule will be displayed. Select the activity for which this QC Test is required. This is a very important piece of information. Properly identifying the activity will enable RMS3 to assist you in ensuring activity execution is complete and all contract requirements have been fulfilled. The Government places heavy reliance on the accuracy of this information when reviewing requests for payment.

Activity Start Date: RMS3 will automatically fill in the date from your activity schedule.

Lag/Lead Days: Enter the number of days before (negative number) or after (positive number) the activity start date in which this QC Test will be performed.

Requirement Needed by: RMS3 will automatically calculate this date using the Activity Start Date and the Lag/Lead Days entered.

Description: Enter a description of the QC Test requirement.

Click on the **BACK** button when done.

Note: To add documents (test results or other required documentation) to the QC test, users will need to edit the test after it has been created. For more information, please see the section on [Editing the QC test](#).

7.7.3 Add User School

The screenshot shows the 'QC User School' form with the following fields and values:

- User School: US-00015
- Section: <Not Set>
- Paragraph: (empty)
- Location: (empty) with a 'Select Location from Lookup' button
- Performed By: (empty)
- Required for Activity: <Not Set>
- Activity Start Date: (empty)
- Lag/Lead Days: 0
- Requirement Needed by: Select a date
- Description: (empty)

User School: RMS3 will automatically assign this number; US for User School and the next number in the User School sequence.

Section: Click on the blue box to select the specification section in which the User School requirement is described. The Specification Section Lookup that appears includes all the specifications sections that have been entered into RMS3 for the contract.

Paragraph: Enter the paragraph number in which the User School requirement is described.

Location: Type in a location where the equipment for which the training applies is located or select from the Location Lookup list by clicking on the lookup button next to the field.

Performed By: Enter the person or company responsible for performing the training.

Required for Activity: Click on the blue box to display the Activity Lookup list. All the activities in your schedule will be displayed. Select the activity for which this User Training is required. This is a very important piece of information. Properly identifying the activity will enable RMS3 to assist you in ensuring activity execution is complete and all contract requirements have been fulfilled.

The Government places heavy reliance on the accuracy of this information when reviewing requests for payment.

Activity Start Date: RMS3 will automatically fill in the date from your activity schedule.

Lag/Lead Days: Enter the number of days before (negative number) or after (positive number) the activity start date in which this User Training will be performed.

Requirement Needed by: RMS3 will automatically calculate this date using the Activity Start Date and the Lag/Lead Days entered.

Description: Enter a description of the User School requirement.

Click on the **BACK** button when done.

7.7.4 Add Installed Property

Installed No.: RMS3 will automatically assign this number; IP for Installed Property and the next number in the Installed Property sequence.

Section: Click on the blue box to select the specification section in which the Installed Property requirement is described. The Specification Section Lookup that appears includes all the specifications sections that have been entered into RMS3 for the contract.

Paragraph: Enter the paragraph number in which the Installed Property requirement is described.

Location: Type in a location where the Installed Property is located or select from the Location Lookup list by clicking on the lookup button next to the field.

Performed By: Enter the person or company responsible for installing the item(s).

Required for Activity: Click on the blue box to display the Activity Lookup list. All the activities in your schedule will be displayed. Select the activity for which this Installed Property is associated. This is a very important piece of information. Properly identifying the activity will enable RMS3 to assist you in ensuring activity execution is complete and all contract requirements have been fulfilled. The Government places heavy reliance on the accuracy of this information when

reviewing requests for payment.

Activity Start Date: RMS3 will automatically fill in the date from your activity schedule.

Lag/Lead Days: Enter the number of days before (negative number) or after (positive number) the activity start date in which this User Training will be performed.

Requirement Needed by: RMS3 will automatically calculate this date using the Activity Start Date and the Lag/Lead Days entered.

Description: Enter a description of the Installed Property requirement.

Unit Type: This is the unit of measure associated with this Installed Property item. Click on the blue box to select from the CLIN Unit of Measure Lookup table.

Unit Cost: Enter the cost per unit for this Installed Property item.

Capacity: Enter size and performance characteristics associated with this Installed Property. Provide sufficient information for the User to obtain correctly sized replacements if needed.

Click on the **BACK** button when done.

7.7.5 Add Transfer Property

The screenshot shows the 'QC Transfer Property' form with the following fields and values:

- Transfer No.: TP-00011
- Section: <Not Set>
- Paragraph: [Empty]
- Location: [Empty] (with 'Select Location from Lookup' button)
- Performed By: [Empty]
- Required for Activity: <Not Set>
- Activity Start Date: [Empty]
- Lag/Lead Days: 0
- Requirement Needed by: Select a date
- Description: [Empty] (with a blue icon)
- Transfer Property From: [Empty]
- Transfer Property To: [Empty]
- Transfer Property Type: [Empty]
- Unit Type: <Not Set>
- Unit Cost: \$0.00
- Total Units: 0
- Transfer Units: 0
- Remaining Units: 0

Transfer No.: RMS3 will automatically assign this number; TP for Transfer Property and the next number in the Transfer Property sequence.

Section: Click on the blue box to select the specification section in which the Transfer Property requirement is described. The Specification Section Lookup that appears includes all the specifications sections that have been entered into RMS3 for the contract.

Paragraph: Enter the paragraph number in which the Transfer Property requirement is described.

Location: Type in a location where the Transfer Property is located or select from the Location Lookup list by clicking on the lookup button next to the field.

Performed By: Enter the person or company responsible for transferring the item(s).

Required for Activity: Click on the blue box to display the Activity Lookup list. All the activities in your schedule will be displayed. Select the activity for which this Transfer Property is associated.

This is a very important piece of information. Properly identifying the activity will enable RMS3 to assist you in ensuring activity execution is complete and all contract requirements have been fulfilled. The Government places heavy reliance on the accuracy of this information when reviewing requests for payment.

Activity Start Date: RMS3 will automatically fill in the date from your activity schedule.

Lag/Lead Days: Enter the number of days before (negative number) or after (positive number) the activity start date in which this User Training will be performed.

Requirement Needed by: RMS3 will automatically calculate this date using the Activity Start Date and the Lag/Lead Days entered.

Description: Enter a description of the Installed Property requirement.

Transfer Property From: Enter the entity that currently has possession of the item(s).

Transfer Property To: Enter the entity to which the item(s) will be transferred.

Transfer Property Type: Enter the type of property to transfer, e.g., spare parts, deleted material, GFM, etc.

Unit Type: This is the unit of measure associated with this Transfer Property item. Click on the blue box to select from the CLIN Unit of Measure Lookup table.

Unit Cost: Enter the cost per unit for this Transfer Property item.

Total Units: Enter the total number of units that are required to be transferred.

Transfer Units: If the transfer is to take place incrementally, enter the number of units to be transferred under this record.

Remaining Units: If the transfer is to take place incrementally, enter the remaining number of units to be transferred under another record(s). The sum of Transfer Units + Remaining Units = Total Units.

Click on the **BACK** button when done.

7.8 Equipment Checks

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QC Summary A roll-up of each QC Daily Report entry topic.		QC Daily Reports Prepare and Review Daily QC Reports.		Features of Work Listing of Definable Features of Work to be used in the 3-Phase Inspection process.		Three Phase Inspections A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.	
Hazard Analysis Listing of each AHA that has been, or should be, prepared for each hazardous activity.		QC Requirements Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.		Equipment Checks Listing of Equipment used, or anticipated to be used on the jobsite.		Dredging Equipment Listing of Dredging Equipment used, or anticipated to be used.	
Exposure Hours Compilation of all contractor and subcontractor hours of work to comply with OSHA.							

All equipment that requires a mechanic's inspection should be identified in this section. There are multiple benefits to entering this equipment and their associated information in RMS3, especially if you experience any delays resulting in claims against the Government. By identifying equipment, RMS3 can assist you in keeping track of inspection dates, usage, and other information, including safety.

Do not use this module to enter information on dredges. Use the [QC | Dredging Equipment](#) module for that purpose.

Click on **Add** to create a new Equipment Check.

Equipment ID	Make & Model	Serial No.	Description	Equipment is safe	Last Inspected
> 00000022	Hitachi and EX300LC	15M-11546	TRACK HOE (EX300LC)	Yes	02/12/2013
00000023	Peterson and 470b	29B-122-1771	Horizontal Chipper	Yes	02/12/2013
00000024	Bobcat and T180	01602	BOBCAT (t180) - Grimberg	Yes	02/15/2013
00000025	Allied Trailer	E00217503	Allied construction Trailer 40'	Yes	02/28/2013
00000026	Allied Trailer 40 foot se.	V23157	Allied Trailer 40 foot sea-conatiner (Singleton Electric)	Yes	03/15/2013
00000027	Genie GS1930	076114	Genie GS 1930 Scissor Lift	Yes	03/19/2013
00000028	Genie GS 1930 Scissor	076118	Genie GS 1930 Scissor Lift	Yes	03/19/2013

Equipment ID: 00000022 Last Reinspection: Select a date [15]

Description: TRACK HOE (EX300LC)

Notes:

View details of the selected equipment here.

Enter the equipment's serial number/vehicle identification number and a brief description of the equipment (75-character limit), then click on **OK**.

Note: Serial No. is a unique number and RMS will not allow for it be entered twice.

RMS Add View

Add Equipment Check

The following information is required to add a new Equipment Check

Serial No.

Description

OK Cancel

Equipment Check

Equipment ID: 00000064 Serial No.: 123456

Make & Model:

Description: Test equipment

Initial Inspection: Select a date [15] Last Day On Site: Select a date [15]

Last Reinspection: Select a date [15] Equipment is safe

Authorized Hours:

Hours Run Since Last Inspection:

Remaining Hours Authorized:

Notes:

Equipment ID: As they are added, equipment is automatically sequentially numbered by RMS3.

Serial No: Enter the equipment's unique identification number that will distinguish it from all other similar equipment. This may be the equipment's VIN or a company-assigned identification

number.

Make & Model: Enter the equipment's make and model.

Description: Enter a brief description of the equipment (75-character limit).

Initial Inspection: Enter the date on which the equipment was first inspected for this contract.

Last Reinspection: Enter the date on which the equipment was last inspected for this contract.

Last Day on Site: Enter the date on which the equipment was last present at the worksite, i.e., the date on which it was removed from the worksite.

Equipment is safe: Check this box if the equipment is safe to use for its intended purpose. Do not falsely check this box if there is any defect that could be considered a safety concern.

Authorized Hours: Enter the number of hours which the equipment can be safely used before it must be inspected again.

Hours Run Since Last Inspection: The number of hours that the equipment is used is entered on the [QC Daily Report](#). RMS3 will maintain a running total here based on the hours logged on the QC Daily Report since the last reported inspection date.

Remaining Hours Authorized: This number is automatically calculated by RMS3 using usage information logged on the QC Daily Reports. It is the difference between Authorized Hours and Hours Run Since Last Inspection.

Note: Enter any other information related to the equipment.

Note: This data entry screen can also be accessed through [QC Daily Report](#) when logging equipment usage hours.

Click on the **BACK** button when done.

7.9 Dredging Equipment

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QC Summary A roll-up of each QC Daily Report entry topic.		QC Daily Reports Prepare and Review Daily QC Reports.		Features of Work Listing of Definable Features of Work to be used in the 3-Phase Inspection process.		Three Phase Inspections A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.	
Hazard Analysis Listing of each AHA that has been, or should be, prepared for each hazardous activity.		QC Requirements Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.		Equipment Checks Listing of Equipment used, or anticipated to be used on the jobsite.		Dredging Equipment Listing of Dredging Equipment used, or anticipated to be used.	
Exposure Hours Compilation of all contractor and subcontractor hours of work to comply with OSHA.							

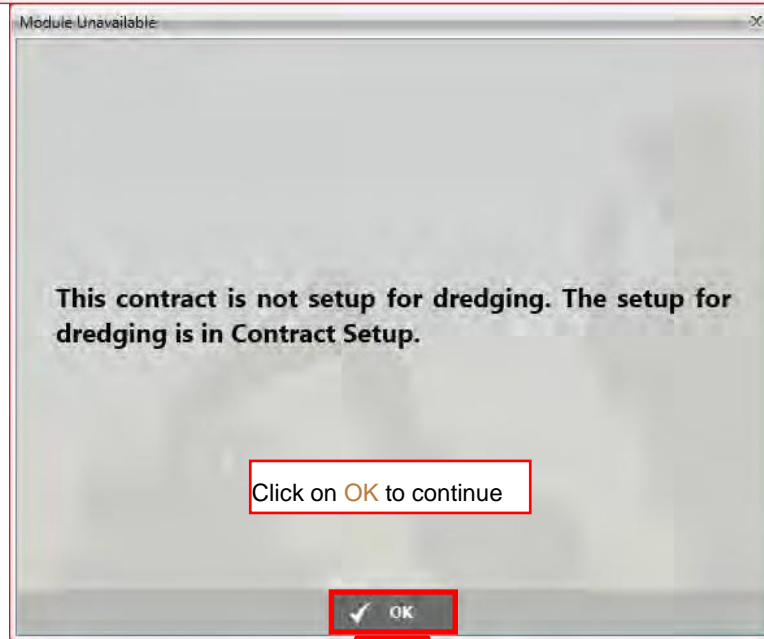
Use this module to enter information on equipment used to perform dredging. A dredge is any device, machine, or vessel that is used to excavate and remove material from the bottom of a body of water. Scows, barges, and other vessels that are not used to excavate and remove material from the bottom of a body of water are referred to as attendant plants. Do not enter attendant plants into this module. Attendant plant information is entered on the daily [Dredging Reports](#).

If your contract includes dredging but you receive the following message when trying to access the **Dredging Equipment** module, ask the contract's USACE Representative to modify the Contract Setup to include dredging.

Select **Add**, then select from the drop down.

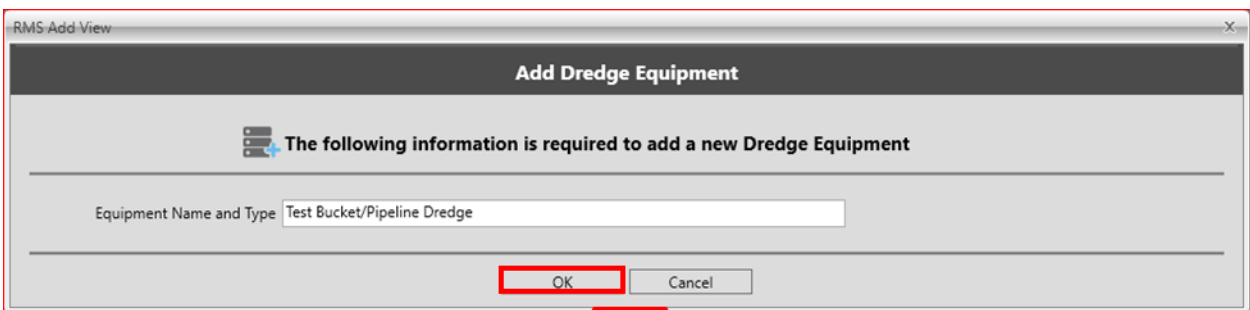


Equipment Name	Date of Mobilization	Date of Demobilization
Hopper Dredge	04/29/2018	
Bucket/Pipeline Dredge	04/29/2018	



7.9.1 Add Bucket/Pipeline Dredge

Enter the name and type of equipment, then click on **OK**.



RMS Add View

Add Dredge Equipment

The following information is required to add a new Dredge Equipment

Equipment Name and Type: Test Bucket/Pipeline Dredge

OK Cancel

Dredging Equipment

Bucket/Pipeline Dredge

Mobilized

Dredge Name

Demobilized

Dredge Capacity

Pump HP

Shifts Per Day

Days Per Week

S

Bucket Size

Bucket HP

Enter dredge equipment data

Mobilized: Enter the date on which the Dredging Equipment arrived at the worksite.

Dredge Name: Enter a name by which to identify this Dredging Equipment. The name will carry forward from the name entered when initially adding the equipment to the contract. You may change it here. However, once you start to log its use on the daily Dredging Reports, do not change the name.

Demobilized: Enter the date on which the Dredging Equipment was removed from the worksite.

Dredge Equipment Data: Enter equipment size/capacity in cubic yards.

Shifts Per Day: Enter the number of shifts in which the Dredging Equipment is operating each day.

Days Per Week: Enter the number of days per week in which the Dredging Equipment is operating.

Click on the **BACK** button when done.

7.9.2 Add Hopper Dredge

Enter the name and type of equipment, then click on **OK**.

RMS Add View

Add Dredge Equipment

The following information is required to add a new Dredge Equipment

Equipment Name and Type: Test Hopper Dredge

OK Cancel

Dredging Equipment

Hopper Dredge

Mobilized: Select a date [15]

Dredge Name: Test Hopper Dredge

Demobilized: Select a date [15]

Dredge Capacity: 0

Aver. Bin H2O Volume: 0

Aver. Unfilled Capacity: 0

Shifts Per Day: 3

Days Per Week: 6

Enter dredge equipment data

Mobilized: Enter the date on which the Dredging Equipment arrived at the worksite.

Dredge Name: Enter a name by which to identify this Dredging Equipment. The name will carry forward from the name entered when initially adding the equipment to the contract. You may change it here. However, once you start to log its use on the daily Dredging Reports, do not change the name.

Demobilized: Enter the date on which the Dredging Equipment was removed from the worksite.

Dredge Equipment Data: Enter equipment size/capacity in cubic yards.

Shifts Per Day: Enter the number of shifts in which the Dredging Equipment is operating each day.

Days Per Week: Enter the number of days per week in which the Dredging Equipment is operating.

Click on the **BACK** button when done.

7.9.3 Add Sidecaster Dredge

Enter the name and type of equipment, then click on **OK**.

RMS Add View

Add Dredge Equipment

The following information is required to add a new Dredge Equipment

Equipment Name and Type: Test Sidecaster Dredge

OK Cancel

Dredging Equipment

Sidecaster Dredge

Mobilized: Select a date [15]

Dredge Name: Test Sidecaster Dredge

Demobilized: Select a date [15]

Shifts Per Day: 3

Days Per Week: 6

Mobilized: Enter the date on which the Dredging Equipment arrived at the worksite.

Dredge Name: Enter a name by which to identify this Dredging Equipment. The name will carry forward from the name entered when initially adding the equipment to the contract. You may change it here. However, once you start to log its use on the daily Dredging Reports, do not change the name.

Demobilized: Enter the date on which the Dredging Equipment was removed from the worksite.

Shifts Per Day: Enter the number of shifts in which the Dredging Equipment is operating each day.

Days Per Week: Enter the number of days per week in which the Dredging Equipment is operating.

Click on the **BACK** button when done.

7.10 Exposure Hours

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QC Summary <i>A roll-up of each QC Daily Report entry topic.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>				
Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>	Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>				
Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>							

Exposure hours are the number of paid duty hours of all prime and subcontractor employees while at the worksite. Unpaid hours count as exposure when employees are quartered onsite. You are required to submit a monthly report of your exposure hours starting from Notice to Proceed (NTP) until your actual completion date. This requirement should be included in your contract's safety specification.

RMS3 will create a line for each month on the first day of the subsequent month. You will not be able to enter or complete a month's report until the first day of the following month.

To enter and complete a report, select the month, and click on *Edit*.

Exposure Hours						
Year Month Date	Hours To Date	Hours Year	Hours Month	QC Daily Labor Hours	Status Text	
03/01/2013	0	0	0	0	0	Accepted by Government
04/01/2013	232	232	232	232	232	Accepted by Government
05/01/2013	515	515	283	283	283	In Review by Government
06/01/2013	1038	1038	523	523	522.50	In Review by Government
07/01/2013	3257	3257	2219	2219	2219.50	In Review by Government
08/01/2013	3257	3257	0	0	3975.00	Not Completed
09/01/2013	3257	3257	0	0	0	Not Completed



The Exposure Hour Input Table lists the Prime and all subcontractors that have been added to the contract. You have the option of manually inputting the exposure hours for each contractor on the list or copying the hours that were logged on the daily reports. See the section on [Labor Hours](#) in the QC Daily Report.

Note: The QC Daily Labor Hours are shown for convenience and the values in the "Hours Month" column are what count for submitting the exposure hours.

Exposure Report

Exposure Hours for August, 2013

Search [X] Export Copy

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

Contractor Code	Contractor Full Name	Prime / Subcontractor	Exposure Hours Total to Date	Exposure Hours for the Year	Exposure Hours for the Month
PRIM	Hensel Phelps Kiewit Joint Venture	Prime	14	14	0
AFLR		Subcontractor	0		0
ANNE		Subcontractor	0		0
AREN		Subcontractor	0		0
Totals:			3257	3257	0

Manually input hours here.

Submitter [Redacted]

Govt Remarks

Exposure Hours for Aug - 2013 CONTRACTOR: Complete a document package for the Exposure Hours package and submit it using this document package manager.

Document Packages

Add	Title of Package	Package No.	Status
Edit			
Delete			

Completed - Ready to send to the Government

Select **Copy** to transfer all the labor hours for the selected month to the Exposure Hours Table.

Note: That RMS3 will not perform the copy when there are incomplete QC Daily Reports. Return to the identified reports and complete the reports before continuing. Copied hours can still be manually edited.

The following QC Daily Reports have not been completed.
08/27/2013, 08/28/2013, 08/29/2013, 08/30/2013, 08/31/2013
These QC reports must be completed before copying the labor hours

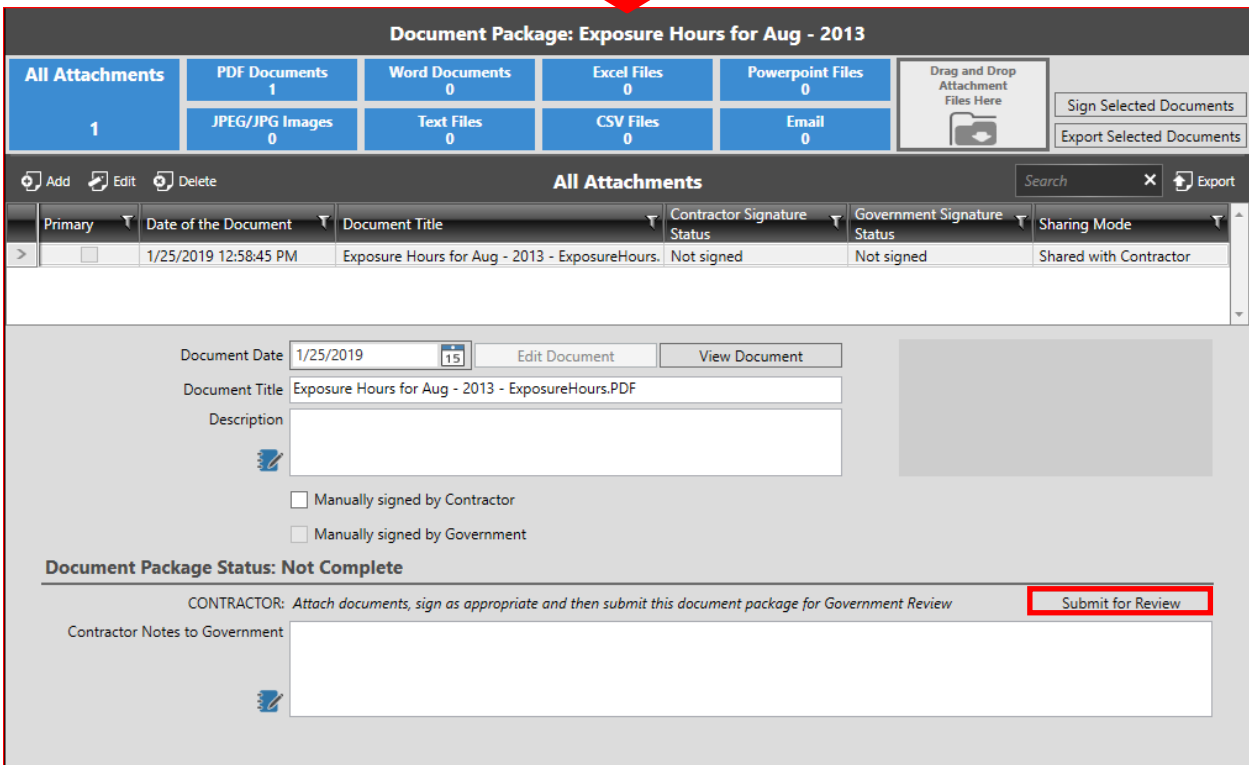
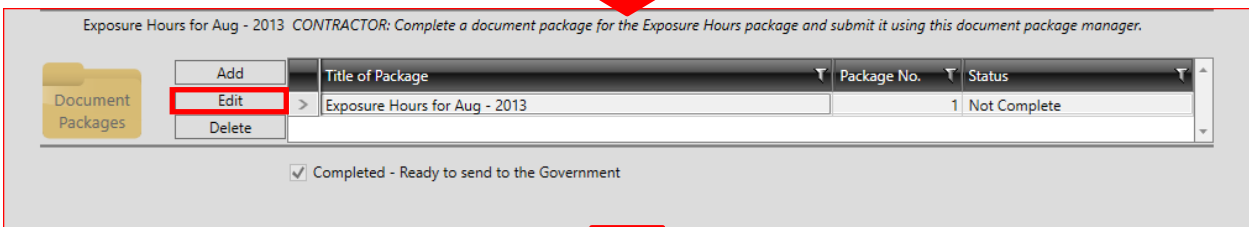
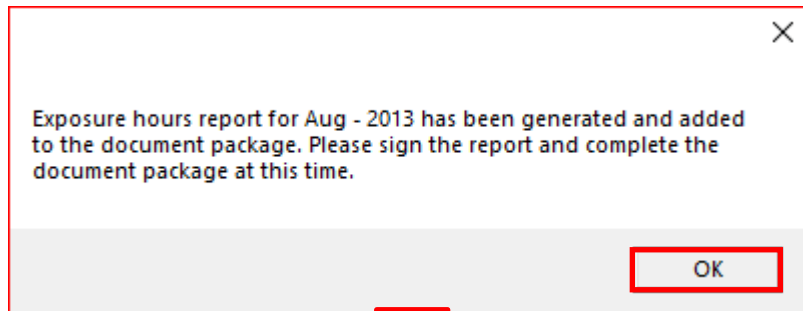
OK

Do you want to copy the labor hours from the daily QC Reports for the month of August, 2013

Click on **YES** to continue or **NO** to cancel.

Yes No

Type in the name of the person submitting the report, then check *Completed—Ready to send to the Government*. This action will add a document package with the Exposure Report already attached. Before sending the package to the Government to process, select *Edit* to complete the document by signing the Exposure Report. See the section on [Document Packages](#) for detailed instructions on working with Document Packages.



If you have other documents to support the Exposure Report, add them to the Document Package before submitting. When done, click on *Submit for Review*.

Note: Draft documents are no longer visible to the other side until marked complete. That means, the Government cannot see draft contractor documents and the Contractor cannot see draft government documents until they are marked complete.

7.10.1 Exposure Report Returned for Corrections

There may be times when the Government finds reason to return an Exposure Report. When this happens, the Exposure Hours Status will indicate *Not Completed*. Before continuing, meet with the contract's USACE representative to find out what corrections need to be made to the report, make the requested changes, check *Completed—Ready to send to the Government*, then select *Edit*.

The revised Exposure Hours Report has been added to the Document Package and the package has been resubmitted to the Government.

Step 1: Exposure Hours Table

Year	Month	Date	Hours To Date	Hours Year	Hours Month	DC Daily Labor Hours	Status Text
03	01	2013	0	0	0	0	Accepted by Government
04	01	2013	232	232	232	232	Accepted by Government
05	01	2013	515	515	283	283	In Review by Government
06	01	2013	1038	1038	523	522.50	In Review by Government
07	01	2013	3257	3257	2219	2219.50	In Review by Government
08	01	2013	7231	7231	3974	3974.00	Not Completed

Step 2: Document Packages

Title of Package	Package No.	Status
Exposure Hours for Aug - 2013	1	In Review

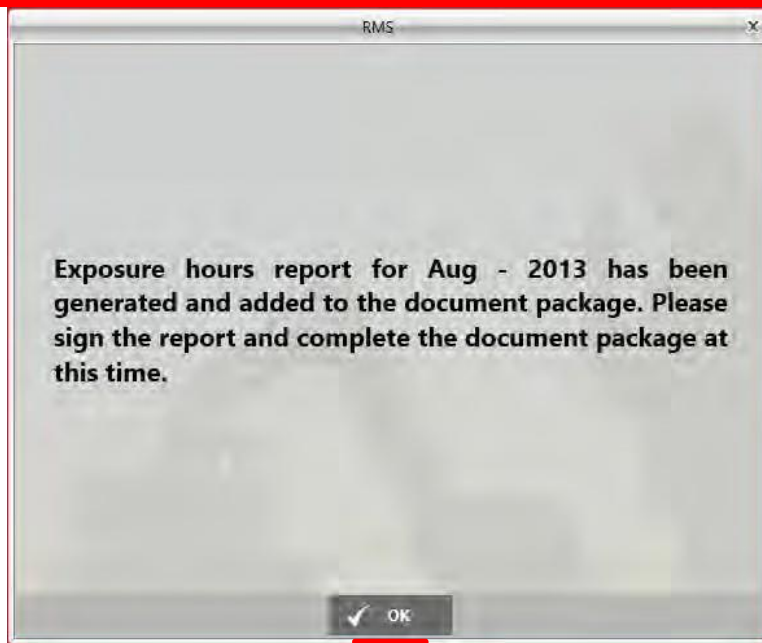
Completed - Ready to send to the Government
Returned for corrections on: 01/25/2019

Step 3: Confirmation Dialog

Are you sure you would like to mark these exposure hours complete?

Click on **YES** to continue or **NO** to cancel.

Yes No



Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Sharing Mode
<input type="checkbox"/>	1/25/2019 1:58:	Exposure Hours for Aug - 2013 - ExposureHours.PDF	Not signed	Not signed	Shared with Contractor
<input type="checkbox"/>	1/25/2019 3:42:	Exposure Hours for Aug - 2013 - ExposureHours.PDF	Not signed	Not signed	Shared with Contractor
<input type="checkbox"/>	4/5/2019 12:48:	Exposure Hours Report - ExposureHours.PDF	Not signed	Not signed	Shared with Contractor

Date of the Document: 4/5/2019

Document Title: Exposure Hours Report - ExposureHours.PDF

Description:

Manually signed by Contractor
 Manually signed by Government

Document Package Status: In Review

This document package is currently in review by the Government

Contractor Notes to Government:

The revised report is added to the Document Package.

Recommendation: Do not delay in submitting your monthly exposure numbers. Discuss the submittal timeline with the contract's USACE Representative. There is a deadline for submitting these numbers to the safety office. Failure to make timely submittals could result in up to 10% retainage from your progress payment request.

8.0 SUBMITTALS

Administration	Finances	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 activities to submittal items.</i>	

Use of RMS3 to manage the submittal process is mandated by [ER 415-1-10 Contractor Submittal Procedures](#) and your contract. RMS3's Submittal's module was designed around the Corps of Engineers submittals procedures; therefore, using the tools provided in RMS3 is the best way to ensure effective and efficient management of submittals and compliance with your contract's specification section 01 33 00, Submittal Procedures. Your QC Plan should reflect the use of RMS3 in the submission, tracking and review of submittals.

8.1 Overview

Submittals include all preconstruction documentation, shop drawings, product data, samples, letters of certification, tests, plans, and other engineering information that may be required for quality control and quality assurance. Control of the quality of materials and equipment as well as compliance with the overall contract requirements require timely review, testing, and other evaluations.

All required submittals must be prepared and processed in time to allow effective evaluation, approval, procurement, and delivery prior to the Preparatory Phase of the Three Phase Control Process for the work to be performed. This processing must be completed successfully before the item is needed in the construction process.

Submittals must be prepared in time to allow your Quality Control organization to review and certify or as required, order corrections of submittal materials prior to providing the submittal to the Government.

The information accessed from the Submittals tile are:

Specification Sections: Use this selection to manage the list of specification sections included in your contract.

Submittal Register: The Submittal Register lists the materials, products, and items for each submittal, as well as the section and paragraph number where the Submittal Requirement is located and any required approvals. This area is used to track the status and history of all submittal items in your submittal register.

Transmittal Log: Create and track the transmittal of your submittals in this area.

Submittal Assignments: This selection may be used to assign an activity to a submittal item, individually or in batch.

8.2 Specification Sections

8.2.1 Import from a SpecsIntact file

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

This is not a selection on the dropdown Add list. However, this is the easiest method for adding the specification sections table to RMS3. If your contract is Design-Bid-Build, it is very likely that the Designer developed the specifications for your contract using SpecsIntact. Check with the contract's USACE Representative. When SpecsIntact is used, importing the Submittal Register. The section [Import SpecsIntact](#) will also simultaneously populate this table with all the Specification Section numbers that were prepared in SpecsIntact. However, you will still need to manually enter the titles of the sections.

If your contract is Design-Build, and your designer used SpecsIntact to develop the specifications for your contract, when the Submittal Register is imported, this table will populate.

When there are additional specification sections that are not in the import file, you can still manually add them using the [Manually Add New Section](#) option.

If SpecsIntact is not available, then use a specially formatted Excel template file via the Import/Export > Import Submittals option.

Note: If you manually enter some sections, then perform an import, RMS3 will not duplicate entries that are exact matches, i.e., spacing and capitalization, must both match to avoid duplication. If you end up with duplicates, you should delete one of the entries, but be sure not to delete the entry that came from the SpecsIntact file because that is the version that is linked to the Submittal Register item.

All the Specification Sections included in your contract should be listed here. Sections may be added manually by typing them in, by selecting them individually from one of the MasterFormat libraries included in RMS3, by importing from a SpecsIntact file, or by any combination of these.

If using a method other than importing, start by selecting *Add*.

Specification Sections		Search	Export
Add Manually Add New Section Select Sections from MasterFormat 1995 Library Select Sections from MasterFormat 2004 Library Select Sections from MasterFormat 2014 Library			
	Name		
	Preliminary Project Schedule		
	Preliminary Construction Schedule		
00 31 13.16	Initial Schedule		
00 31 13.18	Permit Application		
00 31 43	Payment Bond Form		
00 61 13.16	Certificate of Insurance Form		
00 62 16	SF1413 Acknowledgement		
00 62 16.3	Health and Safety Requirements		
00 73 19	Anti-Pollution Measures		
00 73 53	Administrative		
01 00 00	Initial Project Schedule		
01 32 01.00 10	Design Data		
01 33 16			

8.2.2 Manually Add New Section

Enter the Specification Section number and Name exactly as shown in your contract documents. Click **OK**, then the **BACK** button. Continue doing this until all the Specification Sections are included in the table.

RMS Add View

Add Specification Section

The following information is required to add a new Specification Section

Section: 01 45 00.15 10

Name: Resident Management System Contractor Mode (RMS CM)

OK Cancel

8.2.3 Select Sections from MasterFormat 1995 Library

Use this library when the Specification Section numbers follow the MasterFormat 1995 format. Place a checkmark on all sections that are in your contract, then click **OK**. If your contract includes additional sections that are not found in this library, you can manually type them in. See [Manually Add New Section](#). If titles from the library do not match exactly, select **Edit** to revise the Name in the table.

Resident Management System

Specification Section Lookup

Masterformat 1995 Library Specifications

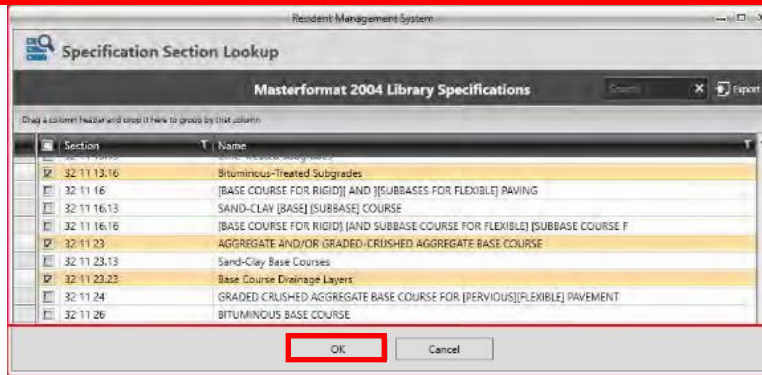
Drag a column header and drop it here to group by that column

Section	Name
<input checked="" type="checkbox"/> 02238	Bitum-Stabilized Base, Subbase/Subgrade
<input type="checkbox"/> 02239	Portland Cement-Stabilized Base/Subbase
<input type="checkbox"/> 02240	Lime-Stabilized Base, Subbase, Subgrade
<input checked="" type="checkbox"/> 02341	Aggregate Base Course
<input type="checkbox"/> 02342	Bituminous Base Course
<input checked="" type="checkbox"/> 02343	Drainage Layer
<input type="checkbox"/> 02250	Fills and Subgrade Preparation
<input type="checkbox"/> 02251	Foundation Drilling and Grouting

OK Cancel

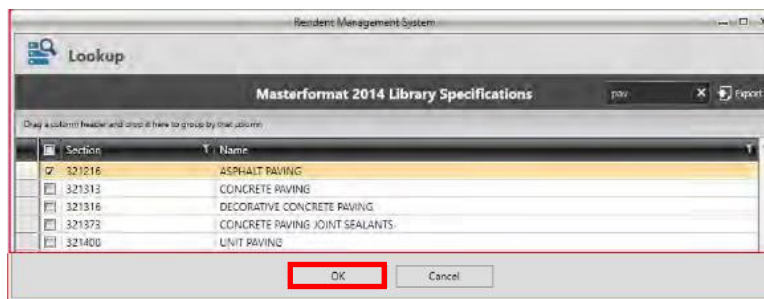
8.2.4 Select Sections from MasterFormat 2004 Library

Use this library when the Specification Section numbers follow the MasterFormat 2004 format. Place a checkmark on all sections that are in your contract, then click **OK**. If your contract includes additional sections that are not found in this library, you can manually type them in. See [Manually Add New Section](#). If titles from the library do not match exactly, Select **Edit** to revise the Name in the table.



8.2.5 Select Sections from MasterFormat 2014 Library

Use this library when the Specification Section numbers follow the MasterFormat 2014 format. Place a checkmark on all sections that are in your contract, then click **OK**. If your contract includes additional sections that are not found in this library, you can manually type them in. See how to [Manually Add New Section](#). If titles from the library do not match exactly, select **Edit** to revise the Name in the table.



8.3 Submittal Register

Administration	Finances	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 activities to submittal items.</i>	

Contracts that include specification section 01 33 00 Submittal Procedures, or equivalent, require you to be responsible for maintaining and updating the Submittal Register throughout the duration of the contract.

The Submittal Register, also referred to as ENG Form 4288, consists of items identified in the contract's specifications and drawings that the Designer has determined are necessary to adequately describe the work. These items are primarily found in the Submittals paragraph in each specification section. However, the items listed there may not be all-inclusive. It is your responsibility to carefully read all specifications and drawings to identify all the Submittal Requirements. You may also encounter additional items that need to be submitted that were not on the original submittal register. The Submittal Register is a living document. Do not hesitate to add to it as the contract progresses.

In most cases on Design-Bid-Build type contracts, the contract's USACE Representative will provide you with an electronic copy of the Submittal Register provided at the end of section 01 33 00. Contact the contract's USACE Representative to either obtain the file which you can then

import or ask him/her to import the file for you. Every office may have its own procedure, follow the directions of the contract's USACE Representative.

When a SpecsIntact file is not available, such as in Design-Build contracts in which you are responsible for the design and thus the Submittal Register, or in simplified designs when the specifications are contained on the drawings, the Submittal Register can be created manually, item by item (see below), or by importing a specially-formatted spreadsheet (see [Import/Export Import Submittals.](#))

Go to Contract Reports | Submit | Submittal Register ENG 4288 to obtain a hard copy print out.

8.3.1 Building the Submittal Register

The screen consists of 3 main parts: 1) Colored blocks for filtering the Submittal Register, 2) the list of Submittal Register Items, and 3) the Transmittal History of a submittal item.

1

When you have more than one submittal register. Click on this box to toggle between registers

Register 01: Main Register
Click to select another Register

All Items
151

Outstanding Items - KTR Action Required: 147
Items In Review - GOVT Action Required: 3
Completed Items: 1

To pare down the items shown in the table, click on the box corresponding to the sub-set with the desired status and due date

All	Due >7 days	Due <=7 days	Overdue
147	0	142	5
3	0	0	3
1			

2

This number represents the total number of items in the selected register. Click on this box to see ALL submittals

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

Section	Item No	SD No	Description	Date In	QC Code	Date Out	QA Code	Status
> 01 30 00	1	01	Progress and Completion Pictures					Outstanding
01 30 00	2	01	Progress and Completion Pictures					Outstanding
01 32 01.00 10	1	01	Project Scheduler Qualifications	08/24/2018	A	09/04/2018	A	Complete
01 32 01.00 10	2	01	Preliminary Project Schedule	09/06/2018	A			In Review
01 32 01.00 10	3	01	Initial Project Schedule	09/06/2018	A		G	In Review
01 32 01.00 10	4	01	Periodic Schedule Updates	09/06/2018	A			In Review
01 32 01.00 10	5	01	Final Schedule Updates					Outstanding
01 32 01.00 10	6	01	Final Schedule Updates					Outstanding
01 32 01.00 10	7	01	Final Schedule Updates					Outstanding
01 32 01.00 10	8	01	Final Schedule Updates					Outstanding
01 32 01.00 10	9	01	Final Schedule Updates					Outstanding
01 33 00	2	01	Submittal Register					Outstanding
01 33 00	3	01	Test submittal item					Outstanding

Columns filled by Specsintact

Columns filled as items are submitted

3

Transmittal History

Transmittal No.	Variation	QC Code	Received by Government	QA Code	Sent to Contractor
Transmittal history of selected item displays here.					

When there is a need to maintain more than one Submittal Register in the contract, inform the contract's USACE Representative. The setting for this feature is controlled in RMS3/GM in

Administration | Contract Setup | Submittals/Schedule. Provide the name of the other register(s).

Click on **Add** to manually add submittal items that were not in the SpecsIntact file. This will open a lookup table that includes all the Specification Sections entered in the [Submittals | Specific Sections](#) module. Select the section of the submittal item that needs to be added, then click on **Next**. Enter the desired numbers in the subsequent data box, then click on **Finish**.

Section to Add New Submittal Item

Section	Name
13090	X-Ray Shielding
15569	Wtr & Steam Htg: Oil/Gas/Both,0-20 MBTUH
08590	Wood Windows - Repair and Rehabilitation
08612	Wood Windows - Repair and Rehabilitation
> 08610	Wood Windows
08550	Wood Windows
15371	Wet Chemical Fire Extinguishing System
13965	Wet Chemical Fire Extinguishing System
08500	Welding Structural

Assign Item Number for new Submittal Item

Section: 08610

Item Number: 1

Item Number Extension: 0

Defaults to "0" but may be used as needed to differentiate parts of the same item.

RMS3 automatically inserts the next number in sequence. However, the number can be manually changed if desired.

Submittal Item

Section No.: 08610 - Wood Windows

Item No.: 1

Item No. Extension: 0

Description: Test Submittal Item

Required for Activity: 0012 - Post Borrow Area Survey

Paragraph: 1.4

Start Date: Select a date

Lag(+)/Lead(-): 5 Days

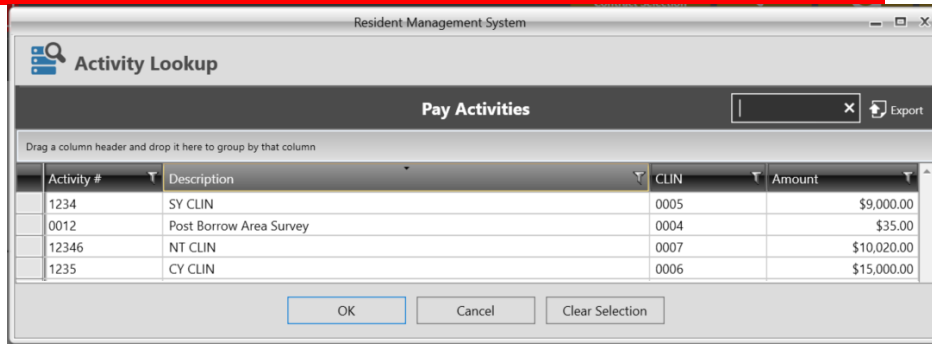
Procurement Period: 45 Days

Days to Review: 30 Days

Classification: FIO - For Information Only

Submittal Type: 06 - TEST REPORTS

Primary Contractor Reviewer: McGuire, Paul



Item Number Extension: Extension will not tie items together and does not work as a resubmittal.

Description: Enter a brief description of the item (40-character limit.)

Required for Activity: This is probably the most important piece of information attached to the item. The schedule dates associated with the activity are used to calculate the dates for the Submittal Register. Click on the blue box to open the Activity Lookup table. All Pay Activities will be displayed. Select the activity to which this item is most closely related or affected by, then click on **OK**.

Paragraph: Enter the specification paragraph number which describes the requirement for this item.

Drawing: Enter the drawing sheet number which describes the requirement for this item.

Start Date: RMS3 will automatically populate this date with the Activity Start Date of the activity that was selected above. All the schedule dates associated with this item use this date to calculate the dates for the Submittal Register. If the date columns in your Submittal Register are blank, return to the submittal item and identify the activity with which it is associated.

Lag(+)/Lead(-): Enter the number of days after (positive number) or before (negative number) the activity start date by which this item must be delivered.

Procurement Period: Enter the number of days it will take to obtain the item once ordered/requested.

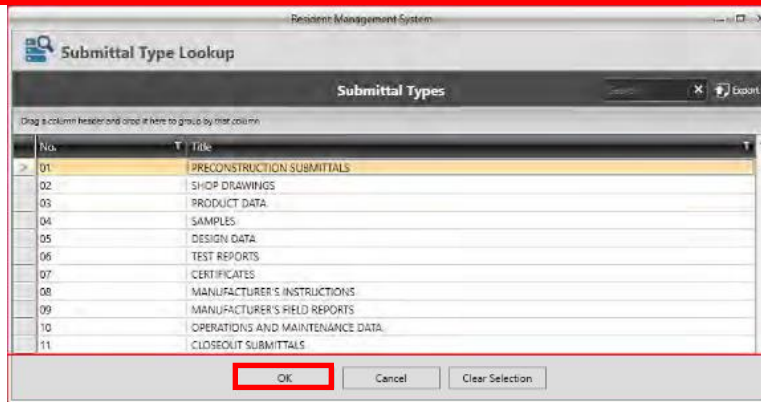
Days to Review: The Government typically requires a minimum of 30 days to review. This value should already have been input by the contract's USACE Representative. If it is blank, let them know. The setting review period is entered in RMS3/GM in **Administration | Contract Setup | Submittals/Schedule**.

Classification: Click on the box and select from the available options.

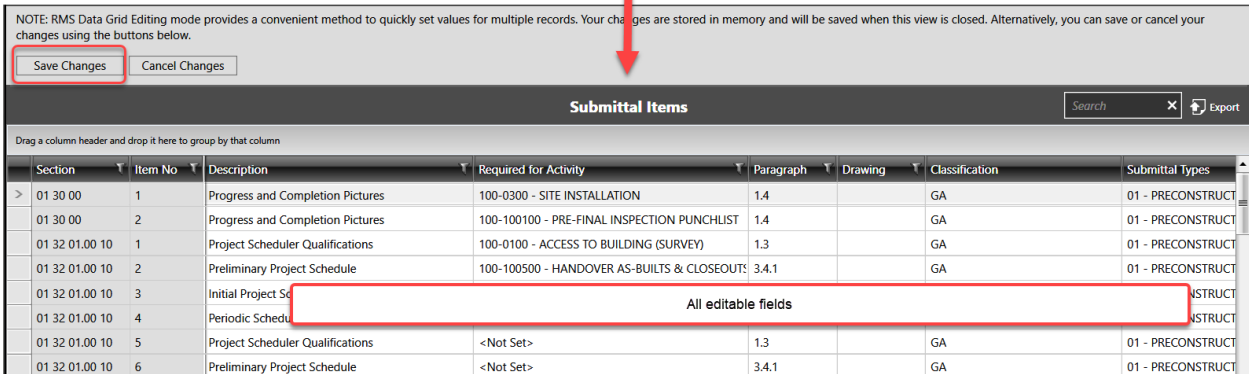
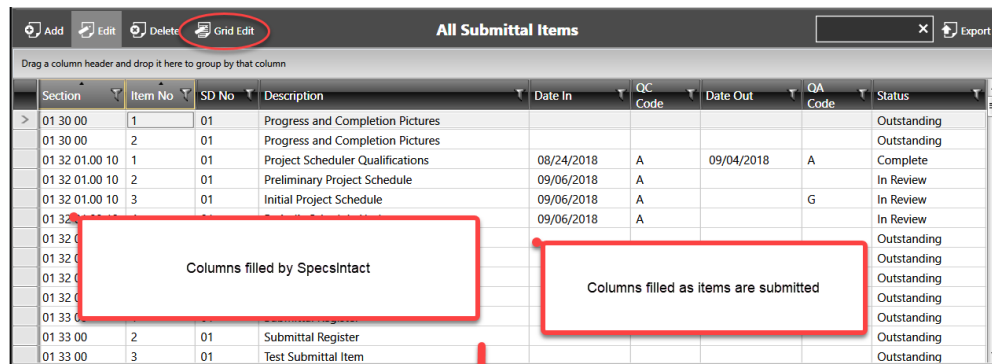
Recommended for use on
Design/ Build contracts

FIO - For Information Only
 GA - Government Approval
 DA - Designer of Record Approval
 CR - Government Conformance Review of Design
 DA / CR - Designer of Record Approval AND Government Conformance Review of Design
 DA / GA - Designer of Record Approval AND Government Approval
 S - Sustainable Notebook

Submittal Type: Click on the blue box and select from the Submittal Type Lookup table.



Click on **OK** when done.



Primary Contractor Reviewer: Click on the blue box to identify the person from your staff who is responsible for ensuring the submittal is correct and complete. The selection is made from the Contractor Staff Member Lookup table which includes all the staff members in your Contractor Staff table. Click on OK when done.

Submittal Item

Section No. 000000 - ENTER SECTION NAME

Item No. 1 0

Description

Required for Activity <Not Set>

Paragraph

Drawing

Start Date Select a date

Lag(+)/Lead(-) 0 Days

Procurement Period 0 Days

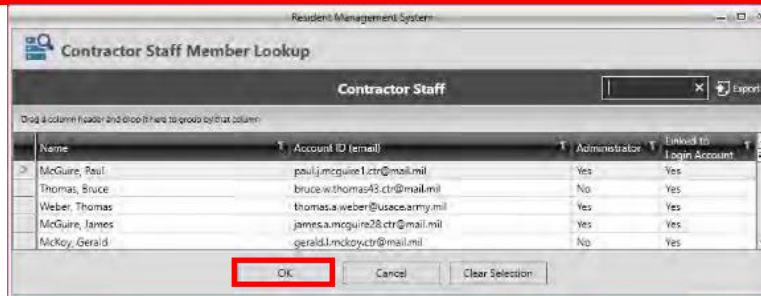
Days to Review 0 Days

Classification

Primary Contractor Reviewer <Not Set>

Submittal Type <Not Set>

Office Name



Primary Government Reviewer: This information will be completed by the contract's USACE Representative.

Office Name: The office to which the Primary Government Reviewer belongs will be displayed.

After entering all requested data, click on the **BACK** button. Repeat this process for all other items that are missing from your submittal register.

Click on **Grid Edit** for a tabular view of items in the register. This is a more convenient method for entering selected information on items already in the register. This method cannot be used to add new items. Double click on any unshaded block to enter missing information or edit existing information. Click on **Save Changes** or the **BACK** button when done.

8.4 Transmittal Log

Administration	Finances	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 activities to submittal items.</i>				

The Transmittal Log maintains the record of submittals made and their status. All submittals must be made using a Transmittal form or ENG Form 4025-R (4025), generated in RMS3. See specification section 01 33 00 Submittal Procedures, or equivalent, for a detailed explanation of the submittal process and requirements. RMS3 provides the means to easily carry out the required actions.

8.4.1 Transmittal Log Summary screen:

Transmittals are grouped into 5 subsets:

Draft Transmittals: Transmittals that have been initiated but have not yet been submitted or have been returned for corrections. The Transmittal Log screen always opens in this view. The Government cannot see these transmittals yet.

Pending Government Receipt: Transmittals that been completed and submitted to the Government, but the Government has not yet acknowledged receipt/date stamped in. The option to view these transmittals is allowed, however, users cannot edit them.

Transmittals in Review: Transmittals received and acknowledged by the Government, but not yet acted on. You can still view these transmittals but cannot edit them.

Pending Contractor Acknowledgement: Transmittals which the Government has completed its action and returned to you, but you have not yet acknowledged receipt. These transmittals may or may not require additional action by the user. These transmittals can be viewed by both Contractor and the Government although cannot be edited.

Completed Transmittals: Transmittals in which the Government have completed its action and returned to the user who has acknowledged receipt.

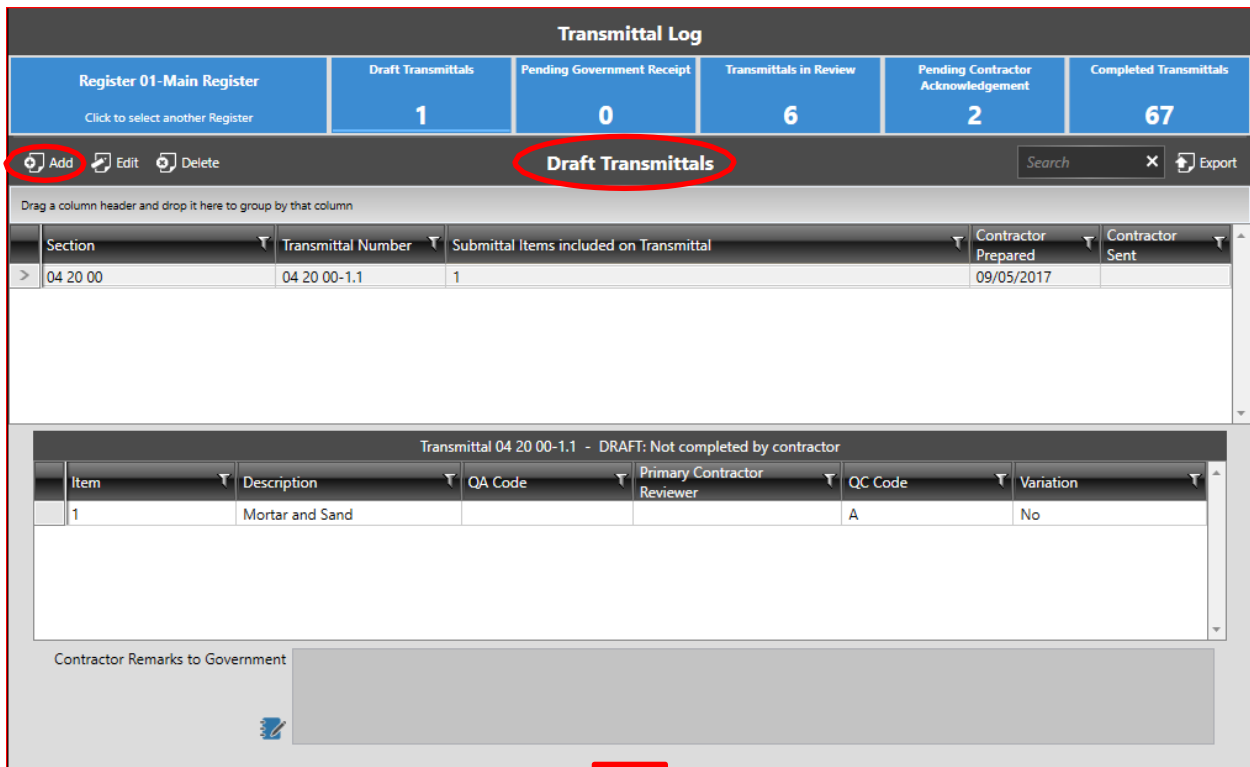
Note: The list of transmittals corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.

8.4.2 Create a Submittal

Step 1. Initiate ENG Form 4025-R.

A submittal consists of the 4025-transmittal document identifying submittal items and their supporting documents. The first step in creating a submittal is the initiation of the transmittal form, ENG Form 4025 -R (4025). This is the transmittal document that identifies the items that are being submitted.

Click on **Add** to initiate the 4025 and select the items to be submitted.



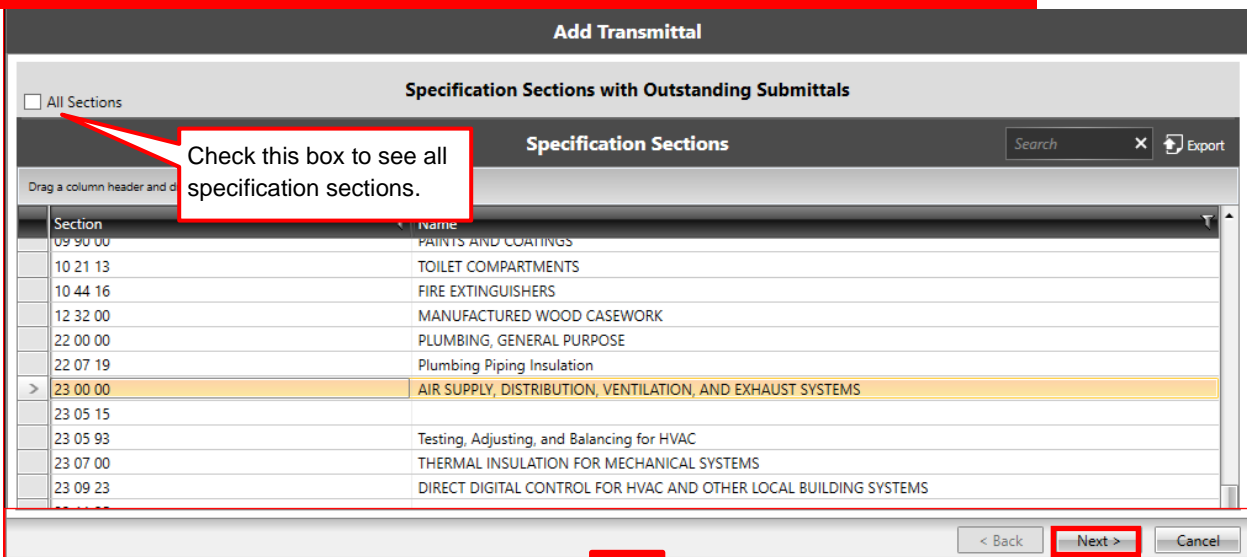
The screenshot shows the 'Transmittal Log' interface. At the top, there are six blue tiles representing different transmittal statuses: Register 01-Main Register (1), Draft Transmittals (1), Pending Government Receipt (0), Transmittals in Review (6), Pending Contractor Acknowledgement (2), and Completed Transmittals (67). Below these tiles is a toolbar with 'Add', 'Edit', and 'Delete' icons, and a 'Draft Transmittals' filter button. A search bar and an 'Export' button are also present. The main table displays a list of transmittals with columns for Section, Transmittal Number, Submittal Items included on Transmittal, Contractor Prepared, and Contractor Sent. The first row shows Section 04 20 00, Transmittal Number 04 20 00-1.1, and 1 submittal item. Below the table, there is a section for 'Transmittal 04 20 00-1.1 - DRAFT: Not completed by contractor' with a table of submittal items. The first item is '1' with description 'Mortar and Sand', QA Code, Primary Contractor Reviewer, QC Code 'A', and Variation 'No'. At the bottom, there is a 'Contractor Remarks to Government' field.

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent
> 04 20 00	04 20 00-1.1	1	09/05/2017	

Item	Description	QA Code	Primary Contractor Reviewer	QC Code	Variation
1	Mortar and Sand			A	No



The specification sections which have unsubmitted submittal items will display. To remove the filter and to see all specification sections, check the **All Sections** box. Select the section to which the item(s) to be submitted belong, then click **Next**.



All the items associated with the selected specification that must still be submitted are displayed. These include those items that have been previously submitted but were not accepted/approved by the Government and therefore require resubmittal. To remove the filter and to see all submittal items, check the *All Submittal Items* box.

A transmittal can contain more than one item, but all items in the transmittal must have the same classification. Once the first item is selected, only those other items with the same classification can be picked. RMS3 will remove all other items from the view, e.g., selecting item 8 which is FIO, will reduce the selection table to show FIO items only.

Select all items to include in the transmittal, then click *Next*. Complete the transmittal number in the subsequent data entry screen, then click *Finish*.

Add Transmittal

Outstanding Submittals Items for Section 23 00 00

All Submittal Items

Submittal Items to Include on New Transmittal

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

Item No	Description	SD No	Reviewing Office Name	Classification	Last Transmittal	QA Code
1	Detail Drawings	02		GA		
2	Metallic Flexible Duct	03		FIO	23 00 00-10.1	G
5	Duct Access Doors	03		GA		
7	Manual Balancing Dampers	03		GA		
8	Automatic Smoke-Fire Dampers	03		FIO		
12	In-Line Centrifugal Fans	03	Capital Area Integrated Pro	FIO	23 00 00-5	X
16	Test Procedures	03		FIO		
17	Diagrams	03		GA		
18	Performance Tests	06		GA		
19	Damper Acceptance Test	06		GA		
20	Bolts	07		FIO		
21	Manufacturer's Installation Instructions	08		FIO		
22	Operation and Maintenance Training	08		FIO		
23	Operation and Maintenance Manuals	10		FIO		
24	Fire Dampers	10		GA		
25	Manual Balancing Dampers	10		GA		
26	In-Line Centrifugal Fans	10		GA		
27	Ceiling Exhaust Fans	10		GA		
28	Variable Volume, Single Duct Terminal Un	10		GA		

Code G, resubmittal still required.

< Back Next > Cancel



Item No	Description	SD No	Reviewing Office Name	Classification	Last Transmittal	QA Code
8	Automatic Smoke-Fire Dampers	03		FIO		
16	Test Procedures	03		FIO		
20	Bolts	07		FIO		
21	Manufacturer's Installation Instructions	08		FIO		
22	Operation and Maintenance Training	08		FIO		
23	Operation and Maintenance Manuals	10		FIO		

Only items classified FIO are available to select.

< Back **Next >** Cancel



Assign Item Number for new Submittal Item

Section 08610

Item Number

Item Number Extension

RMS3 automatically inserts the next number in sequence. However, the number can be manually changed if desired.

"0" for new transmittals. RMS3 automatically inserts the next number in the sequence for a re-transmittal. Although this can be changed manually, **DON'T** change it.

< back **Finish** Cancel



Transmittal 01 78 00-1 - Draft 4025 Report

Items can still be added or deleted using these widgets Created 5/28/2020 15

Item	Description	Primary Contractor Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
1	Warranty Management Plan	<Not Set>	5	FIO	A	<input type="checkbox"/>		0 Attachments: N/A
2	Warranty Tags	<Not Set>	5	FIO	A	<input type="checkbox"/>		0 Attachments: N/A
4	Posted Instructions	<Not Set>	5	FIO	A	<input type="checkbox"/>		0 Attachments: N/A

Contractor / Government Remarks

Contractor Remarks to Government

Enter the additional comments/notes to the Government here

Government Remarks to Contractor

Government Remarks to Contractor: LOCKED Government only entry

Complete and Submit 4025

To complete and submit the 4025, manually attach a signed copy or create and sign a new 4025 with one click.

Select and include digital signature

Create and Digitally Sign 4025

Manually Attach Signed 4025

Transmittal 01 78 00-1 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 Packages

Add	Edit	Delete	Contains 4025	Title of Package	Package No.	Status

At this point, the transmittal form has been drafted. It can be viewed at any time by clicking on the *4025 Report* widget. However, before it is ready to submit, make sure the editable fields are completed, attach the actual document(s) that make up the item and notify the Government if any item is non-conforming (variation).

The *No. of Copies* should have already been input by the contract's USACE Representative. However, you should still verify that it is correct. Refer to section 01 33 00 Submittal Procedures, paragraph Quantity of Submittals.

The item's *Classification* was entered in the Submittal Register. It should not be changed here to avoid having items with different classifications on the transmittal.

RMS3 has automatically inserted the *QC Code* "A" on all items. While permitted to change it by clicking in the QC Code box and selecting another code, this may want to be avoided because all other codes are for Government use only; and using any other code will result in the submittal being returned for corrections.

Your Quality Control Manager should have reviewed the submittal and its inclusion on the transmittal, ensuring that the item conforms to the contract. If it is not in conformance, do not include it on the transmittal, unless you are deliberately submitting a non-conforming item as a *variation*. If that is the case, place a check mark in the variation box for the item. Any request for variation must be accompanied by an explanation of how it varies, why the variation is equal to or better than what the contract calls for, and the cost impact. Variations should not increase the cost of the contract.

Step 2. Attach the submittal items.

The most important piece of the transmittal is/are the actual document(s) that make up the item. Click on the **Attachments** button in the right-most column to add a Document Package containing the submittal documents, then click on **Add**. See the section on [Document Packages](#) for detailed instructions on working with Document Packages.

Transmittal 23 00 00-11 - Item 16

NOTE: These docs are only for Submittal Item 16. Your 4025 should be added to the main transmittal doc package.

Transmittal 23 00 00-11 - Item 16 **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.

Document Packages		Add	Title of Package	Package No.	Status
		Edit	Transmittal 23 00 00-11 - Item 16	1	Not Complete
		Delete			

Transmittal 23 00 00-11 - Item 16 **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.

Document Packages		Add	Title of Package	Package No.	Status
		Edit			
		Delete			

The attachments do not usually need to be signed. After all attachments in the Document Package have been added, click on **Submit for Review** to complete the document package, then click on **BACK**. Repeat if additional Document Packages are needed.

The status of the attached Document Package should now indicate *In Review*. Click on **BACK** to return to the Transmittal screen and repeat for each item on the transmittal form.

Every item in the transmittal should now have a completed attachment(s). If any are showing *Not Complete*, open the attachment by clicking on the button to return to its document package. Click on **Submit for Review** to complete the attachment.

Submittal Items Included on this Transmittal						
Item	Description	Primary Reviewer	No. of	QC	QA Code	Attachment
> 8	Automatic Smoke-Fire Dampers	<Not Set>				1 Attachments: Not Complete
16	Test Procedures	<Not Set>				1 Attachments: Complete

Complete all attachments before continuing.

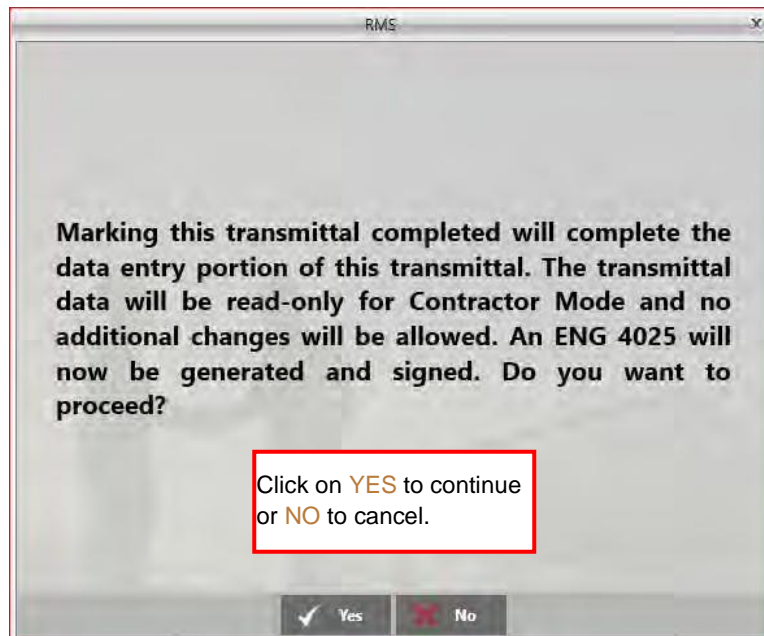
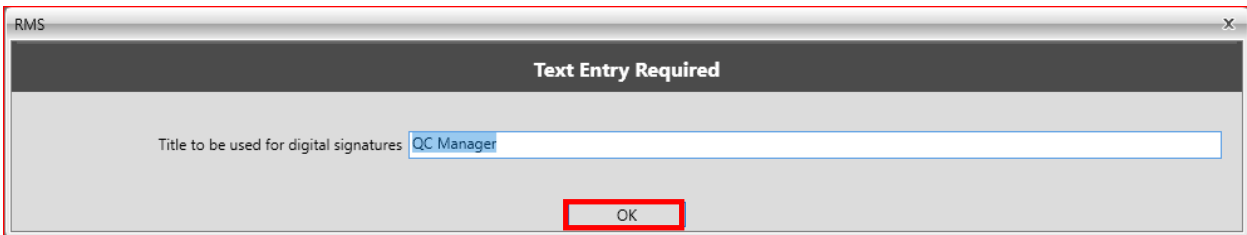
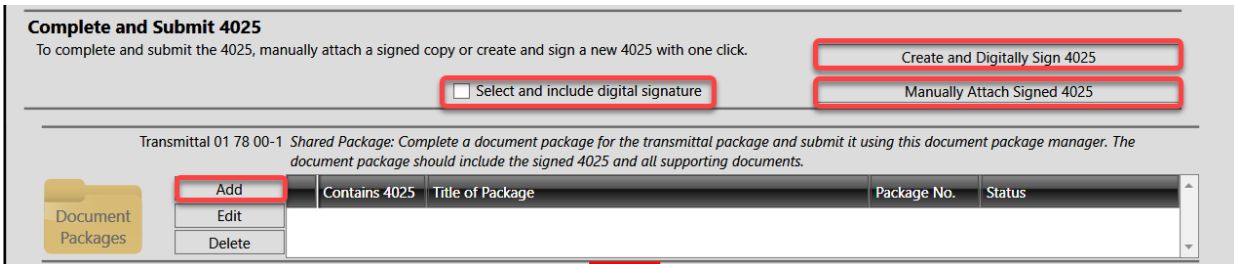
Note: Please coordinate with the Government Field Staff on preference to where the backup documents for transmittals are placed. Some districts are having back up data added to the shared document package on the first screen. The Contractor would click Add, create the document package, attach their back up data and click the back arrow. Then the Contractor clicks on the create and digitally sign the 4025. This will add the signed 4025 and complete the created document package. It has been noted that it is easier for reviewers to have all the information located in one location, instead of separating out by each item. This is especially helpful when there are several items on a 4025.

Step 3. Complete and Submit the ENG Form 4025-R

After attaching all applicable submittal items and completing the document packages, the 4025 must be signed before transmitting the finished submittal package. The signature on the 4025 can be applied either electronically using RMS or manually outside of RMS.

8.4.3 Create and Digitally Sign 4025

When using RMS to create the 4025, the 4025 documents can also be signed in RMS. First click on *Select and Include Digital Signature* to enter the title of the person signing the 4025. This is usually the QC Manager. Then click on *Create and Digitally Sign 4025*. You will be prompted to enter your login password. The digital signature of the logged in user will be added to the 4025 and the transmittal and its contents (4025 and submittal items) will be transferred to RMS3/GM. Ensure this person is authorized to perform this action to avoid the transmittal being rejected. Then click on **BACK** to return to the *Transmittal Log* screen.



After the user has finished the signing process, a document package will be created and show the name of the user who signed the document.

Complete and Submit 4025
To complete and submit the 4025, manually attach a signed copy or create and sign a new 4025 with one click.

Select and include digital signature

Create and Digitally Sign 4025
Manually Attach Signed 4025

User's name that signed the 4025

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.

Contains 4025	Title of Package	Package No.	Status
Jennifer McGuc	Transmittal 01 14 00-1	1	In Review

Note: No name will show in the CONTAINS 4025 column if the 4025 was signed prior to 5/18/21.

8.4.4 Manually Attach Signed 4025

Select this option when you have chosen to “wet sign” the 4025 instead of digitally signing it. You will be prompted to select a file saved on your computer. Before selecting the document, ensure it is signed by a person authorized to perform this action to avoid rejection of the transmittal. Upon completion of this action, the transmittal, and its contents (4025 and submittal items) will be transferred to RMS3/GM.

Click on **BACK** to return to the *Transmittal Log* screen.

The transmittal is now complete and has been transferred to RMS3/GM.

The transmittal can now be viewed in Pending Government Receipt.

Transmittal Log						
Register 01 - Main Register	Draft Transmittals	Pending Government Receipt	Completed Transmittals	Deleted Transmittals	Archived Transmittals	Cancelled Transmittals
Click to select another Register	1	1	6	2	68	

Transmittals Pending Government Receipt

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent	Date Received by Government
23 00 00	23 00 00-11	8,16	06/03/2019	06/03/2019	

8.4.5 Transmittal Returned for Corrections

There may be times when the Government finds reason to return a transmittal without reviewing it. When this happens, the transmittal is returned to *Draft Transmittals*. The Transmittal Status will indicate *DRAFT: Not completed by contractor*. Before continuing, meet with the contract's USACE Representative to find out what corrections need to be made to the transmittal. To make the requested changes, select *Edit*.

Transmittal Log

Register 01- Main Register <small>Click to select another Register</small>	Draft Transmittals	Pending Government Review	Contractor Transmittals	Completed Transmittals
	2	0	6	2

Transmittal is returned to Draft Transmittals.

Draft Transmittals

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
04 20 00	04 20 00-1.1	1	09/05/2017	
> 23 00 00	23 00 00-11	8,16	06/03/2019	06/03/2019

Transmittal 23 00 00-11 - **DRAFT: Not completed by contractor**

Item	Description	QA Code	Primary Contractor Reviewer	QC Code	Variation
8	Automatic Smoke-Fire Dampers			A	No
16	Test Procedures			A	No

Contractor Remarks to Government



If needed, items can be added or deleted.

With the resubmittal, the previous Attachments are now marked *“Not Complete”*. Click on the Attachments box to revise and complete the attachments before resending the transmittal.

Transmittal 23 00 00-11 - Draft 4025 Report

Date Prepared: 6/3/2019

Submittal Items Included on this Transmittal

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
8	Automatic Smoke-Fire Dampers	<Not Set>	6	FIO	A	<input type="checkbox"/>		1 Attachments: Not Complete
16	Test Procedures	<Not Set>	6	FIO	A	<input type="checkbox"/>		1 Attachments: Not Complete

Add or Delete items.

Contractor / Government Remarks

Contractor Remarks to Government

Government Remarks to Contractor: Returned for corrections.

Complete and Submit 4025
To complete and submit the 4025, manually attach a signed copy or create and sign a new 4025 with one click.

Review Digital Signature Title Create and Digitally Sign 4025
Manually Attach Signed 4025

Transmittal 23 00 00-11 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 Packages	Add	Contains 4025	Title of Package	Package No.	Status
	>	<input checked="" type="checkbox"/>	Transmittal 23 00 00-11	1	Returned for Corrections



Transmittal 23 00 00-11 - Item 8

NOTE: These docs are only for Submittal Item 8. Your 4025 should be added to the main transmittal doc package.

Transmittal 23 00 00-11 - Item 8 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.

Document Packages	Add	Edit	Delete	Title of Package	Package No.	Status
	>			Transmittal 23 00 00-11 - Item 8	1	Returned for Corrections

Click on **Edit** to open the attachment's document package. Make required corrections then click on **Submit for Review** to complete that document package. Click on **BACK** to continue editing any additional document packages associated with that item. See the section on [Document Packages](#) for detailed instructions on working with Document Packages. Repeat for all items on the transmittal. When all the item's document packages are complete, click on **BACK** to return to the transmittal.

Complete the revision by signing the 4025. This action will resend the revised transmittal to RMS3/GM, Returned Transmittals.

When the Government has completed its review, the transmittal is returned to **Pending Contractor Acknowledgement**. Take note of the QA code assigned to each item and comments that may have been entered in the **Government Remarks to Contractor** block. Type in a date in the

Contractor Received column or click on the grid icon to open a calendar from which to select a date.

Transmittal Log

Register 01 - Main Register <small>Click to select another Register</small>	Draft Transmittals 1	Pending Government Receipt 0	Transmittals in Review 5	Pending Contractor Acknowledgement 4	Completed Transmittals 68
--	--------------------------------	--	------------------------------------	--	-------------------------------------

Returned Transmittals

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Government Received	Government Returned	Contractor Received
00 31 26.23	00 31 26.23-7	8	05/03/2013	05/23/2013	06/03/2019	
10 44 16	10 44 16-2	5	07/22/2013	08/05/2013	08/05/2013	
12 32 00	12 32 00-2	1,2,3	07/23/2013	08/05/2013	08/05/2013	
23 00 00	23 00 00-11	8,16	06/03/2019	06/03/2019	06/03/2019	

Returned transmittals are found here.

Transmittal 23 00 00-11 - Pending Contractor Ackno

Item	Description	QA Code	Primary Contractor Reviewer
8	Automatic Smoke-Fire Dampers	A	
16	Test Procedures	G	

Government Remarks to Contractor

This code requires resubmittal. Check the Submittal Register.

The transmittal is now moved to *Completed Transmittals*.

Transmittal Log

Register 01 - Main Register <small>Click to select another Register</small>	Draft Transmittals 1	Pending Government Receipt 0	Transmittals in Review 5	Pending Contractor Acknowledgement 3	Completed Transmittals 69
--	--------------------------------	--	------------------------------------	--	-------------------------------------

Completed Transmittals

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Government Received	Government Returned	Contractor Received
23 00 00	23 00 00-10.1	2,3,4	02/08/2019	02/11/2019	02/11/2019	02/11/2019
23 00 00	23 00 00-11	8,16	06/03/2019	06/03/2019	06/03/2019	06/03/2019
23 05 15	23 05 15-1	6,7	04/11/2013	04/22/2013	04/29/2013	04/29/2013

Note: That the item receiving the “G” code is *Outstanding* in the Submittal Register, while the items receiving the “A” code are *Complete*. By the end of the contract, the status of all submittal items should be *Complete*.

8.4.5.1 Resubmittals

Section	Item No	SD No	Description	Date In	QC Code	Date Out	QA Code	Status
23 00 00	14	03	Variable Volume, Single Duct Terminal Un	03/20/2013	A	04/23/2013	A	Complete
23 00 00	15	03	Reheat Units	03/20/2013	A	04/04/2013	B	Complete
23 00 00	16	03	Test Procedures	06/03/2019	A	06/03/2019	G	Outstanding

While your QC code should always be A, the Government has several other codes it uses to indicate an item’s acceptability and resubmittal status.

A - Approved as submitted [Completed]	} Submittals classified GA
B - Approved, except as noted on drawings [Completed]	
C - Approved, resubmission required [Resubmit]	
D - Returned by correspondence [Completed]	} Submittals classified FIO
E - Disapproved (See attached) [Resubmit]	
F - Receipt acknowledged [Completed]	
G - Other (Specify) [Resubmit]	} Submittals classified DA, CR, DA/CR or DA/GA
X - Receipt acknowledged, does not comply [Resubmit]	
R - Acceptable for Release for Construction [Completed]	
K - Government concurs with Interim Design [Completed]	

Items receiving QA code C, E, G, or X require resubmittal.

Note: Code G may also be used on items classified GA. Code X may also be used on items classified as DA, CR, DA/CR or DA/GA.

RMS recognizes when an item was previously submitted and is being resubmitted. The transmittal for the resubmitted item will retain the same number as its original transmittal, except that its resubmittal status will be identified by a decimal point followed by the iteration number. For instance, in our example, item 16's resubmittal transmittal number would be 23 00 00-11.1. This transmittal number is automatically assigned by RMS. While it is possible to change the number, it should not be changed.

Note: When an item is selected for resubmittal, RMS will not allow the transmittal to include any other item except those that were on the original transmittal. When a new (never submitted) item is selected, RMS will not allow inclusion of any previously submitted items, including those requiring resubmittal.

Complete the submittal process as previously described in the [Create a Submittal](#) section.

Add Transmittal

All Submittals Items for Section 23 00 00 Limited to Items on Transmittal 23 00 00-11
Limited to Classification(s) FIO

All Submittal Items

Submittal Items to Include on New Transmittal

Search × Export

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

<input type="checkbox"/>	Item No	Description	SD No	Reviewing Office Name	Classification	Last Transmittal	QA Code
<input type="checkbox"/>	8	Automatic Smoke-Fire Dampers	03		FIO	23 00 00-11	
<input checked="" type="checkbox"/>	16	Test Procedures	03		FIO	23 00 00-11	G

Assign Transmittal Number for New Transmittal

This is a retransmittal of 23 00 00-11

Section:

Transmittal Prefix:

Transmittal Extension: Resubmittal iteration indicator

8.5 Submittal Assignments

The Submittal Assignments module provides an alternate means for assigning activities to submittal items. This can be done one item at a time, or for multiple items simultaneously assigned to the same activity.

Note: It is the Contractor's responsibility to make sure that all scheduled activities are linked to the corresponding submittal item.

8.5.1 Single Item Assignment

Administration	Finances	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 activities to submittal items.</i>				

Select the item, double click in the *Required for Activity* column of that item, then click on the little grey box to open the Activity Lookup table. Select the Pay Activity which will be assigned to the selected submittal items click on **OK**. Repeat for as many items that need to be assigned an activity. Click on **BACK** when done.

Register 01-Main Register
Click to select another Register

This view allows for batch type operations on submittal register items. Click on the UPDATE button to access t

UPDATE
Submittal Items
Export

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

Section	Item No	Description	SD No	Info Only	Required for Activity
01 35 26	4	Critical Lift Plan	01	GA	<Not Set> ...
01 50 00	1	Construction Site Plan	01	GA	<Not Set>
01 50 00	2	Traffic Control Plan	01	GA	<Not Set>
01 50 00	3	Haul Road Plan	01	GA	<Not Set>
01 57 19	1	Preconstruction Survey	01	GA	<Not Set>

Activity Lookup

Pay Activities

Export

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

Activity #	Description	CLIN	Amount
1234	SY CLIN	0005	\$9,000.00
12346	NT CLIN	0007	\$10,020.00
1235	CY CLIN	0006	\$15,000.00
A002	another w/o CLIN	0002	\$129,837.29
> A001	activity without CLIN	0001	\$110,233.17
12347	A CLIN	0008	\$10,000.00

OK

Cancel

Clear Selection

8.5.2 Multiple Item Assignment

Instead of assigning an activity to items individually or accessing each item individually from the Submittal Register, an activity can be assigned to multiple items at the same time. Open this table, then click on **UPDATE** and **Assign Activity**.

Register 01 - Main Register
Click to select another Register

This view allows for batch type operations on submittal register items. Click on the UPDATE button to access these operations such as assigning activities.

UPDATE **Submittal Items** Search X Export

Assign Activity drop it here to group by that column

Section	Item No	Description	SD No	Info Only	Required for Activity
<input type="checkbox"/>	00 31 26.23	7	Final TEM's		FIO <Not Set>
	00 31 26.23	8	Clean Air Samples & IH Report		DA/CR <Not Set>
	00 31 26.23	9	Asbestos Removal - Final Report		FIO <Not Set>
	01 32 16	1	Construction Progress Schedule		DA/CR <Not Set>
	01 32 16	2	Construction Progress Schedule	04	FIO 05030 - DEMO EXISITING STEPS/CONCRE
	01 32 16	3	Schedule		FIO <Not Set>

Use the radio buttons to select the range of submittal items from which to select. Click on the blue box to open the Activity Lookup table. Select the Pay Activity which will be assigned to the selected submittal items, click on **OK**, then **Next**.

Assign Activity to Submittal Items

Assign Activity <Not Set>

To submittals: Selected Submittal Items from those Not Assigned to an Activity
 Selected Submittal Items from All Submittal Items

< Back **Next >** Cancel

Resident Management System

Activity Lookup

Pay Activities Search X Export

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

Activity #	Description	CLIN	Amount
A01150	PREP/SBMT 019100 COMMISSNG AGT	0001	\$0.00
A01160	PREP/SBMT 019100 COMMISSNG PLN	0001	\$0.00
A01165	PREP/SBMT 019100 FNL COMM PLN	0001	\$0.00
A01170	PREP/SBMT 024100 DEMO PLAN		\$0.00
A01180	PREP/SBMT 031113 STRUC CIP FRM	0001	\$0.00
A01190	PREP/SBMT 032000 REINFORCING	0001	\$0.00
A01200	PREP/SBMT 033000 CIP CONC	0001	\$0.00
A01210	PREP/SBMT 047200 UNIT MASONRY	0001	\$0.00
> A01220	PREP/SBMT 051200 LT GA TRUSSES	0001	\$0.00
A01230	PREP/SBMT 053000 STL DECKES	0001	\$0.00
A01240	PREP/SBMT 054000 COLD FORM MTL	0001	\$0.00
A01250	PREP/SBMT 055013 MISC MTL FAR	0001	\$0.00

OK Cancel Clear Selection

Click the checkbox to place a check on an item. Repeat for all items that are related to the selected activity, then click on **Finish**.

Assign Activity to Submittal Items

Assign Activity [03180 - BOILERS] to selected submittals not assigned an activity

Submittal Items Search Export

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

<input type="checkbox"/>	Section	Item	Description	SD No	Type	Required for Activity
<input type="checkbox"/>	23 52 00		Piping Installation	02	SHOP DRAWINGS	<Not Set>
<input checked="" type="checkbox"/>	23 52 00		Installation	02	SHOP DRAWINGS	<Not Set>
<input checked="" type="checkbox"/>	23 52 00		Installation	02	SHOP DRAWINGS	<Not Set>
<input checked="" type="checkbox"/>	23 52 00		Materials and Equipment	03	PRODUCT DATA	<Not Set>
<input checked="" type="checkbox"/>	23 52 00		Spare Parts	03	PRODUCT DATA	<Not Set>
<input checked="" type="checkbox"/>	23 52 00		Boiler Water Treatment	03	PRODUCT DATA	<Not Set>
<input checked="" type="checkbox"/>	23 52 00		Unit Heaters	03	PRODUCT DATA	<Not Set>
<input type="checkbox"/>	23 52 00		Welding	03	PRODUCT DATA	<Not Set>
<input type="checkbox"/>	23 52 00		Qualifications	03	PRODUCT DATA	<Not Set>
<input type="checkbox"/>	23 52 00		Field Instructions	03	PRODUCT DATA	<Not Set>
<input type="checkbox"/>	23 52 00		Tests	03	PRODUCT DATA	<Not Set>
<input type="checkbox"/>	23 52 00		Heating System Tests	06	TEST REPORTS	<Not Set>
<input type="checkbox"/>	23 52 00		Fuel System Tests	06	TEST REPORTS	<Not Set>
<input type="checkbox"/>	23 52 00		Water Treatment Testing	03	PRODUCT DATA	<Not Set>
<input type="checkbox"/>	23 52 00		Bolts	07	CERTIFICATES	<Not Set>
<input type="checkbox"/>	23 52 00		Continuous Emissions Monitoring	07	CERTIFICATES	<Not Set>
<input type="checkbox"/>	23 52 00		Energy Star	07	CERTIFICATES	<Not Set>
<input type="checkbox"/>	23 52 00		Operation and Maintenance Instructions	10	OPERATIONS AND MAINTENANCE DATA	<Not Set>
<input type="checkbox"/>	23 52 00		Water Treatment System	10	OPERATIONS AND MAINTENANCE DATA	<Not Set>
<input type="checkbox"/>	23 52 00		Dump Systems	20		<Not Set>

< Back **Finish** Cancel

Replacement Complete. 6 submittal items were updated

OK

9.0 SCHEDULES

A contract requires a Project Schedule depicting a proposed sequence to perform the work and the intended dates for starting and completing all schedule activities. This schedule requirement is mandated by [FAR 52.236-15 Schedules for Construction Contracts](#). Depending on the complexity of the project, the schedule may be either a bar chart or Network Analysis System (NAS). Check the contract specifications.

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Activity Schedule View Activity Start and Finish dates and Summary of Schedule.		Feature Schedule View or manage Start & Finish dates of Features of Work and Inspection dates.					

9.1 Overview

RMS3 is not a scheduling program, but it does provide the tools to link a user's schedule's activities with the other requirements of the contract's quality control program. Wherever RMS3 presents the user with an opportunity to connect to an activity, use it. This feature will allow closer monitoring of contract progress and compliance with the contract.

Note: It is the Contractor's responsibility to make sure that all scheduled activities are linked to the corresponding submittal item. For instructions on how to link activities to submittal items, please see the section on [submittal assignments](#).

Develop your schedule in accordance with your specifications, section 01 32 01.00 10 Project Schedule, or equivalent. The schedule starts at Notice to Proceed (NTP) and ends at the Contract Completion Date (CCD). Whether a NAS or bar chart is used, break down the work into activities that can be accomplished by a single subcontractor.

In addition to completing the work as specified, completion on schedule is also very important and factors into the evaluation of your performance. Therefore, monitoring your progress by keeping track of actual activity start and finish dates and accurately recording these dates in RMS3 and your scheduling program will help you to stay on schedule. An added advantage to maintaining current dates in RMS3 is that the dates can also be easily viewed by everyone on your construction team with access to RMS3 without them having to know how to use your scheduling program.

Activities are not added to RMS3 in this module. This action is performed either in **Finances | Pay Activities** or **Import/Export | NAS (SDEF)**. Use the **Schedules** module to view or enter activity and features of work actual start and finish dates.

The information accessed from the Schedules tile are:

Activity Schedule: This selection displays a tabular view of your schedule's activities with scheduled and actual start and finish dates. The table that is displayed depends on the type of schedule you are using.

Feature Schedule: Use this selection to view and manage the Features of Work start, finish, and preparatory and initial inspections dates.

9.2 Activity Schedule

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Activity Schedule View Activity Start and Finish dates and Summary of Schedule.		Feature Schedule View or manage Start & Finish dates of Features of Work and Inspection dates.					

Activity Schedule Summary screen:

All Activities	Not Started	In Progress	Not Finished	Finished	Critical
8	8	0	8	0	0

Activity Schedule - All Activities

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

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Total Float	Actual Start	Actual Finish	Status
-----------------	----------------------	-------------	--------------	------------	-------------	-------------	--------------	---------------	--------

The work activity schedule is the schedule used at the jobsite to forecast projected need dates for submittals, materials, equipment, work crews, testing schedules, 3-Phase inspections, etc.

Activities are grouped into 5 or 6 subsets, depending on whether you are using a NAS or manually entering the schedule:

All Activities: Comprehensive

Not Started: Activities without Actual Start and Actual Finish dates.

In Progress: Activities with an Actual Start date and no Actual Finish date.

Not Finished: Activities with an Actual Start date and no Actual Finish date (In Progress), and Activities without Actual Start and Actual Finish dates (Not Started).

Finished: Activities with Actual Start and Actual Finish dates.

Critical (only visible when a NAS is used): Activities on the critical path, i.e., Total Float = 0.

Note: The list of activities corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the categories selected will be displayed in the table below.

9.2.1 Activity Schedule Table Using NAS

All Activities	Not Started	In Progress	Not Finished	Finished	Critical
192	166	5	171	21	31

Activity Schedule - All Activities										
Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Total Float	Actual Start	Actual Finish	Status	
MI1360	Demobilize	08/10/2018	08/10/2018	08/08/2018	08/08/2018	0			Not Started	
MI1700	Substantial Completion	08/08/2018	08/08/2018	10/04/2018	10/04/2018	57			Not Started	
MI1710	Contract Completion	10/05/2018	10/05/2018	10/04/2018	10/04/2018	0			Not Started	
MI1835	Preconstruction Meeting with U					0	11/02/2017	11/02/2017	Finished	
MI1840	NTP Acknowledged					0	11/02/2017	11/02/2017	Finished	
MI2020	Provide Payment Bond (Base Bid					0	10/05/2017	10/06/2017	Finished	
MI2025	Provide Performance Bond (Base	12/18/2017	12/18/2017	10/04/2018	10/04/2018	176			Not Started	
MI2030	Provide Insurance (Base Bid)		12/18/2017		10/04/2018	201	10/02/2017		In Progress	
S10000	Start Construction	03/05/2018	03/05/2018	03/08/2018	03/08/2018	4			Not Started	

9.2.2 Entering Actual Dates

All Activities	Not Started	In Progress	Not Finished	Finished
960	255	26	281	679

Activity Schedule - All Activities						
Activity Number	Activity Description	Actual Start	Actual Finish	Scheduled Start	Scheduled Finish	
104-0300	SITE INSTALLATION	06/27/2017	06/29/2017			
104-100000	PRE-FINAL INSPECTION	12/12/2018		02/28/2018	02/27/2018	
104-100500	HANDOVER AS-BUILTS & CLOSEOUTS			02/28/2018	02/27/2018	
104-101000	PRE-FINAL INSPECTION PUNCHLIST			02/28/2018	03/06/2018	
104-102000	REMOVE SITE INSTALLATION			03/05/2018	03/06/2018	
104-103000	FINAL INSPECTION			03/07/2018	03/06/2018	
104-104000	FINAL CLEANING			02/28/2018	03/06/2018	
104-1100	REMOVE BASE/WALL CABINETS	07/17/2017	08/25/2017			
104-1101	REMOVE BASE/WALL CABINETS	06/28/2017	07/12/2017			

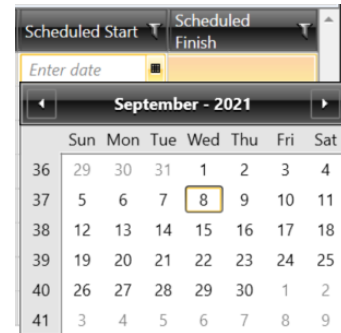
The method for entering actual dates depends on the type of schedule used on the contract.

9.2.2.1 Manual Schedules

Manually, by double clicking in the desired date field in the table. Type in a date or click on the calendar widget to select the date from the calendar (pictured right). Or, by recording see [QC Daily Report](#).

9.2.2.2 NAS Schedules

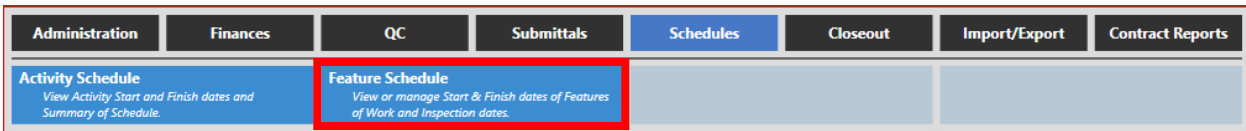
The dates in the table are Read Only. Actual start and finish dates can only be entered through the [QC Daily Report](#) (see Section 7.3) These dates should be accurately communicated to the Project's Scheduler to update the NAS.



The way dates are entered is controlled by the Government in RMS3/GM. If you are unsure of the method available on your contract or if RMS3 does not allow you to do what you think you need to do, consult with the contract's USACE Representative. Refer him/her to **Administration / Contract Setup, Submittals/Schedule** tab to adjust the setting for your contract.

Recommendation: Regardless of the type of schedule used, the best way to log actual dates is through the [QC Daily Report](#). This will not only ensure that the QC Daily Report is a complete record of the day's occurrences, but it will also provide a reliable source of information for the project scheduler to use when updating the NAS Feature Schedule.

9.3 Feature Schedule Summary Screen



Feature start and finish dates are not entered directly, these dates are “discovered” by RMS3 based on the activities that you have assigned to the feature. The activities contributing these dates are displayed in the detail box at the bottom of the screen. Knowing feature start dates is important for scheduling the required Preparatory Control Meeting which must occur prior to starting work on the feature's first activity.

To set the scheduled dates for the Preparatory and Initial Inspections, double-click on the feature or click on *Edit*.

Scheduled and *Held* dates can be entered here. This information can also be entered through the [QC Daily Report](#). Type in a date or click on the calendar widget to select a date from the calendar. Entering a time is optional.

Feature Schedule Search X Export

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

Feature Schedule	Start Date	Finish Date	Preparatory Inspection	Initial Inspection
GENERAL REQUIREMENTS	03/19/2013	09/11/2013	Not Scheduled	Not Scheduled
ELECTRICAL WORK, INTERIOR	02/25/2013	07/17/2013	Not Scheduled	Not Scheduled
TESTING, ADJUSTING & BALANCING	08/13/2013	07/17/2013	Not Scheduled	Not Scheduled
ELECTRICAL	08/15/2013	09/05/2013	Held 2/21/2013	Held 2/21/2013
MECHANICAL SYSTEM			Not Scheduled	Not Scheduled
PLUMBING SYSTEM			Not Scheduled	Not Scheduled
STORM-DRAINAGE SYSTEM		07/12/2013	Not Scheduled	Not Scheduled
SANITARY SEWERS			Not Scheduled	Not Scheduled

Feature - ELECTRICAL

First Activity 05270 PLACE AND FINISH CONC RAMP&STE	Start	08/15/2013
Last Activity 05270 PLACE AND FINISH CONC RAMP&STE	Finish	09/05/2013

Feature start and finish dates computed from the activity schedule
Preparatory and Initial Inspection Dates from Daily QC Reports



Recommendation: Enter **Held** dates in the [QC Daily Report](#). This will ensure that the report is a complete record of the day's occurrences. If the **Held** date is entered here and this entry is made after the QC Daily Report has been submitted to the Government, the date will not be reflected on the submitted report. This could result in the report getting rejected and returned for correction. While not disallowed, these are just extra steps adding unnecessary additional effort to the process.

Feature Schedule - Earthworks

Preparatory

Date	Time
Scheduled	Select a date <input type="text" value="15"/>
Held	Select a date <input type="text" value="15"/>

Initial

Date	Time
Scheduled	Select a date <input type="text" value="15"/>
Held	Select a date <input type="text" value="15"/>

Multiple Prep/Initial Schedule Meetings Search X Export

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

Initial Insp Time	Preparatory Insp Time
8/5/2021 12:00:00 AM	8/23/2021 12:00:00 AM
8/6/2021 12:00:00 AM	8/9/2021 12:00:00 AM

10.0 CLOSEOUT

Construction is complete, but your contract obligations are not yet over! The closeout period starts the day after your construction completion date/final acceptance of the work and lasts a minimum of 1-year thereafter. During this period, you are required to fulfill the requirements described in section 01 78 00 Closeout Submittals, or equivalent. These responsibilities include providing as-builts and operation and maintenance manuals and responding to warranty calls.

10.1 Overview

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>		Warranty Tracking <i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i>					

Closeout encompasses several activities, such as real property transfers, requisitions, performance evaluations, warranty tracking and closeout documents. Your responsibilities during this period are described in detail in specification section 01 78 00 Closeout Submittals, or equivalent. While the Government has the capability to manage these activities in RMS3/GM; at this time however, only Warranty Tracking is included in RMS3/CM.

Currently, the only information accessed from the Closeout tile is:

Warranty Tracking. Use this selection to record the results of the 4-month and 9-month Warranty Inspections.

10.1.1 196Real Property

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>		Warranty Tracking <i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i>					

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. The initial DD Form 1354 is required to be provided by the design A-E. The Resident/Project Engineer Staff supplements the information provided on the initial DD Form 1354 and accompanying forms.

Real Property consists of land and capital improvement to land. Real Property is considered as anything attached to the land, such as a building, parking lot, and underground piping systems. It also includes items on the interior of a building, such as fire protection systems, plumbing systems, and electrical systems.

To view, add, or edit Real Property items, navigate to the Closeout module and click on the Real Property submodule tile. The Real Property selection view will display.

Note: If the item's status is Government Accepted, no further changes can be made to the item.

Real Property				
Real Property ID	Facility	Cat Code	Description	Status
RP-00001				Government Accepted
RP-00002		17950	TRAINING COURSE	Government Review

When adding or editing a real property item, the following screen will display.

Real Property Item	
Item No	RP-00003
RPUID (Real Property Unique Identifier)	<input type="text"/> Select RPUID
Facility	<input type="text"/>
Category Code	<input type="text"/> Select Category Code
Category Title	<input type="text"/>
Unit of Measure / Quantity	
1. Unit	<Not Set> <input type="text"/> Total Quantity <input type="text"/> 0
2. Unit	<Not Set> <input type="text"/> Total Quantity <input type="text"/> 0
Construction Cost	<input type="text"/> \$0.00
<input type="checkbox"/> Submit for Acceptance	

Item Number: The item number is a field used to identify the Real Property item, this number is automatically generated by the RMS software and generates this number in sequential order (e.g., if a new Real Property were to be created after RP-00003 the next would be RP-00004).

RPIUD (Real Property Unique Identifier): Enter the Real Property Asset's unique identifier here.

A Real Property Asset is a land parcel, building, structure, or linear structure located on a site and a unique identifier is assigned to each individual land parcel or facility (i.e., a building, structure, or linear structure). A real property site is comprised of one or more Real Property Assets and is also assigned a unique identifier.

Upon receiving official authorization to perform work on a real property construction project, the sponsoring entity will obtain and assign an RPUID from the Real Property-Accountable Component for each real property asset that will result during the construction. A sponsoring entity is defined as the Military Department, DoD agency, or Combatant Command that sponsors the construction project.

Either assets or sites may be entered into RMS. The ID is 18-characters long and is generated by, and maintained in, the Registry. An ID is never duplicated or reused and remains archived in the Registry database even after the asset is retired or disposed, so that the ID and associated organizational information will be available for audit and reporting purposes.

Facility: The facility or building that is attached to the real property item.

Category Code and Category Title: Select a Category Code by clicking on the blue tile “Select Category Code” this will open a lookup where users can link the real property item with the Category Code, this will populate the two fields Category Code and Category Title.

Unit of Measure / Quantity: The unit of measure is used to define the measurement used with in the real property asset the quantity can be set using the text box to the right of the unit.

Construction Cost: The total cost of construction for the real property item.

Upon completion of the Real Property Item Form, check the Submit for Acceptance checkbox and click on the Back button to save. The item will be sent to the Government for completion, review, and acceptance.

The screenshot displays the 'Real Property Item' form. At the top, there is a header with the title 'Testing Placement/progress' and a sub-header '[E1002638] W912HP20C1009'. To the right of the header are several navigation buttons: 'Contractor Mode Home', 'Contract Selection', 'Contract Menu', 'Back' (circled in red), 'Refresh', 'Log Out', and 'Help'. The main form area is titled 'Real Property Item' and contains the following fields:

- Item No: RP-00003
- RPUID (Real Property Unique Identifier): [Text Input] [Select RPUID]
- Facility: [Text Input]
- Category Code: [Text Input] [Select Category Code]
- Category Title: [Text Input]
- Unit of Measure / Quantity:
 - 1. Unit: <Not Set> [Total Quantity: 0]
 - 2. Unit: <Not Set> [Total Quantity: 0]
- Construction Cost: \$0.00
- Submit for Acceptance:

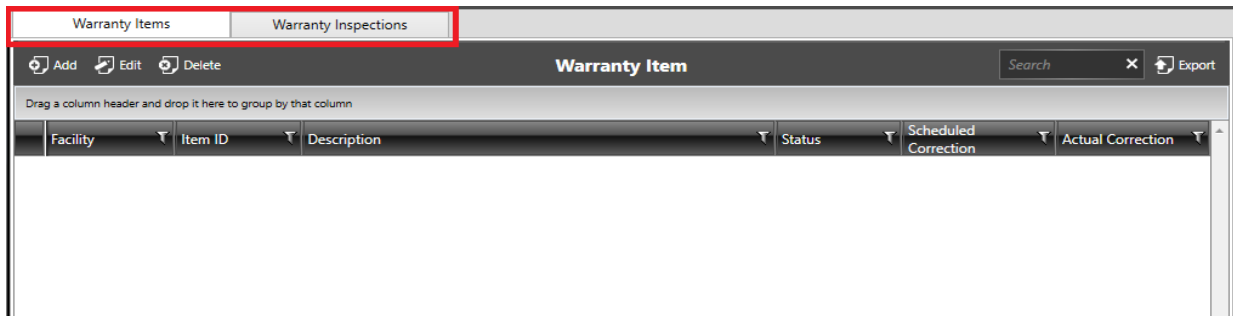
10.1.2 Warranty Tracking

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>	Warranty Tracking <i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i>						

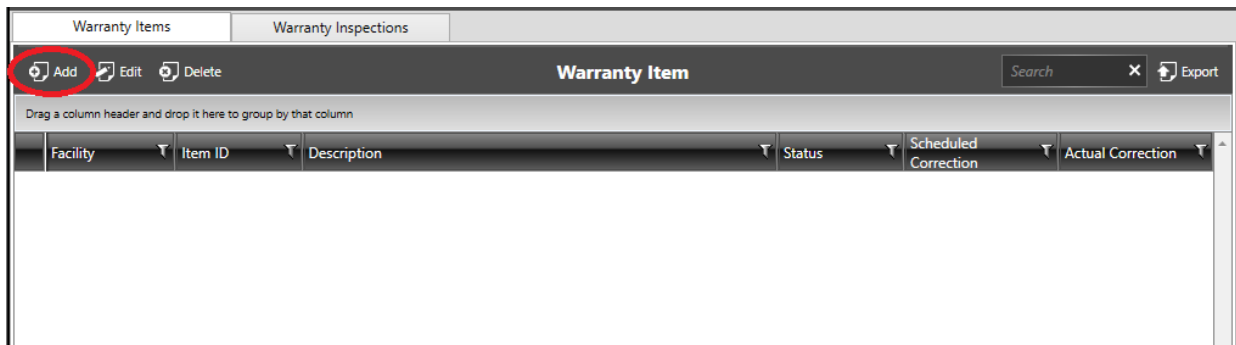
Construction contracts include [FAR 52.246-21 Warranty of Construction](#) . This clause requires a warranty period of 1-year from the date of final acceptance of the work. Under this provision, you warrant that the work performed under the contract conforms to the contract requirements and is free of any defect in equipment, material, or design furnished, or workmanship performed by the Contractor or any subcontractor or supplier at any tier.

Your contract should also include specification section 01 78 00 Closeout Submittals, or equivalent, where the requirement for 4-month and 9-month Warranty Inspections is covered. Use RMS3 to keep track of these inspections, their findings and required actions.

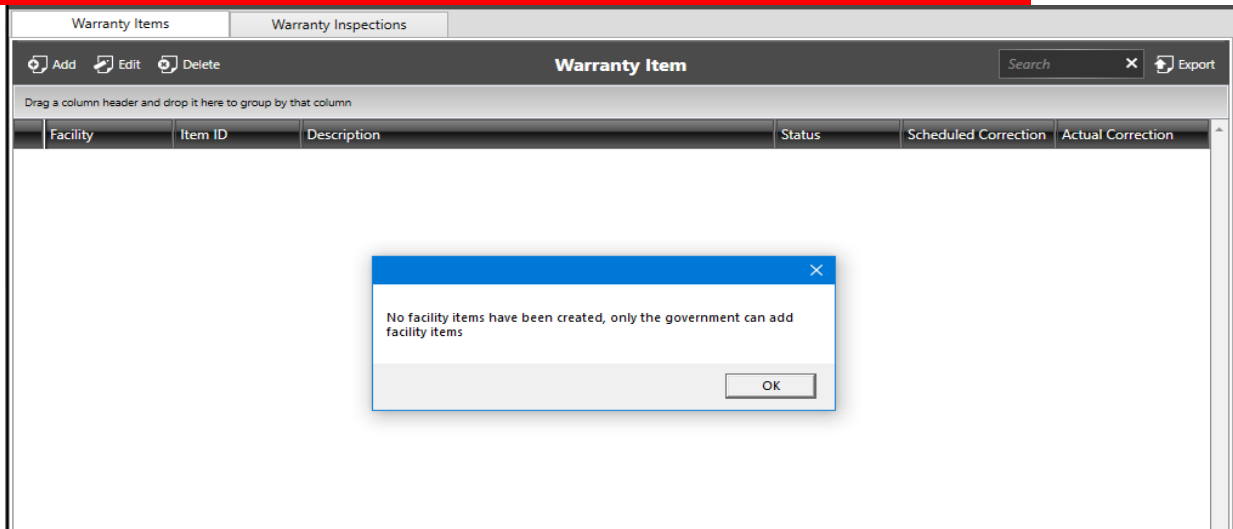
After opening the Warranty Tracking module use the tabs at the top for navigation between the Warranty Items and Warranty Inspections.



Starting with Warranty Items click on *Add* to create a new warranty item.

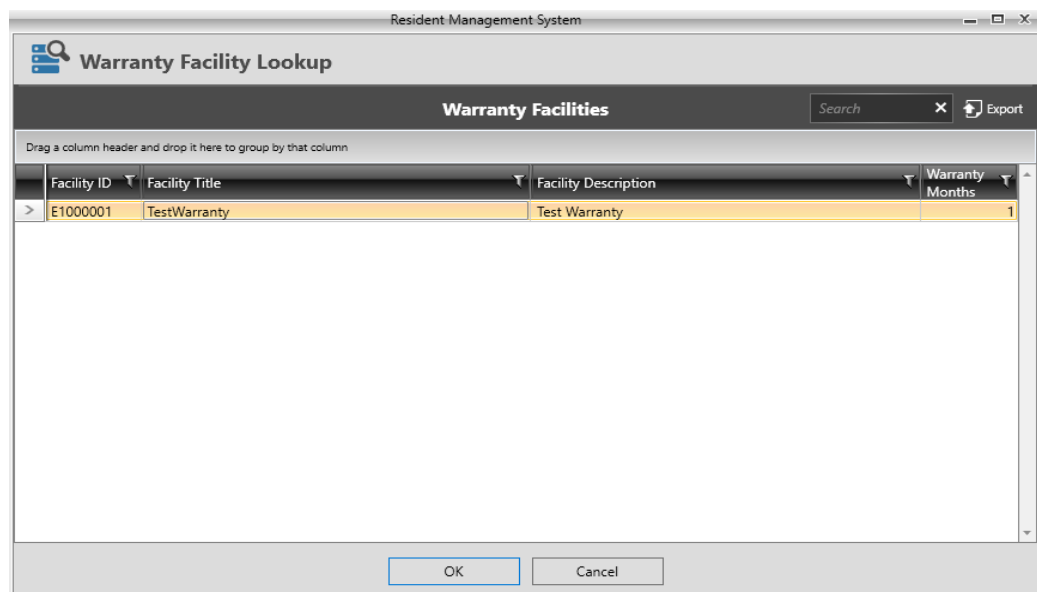
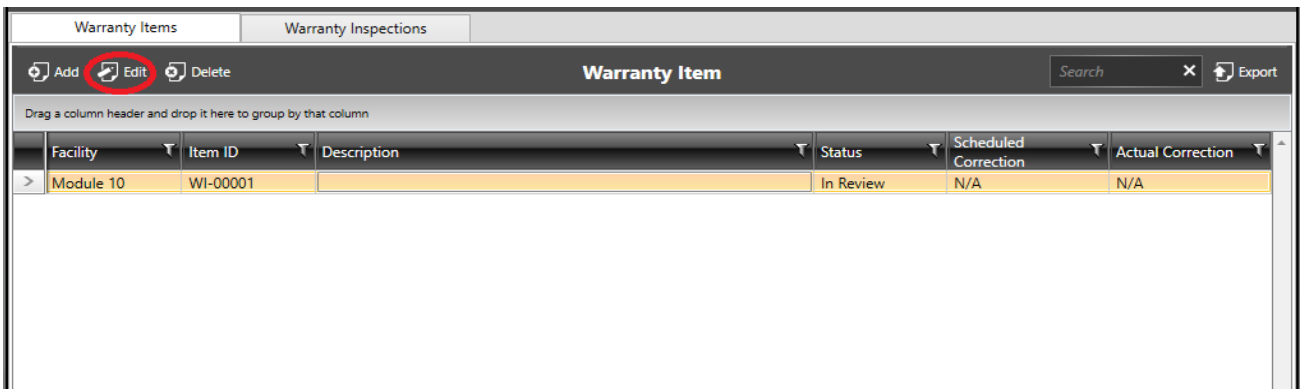


After clicking “Add” if there have been no facilities created, the following alert will be displayed. If this happens, contact the designated Government Representative to add a new facility.



Once a facility has been established after clicking the “Add” button a lookup view will display to select the appropriate facility. After selecting click, “OK” to create the warranty item.

After the warranty item has been created it will be visible in the selection view. You can edit the warranty item by either highlighting the item and clicking, “Edit” or simply double clicking on the item itself.



After opening the warranty item in edit view complete the necessary fields.

Item ID: Is read-only and automatically created when the warranty item is created.

Warranty Title: Choose the location where the item exists. A location look up is available by clicking the “Change Location” button or optionally by manually typing one in.

Description: Provide a brief description of the item.

Item in Review – Warranty Status Undetermined: Select this radio button if the item is in review.

Warranty Item: Select this radio button if the item is currently in warranty.

Non-Warranty Item: Selection this radio button if it is a non-warranty item.

Date Reported by Owner: Enter the date the owner reported item.

Date Contractor Notified: Enter the date the contractor was notified.

Date Corrected - Scheduled: Enter the date the item correction was scheduled.

Date Corrected - Actual: Enter the date the item correction occurred.

Govt Remarks: Government remarks are always read-only in contractor mode.

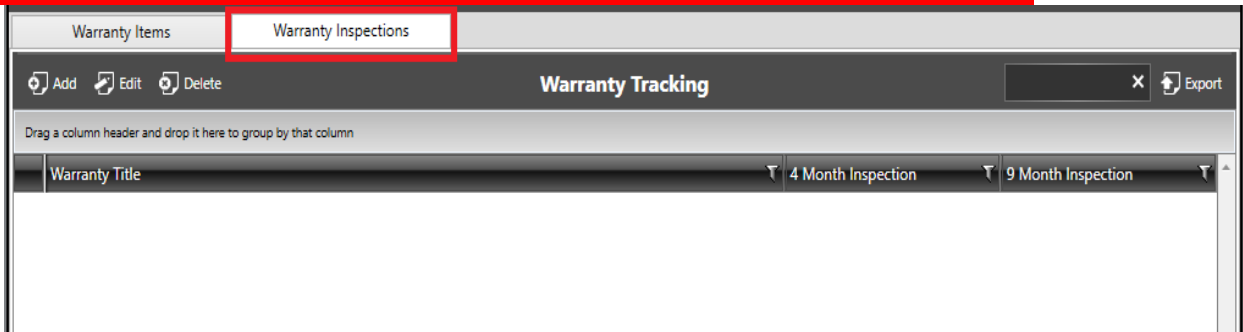
Contractor Remarks: Enter any pertinent remarks about the warranty item.

Quality Control: Using the dropdown box select an option to evaluate the quality control; outstanding, above average, satisfactory, or unsatisfactory.

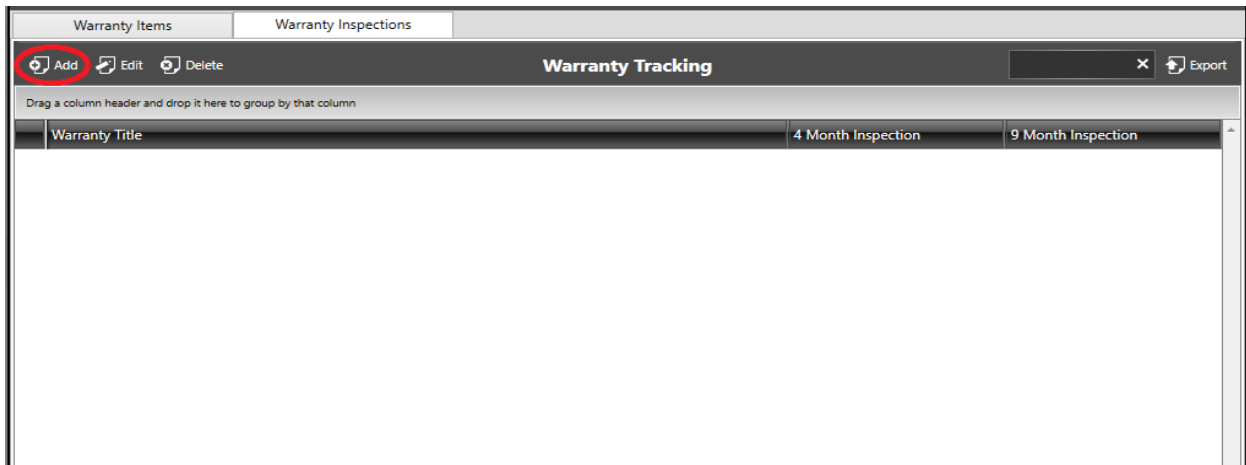
Timely Performance: Using the dropdown box select an option to evaluate the adherence to the required time constraints; outstanding, above average, satisfactory, or unsatisfactory.

Effectiveness of Management: Using the dropdown box select an option to evaluate the effectiveness of management; outstanding, above average, satisfactory, or unsatisfactory.

Next, select the “Warranty Inspections” tab to enter inspection(s) for the warranty item(s).



To add a warranty inspection, click on the “Add” button.



Enter a title for the item(s) covered by the inspection, then click *OK*.

RMS Add View

Add

The following information is required to add a new

Warranty Title



Warranty Information

Warranty Title

Warranty Start

Warranty End

Four month inspection required

Nine Month Inspection Required

4 Month Inspection

Four month inspection due date

Four month inspection complete

Four month inspection remarks

4 Month Warranty Inspection - *CONTRACTOR: Complete a 4 Month Warranty Inspection document package and submit it using this document package manager. The package Warranty Item A should include warranty documents and any relevant supporting documents*

Title of Package	Package No.	Status

9 Month Inspection

Nine Month Inspection Due Date

Nine Month Inspection Complete

Nine Month Inspection Remarks

9 Month Warranty Inspection - *CONTRACTOR: Complete a 9 Month Warranty Inspection document package and submit it using this document package manager. The package Warranty Item A should include warranty documents and any relevant supporting documents*

Title of Package	Package No.	Status

Warranty Title: Identify the item to which the inspection applies. The previously entered title can still be edited here. There is a 50-character limit.

Warranty Start: Enter the date on which this item was accepted by the Government. Typically, this is the actual construction completion date. However, if there was a partial facility turnover, enter the date of the partial turnover that included this item.

Warranty End: Typically, one year after the warranty start date. However, some items, such as roofing, come with a manufacturer's warranty this is longer than a year. In these cases, enter the date associated with the longer warranty period.

Four-month inspection required: Check this box when a 4-month inspection of this item is required. Consult with the contract's USACE Representative.

Nine-month inspection required: Check this box when a 9-month inspection of this item is required. Consult with the contract's USACE Representative.

Four-month inspection due date: RMS3 will automatically calculate the date that is 4 months from the date entered in Warranty Start. However, you can also manually change this to another date

if needed.

Four-month inspection complete: Check this box upon completion of the 4-month inspection.

Four-month inspection remarks: Enter any notes related to the inspection.

4 Month Warranty Inspection Document Package: Select *Add* to attach supporting documents to a documented package. See the section on [Document Package](#) for detailed instructions on working with Document Packages.

Nine-month inspection due date: RMS3 will automatically calculate the date that is 9 months from the date entered in Warranty Start. However, you can also manually change this to another date if needed.

Nine-month inspection complete: Check this box upon completion of the 9-month inspection.

Nine months inspection remarks: Enter any notes related to the inspection.

9 Month Inspection Document Package: Select *Add* to attach supporting documents to a document package. See the section on [Document Package](#) for detailed instructions on working with Document Packages.

11.0 IMPORT/EXPORT

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import Submittals <i>Submittal items can be imported from an Excel Template.</i>		Import QC Deficiencies <i>Import QC Deficiencies generated from an Excel worksheet.</i>		Import SpecsIntact <i>Import SpecsIntact.</i>		NAS (SDEF) <i>Import SDEF schedule.</i>	
Document Package Export <i>Mass export documents from selected modules contained in document package</i>							

This module provides you with tools for bringing data from other sources into RMS3 and for saving a copy of QC Daily Report document packages outside of RMS3.

11.1 Overview

To facilitate the input of the large amounts of data related to the Submittal Register and NAS, RMS3 has worked with the Software Developers of the applications generating this data that are the most widely used by the Corps of Engineers, SpecsIntact and Oracle's Primavera, respectively. This has resulted in the development of formatted text files generated by SpecsIntact and Oracle's Primavera from which RMS3 reads in data. Use of this import capability simplifies the input of the data into RMS3 and helps to ensure the data in RMS3 is complete and consistent with the information's source.

When SpecsIntact is not used to generate the contract's specifications, the Submittal Register can also be imported from an Excel spreadsheet that has been specially formatted for this purpose.

The functions accessed from the Import/Export tile are:

Import Submittals: Use this selection to import a Submittal Register using the Excel spreadsheet template designed for this purpose.

Import QC Deficiencies: Use this selection to import a deficiency log using the Excel spreadsheet

Import From: Click on *Download Template* to obtain the formatted Excel template. Upon selecting this option, the .zip files containing the template file and sample file will be automatically downloaded to the user's computer in the Downloads folder. Extract all files from the .zip folder. Follow the instructions embedded within the template, but do not save the file in the .csv format. The filename may contain any preferred and/or required verbiage, but the default .xlsx file type must be retained when saving. A contract number must be entered for the import, as well.

Import To: This option allows the user to select the destination for where the imported file will be stored. When there is more than one register, click in the box and select the appropriate register from the dropdown. Multiple registers are created in RMS3/GM. Inform the contract's USACE Representative when more than one register is being used and provide the name(s) of the additional register(s).

Import Mode: Select the appropriate action to be performed:

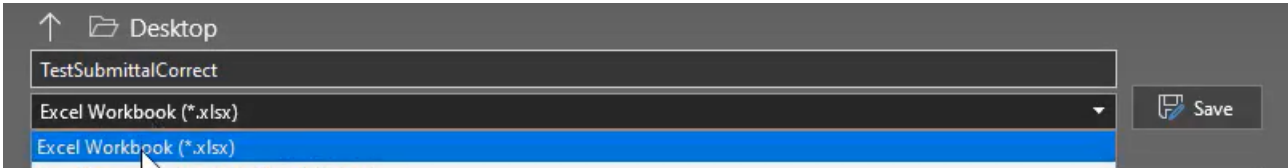
Overwrite Existing Submittals—This option will completely replace the entire Submittal Register, including items that may already have been transmitted. RMS3 will prompt the user to authenticate if this option is selected. In the pop-up window that appears, enter the password used to log into RMS3, then click on OK. A log of these types of actions is maintained in RMS3 for future reference in case there is ever a question of how data was deleted. Overwritten submittal items **cannot** be restored.

If there are existing Transmittal Items, it is recommended to Merge into Register and clean up any duplicates otherwise data corruption of existing transmittal items could occur.

Merge with Existing Submittals—To add to the Submittal Register without removing existing items. This option can result in duplicate items. RMS will automatically increment the item numbers.

Click on *Import Submittal Register* when ready. Navigate to the location where your data file is stored, select the file to import, then click on *Open*.

Note: The only acceptable file type is Excel Workbook (*.xlsx). This selection cannot be changed.



A successful import will be acknowledged. Click on *OK*, then the *BACK* button to continue.

11.2 Import QC Deficiencies

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import Submittals <small>Submittal items can be imported from an Excel Template.</small>		Import QC Deficiencies <small>Import QC Deficiencies generated from an Excel worksheet.</small>		Import SpecsIntact <small>Import SpecsIntact.</small>		NAS (SDEF) <small>Import SDEF schedule.</small>	
Document Package Export <small>Mass export documents from selected modules contained in document package</small>							

This module provides you with the capability to import a deficiency list using a government-provided Excel template. A separate file must be used for each day's deficiencies. RMS3 will automatically number the added deficiencies with the next available number in the QC-xxxxx deficiency item sequence.

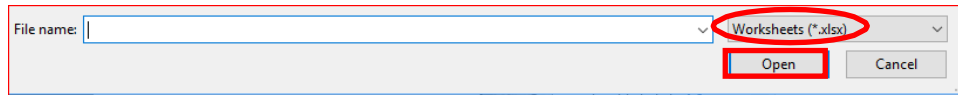
Recommendation: The best way to log deficiencies is through the [QC Daily Report](#). This will ensure that the QC Daily Report is a complete record of the day's occurrences. If an import is used however, do it before completing and submitting the report to the Government. If the deficiencies are imported here and the entries are made after the QC Daily Report has been submitted to the Government, the deficiencies will not be reflected on the submitted report. This could result in the report getting rejected and returned for correction. While not disallowed, these are just extra steps adding unnecessary additional effort to the process.

Import From: Click on *Download Template* to obtain the formatted Excel template. The date the

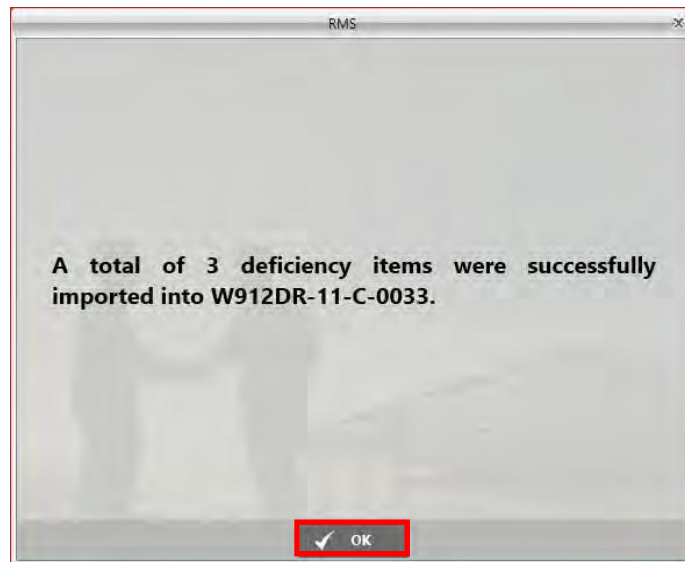
deficiencies were discovered, and a contract number must be entered in the header. Follow the instructions embedded in the template, except that you should not save the file in .csv format. The file name may be anything of your choosing but retain the default .xlsx file type.

Click on *Import Deficiency Items from Excel* when ready. Navigate to the location where your data file is stored, select the file to import, then click on *Open*.

Note: The only acceptable file type is Worksheets (*.xlsx). This selection cannot be changed.



A successful import will be acknowledged. Click on *OK*, then the *BACK* button to continue.

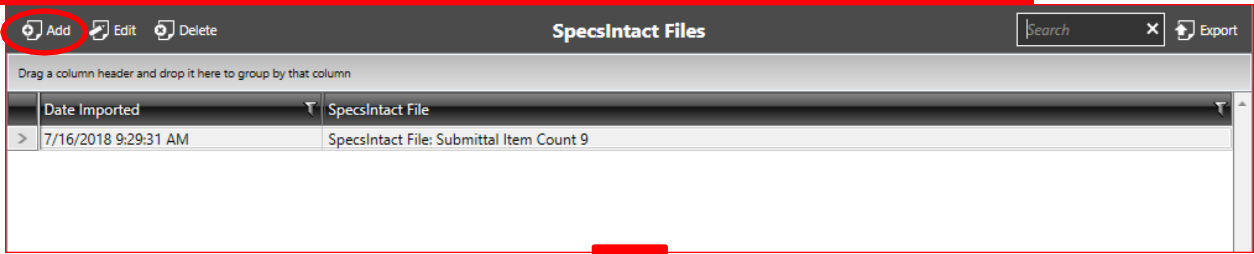


11.3 Import SpecsIntact

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import Submittals <i>Submittal items can be imported from an Excel Template.</i>	Import QC Deficiencies <i>Import QC Deficiencies generated from an Excel worksheet.</i>	Import SpecsIntact <i>Import SpecsIntact.</i>		NAS (SDEF) <i>Import SDEF schedule.</i>			
Document Package Export <i>Mass export documents from selected modules contained in document package</i>							

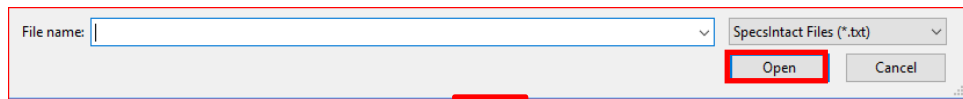
This module provides you with the capability to import submittal register items using the text file generated by SpecsIntact. This selection can also be used in conjunction with a submittal register that was imported using the Excel template or input manually.

Click on *Add* to initiate a SpecsIntact import. Since RMS3 retains a copy of all SpecsIntact files that have been imported, to access previously imported files, simply click on *Edit*. This action will allow you to view and/or re-import the data if needed.

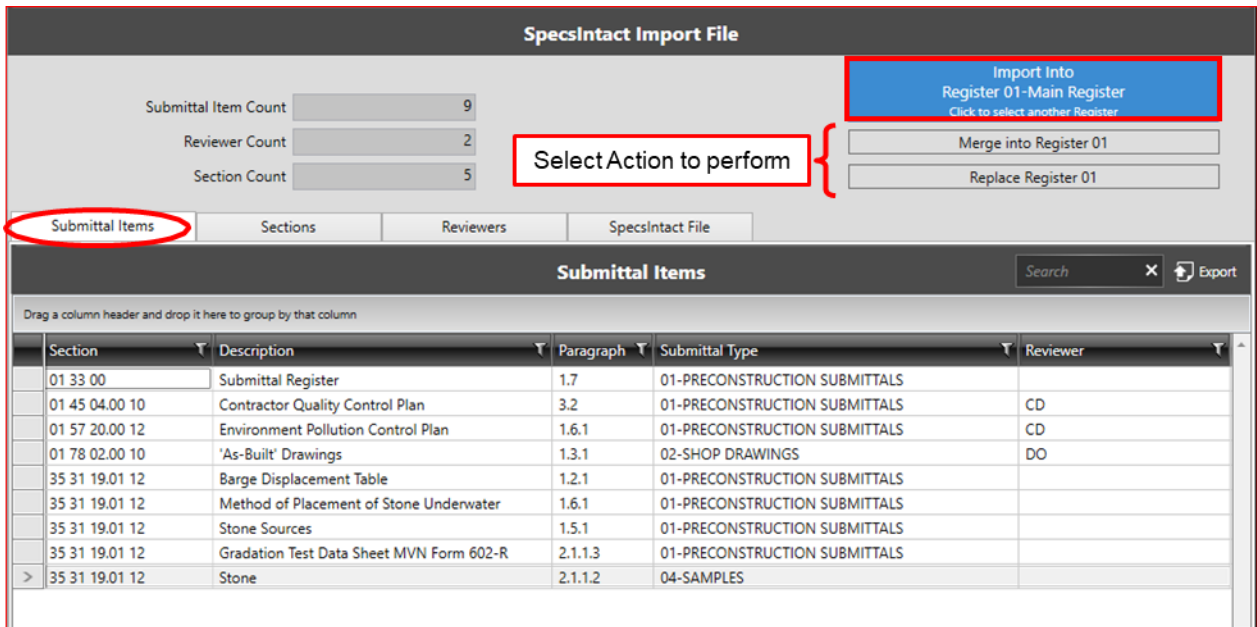


Navigate to the location where your data file is stored, select the file to import, then click on *Open*.

Note: The only accepted file type is an exported SpecsIntact File (*.txt). Direct SpecsIntact files (.sec) are not accepted.



RMS3 displays the contents of the file before importing the data into the contract. Click on the tabs to review the data identified by the tab selected.



Submittal Items	Sections	Reviewers	SpecsIntact File
Sections			
Drag a column header and drop it here to group by that column			
Section	Title		
01 33 00	SUBMITTAL PROCEDURES		
01 45 04.00 10	<Unknown Section - Add Title after import>		
01 57 20.00 12	<Unknown Section - Add Title after import>		
01 78 02.00 10	Closeout Submittals		
> 35 31 19.01 12	<Unknown Section - Add Title after import>		
Reviewers			
Drag a column header and drop it here to group by that column			
reviewer			
CD			
> DO			
SpecsIntact File			
<pre> i>01 33 00,,,1.7,"Submittal Register",01,G,, 01 45 04.00 10,,,3.2,"Contractor Quality Control Plan",01,G,, CD 01 57 20.00 12,,,1.6.1,"Environment Pollution Control Plan",01,G,, CD 01 78 02.00 10,,,1.3.1,"As-Built' Drawings",02,G,,DO 35 31 19.01 12,,,1.2.1,"Barge Displacement Table",01,G,, 35 31 19.01 12,,,1.6.1,"Method of Placement of Stone Underwater",01,G,, 35 31 19.01 12,,,1.5.1,"Stone Sources",01,G,, 35 31 19.01 12,,,2.1.1.3,"Gradation Test Data Sheet MWN Form 602-R and Gradation Curves",01,G,, 35 31 19.01 12,,,2.1.1.2,"Stone",04,G,, </pre>			

Click on *Import into Register* when ready. When you have more than one register, click in the box and select the appropriate register from the Submittal Register List Lookup table. Multiple registers are created in RMS3/GM. Inform the contract's USACE Representative when you are using more than one register and provide him/her with the name(s) of your additional register(s).

Then, select the action to be performed:


Merge into Register—Adds to the Submittal Register without removing existing items. This option can result in duplicate items. RMS3 will automatically increment the item numbers to the next in the sequence. Once it has been determined that the data is the correct data to import, click on *Import Data as Shown*. If there are existing transmittal items, it is recommended to Merge into Register and clean up any duplicates otherwise data corruption of existing transmittal items could occur.

Replace Register—Completely replaces the entire Submittal Register, including items that may already have been transmitted. If this option is chosen, the user will be prompted for identity verification. The Username of the logged in person will be displayed (it cannot be changed). Enter the password, then click on *OK*. A log of these types of actions is maintained in RMS 3 for future reference in case there is ever a question of how data was deleted.

Note: Reviewer Assignments can be disregarded. This information should be input by the contract's USACE Representative.

SpecsIntact Import Instructions

The information from your selected SpecsIntact file is shown below. Before importing into your contract, carefully review the data displayed for submittal items, sections, and reviewers. The sections displayed will be added to the list of sections for your contract. You should click on each tile in the reviewer assignment part of this screen in order to assign actual reviewers to the items. When you are ready to import, click the import button to accept the data as displayed.



Submittal Items to be Merged into Register 01-Main Register

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

Section	Description	Paragraph	Submittal Type	Reviewer
> 01 33 00	Submittal Register	1.7	01-PRECONSTRUCTION SUBMITTALS	
01 45 04.00 10	Contractor Quality Control Plan	3.2	01-PRECONSTRUCTION SUBMITTALS	CD
01 57 20.00 12	Environment Pollution Control Plan	1.6.1	01-PRECONSTRUCTION SUBMITTALS	CD
01 78 02.00 10	'As-Built' Drawings	1.3.1	02-SHOP DRAWINGS	DO
35 31 19.01 12	Barge Displacement Table	1.2.1	01-PRECONSTRUCTION SUBMITTALS	
35 31 19.01 12	Method of Placement of Stone Underwater	1.6.1	01-PRECONSTRUCTION SUBMITTALS	
35 31 19.01 12	Stone Sources	1.5.1	01-PRECONSTRUCTION SUBMITTALS	
35 31 19.01 12	Gradation Test Data Sheet MVN Form 602-R	2.1.1.3	01-PRECONSTRUCTION SUBMITTALS	
35 31 19.01 12	Stone	2.1.1.2	04-SAMPLES	

Sections to Be Added To Contract

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


Section	Title
<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: auto;"> Specification sections that have not already been added to the contract will be listed here </div>	

Reviewer Assignments

Reviewer Code From SpecsIntact: CD
 Number of submittals assigned: 2

Reviewer Code From SpecsIntact: DO
 Number of submittals assigned: 1

Reviewers pre-assigned by the Designer will be listed here.



SpecsIntact Import Complete

0 Sections Imported

9 Submittal Items Imported

A successful import will be acknowledged. Click on **CONTRACT MENU**, then [Submittals / Submittal Register](#) to view the results of the import.

11.4 Import NAS (SDEF)

This module provides you with the capability to import a Network Analysis System-type schedule. A Network Analysis System (NAS) is a graphic representation of a contract's Project Schedule representing the sequence and interdependencies of work, demonstrating the logical sequence of the work and the time required for each of those work activities.

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import Submittals <i>Submittal items can be imported from an Excel Template.</i>		Import QC Deficiencies <i>Import QC Deficiencies generated from an Excel worksheet.</i>		Import SpecsIntact <i>Import SpecsIntact.</i>		NAS (SDEF) <i>Import SDEF schedule.</i>	
Document Package Export <i>Mass export documents from selected modules contained in document package</i>							

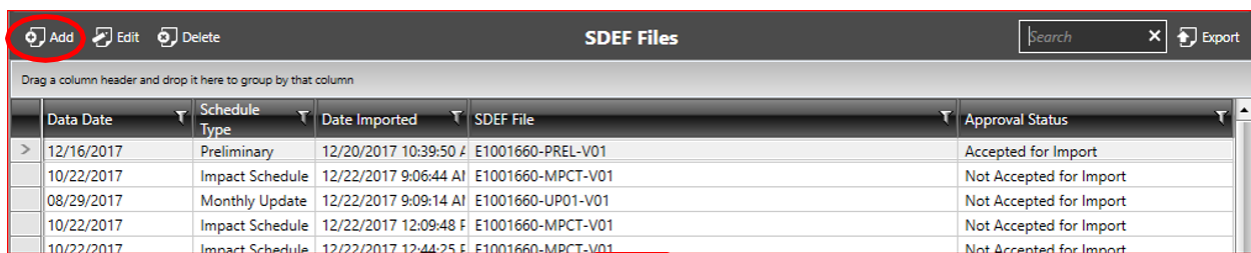
Use of a schedule in Corps of Engineers' contracts is mandated by [FAR 52.236-15 Schedules for Con](#) and your contract's specifications, either section 01 32 01.00 10 Project Schedule or 01 32 16.00 20 Small Project Construction Progress Schedules, or equivalent. Check your specifications for schedule requirements.

The schedule and its activities play a very important part in RMS3. Most actions associated with

quality control, and more importantly your progress payments rely on purposeful use and management of your schedule's activities. Use of the Standard Data Exchange Format (SDEF) file import may not be mandatory, but it is the easiest and recommended way to input and manage schedule dates in RMS3.

Currently, Oracle's Primavera P6 is the only known commercially available software packages that can generate a properly formatted SDEF file for import into RMS3. However, since the SDEF file is a just a formatted text file, it is possible to manually create this file following the file's specifications, found in [ER 1-1-11 Project Schedules](#), Appendix A. This approach is not recommended though, especially for schedules with many activities.

Since RMS3 retains a copy of all SDEF files that have been imported, to access previously imported files, simply click on *Edit*. This action will allow you to view and/or re-import the data if needed. Click on *Add* to initiate a new SDEF file import.



	Data Date	Schedule Type	Date Imported	SDEF File	Approval Status
>	12/16/2017	Preliminary	12/20/2017 10:39:50 A	E1001660-PREL-V01	Accepted for Import
	10/22/2017	Impact Schedule	12/22/2017 9:06:44 A	E1001660-MPCT-V01	Not Accepted for Import
	08/29/2017	Monthly Update	12/22/2017 9:09:14 A	E1001660-UP01-V01	Not Accepted for Import
	10/22/2017	Impact Schedule	12/22/2017 12:09:48 F	E1001660-MPCT-V01	Not Accepted for Import
	10/22/2017	Impact Schedule	12/22/2017 12:44:25 F	E1001660-MPCT-V01	Not Accepted for Import

Click on *Select File* to navigate to the location where your data file is stored, select the file to import then click on *Open*, then click on *Next*.

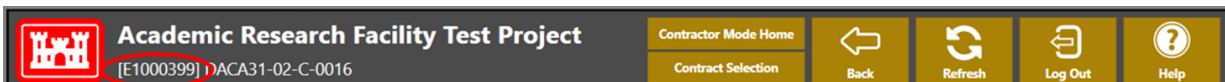
Note: The file should be a text file with a .txt file extension.

File Type: Identify the purpose of the SDEF file. Click in the box to select the type of schedule from the dropdown list.

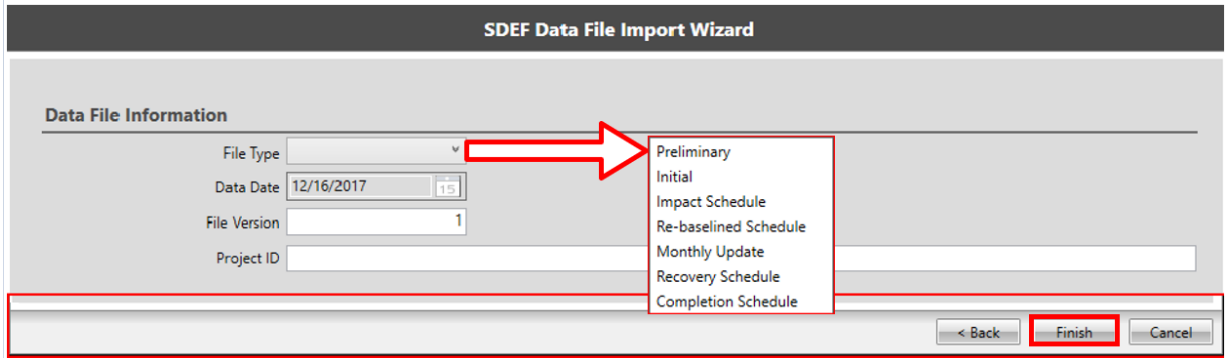
Data Date: This date is read from the SDEF file and should represent the reporting period cutoff date. This is not an editable field.

File Version: Use this field to differentiate revisions of the same file.

Project ID: Also referred to as Contract ID. It is the 7-character alphanumeric shown in brackets found in the upper left corner of the RMS3 screen header, next to the contract number.

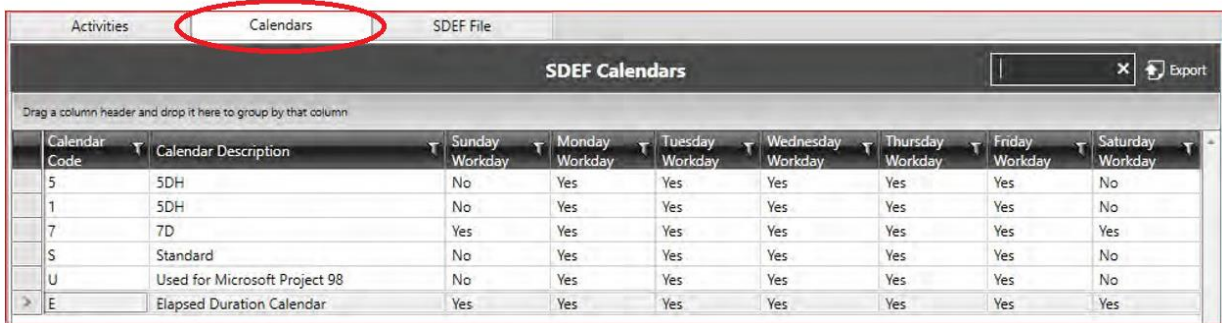
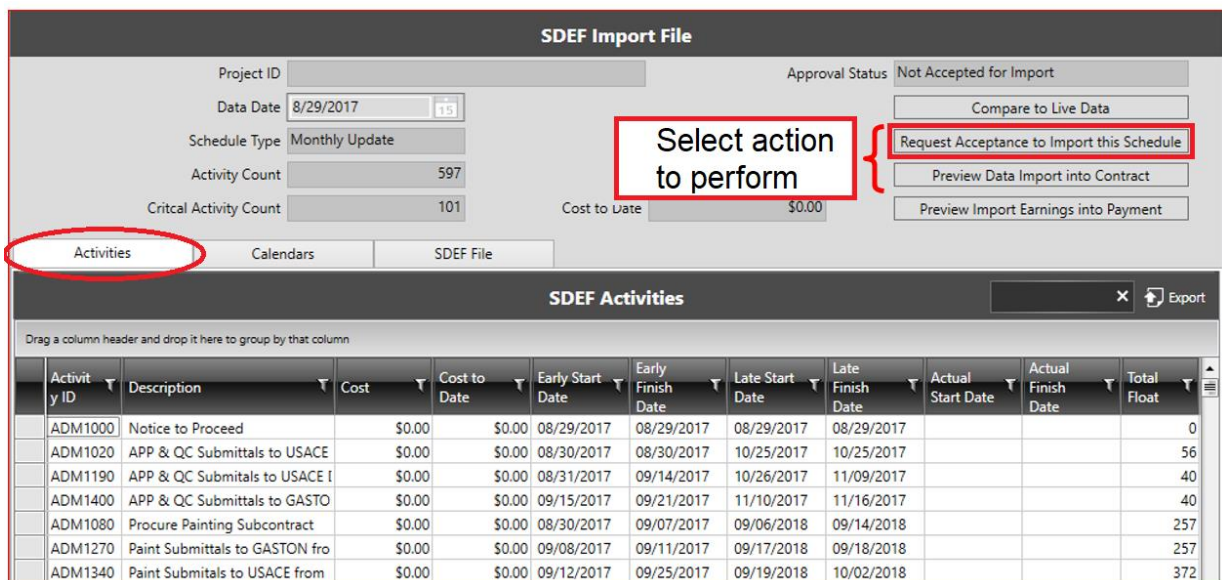


Click on *Finish* to initiate the import.



RMS3 displays the contents of the file before importing the data into the contract. Click on the tabs to review the data identified by the tab selected.

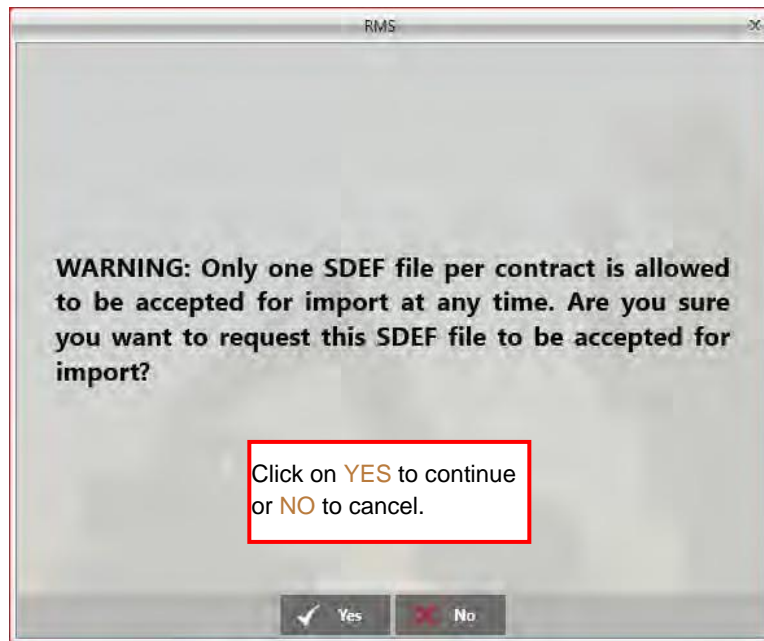
Approval Status: When a file is initially added, the status will indicate “Not Accepted for Import.” The status will change to “Accepted for Import” after the Government has approved the import. This status will remain until a new file is added for import. When the new file’s status is “Accepted for Import,” the status of the previous file will change to “Not Accepted for Import.” There will only be one file with the status “Accepted for Import” at any given time.



Compare to Live Data: This feature is not yet available.

Activities	Calendars	SDEF File
VOLM 1		
PROJ 29AUG17 DLAP DLA Preliminary Schedule W91278-16-D-0116		
CLDR 6 NYYYYY SDH		
CLDR 1 NYYYYY SDH		
CLDR 7 YYYYYY 7D		
CLDR 8 NYYYYY Standard		
CLDR U NYYYYY Used for Microsoft Project 98		
CLDR E YYYYYY Elapsed Duration Calendar		
HOLI 6 23NOV17 24NOV17 25DEC17 01JAN18 15JAN18 22FEB18 28MAY18 04JUL18 03SEP18 22NOV18 23NOV18 25DEC18 01JAN19 27MAY19 04JUL19		
HOLI 6 02SEP19 28NOV19 29NOV19 25DEC19 01JAN20		
HOLI 1 22NOV18 04JUL19 25DEC18 23NOV18 01JAN19 15JAN18 28MAY18 25DEC19 22FEB18 03SEP18 28NOV19 04JUL18 29NOV19 25DEC17 23NOV17		
HOLI 1 24NOV17 01JAN20 27MAY19 01JAN18 02SEP19		
ACTV ADM1000	Notice to Proceed	1 1 0 GOVT GEN 0001 PR USACE
ACTV ADM1020	APP & QC Submittals to USACE f	1 7 0 PRIM SAQP 0001 PR Project Supervision
ACTV ADM1190	APP & QC Submittals to USACE Di	11 1 0 PRIM SAQP 0001 PR Project Supervision
ACTV ADM1400	APP & QC Submittals to GASTON	5 1 0 GOVT SAQP 0001 PR USACE
ACTV ADM1080	Procure Painting Subcontract	7 1 0 PRIM PSS 0001 PR Project Supervision
ACTV ADM1270	Paint Submittals to GASTON fro	2 1 0 PRIM PSS 0001 PR Project Supervision
ACTV ADM1340	Paint Submittals to USACE from	14 7 0 PRIM PSS 0001 PR Project Supervision

Request Acceptance to Import this Schedule: Click this button when you are ready to import the file. Acknowledge the warning. This will transfer the next action to the Government.



Preview Data Import into Contract: This is your next step after the Government has accepted your request. The status will change to “Accepted for Import.” Review the data and the indicated actions in the Import Preview. Highlight an activity to view the details associated with it. Scroll through the CLINs vs Activity Budgeted cost in the lower right corner. If everything is correct, click on **Import SDEF data into Contract**. If there are errors, go back to your scheduling program, correct the errors, create a new SDEF and repeat the previous import steps.

SDEF Activity Import Preview Search Export

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

Activity ID	Description	SDEF Import Status
2400	Review & Accept SD-03 01 50 00	Activity Not found in SDEF - ACTIVITY WILL BE DELETED
2420	Review & Accept SD-06 01 50 00	Activity Not found in SDEF - ACTIVITY WILL BE DELETED
2430	Review & Accept SD-07 01 50 00	Activity Not found in SDEF - ACTIVITY WILL BE DELETED
2440	Review & Accept Surveyor Quali	Activity Not found in SDEF - ACTIVITY WILL BE DELETED
ADM1000	Notice to Proceed	Activity does not exist - Activity will be added to Contract
ADM1010	Acquire Permits	Activity does not exist - Activity will be added to Contract
ADM1020	APP & QC Submittals to USACE f	Activity does not exist - Activity will be added to Contract
ADM1030	Procure Plumbing Subcontract	Activity does not exist - Activity will be added to Contract
ADM1040	Procure Roofing Subcontract	Activity does not exist - Activity will be added to Contract

Activity ID: ADM1010 Description: Acquire Permits

CLIN: 0010 Feature of Work: Project Supervision

Responsibility Code: PRIM Duration: 1 Cost: \$0.00

Phase of Work: PC Category of Work: Work Area Code: GEN

Responsibility Code
SIDI
MSNR
PNT
INS
AIRD
ODOR
ODOO

Feature of Work
USACE
Project Supervision
Miscellaneous Metals & Metal
Insulation Replacement
Air Distribution System
Overhead Doors & Day Gates
Water Distribution System

CLIN	Current Amount	Activity Total
0001	\$29,532,000.00	\$26,599.08
0002	\$7,000,000.00	\$14,494.96
0003	\$115,000.00	\$6,994.98
0004	\$137,000.00	\$43,354.68
0005	\$0.00	\$4,985.85
0006	\$0.00	\$48,715.33
0007	\$20,393.00	\$8,119.39

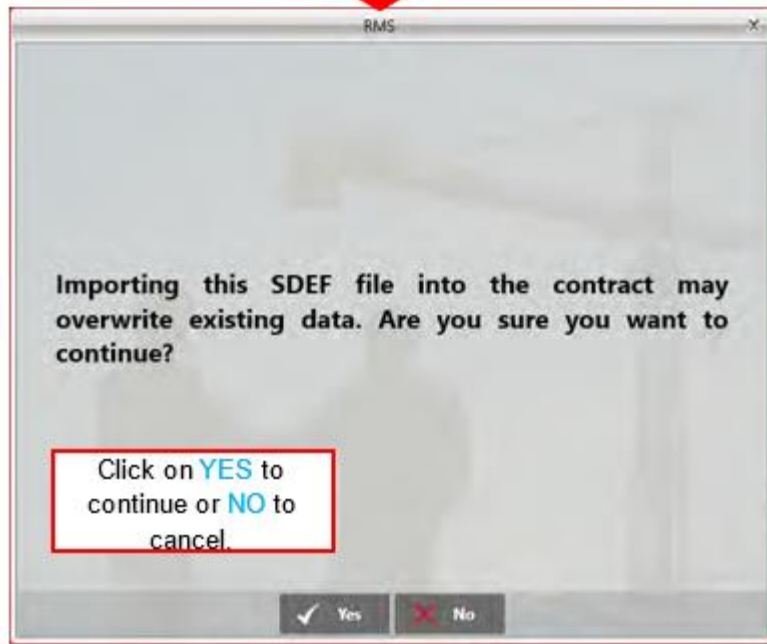
Importing the above SDEF data into the contract may overwrite existing data - Review carefully prior to import

Import SDEF data into Contract

Important: For all pay activities that exist in the contract but do not match with the SDEF (matched by “Activity ID”) the activity in the contract will be deleted and the activity on the SDEF will be added. It is highly recommended that once an activity ID pattern is established it is not changed for the duration of the contract. Deleting existing pay activities can have an adverse effect on progress payments if earnings have previously been charged against the deleted pay activities. When the “SDEF Import Status” column indicates, “Activity Not found in SDEF – ACTIVITY WILL BE DELETED” be sure to confirm this is an acceptable change prior to proceeding to “Import SDEF data into Contract.”

Administration | Contract Notification Control can be used to help inform both the Government and Contractor about the status of SDEF submission and approval.

Note: Subcontractors included on the SDEF whose “responsibility code” do not match what currently exists in the contract will be added as new contractors. The existing contractors will remain.



Click on *Yes*, then **CONTRACT MENU**.

Note: Although the SDEF file contains actual start and finish dates, RMS3 does not import these into the RMS3 database. The only dates imported are the early and late start and finish dates. Actual start and finish dates can only be entered through the [QC Daily Reports](#) (see section 7.3) However, every attempt should be made to ensure the actual dates in the NAS are the same as those entered in the daily reports. RMS will identify dates that are not the same. The contract's USACE Representative may not accept an import when these dates do not match.

Preview Import Earnings into Payment: Use this feature to create a progress payment request. After actual start and finish dates have been updated and percent complete in the corresponding scheduling program, the SDEF file can be used to create the next progress payment request. Perform this step after Preview Data Import into Contract.

Note: There can be only one open invoice in RMS3 at any time. If user's attempt an import and the Government has not yet completed the previous progress payment, RMS3 will not allow the import to proceed. The payment does not have to be paid, just marked completed in RMS3.

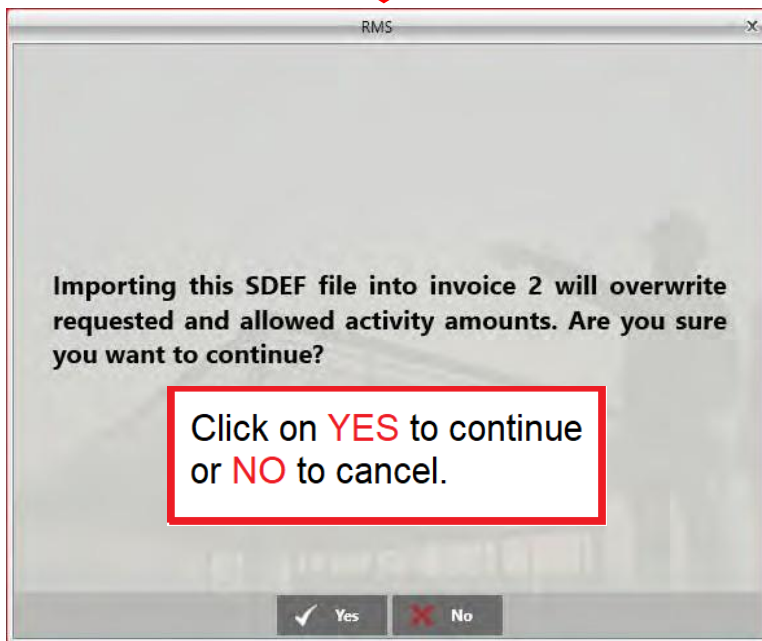


This is the next step after the Government has accepted the request. The status will change to "Accepted for Import." Review the data and the indicated actions in the Import Preview. If everything is correct, click on *Import into Invoice #*. If there are errors, go back to your scheduling

program, correct the errors, create a new SDEF file and repeat the previous import steps.

SDEF Payment Import Preview - Invoice 2						
Activity ID	Description	Activity Amount	SDEF Earnings to Date	Earnings to Date for Invoice	Payment Status	
> 0001	1	\$1,000.00	\$0.00	\$0.00	\$0.00	Not found in SDEF - Keeping current earnings
MI1000	Notice of Award (NOA) - Base B	\$0.00	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
MI1050	Execution of the Project Agree	\$0.00	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
MI1835	Preconstruction Meeting with U	\$0.00	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
MI1840	NTP Acknowledged	\$0.00	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
MI2020	Provide Payment Bond (Base Bid	\$111,689.62	\$111,689.62	\$111,689.62	\$111,689.62	Matched - SDEF earnings will be imported
MI2030	Provide Insurance (Base Bid)	\$0.00	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported

Total Earnings in SDEF	\$111,689.62
Total Earnings to Import	\$111,689.62
Earnings this Period	\$111,589.62
Import into Invoice 2	



Click on **OK**, then **CONTRACT MENU**, **Finances | Progress Payment** to complete the request.

11.4.1 Deleting Unused SDEF Files

The Contractor can delete unused SDEF files. However, only those files that have not been accepted for import, requested to accept for import, or have already been imported into the contract (files showing a date imported, or an invoice date imported) can be deleted.

L1002456
[E1001974]

Contractor Mode Home
Contract Selection
Contract Menu

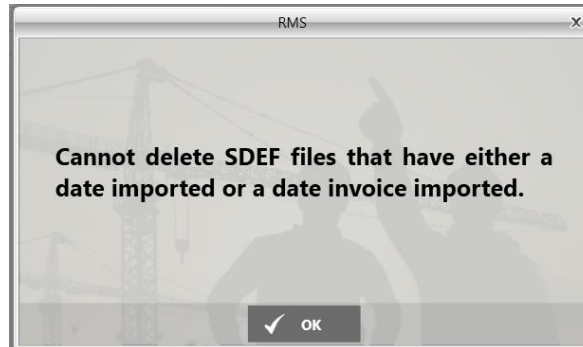
Back Refresh Log Out Help

Add Edit Delete SDEF Files Export

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

Data Date	Schedule Type	Date Imported	Date Invoice Imported	SDEF File	Approval Status
07/01/2020	Initial			Test	Accepted for Import
07/01/2020	Monthly Upda			E1001974-UP01-V01	Acceptance Requested
07/01/2020	Re-baselined S			E1001974-RBAS-V01	Not Requested

Attempts to delete the above files will result in the below warning message:



To delete an unused SDEF file, select the file that is not needed and click on the **delete** button.

L1002456
[E1001974]

Contractor Mode Home
Contract Selection
Contract Menu

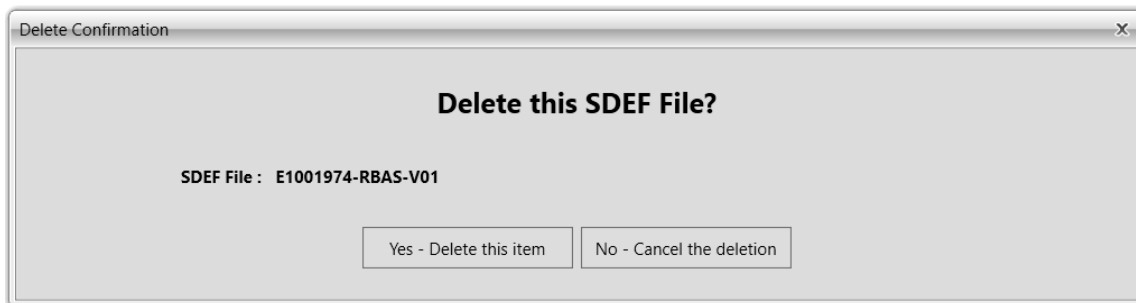
Back Refresh Log Out Help

Add Edit Delete SDEF Files Search Export

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

Data Date	Schedule Type	Date Imported	Date Invoice Imported	SDEF File	Approval Status
07/01/2020	Initial			Test	Accepted for Import
07/01/2020	Monthly Upda			E1001974-UP01-V01	Acceptance Requested
07/01/2020	Re-baselined S			E1001974-RBAS-V01	Not Requested

The following screen will display:



Click **Yes – delete this item** to delete the SDEF file.

11.5 Document Package Export

This module provides you with a quick and easy way to save a copy of RMS3 document packages outside of RMS3. Currently, only QC Daily Report packages are available for export.

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import Submittals <i>Submittal items can be imported from an Excel Template.</i>	Import QC Deficiencies <i>Import QC Deficiencies generated from an Excel worksheet.</i>	Import SpecsIntact <i>Import SpecsIntact.</i>	NAS (SDEF) <i>Import SDEF schedule.</i>				
Document Package Export <i>Mass export documents from selected modules contained in document package</i>							

Check the appropriate boxes, then click on *Get Documents*.

Document Package Export

All available documents stored in the document package area for the modules specified below are available to be downloaded on your computer. Select one or more document package areas from below then click the [Get Documents] button and select a folder where the documents will be stored.

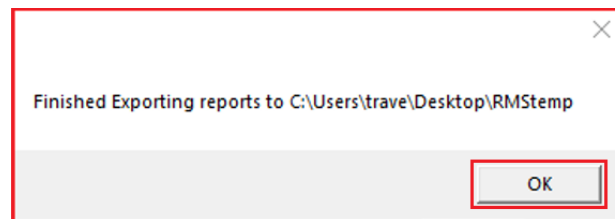
Include Signed Documents Only

Document Package Areas

QC Daily Report

Check box(es) identifying the documents to include.

Navigate to the location where you want to save the export, click on *OK*. You will then see a confirmation message with the location of the exported file. Click on *OK*, then *CONTRACT MENU*.

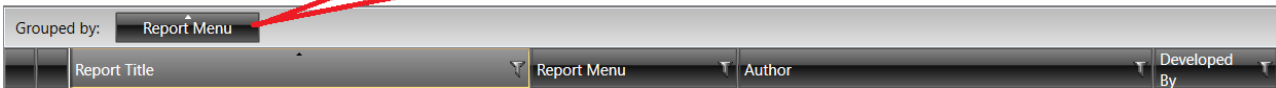


12.0 CONTRACT REPORTS

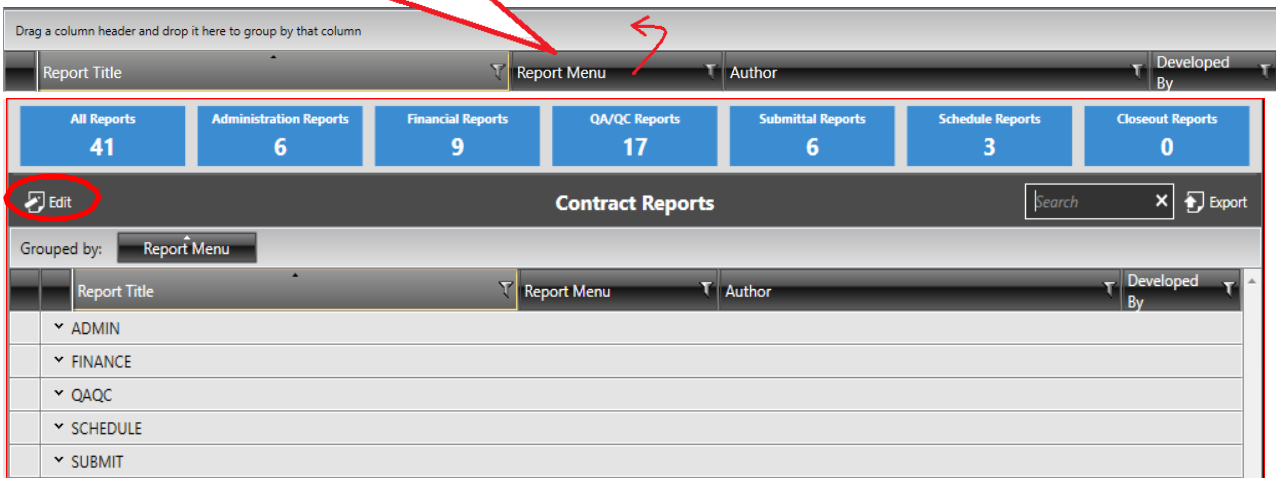
Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import Submittals <i>Submittal items can be imported from an Excel Template.</i>	Import QC Deficiencies <i>Import QC Deficiencies generated from an Excel worksheet.</i>	Import SpecsIntact <i>Import SpecsIntact.</i>	NAS (SDEF) <i>Import SDEF schedule.</i>				
Document Package Export <i>Mass export documents from selected modules contained in document package</i>							

Click on **Contract Reports** to access all the reports currently available in RMS3.

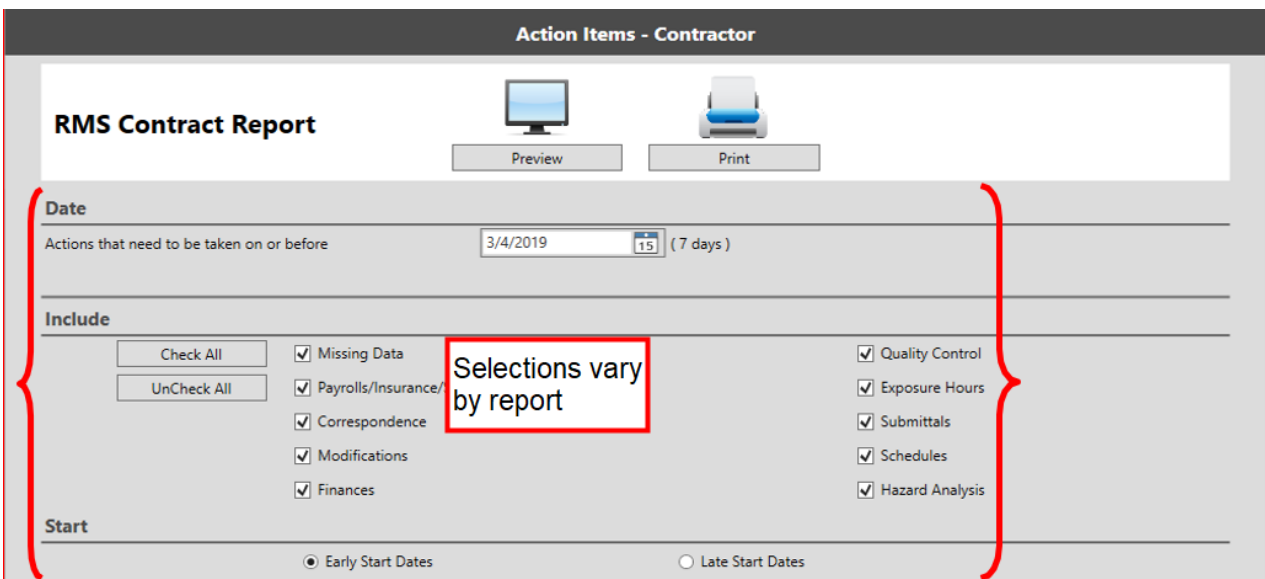
Click here to expand the groups and see a complete list of all reports in alphabetical order.



Click and drag the column header up to the grey bar above it to restore the groupings.



When first opened, the list of reports is collapsed and grouped by Report Menu. The list of reports corresponding to any of the groups can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the group selected will be displayed in the table below. You can get the same result by clicking on one of the Report Title categories. Click on the title again to re-collapse the list.



To generate a report, double-click on a report title or single click on a report title, then click on *Edit*. Depending on the report, you may be presented with various selections to limit the contents of the report. Make your selections, then click on *Preview* to view the report before printing or click

on **Print** to send the report directly to your printer.

All Reports	Administration Reports	Financial Reports	QA/QC Reports	Submittal Reports	Schedule Reports	Closeout Reports
40	6	8	17	6	3	0

Contract Reports				
Report Title	Report Menu	Author	Developed By	
ADMIN				
Action Items - Contractor	ADMIN	RMS Center	RMS Center	
All Request For Information	ADMIN	RMS Center	RMS Center	
Correspondence Listing	ADMIN	RMS Center	RMS Center	
List of Contractors	ADMIN	RMS Center	RMS Center	
Outstanding Requests for Information	ADMIN	RMS Center	RMS Center	
RFI Form	ADMIN	RMS Center	RMS Center	
FINANCE				
Activity Earnings by Invoice	FINANCE	RMS Center	RMS Center	
Activity Summary by CLIN	FINANCE	RMS Center	RMS Center	
Activity Total Earnings	FINANCE	RMS Center	RMS Center	
CLIN History	FINANCE	RMS Center	RMS Center	
Contractor Pay Request Worksheet	FINANCE	RMS Center	RMS Center	
ENG Form 93 - Payment Estimate	FINANCE	RMS Center	RMS Center	
Progress Payment History	FINANCE	RMS Center	RMS Center	
Prompt Payment Certification Report	FINANCE	RMS Center	RMS Center	
QAQC				
Form 27A Dredge QC Daily Log Report	QAQC	RMS Center	RMS Center	
Form 3735-A Dredge QC Daily Log Report	QAQC	RMS Center	RMS Center	
Form 4267 Dredge QC Daily Log Report	QAQC	RMS Center	RMS Center	
Installed Property Listing	QAQC	RMS Center	RMS Center	
Monthly Injuries/Illness & Exposure	QAQC	RMS Center	RMS Center	
QC Daily Report	QAQC	RMS Center	RMS Center	
QC Equipment Hours	QAQC	RMS Center	RMS Center	
QC Labor Hours	QAQC	RMS Center	RMS Center	
QC Narratives	QAQC	RMS Center	RMS Center	
QC Test Listing	QAQC	RMS Center	RMS Center	
QC Test Status Listing	QAQC	RMS Center	RMS Center	
QC/QA Deficiency Items Issued	QAQC	RMS Center	RMS Center	
Three Phase Control WorkSheet - Final Followup	QAQC	RMS Center	RMS Center	
Three Phase Control WorkSheet - Initial	QAQC	RMS Center	RMS Center	
Three Phase Control WorkSheet - Preparatory	QAQC	RMS Center	RMS Center	
Three Phase Schedule of Control Meetings	QAQC	RMS Center	RMS Center	
Three-Phase Control Schedule	QAQC	RMS Center	RMS Center	
SCHEDULE				
Activity Schedule	SCHEDULE	RMS Center	RMS Center	
Activity Start/Finish	SCHEDULE	RMS Center	RMS Center	
Project Calendar	SCHEDULE	RMS Center	RMS Center	
SUBMIT				
Submittal Register ENG 4288	SUBMIT	RMS Center	RMS Center	
Transmittal Log	SUBMIT	RMS Center	RMS Center	
Transmittal Remarks (ENG 4025-R)	SUBMIT	RMS Center	RMS Center	
Transmittal Sheet 4025-R	SUBMIT	RMS Center	RMS Center	
Transmittal Variance Request	SUBMIT	RMS Center	RMS Center	
Transmittals in Review	SUBMIT	RMS Center	RMS Center	

This is the list of reports available at the time this User Guide was prepared. As other reports are developed, the list will expand. If there is a specific report that would be useful to you and others, you can submit a request through the **HELP** button.

Click on **HELP**, select [RMS Support Tickets](#), (see section details in section 1.0.6) then **Add**. Fill in the information describing the requested report. If you have a sample and/or rough layout, include it as an attachment

13.0 APPENDIX A – USING STANDARD DATA EXCHANGE FORMAT

13.1 A.1 What is Standard Data Exchange Format?

Standard Data Exchange Format is abbreviated as SDEF is a proprietary software protocol that makes data exchange between USACE project management systems. The SDEF can be used to import data from Primavera into RMS.

The easiest way to load information is to use the SDEF Import option in RMS.

Note: That any information in RMS that is not in Primavera (in these respective areas) will be overwritten with what comes from the SDEF file. Also, a Progress Payment must be available for an SDEF file to import financial information into RMS.

13.2 A.2 SDEF Uses in RMS

There are several places in RMS that use SDEF data loaded files.

Updated project schedule consisting of pay activities

- Progress Payments
- Features of Work
- Importing Contractor Pay Activities
- Schedules
 - Activity Schedule
 - Milestone Schedule
 - Placement Schedule
 - Feature Schedule

13.3 A.3 How to Import/Export SDEF Files

The use of the SDEF utility is very basic. The example below provides instructions for importing. For exporting simply select the export option and follow the screen prompts.

Basic Steps:

1. Under the Contractor Menu Select Import/Export
 - a. Select NAS SDEF Module (A view will be displayed of all SDEF files that have been loaded and their approval status)
2. Click Add/Edit/Delete – Select desired option. To Add, click Add.
3. Click Select file
4. A standard file explore dialogue box will be displayed. Select the desired file.
5. Click Open to post the file in RMS.
6. Click Next
7. Select File Type
 - a. Preliminary
 - b. Initial
 - c. Impact schedule
 - d. Re-baseline Schedule
 - e. Monthly Updated
 - f. Recovery Schedule

- g. Completion Schedule
8. Click Finish
9. A file preview is displayed. Three tabs can be reviewed to see file details.
 - a. Activities listed in file.
 - b. Calendar record listed in file.
 - c. SDEF text conversion

When RMS completes the import process the data fields on the screen will be completed, reflecting the particulars of the import. Click here for Import /Export details. [Import NAS \(SDEF\)](#).

14.0 APPENDIX B – DEFINITIONS

Abbreviation/ Terms	Definitions
ACO	Administrative Contracting Officer
AIS	Automated Information System
RMS	Resident Management System
CCD	Construction Complete Date
CM	Contractor Mode
CAO	Contract Administration Office
COR	Contracting Officer Representative
GM	Government Mode
KTR	Contractor
LD	Liquidated Damages
SDEF	Standard Data Exchange Files
SCD	Substantial Completion Date
PII	Personal Identifiable Information
QA	Quality Assurance
QC	Quality Control
RFI	Request For Information