

**US Army Corps
of Engineers ®**

RESIDENT MANAGEMENT SYSTEM USER MANUAL

Government Manual Vol 3

RMS 3.0

Version 4.2

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RMS Center

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7.0 QA/QC

In this chapter, guidance will be provided on how to enter and manage the data for the government Quality Assurance (QA) aspects of a contract. This module is where the government enters data to substantiate the of quality workmanship throughout the life of the contract. It is essential that the Quality Assurance/Quality Control module be properly maintained to ensure all phases of the contract are maintained in the highest standards in accordance with regulations and the terms of the contract.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>		Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>					

Obtaining quality construction is a combined responsibility of the construction contractor and the government. The mutual goal must be a quality product and strict adherence to the contract requirements. A cooperative and professional working relationship should be established to realize this common goal. All contract documents should establish the quality required in a project to be constructed.

Quality Assurance is required on all construction contracts. The extent of assurance shall be commensurate with the value and complexity of the contracts involved and the requirements of this regulation.

Quality assurance is the process by which the government assures product delivery expectations are met. This process starts well before construction and includes reviews of the plans and specifications for biddability, constructability, operability, environmental responsibility, plan-in-hand site reviews, coordination with using agencies or local interests, establishment of performance periods and quality control requirements, field office planning, preparation of QA plans, reviews of quality control plans, enforcement of contract clauses, maintenance of quality assurance and quality control inspection and work records, and acceptance of completed construction.

RMS application assists in accomplishing numerous tasks by providing a comprehensive and systematic means to enter, record and retrieve contract data. The QA/QC modules available in RMS are listed below:

QA Daily Reports – Where the government enters their daily report documenting the day's events and activities.

QC Daily Reports – This module is where the contractor writes daily reports documenting the day's events and activities.

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

Weather Delays – This module presents the weather delays for the month at a glance

Features of Work – Where the contractor lists all the features of work needed to complete the work.

Three Phase Inspections – Where the contractor develops a list of common deficiencies to watch for with each feature of work.

Hazard Analysis – Use this module to log and track Activity Hazard

QC Requirements – Use this module to log and track contract requirements, user schools, installed property, and transfer property.

Equipment Checks – Use this module 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 – This module is where the contractor records and submits monthly exposure hours.

QA Tests – Use this module to enter the tests to be performed by, or on behalf of, the Government.

Required Verifications – Use this module to view and verify QC Requirements that require Government verification.

Planned Interviews – Use this module to enter the Labor Interviews planned for the prime and each subcontractor.

Monitoring the contract progress is a responsibility of both the government and the contractor. As a contract progresses, both the Contractor and the Government provide daily reports as on progress made. These reports include activities started/completed, inspections performed, QC requirements met, problems experienced and, if any, accidents were encountered, as well as a variety of other information. The Quality Assurance option provides a place to enter all of this information pertaining to the government.

Some contractor information is required to have a complete government Daily QA Report. For example, the Contractor must report an activity completed prior to the government recording a “rating” on the efforts of the quality control for that activity. This information can be entered manually from written reports or electronically from the contractor mode of RMS (in the QC-RMS).

Planning is required before the government, or a contractor can adequately prepare their Daily Reports. The Government, or the Designer accomplishes some of the planning, long before the contract exists. This includes what RMS refers to a “QC Requirements” as was discussed in detail in the previous section.

The daily quality assurance reports are a vital tool in documenting the contract development and progress. The QA Report menu option provides a means to enter all of this information pertaining to the government required data entry.

At many sites, the government representative will enter the data directly into RMS at the end of each day. At other sites, it may be more efficient for the representative to write a report that will be entered into the system at a later date and time. In either scenario RMS is capable of handling the task.

Although the government data is entered in the QA Report menu option and the contractor data is entered in the QC Report menu option, much of the data is interdependent. For example, a QC requirement such as a QC test must be reported as completed in the QC Report, QC Tests option before it can be verified in the QA Report, Verify QC Requirements option.

7.1 QA Daily Reports

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>		Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>					

QA Daily Reports are an extremely important tool in assisting the government to assure the quality requirements of the contract are being satisfied.

7.1.1 Adding a QA Daily Report

Adding a QA (government mode) daily report involves opening a contract then navigate to [QA/QC / QA Daily Reports](#). Next, click on the [Add](#) button (as shown below).

When clicking on the add button the first thing that may pop up is a notice showing how many incomplete daily reports exist (and if the previous report has not been completed). Clicking ok on this window will bring the user to a calendar to choose a date for the QA Daily Report.

All Daily QA Reports
818

Completed QA Reports
661

Not Completed QA Reports
113

Not Required
44

Daily Reports Search [X] Export

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

Report No.	Report Date	QA Weather Reported	QA Report Status	QC Report Status
3,341	06/03/2020 Wednesday	Weather Not Entered	Not Completed	
3,340	06/02/2020 Tuesday	Weather Not Entered	Not Completed	
3,333	05/26/2020 Tuesday			Completed - Received by the Gov't
3,277	03/31/2020 Tuesday			Not Completed by Contractor
3,262	03/16/2020 Monday			Completed - Received by the Gov't
3,261	03/15/2020 Sunday			Completed - Received by the Gov't

WARNING: There are 113 existing QA daily report(s) which are not complete. The most recent incomplete report is 06/03/2020

OK

Date Selection

Select day to add Daily Report

June - 2020

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	31	1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	22	23	24	25	26	27
27	28	29	30	1	2	3	4
28	5	6	7	8	9	10	11

OK Cancel

Enter the Weather to begin the report.

There are two different types of Daily Reports – Military and Civil reports. These will change the way the weather tab data entry looks. The daily report type is set in the Contract Setup | Quality Assurance Tab then choose the QA Report Type.

Contract Setup

Administration/Funding
Payment/Modifications
Quality Assurance
Submittals/Schedule

Quality Assurance

QA Report Type CIVIL

Send QA Report To

Number of QA Shifts 3 Shifts

Project Eng
On Site

Depending on what type of weather is set in the [Contract Setup](#), the view below will correspond. But first, to get to weather, click on the [Weather](#) tile on the upper left-hand side of the [QA Daily Report](#) (see below):

QA Daily Report No. 3341, 06/03/2020 - Wednesday

Weather
Weather Not Entered

QA Narratives
0 Written Today

Deficiencies
0 Issued; 0 of 37 Verified Today

QA Tests
0 Completed Today

QA Final Follow-Ups
0 of 1 Completed Today

Verify QC Requirements
0 of 1 Verified Today

Labor Interviews

Project
 Contract Number
 Contractor

QA Weather

Portion of Scheduled Day Suitable for Operations

Structural Excavation	Borrow Excavation	Embankment	Concrete	Sturcture
<input type="text" value="0 %"/>	<input type="text" value="0 %"/>	<input type="text" value="0 %"/>	<input type="text" value="0 %"/>	<input type="text" value="0 %"/>

Has anything developed on the work which might lead to a change order or finding of fact?
 NO YES

Number of Government Employees

Supervisory	Office	Layout	Inspection	Total	Labor
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

QA Daily Report No. 3341 COE: Complete a document package for this QA daily report and submit it using this document package manager.

Document Packages

Title of Package	Package No.	Status

Report Completed

Not Required

⚠ **Contract File Status:** Government QA Report not complete

⚠ **Contract File Status:** Contractor QC Reports not complete

The view of entering weather information into a Civil Daily Report is shown in the figure above.

The view of entering weather information into a Military Daily Report is shown above.

To set the weather for the report, click on the QA Weather dropdown menu and select the appropriate description, as seen in the figure on the right.

- Weather Caused No Delay
- 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

Record the minimum and maximum temperatures for the shift worked and the amount, if any, of precipitation and wind that occurred.

The QA Representative records their opinion(s) as to the portion of day that is suitable for operations occurring on the job site, in the listed categories. The value entered is a percentage of the shift. For example, if only half the day was suitable for concrete work, then 50% would be entered in that block.

Vertical construction projects (e.g., Military type contracts) are usually more susceptible to wind than is a land-based civil works project. That is why wind is not a specific category, as was on the Military report. In addition, depending on the type of civil works project, such as a dredging project, rain may not be a factor. A careful determination should be made to adequately compensate the contractor for time extensions due to adverse weather conditions. The Civil report also tracks and verifies both Contractor and Government manpower at the job site.

If something developed that might lead to a change order or finding of fact (for example changed conditions encountered) a check mark should be placed in the Yes block. However, it is also customary to enter a Narrative in the report and fully explain such development.

Note: Weather can, and often does, adversely affect construction progress. Time extensions should be granted for adverse days that are over and above those anticipated within the contract. Consequently, it is critical that the Government complete this section accurately and impartially. RMS uses the information within this section to calculate any weather delay days due to the contractor. (RMS does not use the similar data from the QC Report that the contractor may report.) This calculation is based on the weather days allotted in the contract and that may be exceeded by extended weather condition.

The screenshot shows a dashboard with four summary boxes: All Daily QA Reports (4), Completed QA Reports (3), Not Completed QA Reports (1), and Not Required (0). Below these is a table of reports with columns for Report No., QA Report Date, QA Weather Reported, QA Report Status, QC Report Status, Contains Signed Document, and QA PCF Status. The 'Edit' button in the top toolbar is highlighted with a red box.

Report No.	QA Report Date	QA Weather Reported	QA Report Status	QC Report Status	Contains Signed Document	QA PCF Status
202	01/27/2021 Wedne	Weather Caused Critical Delay	Completed	Completed - Received by the Go	<input type="checkbox"/>	
201	01/26/2021 Tuesd	Non Work Day	Completed	Completed - Received by the Go	<input type="checkbox"/>	
188	01/13/2021 Wednc	Weather Not Entered	Not Completed		<input type="checkbox"/>	
78	09/25/2020 Friday	Weather Caused No Delay	Completed		<input type="checkbox"/>	

7.1.2 Editing a QA Daily Report

In the main view of the QA module, single click the item to edit and then click the *Edit* button or double click on the item that needs to be edited. All areas that are not greyed out can be edited in the edit view that displays. Click the back button to save the info.

7.1.3 Deleting a QA Daily Report

The screenshot shows the same dashboard as above but with different summary statistics: All Daily QA Reports (839), Completed QA Reports (682), Not Completed QA Reports (113), and Not Required (44). A red box highlights the 'Delete' button in the top toolbar. A text box with a red border contains the instruction: 'Single Click report to select it, then click on the Delete button.' The report with ID 3,699 is highlighted in yellow in the table below.

Report No.	QA Report Date	QA Weather Reported	QA Report Status	QC Report Status	Contains Signed Document	QA PCF Status
3,727	06/24/2021 Thursc	Weather Not Entered	Not Completed		<input type="checkbox"/>	
3,699	05/27/2021 Thursc	Weather Caused No Delay	Completed		<input checked="" type="checkbox"/>	
3,694	05/22/2021 Saturd	Weather Caused No Delay	Not Completed		<input checked="" type="checkbox"/>	
3,693	05/21/2021 Friday	Weather Caused Critical Delay	Not Completed		<input checked="" type="checkbox"/>	

To Delete, single click on the item to delete and click on the *Delete* button. Then confirm deletion.

7.1.4 QA Narratives

QA Narratives

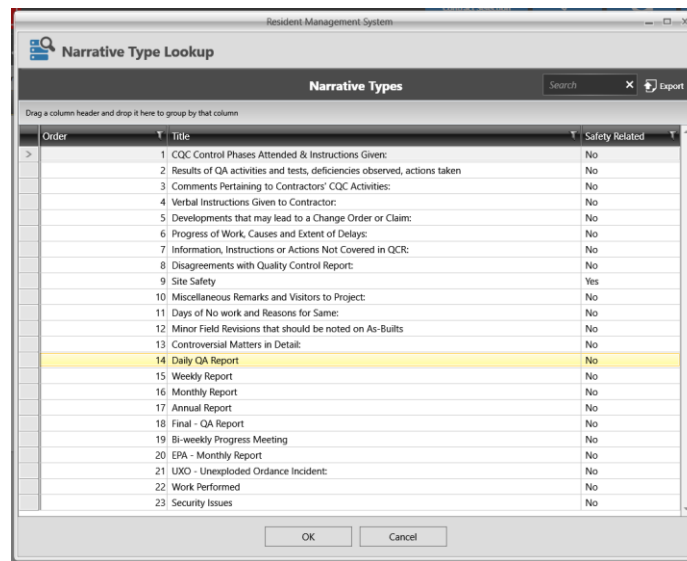
1 Written Today

The QA Narrative provides the Government with a wide variety of topics to record the days' activities. When a narrative is added, a Lookup is provided with several topics to choose. These topics are the headings that are printed on the report for each narrative or group of narratives.

A Narrative is a paragraph or *Edit Memo* field limited to 2000 characters for each individual narrative. RMS can accept an unlimited number of narratives for a particular day. The paragraphs may contain observations and comments, such as: Verbal Instructions to the Contractor, Controversial Matters, Disagreements with the Contractor, and so forth.

When adding a QA Narrative, the user is presented with the option of manually adding a QA Narrative or copying narratives from a previous daily report.

Manually adding a QA Narrative will prompt the user for the Narrative Type:



The *Library* contains narratives for Civil Works Contracts, Military Contracts, and any other Report Types desired. For example, if an Office is conducting HUD inspections, one may also have their specific narratives to coincide with their internal reporting system.


Clicking *OK* presents the user with the Narrative edit screen below:

QA Daily Report No. 3341 Dated 06/03/2020 - QA Narratives QA-00352

CQC Control Phases Attended & Instructions Given:

Inspected On Safety Related Status QA Report Not Complete

Detail

 Unresolved Issue

Shift

Staff

Click [Back](#) to go back to the narrative list and save this particular QA Narrative to the database.

Enter a check in the checkbox for the [Unresolved Issue](#) box if the item will require further action or confirmation.

Enter the [Shift](#) via the Shift dropdown (shifts are configured in the Administration | Contract Setup area).

Each narrative is linked to the QA Representative entering the comment (Blue Staff box).

To ensure consistency between offices, Districts often have certain mandatory narratives that must be included on every report. It is possible to create a QA report way off in the future that contains all the narratives, then use the "Copy Narratives from Previous Report" option to easily include the mandatory narratives without needing to manually select each one for every report.

7.1.5 Deficiencies

Deficiencies

2 Issued; 3 of 35 Verified Today

Deficiency Items by QA gives the Government a means to communicate to the Contractor comments resulting from an inspection, site visit, or various other reviews. This communication may be of a positive or negative nature. The comment can complement the Contractor and the workforce, or can document a problem, deficiency, or safety item. Using QA Comments function in RMS, the Government can draw the Contractor's attention to an overlooked item, faulty workmanship, or job site conditions, to name a few. If the comment is issued as an action item, the comment is placed on a QC list to be corrected by the Contractor, reported corrected by the Contractor, and then verified by the Government. The Government can then track the action until it is reported completed and the Government concurs that the action is complete satisfactory.

QA Daily Report No. 3341 Dated 06/03/2020 Wednesday - QC/QA Deficiencies

All Deficiencies		Issued - Not Corrected		Corrected - Not Verified		Verified	
All	616	All	467	All	30	All	119
QA	543	QA	419	QA	17	QA	107
QC	73	QC	48	QC	13	QC	12

QC/QA Deficiencies - Corrected

Search Export

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

Date Issued	Item No.	Location	Description	Date Corrected	Concur	Reissue	Status
> 01/21/2019 Monc	QA-00102	TestLocation	Testing	11/11/2019	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00103	TestLocation	Testing 2	11/11/2019	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00106			02/25/2020	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00107			05/04/2022	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00108			03/05/2020	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00109			03/05/2020	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00110			03/05/2020	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00111			06/15/2020	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00119			05/04/2022	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00120			04/28/2022	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required

QA/QC No. Status Safety

Deficiency History

The QA/QC Deficiencies area allows for various sorting based on All Deficiencies, Not Corrected, Corrected but not verified, and verified. Each one of these sorting options can be further sorted down to All, QA, or QC at the top. The default view is the Corrected – Not Verified view.

While individual items can be edited and added, RMS allows for a Concur or Reissue checkbox to be clicked on the selection view (not requiring the user to open the specific item).

An item needing concurrence is awaiting QA Verification and will be listed as QA Verification Required. Items verified will be listed as QA Concur Corrected. Items that set as reissued will be removed from the list and be sent back to the Contractor for corrections.

RMS allows copying of deficiencies from specific locations with use of the copy button.

Location

Select from all QA Deficiency items
 Select from #QA- to #QA-
 Copy #QA-
 Keyword Search

Click *Next* when the location and filtering options have been entered.

Date	QA/QC No.	Location	QA Rep	Status	Safety
02/15/2012	QA-00001		JAMES NEARY	QA Concurrs Corrected	No
03/02/2012	QA-00002		JAMES NEARY	QA Concurrs Corrected	No
04/09/2012	QA-00003	Electriad r	JAMES NEARY	QA Concurrs Corrected	No
04/09/2012	QA-00004	South ext wa	JAMES NEARY	QA Concurrs Corrected	No
04/12/2012	QA-00005	East side	JAMES NEARY	QA Concurrs Corrected	No
05/15/2012	QA-00006	Room 121	JAMES NEARY	QA Concurrs Corrected	No
05/15/2012	QA-00007	room 141	JAMES NEARY	QA Concurrs Corrected	No
05/24/2012	QA-00008	West Wall	JAMES NEARY	QA Concurrs Corrected	No
05/24/2012	QA-00009	room 148	JAMES NEARY	QA Concurrs Corrected	No
05/24/2012	QA-00010	Whole Buildi	JAMES NEARY	QA Concurrs Corrected	No
05/30/2012	QA-00011	G Line Wall	JAMES NEARY	QA Concurrs Corrected	No
05/30/2012	QA-00012	G Line	JAMES NEARY	QA Concurrs Corrected	No
06/07/2012	QA-00013	E line	JAMES NEARY	QA Concurrs Corrected	Yes
07/10/2012	QA-00014	C line from	JAMES NEARY	QA Concurrs Corrected	No
08/27/2012	QA-00015	G Line	JAMES NEARY	QA Concurrs Corrected	No
10/15/2012	QA-00016	Through out	JAMES NEARY	QA Concurrs Corrected	No
10/24/2012	QA-00017	Room 127	JAMES NEARY	QA Concurrs Corrected	No
11/01/2012	QA-00018	silt fence	JAMES NEARY	QA Concurrs Corrected	No
12/03/2012	QA-00019	North MSE	JAMES NEARY	QA Concurrs Corrected	No

QA/QC Comment: CMU block control joint in the center of the window

Adding a Deficiency brings up the screen displayed below:

QA Daily Report No. 3663 Dated 04/21/2021 - QA Deficiency QA-00537

Location: Select a location Safety Violation

Description of Deficiency Item:

Activity:

Staff:

Shift:

Deficiency QA-00537 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:

Title of Package	Package No.	Status

Revision History:

Status	Revised	Revised By

Similar to Narratives, choose the Shift, whether or not the deficiency is related to an activity, and at the top, locations can be added (typed in) or selected from the lookup. The lookup is a combined list of previously entered locations. Check the Safety Violation box if the issue is related to a safety violation.

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 (volume 1, section 2.4 of the government manual) for how to add documents to this document package.

The revision history in a newly created QA/QC deficiency or while editing a QA/QC deficiency, will show the following informational changes:

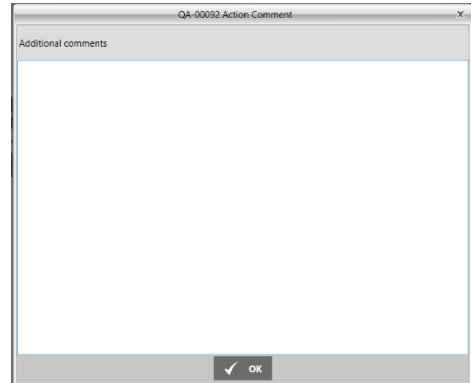
A Deficiency is added by way of either the *Add* button or the *Copy* button.

A Deficiency is corrected.

A Deficiency is marked as Concur.

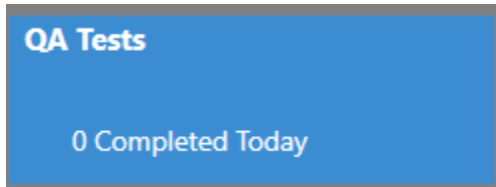
A Deficiency is returned or reissued.

Note: When a deficiency is marked corrected, concur, or reissue, a prompt is presented requiring a comment or explanation for the action. As seen on the right.



When the Contractor has reported that one or more Deficiency Items have been corrected, the Government is responsible to inspect and verify that it was corrected satisfactorily. If the Contractor has reported a Deficiency Item corrected, it will remain on the Pay Estimate Worksheet until this Verification is recorded. If the Contractor has not corrected the deficiency satisfactorily, the Worksheet will show as being an outstanding Contractor action item. However, if the Contractor has reported it corrected, and the Government has not recorded the results of this verification, it will show as an outstanding Government action.

7.1.6 QA Tests



Not only are Quality Control Test records required, but Government personnel must also perform Quality Assurance Tests and record the results of such tests. Engineering Regulation ER 1180-1-6 specifies the percentage of QC tests the QA should perform. This

selection affords RMS the ability to track and record this required data.

Section	QA Test	Description	Date Completed
*01 57 23*01 57 23	AT-00027	QATest1234	
*01 33 29*01 33 29	AT-00031		

Adding a QA Tests will display the below screen:

QA Test AT-00033

Section: <Not Set> Performed By:

Paragraph:

Description of QA Test:

Activity: <Not Set>

Date Performed:

QA Test AT-00033 Government: use this document manager to include a document package for this QA Test.

Document Packages

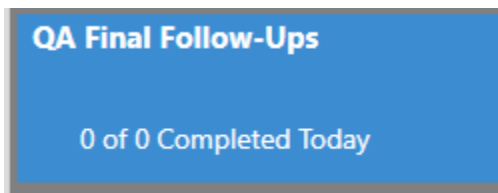
Add	Title of Package	Package No.	Status
Edit			
Delete			

This screen records the following information for this QA Test and should be filled out completely:

- Specification Section number and paragraph of the test
- Who will (or did) perform the test
- A full Description of the test and any relevant comments on the test
- The Pay Activity Number (Description will automatically appear)
- The date performed and Status of the Test (Pass / Fail / Awaiting Results)

Continue to Edit the QA Tests for as many tests that were accomplished for the days' report and push the [Close](#) button when complete.

7.1.7 Final Follow-Ups



RMS allows the Government Representative to document the Contractor's Quality Control efforts, successes, and failures. An effective and conscientious QC program will almost always result in a good quality project. When the Contractor has reported that one or more Pay Activities has been completed, the

Government is responsible to inspect and verify that the activities were completed satisfactorily. A satisfactorily completed activity is not always the sign of an acceptable QC program. The activity itself may be of outstanding quality (and even far exceed the minimum requirements of the contract), however, it may be more due to Government successes and not the Contractor's. In this case, the Contractor is rated with a less than Outstanding rating.

Note: The rating is for the Quality Control efforts, not the quality of the activity.

If the Contractor has reported an Activity complete, it will remain on the Pay Estimate Worksheet until this Final Follow-up Inspection is recorded. If the Contractor has not completed it satisfactorily, the Worksheet will show it being an outstanding Contractor action. However, if the Contractor has reported it completed, and the Government has not recorded the results of the Final Follow-up Inspection, it will show as an outstanding Government action. QA Final Follow-ups are ratings by the Quality Assurance Representative when the Contractor reports a pay activity complete. These individual QC ratings (one for each activity) will assist when determining the Contractors' overall Quality Control performance evaluation at the end of the contract. These ratings become the backup for the Contractor's final, or interim, performance evaluation. This is extremely important for substantiating an outstanding or unsatisfactory rating for the Contractor.

The Government enters the Rating Code and RMS will automatically populate the date of occurrence based on the date of the QA daily report.

QA Daily Report No. 3341 Dated 06/03/2020 Wednesday - QA Final Follow-ups				
Final Follow-Up	Activity No.	Description	QA Rating of Contractor's QC	RatingCode
<input type="checkbox"/>	A100010	Submit Fall Protection Plan		<ul style="list-style-type: none"> O - Outstanding QC A - Above Average QC S - Satisfactory QC U - Unsatisfactory QC N - Not Applicable

7.1.8 Verify QC Requirements

Verify QC Requirements

0 of 1 Verified Today

RMS titles this group of actions or contract requirements as *Verify QC Requirements*. Many of these actions are critical enough to be specifically verified by the Government. It would not be reasonable that the Government QA Staff be required to verify 100% of these actions, therefore only a representative number should

be selected from each of the categories as requiring specific verification from the QA Staff. This selection should take place during the initial planning stages of the contract, after the requirements are identified and coordinated with the Contractor's CQC Plan.

The first tab of this section is the Required Verifications – Summary Tab. It is intended to provide a quick overview for the Manager to see at a glance the number of each item and the percentage of each item that will be verified.

The QC Requirements appear in the Contractor's QC Daily Report screens, until they are updated and reported complete (with a passing grade if the requirement is a test). Just as with completed activities, once a QC Requirement is reported complete, it appears in the Government QA Report area to be verified if required. If the action taken by the Contractor complies with the requirement, the item is officially complete. If the requirement is reissued, it appears again in the Contractor's list and the cycle repeats itself.

QC Requirements - QA Daily Report No. 1860, 07/09/2018 - Monday

All QC Requirements
5

QC Tests
1

User Schools
2

Installed Property
1

Transfer Property
1

All QC Requirements

Add Edit Delete Search X Export

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

QA Date	QC Requirement	Description	Concur	Reissue
>	CT-00005	asdfasdfsadf	<input type="checkbox"/>	<input type="checkbox"/>
	IP-00002	asdfasdfsadf	<input type="checkbox"/>	<input type="checkbox"/>
	TP-00002	asdfasdfa	<input type="checkbox"/>	<input type="checkbox"/>
	US-00001		<input type="checkbox"/>	<input type="checkbox"/>
	US-00002		<input type="checkbox"/>	<input type="checkbox"/>

QCQA No. CT-00005 Section 01 45 01.10 Activity ID 01340

Description asdfasdfsadf

Indicate whether there is concurrence that the item is completed satisfactorily or reissue the item back to the Contractor for further action. The date of QA Daily Report will populate in the QA Date column once a checkbox is selected.

Note: The sorting tiles on the top (All QC Requirements, QC Tests, User Schools, Installed Property, and Transfer Property) will display only those types of QC requirements listed in the tile.

7.1.9 Labor Interviews

Labor Interviews

0 Held Today

Labor Standard Interviews are required by the U.S. Department of Labor and are to be performed periodically throughout the life of the contract. If the regional Wage Decision (Labor Rate Table) has been entered during the planning stages of the contract, RMS can pull in the correct hourly rate for the employee's labor classification and calculate the dollars due to the employee if not paid correctly. If the employee is paid less than the labor classification amount from the Wage Decision, RMS displays the rate Difference Due and the Amount Due in the appropriate blocks.

Note: Access to this module has been limited to user's who have completed the UPASS PII (Personally Identifiable Information, such as bank account numbers, phone numbers, SSN and other information used to identify a person) training. User's that log in to RMS using a CAC will have access to this module, however, users who log in with a username, must submit PII Training certification proof to the PII Admin for the user's district to obtain access to this module. To get access to PII in RMS, please contact the PII District Admin for the district. There is a list of all district PII Admin's on SharePoint accessible from a

government computer. A link to this list can also be provided from the RMS support center, please open a ticket entitled (list for PII district admins) to obtain this link.

After you conduct the interview and complete the appropriate form, enter the information into RMS by pushing the Add button (you may Delete or Edit a prior entry also).

Note: For OCONUS Contracts, Labor Interviews are not required for overseas contracts, although there are exceptions.

Daily Report 04/18/2019 Thursday - Labor Interviews			
Interview Date	Employer of Employee	Labor Classification	Interview Agrees with Payroll
04/07/2019 Sunday		ELECTRICAL SUPERVISOR	Yes
04/09/2019 Tuesday		TUG CAPTAIN	Undetermined
04/09/2019 Tuesday		CONSTRUCTION INSPECTOR	Yes

From the above screen users can [Add](#), [Edit](#), or [Delete](#) Labor Interviews.

From the information gathered from the employee, enter the name, address, classification, and hourly wage reported.

Note: While there is a document package provided for this area it is important not to upload anything with PII into RMS.

7.1.10 Mishap Reporting

Mishap Reporting

0 Mishaps Today

Construction Accident Reporting typically begins with the Contractor. The Contractor will first enter the details of the accident in Contractor Mode. The Government can then make comments on the accident in the Daily QA Report. The Government can also make comments on accidents that do not appear on the QC Report. For

example, if a Government Employee is injured not directly on the site of the work, the QA Report might address the issue in some detail.

It is important for the contractor to utilize their call chain and notify the government as soon as possible so the government can provide essential direction and assistance. The government will work with contractor to determine if the accident is reportable or recordable.

All Mishaps	Recordable Mishaps	Lost Time Mishaps	Mishaps This Date
1	0	0	0

Mishap Date	Mishap	Recordable Mishap	Lost Days	Report to Government
> 04/09/2019 Tuesday	Terrible Mishap.	No		0

Date: 4/9/2019

Description: Terrible Mishap.

Adding or editing a mishap will display the Mishap editing screen below:

A mishap is any unplanned, undesired event that occurs during the course of work being performed. The term "mishap" includes accidents, incidents and near misses.

Mishap Reported by QA

Date: 4/9/2019

Description: Terrible Mishap.

Recordable

Mishap Reports Shared: Complete a document package for this Mishap and submit it using this document package manager. The document package should include any applicable supporting documents related to the Mishap.

Document Packages

Add	Title of Package	Package No.	Status
Edit			
Delete			

Enter the following information: Description, a date, and whether the item was recordable. Document Packages are available for scanned documents or any other attachments.

Note: If recordable is checked additional information will such as, the lost days and the date it was reported to the district will be requested.

Recordable Lost Days: 0 Date Reported to District: Select a date

7.1.11 Completing the QA Daily Report

Completing the QA daily report is a multi-step process. There are two ways to complete the QA daily report. If multiple reports need to be completed at the same time, then the user can use the [Multi-Sign QA Daily Reports](#) option at the top of the QA Report list, to automatically complete the report. If there is only one report that needs to be completed, then the user can manually complete the report.

Once all information has been entered, it is possible to preview the report before it is submitted. To preview the report before completing it, click on the QA Daily Report button in the upper right corner. If everything looks correct, the first step to completing the report is to check the box at the bottom.

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

Government Mode Home
Contract Selection
Contract Menu

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QA Daily Report No. 987, 06/14/2022 - Tuesday

Project: Wideband Satellite Communications Center
Contract Number: W912DR-11-C-0033 W9123820F0130
Contractor: The Ranger Group

QA Weather
Weather Caused Critical Delay
Temperature Min 0 °F Max 0 °F
No Precipitation No Wind

Portion of Scheduled Day Suitable for Operations

Structural Excavation	Borrow Excavation	Embankment	Concrete	Structure
0 %	0 %	0 %	0 %	0 %

Has anything developed on the work which might lead to a change order or finding of fact?
 NO YES

Number of Government Employees

QA Daily Report No. 0987 COE: Complete a document package for this QA daily report and submit it using this document package manager.

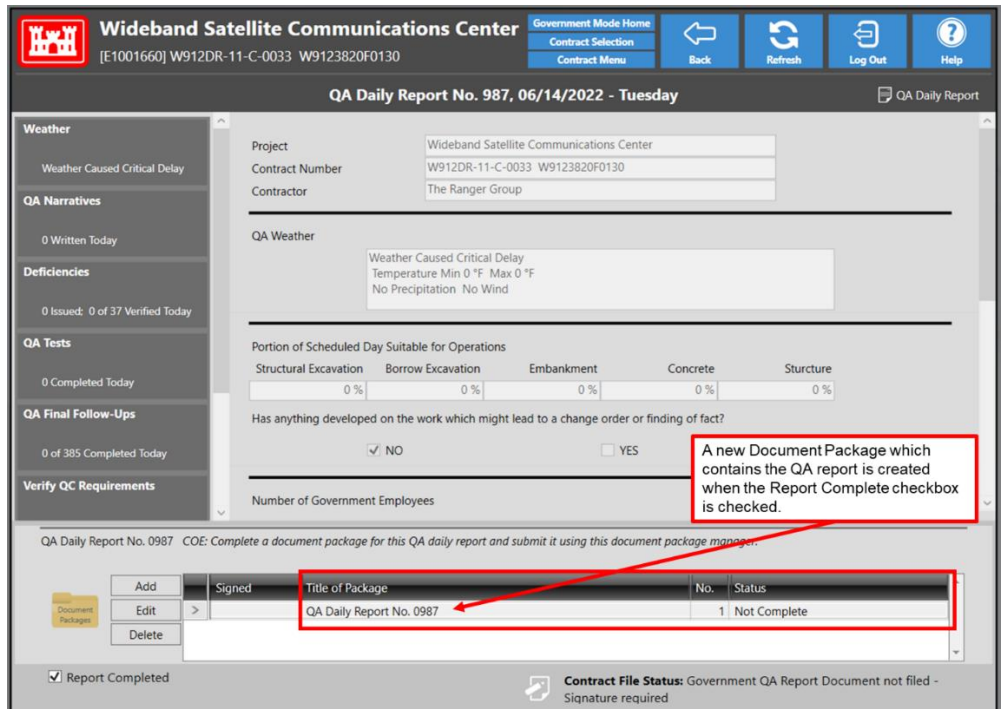
Add	Signed	Title of Package	No.	Status
		QA Daily Report No. 0987	1	Not Complete

Report Completed
 Not Required

Contract File Status: Government QA Report
 Contract File Status: Contractor QC Reports

Note: The report is still not complete, the QA report must still be signed by both the QA representative and the Project engineer before the report will be sent to PCF to complete the report.

Once this checkbox has been checked, RMS will create the QA report and place it in a new document package, as seen below:



The QA representative will now need to go into the document package to sign the report. Please see the section on Documents packages in Volume 1 of this manual for directions on signing this report.

Note: When signing as the QA representative, make sure to change the signature location to QA rep, see the section on document packages in volume 1 of this manual for instructions.

The final step in completing the report, is for the Project Engineer to sign the QA report and complete the document package. Once the document package is complete, the report is complete. To confirm a QA report is complete, the QA Status will display 'Accepted and transferred to PCF'.

Report No.	QA Report Date	QA Weather Reported	QA Report Status
3,488	10/28/2020 Wed	Previous Weather - Critical Delay	Accepted and transferred to PCF

7.1.11.1 Multi-Sign QA Daily Reports

There are two signatures on the daily report, the QA representative, and the Project Engineer. The Project Engineer signature is the one that will complete the document package and send it off to PCF.

To sign multiple reports at a time, navigate to the QA Daily Reports module under the QA/QC tab and choose [Multi-Sign Daily Reports](#).

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 Contract Selection
 Contract Menu

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All Daily QA Reports: 871
 Completed QA Reports: 728
 Not Completed QA Reports: 99
 Not Required: 44

Multi-Sign Daily Reports

Report No.	QA Report Date	QA Weather Reported	QA Report Status	QC Report Status	Contains Signed Document	QA PCF Status
988	06/15/2022	Wedn: Weather Caused Non-Critical Delay	Completed		<input type="checkbox"/>	
987	06/14/2022	Tuesdi: Weather Caused Critical Delay	Completed		<input type="checkbox"/>	
985	06/12/2022	Sunda: Weather Caused No Delay	Completed		<input type="checkbox"/>	
983	06/10/2022	Friday: Weather Caused No Delay	Completed		<input checked="" type="checkbox"/>	
4,063	05/26/2022	Thursc: Weather Caused No Delay	Not Completed		<input type="checkbox"/>	
4,060	05/23/2022	Mondi: Weather Not Entered	Not Completed	Completed - Received by the Go	<input type="checkbox"/>	
4,055	05/18/2022	Wedn: Weather Caused Critical Delay	Not Completed		<input type="checkbox"/>	
4,042	05/05/2022	Thursc: Weather Caused No Delay	Accepted and Ready to transfer t		<input checked="" type="checkbox"/>	PCF Ready

The first signature is the QA Rep signature. To sign as the QA Rep, click on the blue sort tile *Ready to Sign QA Rep Reports*.

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 Contract Selection
 Contract Menu

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Ready to Sign QA Rep Reports: 32
 Ready to Sign Project Engineer Reports: 93

Sign as QA Rep. Sign as Proj Eng.

Next, select all the reports that need to be signed by the QA Rep by clicking on the checkboxes to the left of the report. When all desired reports are selected, click on the *Sign as QA Rep*.

After all desired reports are selected, click Sign as QA Rep.

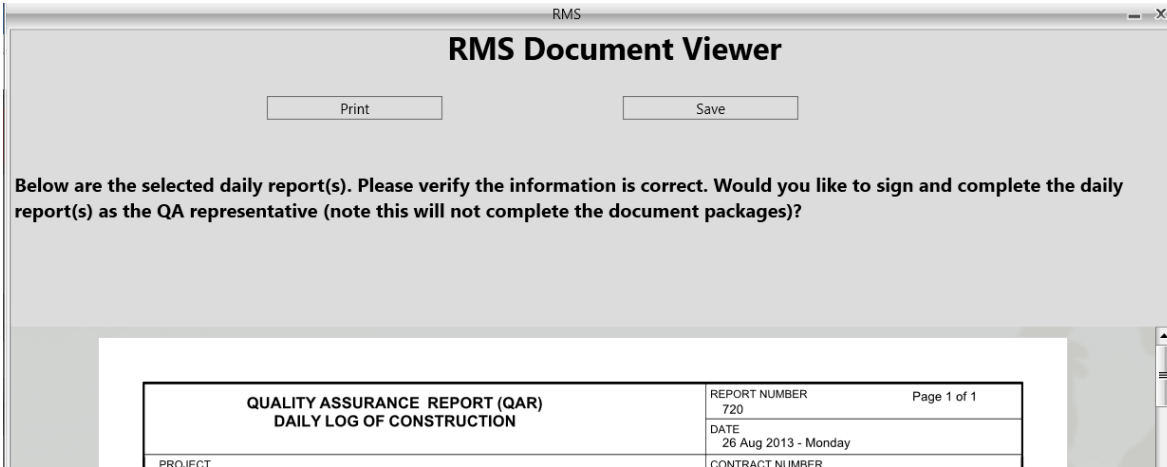
Sign as QA Rep. Sign as Proj Eng.

Report No.	QA Report Date	QA Weather Reported	QA Report Status	QC Report Status	Contains Signed Document	Last Signatu re on
<input checked="" type="checkbox"/>	4,063	05/26/2022 Thurs: Weather Caused No Delay	Not Completed		<input type="checkbox"/>	No Signatu re on
<input checked="" type="checkbox"/>	4,055	05/18/2022 Wedn: Weather Caused Critical Delay	Not Completed		<input type="checkbox"/>	No Signatu re on
<input checked="" type="checkbox"/>	3,992	03/23/2022 Tuesd: Weather Caused No Delay	Not Completed	Accepted and Ready to transfer	<input type="checkbox"/>	No Signatu re on
<input checked="" type="checkbox"/>	3,214	01/20/2020 Tuesc: Weather Caused No Delay	Not Completed		<input type="checkbox"/>	No Signatu re on
<input type="checkbox"/>	168	07/19/2018 Thurs: Weather Caused No Delay	Not Completed	Accepted and transferred to PCF	<input type="checkbox"/>	No Signatu re on

Click the checkboxes to select multiple reports.

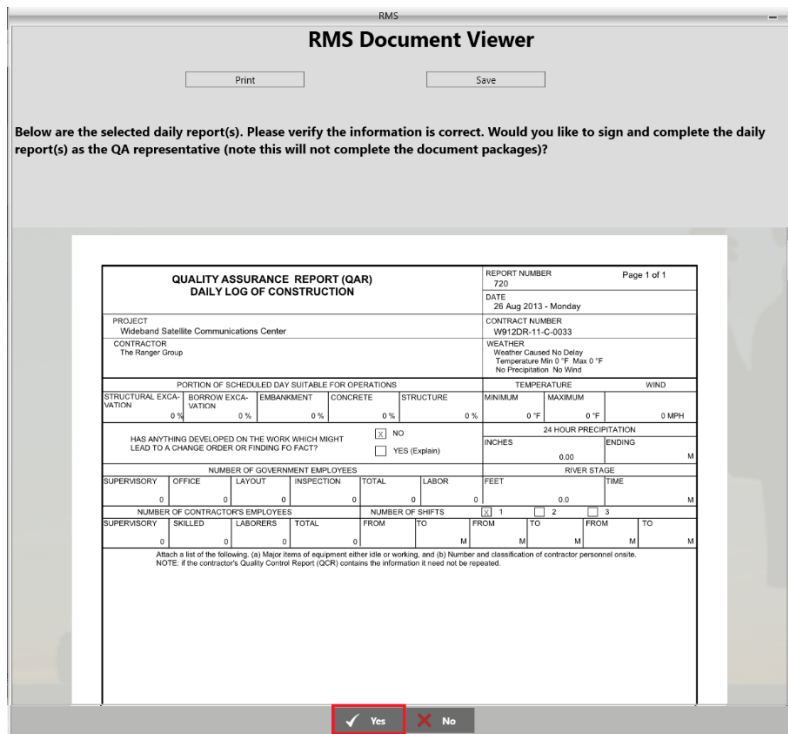
Note: Only reports that have NOT been marked as completed will display in this list. If a QA report has multiple document packages, then the report will display in this list twice.

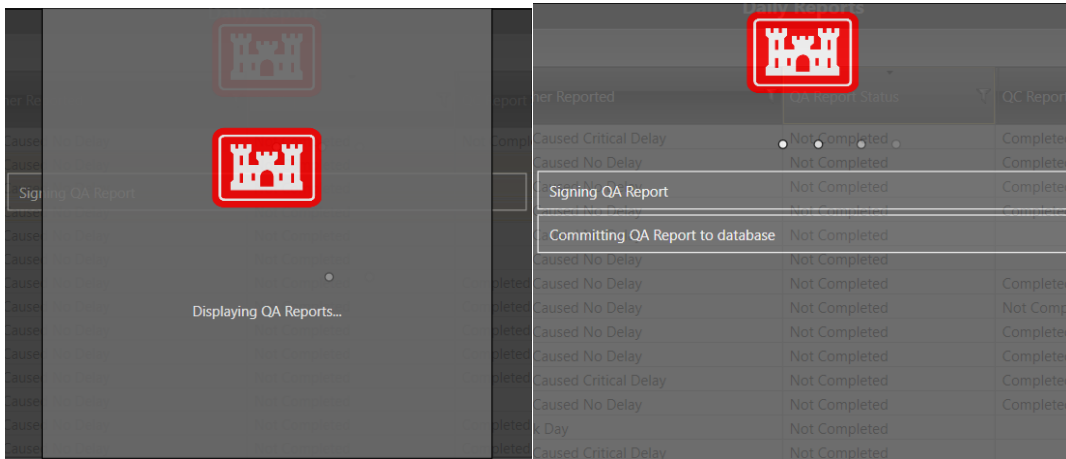
After clicking on the *Sign as QA Rep*, RMS will display a preview of all the reports that will be signed.



Note: Signatures will not display in this preview of the reports as the signatures have not been applied yet. After the signatures have been applied, the signatures can be viewed by going into the individual report’s document package.

Once you have reviewed all the reports, click on **Yes** to finish signing the reports. A prompt for the user’s pin (if user is logged in with a CAC) or a password (if user is logged in with an email account) will display. After the pin/password has been entered, the screen will display the process of signing the documents.





The amount of time it takes for this process depends on the number and size of reports and the user's connection to RMS servers.

Once the QA Rep has signed the report, the project engineer can now sign and complete the documents to send to PCF. Back on the Multi-Sign Reports page, click on the blue sort tile for [Ready to Sign Project Engineer Reports](#).

Wideband Satellite Communications Center

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Ready to Sign QA Rep Reports

32

Ready to Sign Project Engineer Reports

93

Sign as QA Rep.
Sign as Proj Eng.

Ready to Sign Project Engineer Reports

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

Report No.	QA Report Date	QA Weather Reported	QA Report Status	QC Report Status	Contains Signed Document	Last Signature on
988	06/15/2022 Wedn	Weather Caused Non-Critical Delay	Completed		<input type="checkbox"/>	No Signatur
987	06/14/2022 Tuesd	Weather Caused Critical Delay	Completed		<input type="checkbox"/>	No Signatur
985	06/12/2022 Sunda	Weather Caused No Delay	Completed		<input type="checkbox"/>	No Signatur
983	06/10/2022 Friday	Weather Caused No Delay	Completed		<input type="checkbox"/>	Civil QA Rep
4,038	05/01/2022 Sunda	Weather Caused No Delay	Completed	Not Completed by Contractor	<input type="checkbox"/>	Civil QA Rep

Search

Export

Note: Only reports that have been completed (occurs when signed by the QA Rep) but still has an open/uncompleted document package will display in this list. If there are two document packages in a report, then the report will show in this list twice. The user will need to go into that report and delete the extra document package before continuing.

Use the checkboxes to the left of the reports to select the multiple reports to be signed, as seen in signing as the QA Rep. Once all desired reports are selected, click on the [Sign as Proj Eng.](#) button to begin the process of signing the reports. The process is the same as the process for signing as the QA rep. Once the reports have been signed, the document package will be marked as complete, and the documents will be ready to send to PCF.

7.2 QC Daily Reports

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>		

The [QC Daily Report](#) module allows the USACE Representative for the contract to view the QC Dailies that the Contractor enters and completes in Contractor Mode.

Note: In the QA Daily Report, when inside of a QA Daily, if the corresponding QC Daily Report is completed, on the top right corner of the daily report, the QC Report can be accessed (see below):

Back to the QC Daily Report module:

All Daily QC Reports	Completed QC Reports	Not Completed QC Reports	All Dredge Reports	Complete Dredge Reports	Incomplete Dredge Reports
974	22	82	65	19	46

Daily Reports							
Report No.	QC Report Date	QC Weather Reported	QC Report Status	Return to Contractor	QC PCF Status	Contains Signed Documents	
1,086	09/21/2022	Wednes	Weather Not Entered	Not Completed by Contractor			
1,032	07/29/2022	Friday	Weather Caused No Delay	Completed - Received by the Gov't			
995	06/22/2022	Wednes	Weather Caused No Delay	Not Completed by Contractor			<input checked="" type="checkbox"/>
4,075	06/07/2022	Tuesday	Weather Caused Critical Delay	Not Completed by Contractor			
4,060	05/23/2022	Monday	Weather Caused No Delay	Completed - Received by the Gov't			
4,049	05/12/2022	Thursday	Weather Caused Critical Delay	Completed - Received by the Gov't			
4,041	05/04/2022	Wednes	Weather Not Entered	Not Completed by Contractor			
4,040	05/03/2022	Tuesday	Weather Caused No Delay	Accepted and Ready to transfer to Pi	PCF Ready		<input checked="" type="checkbox"/>
4,039	05/02/2022	Monday	Weather Caused Critical Delay	Completed - Received by the Gov't			

Note: If the contract is a dredging contract, the blue sort options on the top will display the Dredge sort options as seen in the figure above. Otherwise, the only options available will be **All Daily QC Reports**, **Completed QC Reports**, and **Not Completed QC Reports**.

The *Return to Contractor* option is greyed out on the *All Reports* tab. To mass return reports for correction, click on the Completed QC Reports sorting option and the *Return to Contractor* checkbox will activate:

All Daily QC Reports	Completed QC Reports	Not Completed QC Reports	All Dredge Reports	Complete Dredge Reports	Incomplete Dredge Reports
974	22	82	65	19	46

Completed QC Reports						
Report No.	QC Report Date	QC Weather Reported	QC Report Status	Return to Contractor	QC PCF Status	Contains Signed Documents
1,032	07/29/2022 Friday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>		<input type="checkbox"/>
4,060	05/23/2022 Monday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>		<input type="checkbox"/>
4,049	05/12/2022 Thursday	Weather Caused Critical Delay	Completed - Received by the Gov't	<input type="checkbox"/>		<input type="checkbox"/>
4,039	05/02/2022 Monday	Weather Caused Critical Delay	Completed - Received by the Gov't	<input type="checkbox"/>		<input type="checkbox"/>
4,000	03/24/2022 Thursday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>		<input type="checkbox"/>
3,993	03/17/2022 Thursday	Weather Caused Critical Delay	Completed - Received by the Gov't	<input type="checkbox"/>		<input checked="" type="checkbox"/>
3,989	03/13/2022 Sunday	Other - Explain	Completed - Received by the Gov't	<input type="checkbox"/>		<input type="checkbox"/>
3,987	03/11/2022 Friday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Editing a daily report displays the following screen and allows the USACE Representative to view the daily report as well as the signed QC Report (if the contractor signed the daily report in the document package):

QC Daily Report No. 3242, 02/25/2020 - Tuesday

Weather

Weather Caused No Delay

QC Narratives

0 Written Today

QC/QA Deficiencies

1 of 454 Corrected Today

QC Requirements

0 of 57 Completed Today

Prep/Initial Inspections

0 Prep, 0 Initial Today

Activities Started/Finished

0 Started, 0 Finished Today

Contractors on Site

Project: Wideband Satellite Communications Center

Contract Number: W912DR-11-C-0033

Contractor: The Ranger Group Full Name

QC Weather

Weather Caused No Delay
Temperature Min 0 °F Max 0 °F
No Precipitation No Wind

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

QC Daily Report No. 3242 CONTRACTOR: Complete a document package for this QC daily report and submit it using this document package manager.

	Title of Package	Package No.	Status
Add			
View	> QC Daily Report No. 3242	1	Not Complete
Delete			

Report Completed
 Not Required

Return to Contractor for Corrections

Contract File Status: Government QA Report not complete
 Contract File Status: Contractor QC Reports not complete

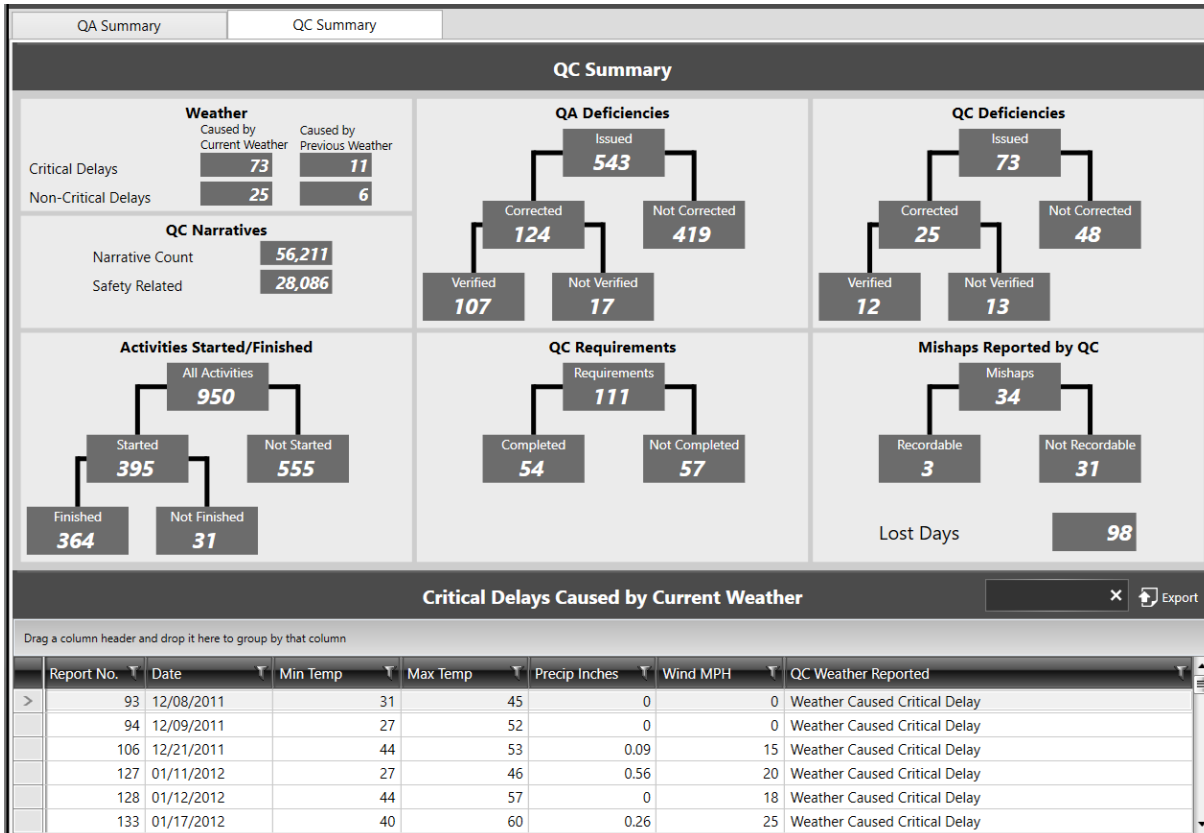
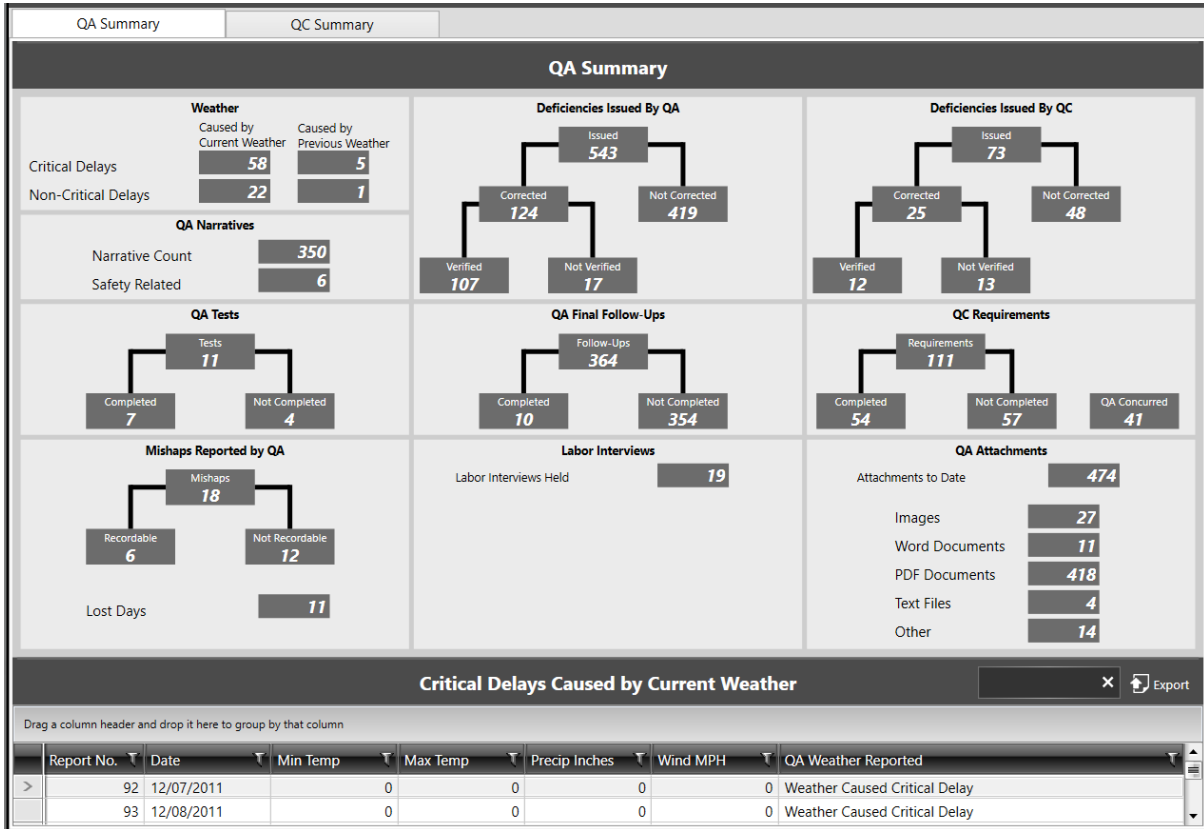
To complete the review of the QC daily report, the government will need to go into the document package, sign any necessary attached documents (refer to the district policy to determine if a document needs to be signed or not) and then accept the document package. Once the document package has been accepted the documents can then be sent to PCF. For directions on accepting and signing documents in the document package, please see the Document Package section in volume 1 of this manual.

Note: If the document package status shows not complete, then the contractor did not complete the document package, and the government will need to inform the contractor that they need to complete the document package before the government can review the report.

7.3 QA/QC Summary

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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 DFOV 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>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>						

The QA/QC Summary module is designed to provide an overall visual of all the dailies from both the QA and QC side. Each box can be clicked on, and the list below will show items in that list. For example, clicking on Deficiencies issued by QA | Corrected will list those 4 Corrected deficiencies below.



7.4 Weather Delays

The Weather Delays module presents the weather delays for the month at a glance. A *Weather Delay* occurs when more than 50% of a 24-hour period is unsuitable for the work in progress. In addition, severe weather, such as rain, may impact the days following the actual weather occurrence.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>						

When the module is first opened, the users is presented with the list of all months starting from the NTP date to the current date. This list includes a summary of each month.

Weather Delays by Month					
First of Month	Days with Critical Weather Delays	Anticipated Days	Calendar Days Due Contractor	Status	
> Apr 2019	0	56	0	In Review	
Mar 2019	0	55	0	In Review	
Feb 2019	0	53	0	In Review	
Oct 2018	0	92	0	In Review	
Jul 2018	0	55	0	In Review	
Jan 2017	0	53	0	In Review	

Days with Critical Weather Delays: is the number of days weather work was not completed due to weather.

Anticipated Days: is the number of days where it was anticipated that work would be delayed due to previous weather impacts.

Calendar Days Due to Contractor: is a calculated number based on the anticipated versus critical weather delays. It is the number of days the contractor is due back because of unanticipated weather.

Status: **In Review** or **Review Complete**. When the government is still analyzing or has yet to analyze the month, the status will remain **In Review**. Once the government has completed analysis and marked the month complete, the status changes to **Review Complete**.

May 2012													
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							
29	30	Weather caused No Delay	1	Weather caused No Delay	2	Weather caused No Delay	3	Weather caused No Delay	4	Non Work Day	5		
Non Work Day	6	Weather caused No Delay	7	Weather caused No Delay	8	QA: Weather caused Non-Critical Delay QC: Weather caused No Delay	9	Weather caused No Delay	10	Weather caused No Delay	11	Non Work Day	12
Non Work Day	13	Weather caused Critical Delay	14	Weather caused Critical Delay	15	Weather caused No Delay	16	Weather caused No Delay	17	Weather caused No Delay	18	Non Work Day	19
Non Work Day	20	Weather caused Critical Delay	21	QA: Weather caused Critical Delay QC: Weather caused No Delay	22	Weather caused Critical Delay	23	Weather caused No Delay	24	Weather caused No Delay	25	Non Work Day	26
Non Work Day	27	Non Work Day	28	Weather caused No Delay	29	Weather caused No Delay	30	Weather caused No Delay	31	1	2		

Weather Review	Work Days Due	Calendar Days Due
<input type="radio"/> In Review <input checked="" type="radio"/> Review Completed	Work Days Lost Due to Weather: 4 days Anticipated Work Days Lost: 3 days Work Days Due Contractor: 1 day	Work Days Per Week: 4 days Weeks Due Contractor (1/4): 0.25 weeks Calendar Days Due (0.25 x 7): 2 days

This is the view for May 2012 for a contract. It displays the comparison between the QA and QC daily reports on weather status and will display if there is any difference between the two reports.

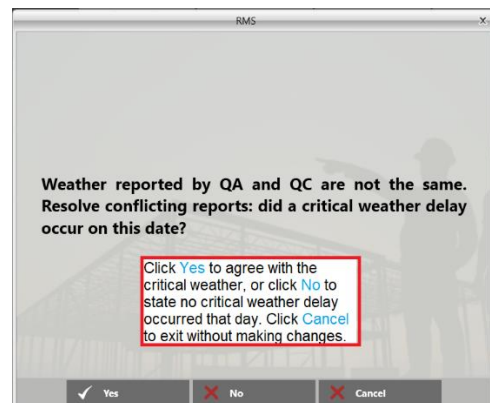
Note: The system now allows the weather review to be completed without QA Reports.

7.4.1 Completing the Weather Delays

On the Data Grid called Weather Delays by Month, double-click on the Month Record to see a calendar view of weather recorded for each day of the month, as seen above.

Days that have entries for both the QA and QC reports showing for a single day, have different entries for the weather for that day and represent a conflict. By clicking on the unresolved item on the calendar, a message window appears asking if there was indeed a weather delay.

Note: both the QA and QC reports need to reflect the same information in order to complete the review of weather delays for that month.



7.4.2 Completing a Weather Delay Modification

If weather delay results in time due to the contractor, a weather delay modification may need to be created to increase the duration of the contract.

Note: The weather delay module must be completed for the month that the delay occurred in prior to the dates populating the BCD area. To edit the BCD item further, double-click on the item.

Completing a weather modification is done in two parts. The first part is creating a change request. A change request is generated in anticipation of a potential or real modification to the contract. The process generates what is known as a Basic Change Document or BCD. The BCD describes the change, the reason it is necessary, the initial estimated cost, and the time impact. The second part is creating a formal modification that may become part of the contract. To complete a weather modification, navigate to the Finances Tab, then to the Contract Changes module. Click [Add](#).

Change Request No	Change Request Title	Reason Code	Status	Reference No	Change Amount	Change Days	Mod Age
AA	Fire Protection System Upgrade	7	6	R00004	\$197,588.36	0	42
AB	TR Closet Requirements	1	6	R00006	\$12,475.21	0	78
AC	Enclose FCU Wall Openings	1	6	R00001	\$10,173.00	0	35
AD	Duct Work Changes for Room 159	1	6	R00009	\$8,236.53	0	99

This menu displays different types of change requests. Select Add New Change Request for a Weather Modification and click next.

Add New Change Request

Select the type of change request you would like to add from the available options below.

- Add new Single Part Change Request
- Add new First Part of a Multiple Part Change Request
- Add new Subsequent Part (2,3,...) of a Multiple Part Change Request
- Add new Change Request for a Weather Modification

From here, choose the dates that the Weather Modification will cover for the contract period. If there were adverse weather delays in the month of January select a from date towards the beginning of the month and a through date towards the end of the month.

Add New Change Request

No existing weather mods entered. Contract Awarded on 4/28/2011 12:00:00 AM

Create Weather Modification covering Contract Period

From: 5/1/2021 15
 Through: 5/31/2021 15

Enter a unique and valid Change Request Number for the new weather change below and date range. Reason code will be set to E.

Change Request No: NCO01

Specification Section:

Alter the change request number by typing in a unique and valid change request number in the change request number field.

The reason code will automatically be set to E, which stands for Excusable Delay for no fault. Add a specific section to reference this change request by clicking *Select a Specification* button or leave this section blank. Then click *Finish* at the bottom right of the screen.

For this type of contract change, the **Description** section automatically creates a BCD item that will display a description of the change as seen at the bottom. If this table is not populating with information, most likely the weather delays for that month have not been completed yet.

Change Request 12364

BCD

Inception | Description | Status/Funding | Claims/Disputes | Supporting Documents

Add Edit Delete **Change Request Description Items** Export

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

BCD Item No.	Change Item Title	Specification Paragraph No.	Contract Drawing No.	Initial Estimate	Time
> 01	Weather Time Extension Apr 12 - Apr 12	01 30 00.24		\$0.00	0

Change Includes Adjustments to Quantities on Existing CLINs Initial Estimate: \$0.00 0

BCD Item No. 1 Change Item Title Weather Time Extension Apr 12 - Apr 12

DESCRIPTION OF CHANGE
 This modification extends the time for performance allowed under Specification Section 01 30 00.24 for delays caused by adverse weather in excess of anticipated during the period 01 April 2012 through 30 April 2012. The following table summarizes adverse weather days:

Month & Year	Days Caused by Weather Delay	Anticipated Weather Delay Days	Work Days Exceeding Anticipated	Calendar Days Due Contractor
Apr 12	3	3	0	0

NECESSITY FOR CHANGE
 This Defaults Clause addresses no-cost time extensions for delays beyond the fault and control of

From here the user can edit the BCD item by double clicking on the title of the item and then add or subtract information as needed.

For further instructions on completing a contract change or linking it to a modification, see sections 6.6 Contract Changes or 6.7 Contract Modifications in Volume II of the government manual.

7.5 Features of Work

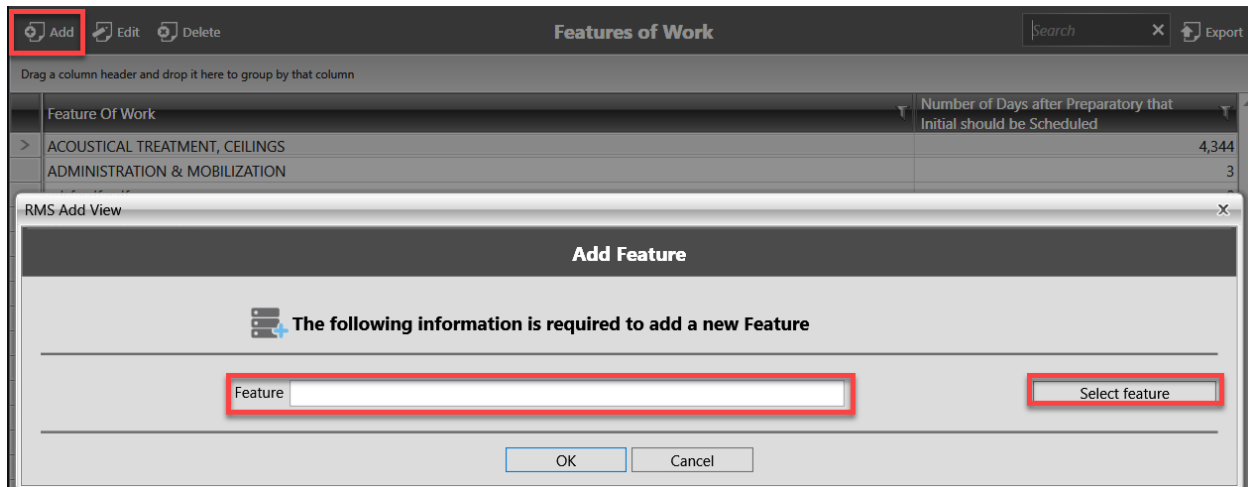
Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>						

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

Features of Work		Number of Days after Preparatory that Initial should be Scheduled
>	ACCOUSTICAL CEILING	0
	ADMINISTRATION	4
	asdfsdfse	0
	BUILDING CONCRETE	0
	CAISSONS & PILING	4
	CAULKING & SEALANTS	4
	CONCRETE	0
	Contractor Test Add	0
	DAMPROOFING /WATERPROOFING	3
	DOORS & HARDWARE	0
	DRYWALL	0
	ELECTRICAL	0
	FENCE & GATES	0
	FINISH CARPENTRY	0
	FIRESTOPPING	0
	HVAC	0
	INSULATION	0
	LANDSCAPING	0

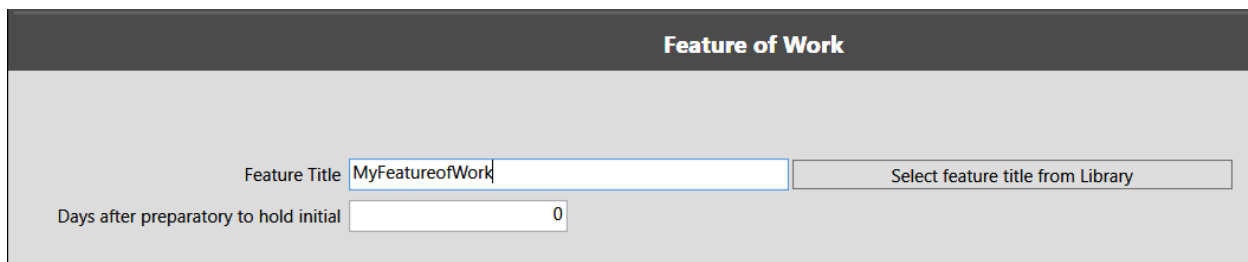
Press the **Add** button to create each *Feature of Work*. Then, enter the data in the pop-up screen by using the lookup provided, or by typing directly into the cells. Close the window when completed and repeat as needed.

Adding a feature of work:



Note: Users can either enter the Feature of Work manually, by selecting from a library of pre-entered features of work or the Features of work (FOW) 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.

Once a title is entered – the Feature Edit Screen allows entry of a count of days to hold initial preparatory:



The planned number of days between the Preparatory and Initial Inspection should be carefully selected. The Initial Inspection always takes place following the Preparatory Inspection, but AFTER a representative sample of the work has been placed. This is to ensure that the quality and workmanship reflect the agreements reached and discussions that took place during the Preparatory Inspection meeting.

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

Within RMS, Features of Work are tied to 3-phase inspection checks. As such, Features of Work are an integral part to the power of the RMS Inspection Check sheets and should be thought through quite carefully.

Note: Feature type is user defined. This is not predefined by the system. It is very important that you and your contractor use a uniform description of the work described under each Feature type. This will help to remove any confusion of descriptions listed on reports and checks.

7.6 Three Phase Inspections

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>		Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>					

As part of the contractor’s QC Plan, Definable Features of Work for a construction contract are identified by the contractor to plan Preparatory, Initial and Follow-Up inspections of the work.

Most construction contracts (even those with 1000’s to tens of 1000’s of work activities) have fewer than 30 features of work. This rolled up feature schedule makes an excellent schedule for easily monitoring the progress on a contract. The customers find this schedule very easy to understand.

This section can also be used to help build an agenda of items to talk about during the Preparatory, Initial and Final Follow Up meetings for each feature of work, depending on district policy. Once data is entered into this module, there are multiple reports that users can use to assist with planning meeting agendas.

All Reports	Administration Reports	Financial Reports	QA/QC Reports	Submittal Reports	Schedule Reports	Closeout Reports
84	12	24	29	6	8	5

Contract Reports				thre	Export
Report Title	Report Menu	Author	Developed By		
Grouped by: Report Menu					
^ QAQC					
>	Three Phase Control Schedule	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	

Click Edit to edit a Feature of Work to add either Preparatory, Initial, or Follow-Up Checks:

A/C SYSTEM, UNITARY TYPE - Checks

All Checks 15

Preparatory

All 10

Drawing Specification 1

Repetitive Deficiencies 8

Inspection Check 1

Job Site Safety 0

QA Evaluation 0

Initial

All 4

Inspection Check 3

Job Site Safety 1

QA Evaluation 0

Final Follow-up

All 1

Inspection Check 0

QA Evaluation 1

All Checks Search Export

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

Check No.	Check Type	Check
E1C00007	Preparatory - Inspection Check	check
E1G00001	Initial - Inspection Check	ghv
E1G00003	Initial - Job Site Safety	Insure that protective caps are placed on all vertical protruding rebars.
E1G00004	Initial - Inspection Check	Check all reinforcement. Emphasize corner bars, stirrup spacing, positioning, adequate clearan...
E1G00005	Preparatory - Repetitive Deficiencies	Excessive rust and mill scale on the reinforcing steel.
E1G00006	Preparatory - Repetitive Deficiencies	Reinforcement not properly positioned.
E1G00007	Preparatory - Repetitive Deficiencies	Insufficient concrete cover of reinforcing steel. An occasional issue that comes up on our proj...
E1G00008	Preparatory - Drawings / Specification	Review Shop Drawings and verify that if METRIC reinforcing bar sizes are specified, the proper...

Inspection Checks - A/C SYSTEM, CONTRACTOR: Complete a Three Phase Inspection document package for this work activity and submit it using this document package UNITARY TYPE manager.

Document Packages

Add

Edit

Delete

Title of Package	Package No.	Status
Inspection Checks - A/C SYSTEM, UNITARY TYPE	1	Not Complete

Inspection Checks - A/C SYSTEM, GOVERNMENT: Complete a Three Phase Inspection document package for this work activity using this document package manager. The UNITARY TYPE document package should include any applicable supporting documents.

Document Packages

Add

Edit

Delete

Title of Package	Package No.	Status

Note: Checks can be sorted by All Checks, Preparatory, Initial, or Final Follow-Up and even then further filtered down based on check type.

Add
 Edit
 Delete

- 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

Adding a check allows users to manually add inspection checks, copy from libraries, or from another contract. At the bottom of the screen, there is a Contractor document package and a Government document package for attachments.

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Note: Usually the contractor that enters this data in Contractor Mode.

7.7 Hazard Analysis

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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 DFWO 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>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>						

The Hazard Analysis module is used to record descriptions of hazards and the related work activity. The 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 EM 385-1-1, Safety and Health Requirements Manual, detailed project-specific hazards and controls must be provided in AHAs for each definable feature of work (DFWO). No work can begin on a DFWO 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 the Contractor, and subcontractor(s) performing the particular DFWO, and Government on-site representatives at preparatory and initial control phase meetings.

Hazard Analysis		
Activity Hazard Analysis	Status	Approver
> Cold Formed Metal	Not Complete	
cement	Not Complete	

Activity Hazard Analysis

Activity Hazard Analysis Title: This is a Hazard!

Description: This is the description of a Hazard. Make sure to set the feature of work below! The contractor will set the status and submit this to the Government for approval!

Feature of Work: <Not Set>

AHA - This is a Hazard! 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

Status: Not Complete

The status is greyed out because this is a field that the contractor enters.

The contractor in Contractor Mode will see this:

A screenshot of a web form. At the top, there is a label 'Status' followed by a text input field containing the text 'Not Complete'. Below this field is a button labeled 'Submit for Government Review'.

Once the Hazard Analysis is submitted, the Government will see:

Activity Hazard Analysis	Status	Approver
This is a Hazard!	In Review	

A screenshot of a web form. At the top, there is a label 'Status' followed by a text input field containing the text 'In Review'. Below this field are two buttons: 'Return for Corrections' and 'Accept Hazard Analysis'.

This allows the Government to either accept the analysis or return it for corrections.

7.8 QC Requirements

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>		

QC Requirements is the collective term given to contract requirements for QC Tests, User Schools, Installed Property and Transfer Property. The contractor is 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.

All QC Requirements		QC Tests		User Schools		Installed Property		Transfer Property	
79		52		10		12		5	
Add Edit Delete All QC Requirements Search Export									
Drag a column header and drop it here to group by that column									
Section	QC Requirement	Location	Description	QC Date	Completed				
"01 33 00"01 33 00	CT-00006	Mech Rm 1	190327 Additional Activity reference - FM 200 Pressu...	12/01/2018	✓				
26 51 00	CT-00007	More Money	Domstic Cold Water in bathrooms 127 & 128 tested a...	12/01/2018	✓				
31 00 00	CT-00008	Mech Rm 1	Domestic water in Mech Room #1 tested at 100 PSI f...	03/01/2018	✓				
09 68 00	CT-00009	WSOC/ SATCOM	FM200 Meggar Test passed	01/13/2020	✓				
01 51 00	CT-00010	test	Chilled & Hot Water and Gas piping pressure test	11/13/2017	✓				
01 31 19	CT-00014	asdfasfas	Test completed box	12/21/2018	✓				
01 05 00	CT-00019	Mech Room 2	There is an issue. RMS support please fix issue	02/22/2018	✓				
10 28 13	CT-00020	Mech Room 2	These are toilet accessories. For the toilet.	01/24/2018	✓				
000001	CT-00021	CA	Requirement needed by 12/13/2020	02/01/2018	✓				
23 81 23.00 20	CT-00022	Mech Room 2	Something to test	01/14/2019	✓				
00 00 01	CT-00023	Mech Room 2	Testing 2	06/03/2019	✓				
12 93 00	CT-00024	Mech Rm 1	03/02/2018	01/14/2019	✓				
33 82 00	CT-00025	WSOC/ SATCOM	Storm sewer flush / inspect	01/27/2018	✓				
32 31 26	CT-00026	CA	Wire fences and gates	01/27/2018	✓				
07 22 00	CT-00027	WSOC/ SATCOM	Roof and deck insulation	01/27/2018	✓				
05 30 00	CT-00028	CA	Steel decks	02/22/2018	✓				
000003	CT-00029	test		02/22/2018	✓				
"01 91 00.15"01 91 0	CT-00031	Mech Room 2		02/22/2018	✓				
01 20 00	CT-00038	CA		02/22/2018	✓				
02 41 00	CT-00041	Mech Room 2	Demobilize Const Office	02/22/2018	✓				
00 00 01	CT-00046		RMS Support QC TEST	11/23/2018	✓				
07 84 00	CT-00047			11/23/2018	✓				
	CT-00048			11/23/2018	✓				

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 government responsibility verify that the contractor has developed a complete list of all QC tests and enter it in RMS3, those required by the contract, as well as those used 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.

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 is installed or used during performance of the contract. It also includes spare parts and supplies that

are furnished by the contractor 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.

7.9 Equipment Checks

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>		Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>					

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.

Equipment ID	Make & Model	Serial No.	Description	Equipment is safe	Last Inspected
00000001	Mikasa MRH 800GS	R 4807	Walk Behind Roller/Compactor (Commercial Scapes)	Yes	10/25/2011
00000002	New Holland LS185B	NSN409970	Skid Steer (Commercial Scapes)	Yes	02/22/2018
00000003	Caterpillar 3025	4ZW00978	Mini Excavator - R. W. Warner	Yes	02/15/2018
00000004	Bobcat Truck Skidloader	BC 1217	Bobcat Truck Skidloader (RH)	Yes	12/12/2011
00000005	Cat Truck Loader/Root	TL-900/963	Cat Truck Loader/Root Rake	Yes	12/12/2011
00000006	IRR626 Smooth Drum I	IRR626	IRR626 Smooth Drum Roller	Yes	12/12/2011
00000007	John Deere	1179 550	REMOVE	Yes	12/15/2011
00000008	Tree Saw - CJ Miller	JDF 993	Tree Saw - CJ Miller	Yes	12/13/2011
00000009	Terex Dump Buggy - C	TDB 1233	Terex Dump Buggy - CJ Miller	Yes	12/13/2011
00000010	John Deere Dozer	JD1288	700j Dozer	Yes	12/14/2011
00000011	648 Skidder	JDS-1025	648 Skidder	Yes	12/16/2011
00000012	535 Log Processor	JDLL-1074	535 Log Processor	Yes	12/23/2011
00000013	CAT 320 Track Hoe with	CAT 320	CAT 320 Track Hoe with Grabber	Yes	12/28/2011
00000014	CAT Track Loader 963B	TL 899	CAT Track Loader 963B	Yes	01/03/2012
00000015	648 Skidloader	JD 1208	648 Skidloader	Yes	02/24/2018
00000016	320 Hoe with Grapple	CEX 1023	320 Hoe with Grapple	Yes	11/29/2018
00000017	RL 703 CAT 950 Loader	RL 703	RL 703 CAT 950 Loader	Yes	01/04/2012
00000018	JD 1136 John Deere Ba	JD 1136	JD 1136 John Deere Backdump	Yes	01/04/2012

Equipment ID	00000001	Last Reinspection	Select a date
Description	Walk Behind Roller/Compactor (Commercial Scapes)		
Notes			

7.9.1 Adding Equipment Checks

Click on the [Add](#) button in the top left of the view. Then 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. are a unique number and RMS will not allow for it be entered twice.

The image shows two screenshots of the RMS3 interface. The top screenshot is a dialog box titled "Add Equipment Check" with the following fields: "Serial No." (with a red box around the input field) and "Description". Below the fields are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box. A large red arrow points from the "OK" button to the bottom screenshot. The bottom screenshot is the "Equipment Check" form, which is pre-filled with the following data: Equipment ID: 00000153, Serial No.: 123456, Make & Model: (empty), Description: Testing, Initial Inspection: Select a date (15), Last Reinspection: Select a date (15), Last Day On Site: Select a date (15), Equipment is safe: , Authorized Hours: 0, Hours Run Since Last Inspection: 0, Remaining Hours Authorized: 0, and a Notes field.

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 (Section 7.3) 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.

Notes: 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.

7.9.2 Editing Equipment Checks

To edit, single click the item to edit and then click the [Edit](#) button or double click on the item that needs to be edited. All areas that are not greyed out can be edited in the edit view that displays. Click the back button to save the info.

7.9.3 Deleting Equipment Checks

To delete, single click on the item to delete and click on the [Delete](#) button. Then confirm deletion.

Do not use this module to enter information on dredges. Use the QA/QC | Dredging Equipment module for that purpose.

Note: The contractor usually enters data in this module. (See the CM Manual for more information).

7.10 Dredging Equipment

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>		Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>					

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.

Dredging Equipment			
Dredge Type	Equipment Name	Date of Mobilization	Date of Demobilization
Hopper Dredge	DREDGEASSAURUS	11/01/2018	
Hopper Dredge	DREDGEKING	08/31/2017	
Bucket/Pipeline Dredge	DREDGEMONSTER	07/01/2017	
Bucket/Pipeline Dredge	DREDGER	02/21/2018	
Bucket/Pipeline Dredge	DREDGERSON	04/01/2017	
Hopper Dredge	DREDGESTER		
Sidcaster Dredge	STRADICASTPROGNOSTICATOR	08/01/2018	

If the contract has been set up for dredging, the Dredging Equipment tab will be available for the contractor to enter data.

Do not enter attendant plants into this module. Attendant plant information is entered on the daily dredging reports. (See the CM Manual for more information on this module.)

7.11 Exposure Hours

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</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 on-site.

Exposure Hours						
Year Month Date	Hours To Date	Hours Year	Hours Month	QC Daily Labor Hours	Status Text	
06/01/2019	32052.50	3068		0	25 Not Completed	
05/01/2019	32052.50	3068	100	100	Not Completed	
04/01/2019	31952.50	2968	728	728	Not Completed	
03/01/2019	31224.50	2240	2240	2,240	Not Completed	
02/01/2019	28984.50	0	0	0	Not Completed	
01/01/2019	28984.50	0	0	680	Not Completed	
12/01/2018	28984.50	4239	26	8	Accepted by Governme	
11/01/2018	28958.50	4213	11	11	Accepted by Governme	
10/01/2018	28947.50	4202	3351	0	In Review by Governme	
09/01/2018	25596.50	851	0	0	In Review by Governme	
08/01/2018	25596.50	851	0	0	Accepted by Governme	

Contractors are required to submit a monthly report of their exposure hours starting from Notice to Proceed (NTP) until the actual completion date. This requirement should be included in the contractor's contract safety specification.

RMS3 will create a line for each month on the first day of the subsequent month. It is the contractor's responsibility to make sure the hours are correctly entered into the report prior to submitting to the government.

Note: Contractors will not be able to enter or complete a month's report until the first day of the following month.

It is the responsibility of the government to review and accept (or Return) the exposure hours to the Contractor:

The screenshot displays the 'Exposure Hours for December, 2019' report. At the top right, there is a red circle around the 'Exposure Report' icon. Below the title bar is a search bar and an 'Export' button. A table lists contractors with columns for Contractor Code, Contractor Full Name, Prime / Subcontractor, Exposure Hours Total to Date, Exposure Hours for the Year, and Exposure Hours for the Month. The table includes a 'Totals' row. Below the table are fields for 'Submitter' and 'Govt Remarks'. A message states: 'Exposure Hours for Dec - 2019 CONTRACTOR: Complete a document package for the Exposure Hours package and submit it using this document package manager.' Below this is a 'Document Packages' section with 'Add', 'Edit', and 'Delete' buttons, and a table with columns for 'Title of Package', 'Package No.', and 'Status'. A red box highlights a status selection area with three radio buttons: 'In Review', 'Hours Accepted', and 'Hours not Accepted. Return to Contractor for corrections'.

Contractor Code	Contractor Full Name	Prime / Subcontractor	Exposure Hours Total to Date	Exposure Hours for the Year	Exposure Hours for the Month
PRIM	The Ranger Group	Prime	6,182	0	0
0001	test add	Subcontractor	60	0	0
0123	testing	Subcontractor	23	0	0
100		Subcontractor	63	0	0
453		Subcontractor	90	0	0
ACCS		Subcontractor	3	0	0
Totals:			32,086.5	3,102	0

Note: The Exposure Hour Report on the top right. Often Contractors will ask why hours do not copy over and the most common reason is because not all of the daily reports were completed for the month. Then the "copy" button on the Contractor's side can be clicked and hours pulled from the daily reports.

In review is a temporary assignment that happens when the hours are submitted. Hours Accepted changes the status on the Exposure Hours page to Accepted by Government. Alternatively, hours can be returned for corrections.

7.12 QA Tests

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>						

Add
 Edit
 Delete

QA Tests

 Search
 Export

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

Section	QA Test	Description	Date Completed
"01 33 16.00 10"01 3	AT-00001	Test water pH	08/14/2019
"01 32 01.00 10"01 3	AT-00011	QA test for dumping	02/16/2018
> 00 01 01	AT-00021	Structure stability	02/16/2018
	AT-00022	Foundation test	03/13/2013
"01 57 23"01 57 23	AT-00027	Setup	

QA Test AT-00001

Status Passed by QA on 08/14/2019

Description Testing

Enter the tests to be performed by, or on behalf of, the Government into the QA Tests option in the Government QA Planning section. This information can be obtained from either the contract specifications and/or the submittal register but must be coordinated with Contractor QC Plan for precise type and quantity of tests. The QA Test window is very similar to the QC Test window, except for the Addition of the QA Verification Required check box definitive in the QC Test window.

Pushing the [Add](#) button presents this screen for entering the QA Test.

RMS will automatically assign the next sequential number for the test, preceded by the prefix AT.

The Section and Paragraph blocks should be completed from the contract specifications.

The Description memo field is used to provide a narrative of the test, including the type of test and any special requirements or potential observations.

QA Test AT-00005

Section Performed By

Paragraph

Description of QA Test

Activity

Date Performed

QA Test AT-00005 Government: use this document manager to include a document package for this QA Test.

Document Packages

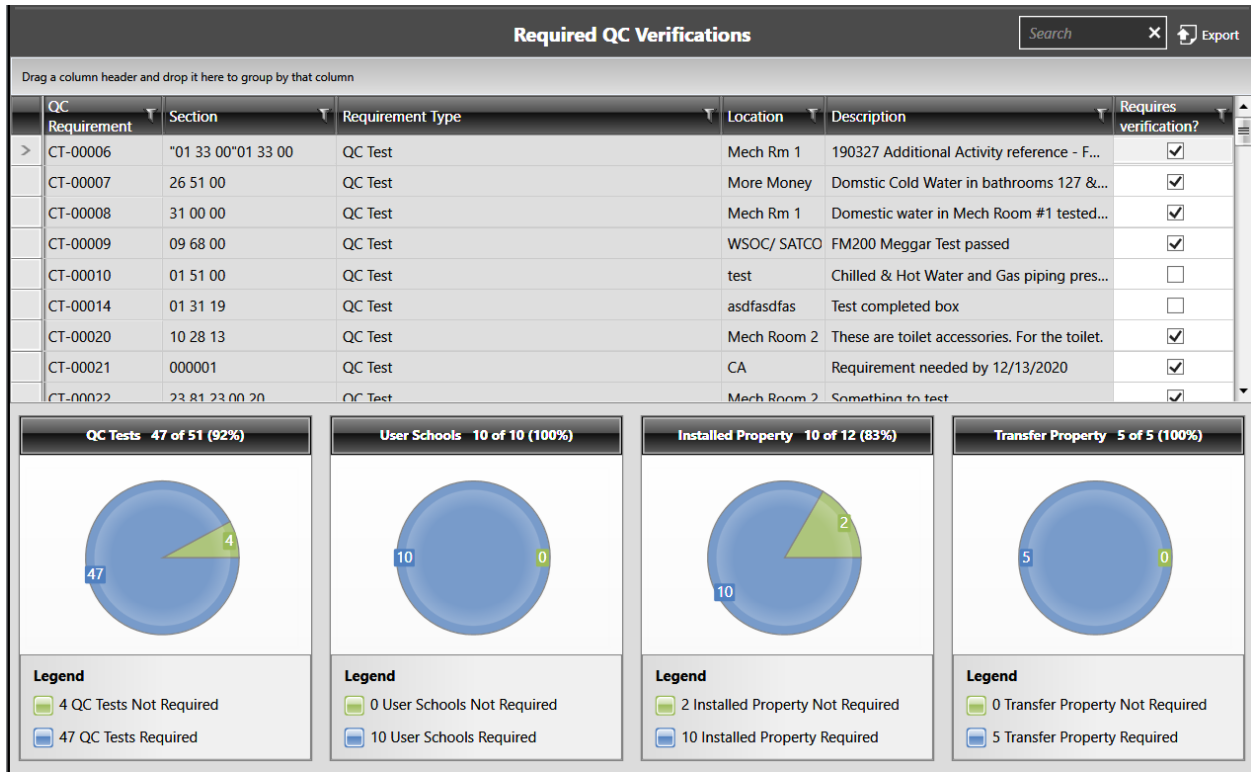
Add	Title of Package	Package No.	Status
Edit			
Delete			

A specification section can be entered (from the Submittals | Specification Sections), the name of the individual that performed the test, a paragraph number, and a description of the QA Test. An activity can also be assigned from the Pay Activities area (Finances | Pay Activities). Lastly, enter a Date Performed for the test then click back to go back to the QA Test screen.

7.13 Required Verifications

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>						

RMS titles this group of actions or contract requirements as QC Requirements. Many of these actions are critical enough to be specifically verified by the Government.



It would not be reasonable that the Government QA Staff be required to verify 100% of these actions, therefore only a representative number should be selected from each of the categories as requiring specific verification from the QA Staff. This selection should take place during the initial planning stages of the contract, after the requirements are identified and coordinated with the Contractor's CQC Plan.

This view is intended to provide a quick overview for the Manager to see at a glance the number of each item and the percentage of each item that will be verified.

The QC Requirements appear in the Contractor's QC Daily Report screens, until they are updated and reported complete (with a passing grade if the requirement is a test). Just as with completed activities, once a QC Requirement is reported complete, it appears in the Government QA Report area to be verified if required. If the action taken by the Contractor complies with the requirement, the item is officially complete. If the requirement is reissued, it appears again in the Contractor's list and the cycle repeats itself.

7.14 Planned Interviews

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</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>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>						

Labor Standard Interviews, using DD Form 1567, are held with labor-type workers by Government Representatives as a spot-check to verify that the contractors are in compliance with the labor standard provisions of the contract.

Planned Interviews					Search	Export
Drag a column header and drop it here to group by that column						
	Contractor Code	Prime/Subcontractor	Display Name X	Trade	Number of Labor Interviews Planned	
>	02te	Subcontractor	02te		0	
	100	Subcontractor	100	Carpet	0	
	ELET	Subcontractor	1st Electric, Inc.		5	
	Test	Subcontractor	2 test		0	
	TTT	Subcontractor	4 Testing Sub Contract		0	
	453	Subcontractor	453		8	
	ABAT	Subcontractor	ABAT		51	
	ABSO	Subcontractor	Absolute Finishes		2	

The interviews should include all trades, with emphasis being placed on the trades that have proven to be the most likely to avoid compliance (such as, landscapers and painters).

Use the menu option [QA/QC | Planned Interviews](#) to enter the Labor Interviews planned for the prime and each subcontractor.

Each subcontractor should have been entered into the system prior to completion of this screen.

Enter a “target” number of interviews for each of the Contractors by typing in the number to the right of each Contractor Name.

8.0 SUBMITTALS

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

Submittals are required deliverables for the contract.

The SpecsIntact Specification Production System

The use of SpecsIntact (Specifications-Kept-Intact) in both Military and Civil contracts is mandatory, as established within Engineering Regulation ER 1110-2-1201 and CEMP-EA (1110) Memorandum of 14 April 1997, for all FY00 and future projects. This policy has been incorporated into ER 1110-345-700, "Drawings, Design Analysis, and Specifications".

To set this up, users will need to navigate to the [Administration / Contract Setup](#) module.

During an earlier Chapter of this Manual (Volume 1), the submittal register(s) was(were) setup in the [Contract Setup](#) screen shown below. RMS can have as many different Submittal Registers as needed.

The screenshot shows the 'Wideband Satellite Communications Center' interface. The 'Contract Setup' section is active, with 'Submittals/Schedule' selected. The 'Submittal Register List' table contains three entries:

Register	Title
01	Main Register
02	Days to Review
03	TEST

Below the list, the 'Submittals' configuration is shown with the following settings:

- Compute Submittal Need Dates based on Activity Schedule
- Government Review Period (days)**

GA	FIO	CR	DA	DA/CR	DA/GA
9	9	9	9	9	9
- Contractor Resubmittal Period: 0 Days
- Default Number of Copies**

GA	FIO	CR	DA	DA/CR	DA/GA
6	12	6	6	6	6
- Default Government Reviewer: May, Josh
- Address Transmittal 4025 Packages To: CENAB - T2 Baltimore Test District
- Schedule**: Contractor Schedule Type: Manually enter Schedule Start/Finish Dates
- Weather Modifications**: Specification Section: 01 30 00.24

Prior to creating new submittal register items, the default review periods, number of copies and default reviewer must be entered. These defaults are stamped on any new items added from that point forward.

Note: Changes here will NOT affect any submittals already started or completed.

SUBMITTAL REQUIREMENTS

Submittal requirements can, and should be, imported from the **SpecsIntact** system. The **Import/Export** feature is shown from the main **Contract Menu | Import/Export** by highlighting Import SpecsIntact.

For Design Bid Build contracts USACE typically requires designers to use SPECSINTACT. Please Email the designer requesting the submittal register in Comma Delimited (TXT) file format. For Design Build contracts the contractor can use SPECSINTACT or bulk upload the register via the RMS Excel template.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittals <i>Submittal items can be imported from an Excel Template.</i>		Import Real Property <i>Use Excel to export or import Real Property items.</i>	
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</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>							

Wideband Satellite Communications Center		Government Mode Home	← Back	↻ Refresh	🚪 Log Out	🔍 Help
[E1001660] W912DR-11-C-0033 W9123820F0130		Contract Selection				
SpecsIntact Files		Contract Menu				
Add Edit Delete						Search Export
Drag a column header and drop it here to group by that column						
Date Imported	SpecsIntact File					
> 7/16/2018 10:29:31 AM	SpecsIntact File: Submittal Item Count 9					
2/20/2019 10:49:17 AM	SpecsIntact File: Submittal Item Count 9					
8/19/2019 9:30:54 AM	SpecsIntact File: Submittal Item Count 668					
6/2/2020 2:14:31 PM	SpecsIntact File: Submittal Item Count 106					
10/26/2020 12:37:02 PM	SpecsIntact File: Submittal Item Count 117					
2/18/2021 12:53:33 PM	SpecsIntact File: Submittal Item Count 117					
1/19/2022 12:56:47 PM	SpecsIntact File: Submittal Item Count 39					
2/14/2022 6:13:41 PM	SpecsIntact File: Submittal Item Count 21					

In addition to SpecsIntact, RMS has the capability to import an Excel Spreadsheet for the submittal registers which is an unofficial data format. If you have multiple submittal registers, be sure to select the correct one when importing to RMS.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittals <i>Submittal items can be imported from an Excel Template.</i>		Import Real Property <i>Use Excel to export or import Real Property items.</i>	
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</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>							

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

Government Mode Home
 Contract Selection
 Contract Menu

Back Refresh Log Out Help

Import Submittals

Import Submittal Register

- Submittal Sections
- Submittal Item Numbers
- Submittal Descriptions
- Submittal Paragraphs
- Submittal Types
- GA or FIO

Import From

Excel Template

Import To

01 Main Register

Import Mode

Overwrite Existing Submittals
 Merge with Existing Submittals

If you have made the **SpecsIntact/Excel Template** import, you are finished with the setup!!

However, you can still make manual entries if required.

8.1 Specification Sections

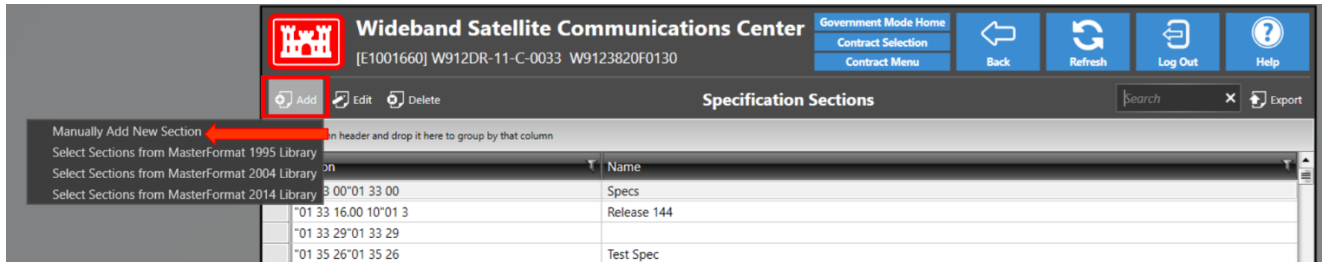
Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Specification Sections <i>List of Specification Sections required for this contract.</i>	Submittal Register <i>Required Submittal items to be provided by Contractor.</i>	Transmittal Log <i>Record of Submittal items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

Use this selection to manage the list of specification sections included in the contract. When using the Import feature from **SpecsIntact**, this selection can be used to verify all items listed have a title (name) after the submittal registry has been imported. This module is also used if changes, modifications, or manual entry is required.

Revisions to this area will affect the current contract only and will not alter the specification sections listed in the [System Library](#). The nice feature of this area of the program is that it allows submittal section numbers and titles that do not agree, and do not conflict with those in the library. That is, a section in the library could have the same number as a section in the contract, but a totally different title assigned to it.

RMS ([System Library](#)) includes the older format of **MasterFormat 1995** and includes the **MasterFormat 2004** and **MasterFormat 2014**. The older version included 16 Specification

Divisions and the new format includes 50+ Divisions. When downloaded from SpecsIntact, download all the fourteen characters available. With this format, it can be linked the submittal items to various other data, such as QC Test or QA Tests.

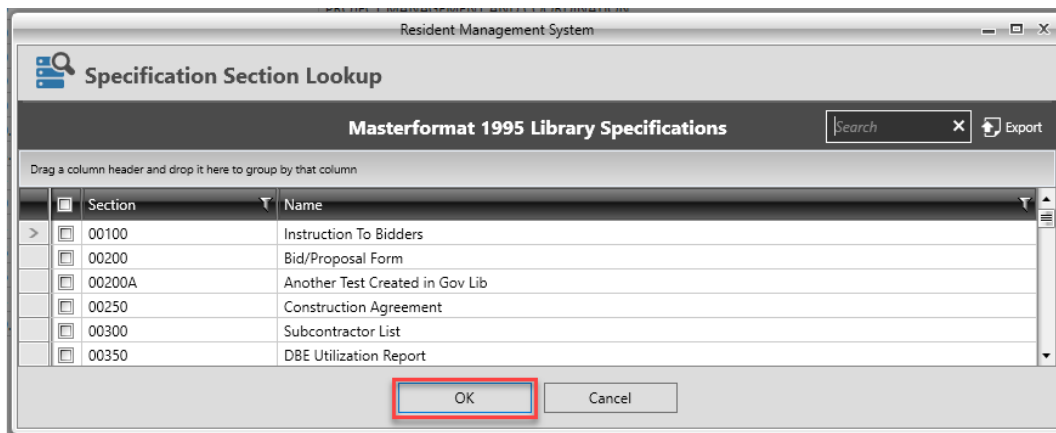


8.1.1 Manually Add New Section

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.

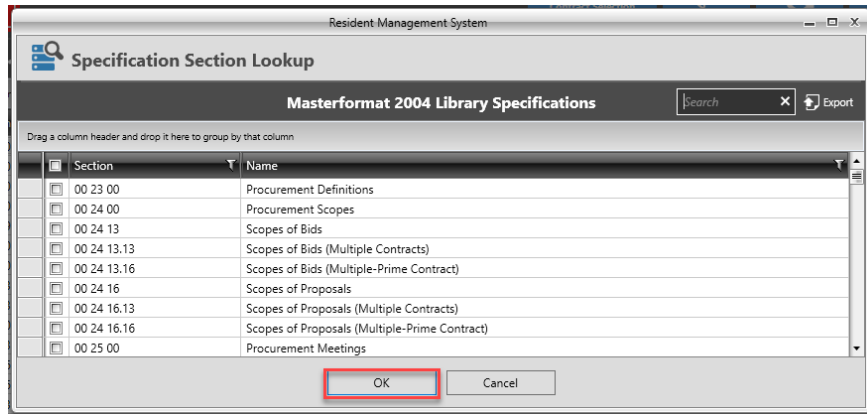
- Select Sections from MasterFormat 1995 Library

Use this library when the specification section numbers follow the MasterFormat 1995 format. Place a checkmark on all sections that are in the, then click OK. If the contract includes additional sections that are not found in this library, they can manually be entered. See section 8 in the [Manually Add New Section](#). If titles from the library do not match exactly, select Edit to revise the Name in the table.



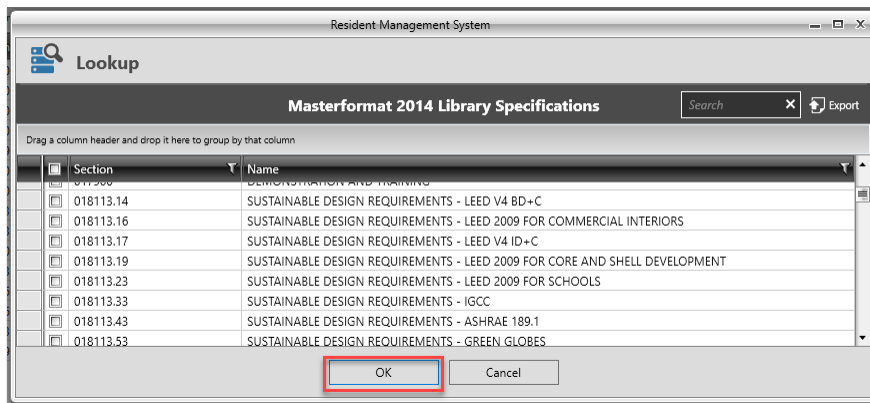
8.1.2 Select Sections from MasterFormat 2004 Library

Use this library when the specification section numbers follow the MasterFormat 2004 format. Place a checkmark on all sections that are in the specified contract, then click **OK**. If the contract includes additional sections that are not found in this library, they can manually be entered. See section 8 in the [Manually Add New Section](#). If titles from the library do not match exactly, select **Edit** to revise the Name in the table.



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 section 8 on [Manually Add New Section](#). If titles from the library do not match exactly, select **Edit** to revise the Name in the table.



8.2 Submittal Register

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

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 recommended that the specifications be carefully read and drawings to identify all the submittal requirements are understood. Additional items that need to be submitted that were not on the original submittal register may be encountered. The submittal register is a living document. Do not hesitate to add to it as the contract progresses.

Contracts that include specification section 01 33 00 Submittal Procedures, or equivalent, must have the submittal registered properly maintained and updated throughout the duration of the contract.

In most cases on Design-Bid-Build type contracts, the USACE Representative will provides an electronic copy of the submittal register provided at the end of section 01 33 00. Contact the USACE Representative to either obtain the file which can then import or ask him/her to import the file for into RMS. Every office may have its own procedure, follow the directions of your USACE Representative.

When a SpecsIntact file is not available, such as in Design-Build contracts in which the contractor is 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 [Section 11.3. Import/Export | Import Submittals.](#))

Go to [Contract Reports | Submit | Submittal Register ENG 4288](#) to obtain a hard copy print out.

Below is the is a view of the submittal register.

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

Submittal Register

Register 01-Main Register (151 items)
 Outstanding Items - KTR Action Required: 53
 Items In Review - GOVT Action Required: 12
 Completed Items: 86

Section	Item No	SD No	Description	Date In	QC Code	Date Out	QA Code	Primary QA Reviewer	Status
"01 33 00"01 3:	1	99	RNH Testing	05/28/2021	A		A	Rousu, Owen Test	In Review
"01 33 00"01 3:	2	01		03/16/2022	A	04/22/2022	A	May, Josh	Complete
"01 33 00"01 3:	3		TEST	03/16/2022	A	04/26/2022	K	May, Josh	Complete
"01 33 00"01 3:	4			04/26/2022	A	04/26/2022	A	May, Josh	Complete
"01 33 00"01 3:	5			11/09/2021	A	11/09/2021	A	May, Josh	Complete
"01 33 00"01 3:	6			01/28/2022	A	02/24/2022	A	Rousu, Owen Test	Complete
"01 33 00"01 3:	7			01/28/2022	A	02/24/2022	A	May, Josh	Complete
"01 33 00"01 3:	8			01/28/2022	A	02/24/2022	A	May, Josh	Complete
"01 33 00"01 3:	9			01/28/2022	A	02/24/2022	A	May, Josh	Complete
"01 33 00"01 3:	10			01/28/2022	A	02/24/2022	A	May, Josh	Complete
"01 33 00"01 3:	11			01/28/2022	A	02/24/2022	A	May, Josh	Complete
"01 33 00"01 3:	12			01/28/2022	A	02/24/2022	A	May, Josh	Complete

Transmittal History

Transmittal No.	Variation	QC Code	Received by Government	QA Code	Sent to Contractor
1	No	A	05/28/2021	A	

8.2.1 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.

When you have a need to maintain more than one submittal register in the contract, inform your USACE Representative. The setting for this feature is controlled in RMS3/GM in [Administration / Contract Setup / Submittals/Schedule](#).

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 / Specification Sections](#) module. Select the section of the submittal item that you wish to add, then click on [Next](#). Enter the desired numbers in the subsequent data box, then click on [Finish](#).

1 When there is more than one Submittal Register, click on this box to toggle between registers.

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

2 This number represents the total number of items in the selected register. Click on this box to see ALL submittals.

Filter registers by

3 Columns filled by SpecsIntact

Columns filled as items are submitted.

Transmittal history of selected item displays here.

The screenshot shows the 'Submittal Register' interface. It features a 'Register 01-Main Register' button, a summary table for 'All Items' (170 total), and a table with columns for status and due date. Below this is the 'All Submittal Items' table with columns for Section, Item No, SD No, Description, Date In, QC Code, Date Out, QA Code, Primary QA Reviewer, and Status. A 'Transmittal History' section is also visible at the bottom.

Section to Add New Submittal Item

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

Section	Name
012900	PAYMENT PROCEDURES
013100	PROJECT MANAGEMENT AND COORDINATION
014000	QUALITY REQUIREMENTS
> 015000	TEMPORARY FACILITIES AND CONTROLS
024119	SELECTIVE DEMOLITION
033000	CAST-IN-PLACE CONCRETE
133423.16	FABRICATED CONTROL BOOTHS
323113	CHAIN LINK FENCES AND GATES
323119.13	DECORATIVE METAL SECURITY FENCES AND GATES
321216	ASPHALT PAVING
260543	UNDERGROUND DUCTS AND RACEWAYS FOR ELECTRICAL SYSTEMS
312000	EARTH MOVING
316213	CONCRETE PILES
316216	STEEL PILES
105500.13	USPS-DELIVERY POSTAL SPECIALTIES

Assign Item Number for new Submittal Item

Section: 033000

Item Number:

Item Number Extension:

RMS3 automatically inserts the next number in sequence. However, you can still manually input another number if desired.

Usually "0" but may be used as needed to differentiate parts of the same item. The extension does not necessarily mean the item is a resubmittal.

Submittal Item

Section No. 015000 - TEMPORARY FACILITIES AND CONTROLS

Item No. 2 . 0

Description

Required for Activity <Not Set>

Paragraph Drawing

Start Date Submittal need dates based on Activity Start Date

Lag(+)/Lead(-) 0 Days Work start date not determined

Procurement Period 0 Days Work start date not determined

Days to Review 0 Days Work start date not determined

Classification Submittal Type <Not Set>

Primary Contractor Reviewer <Not Set>

Primary Government Reviewer <Not Set> Office Name:

Secondary Reviewers

Reviewer

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.

Submittal Item

Section No. 015000 - TEMPORARY FACILITIES AND CONTROLS

Item No. 2 . 0

Description

Required for Activity <Not Set>

Paragraph Drawing

Resident Management System

Activity Lookup

Pay Activities

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

Activity #	Description	CLIN	Amount
DI-1000	Electrical	0001	\$0.00
DI-1010	Civil	0001	\$0.00
ELW-1000	Install Tagout-Lockout Devices	0001	\$1,200.00
> ELW-1010	Install Conduit in Elec Duct	0001	\$32,000.00
ELW-1020	Pull Conductors	0001	\$15,490.00
ELW-1030	Cat 6	0001	\$8,800.00
ELW-1040	Install New Pole Lighting	0001	\$9,900.00
ELW-1050	Camera Installation	0001	\$3,500.00

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 your USACE Representative. If it is blank, let him/her 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.

Classification Submittal Type <Not Set>

Primary Contractor Reviewer <Not Set>

Primary Government Reviewer <Not Set> Office Name:

Secondary Reviewers

Reviewer

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.

Classification: [Dropdown]
Primary Contractor Reviewer: <Not Set>
Primary Government Reviewer: <Not Set>
Submittal Type: <Not Set>
Office Name: [Text]
Secondary Reviewers: [Table with Reviewer column]

Resident Management System

Submittal Type Lookup

Submittal Types

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

No.	Title
01	PRECONSTRUCTION SUBMITTALS
02	SHOP DRAWINGS
03	PRODUCT DATA
04	SAMPLES
05	DESIGN DATA
06	TEST REPORTS
07	CERTIFICATES

OK Cancel Clear Selection

Click on **OK** when done.

Primary Contractor Reviewer: This information will be completed by the Contractor Representative.

Primary Government 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 Government Staff Member Lookup table which includes all the staff members in your Government Staff table. Click on **OK** when done.

Office Name: The office to which the Primary Government Reviewer belongs will be displayed.

Secondary Reviewers: The additional Government staff who will assist with the review of this submittal.

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.

The top screenshot shows the 'All Submittal Items' grid. The 'Grid Edit' button is circled in red. Red arrows point to various columns with labels: 'Columns filled by SpecsIntact.' and 'Columns filled as items are submitted'. The bottom screenshot shows the 'Submittal Items' grid with a red arrow pointing to several columns labeled 'Editable fields'. A large red arrow points from the top screenshot to the bottom one.

Note: Once contractor and government agree that the submittal register is complete, it is possible to lock the submittal register so that no changes can be made to those items already in the list. Locking the register will not prevent users from adding new items, it only prevents changes to the items that are already in the list. To lock the register, users can use the Contractor Mode Record Locks module. Please see the section on Contractor Mode Record Locks in volume 1 of this manual for instructions on how to lock the register.

8.3 Transmittal Log

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

Transmittal Log default view for government users is the Transmittals in Review:

Transmittal Log							
Register 01-Main Register <small>Click to select another Register</small>		Pending Government Receipt	Transmittals in Review	Pending Contractor Acknowledgement	Completed Transmittals		
		4	0	1	39		
Transmittals In Review <input type="text"/> <input type="button" value="Export"/>							
Drag a column header and drop it here to group by that column							
Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Sent	Government Received	Review Due	Date Returned to Contractor	Classification
Transmittal Items							
Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer	QC Code	Variation	
Secondary Reviewers							
Secondary Reviewer		Review Due			Review Complete		

Transmittals are grouped into 4 subsets:

- **Pending Government Receipt** — Transmittals that have been completed by the contractor and submitted to the Government, but the Government has not yet acknowledged receipt/date stamped in.
- **Transmittals in Review** — Transmittals received and acknowledged by the Government, but not yet acted on.
- **Pending Contractor Acknowledgement** — Transmittals on which the Government has completed its action and returned to contractor, but contractor has not yet acknowledged receipt. These transmittals may or may not require additional action by contractor. These transmittals can be viewed by both the Contractor and the Government but cannot be edited.
- **Completed Transmittals** — Transmittals on which the Government has completed its action and returned to Contractor, and Contractor has acknowledged receipt.

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 as in the screen below.

Transmittal Log							
Register 01-Main Register <small>Click to select another Register</small>		Pending Government Receipt 3		Transmittals in Review 1	Pending Contractor Acknowledgement 1	Completed Transmittals 39	
Transmittals Pending Government Receipt							
Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent	Date Received by Government	Classification	
014000	014000-1	1	08/19/2019	08/19/2019	Enter date	GA	
033000	033000-3	3	05/29/2019	05/29/2019			
260543	260543-8	8	05/14/2019	05/14/2019			

Transmittal 014000-1 - Pending Government Receipt				
Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer
1	Closeout Document			

8.3.1 Government Review Process

Step 1. Proceed to Pending Government Receipt and date stamp a transmittal.

Transmittal Log							
Register 01-Main Register <small>Click to select another Register</small>		Pending Government Receipt 1		Transmittals in Review 16	Pending Contractor Acknowledgement 72	Completed Transmittals 41	
Transmittals Pending Government Receipt							
Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent	Date Received by Government	Classification	
011000	011000-6	9	09/21/2022	09/21/2022	09/21/2022	GA	

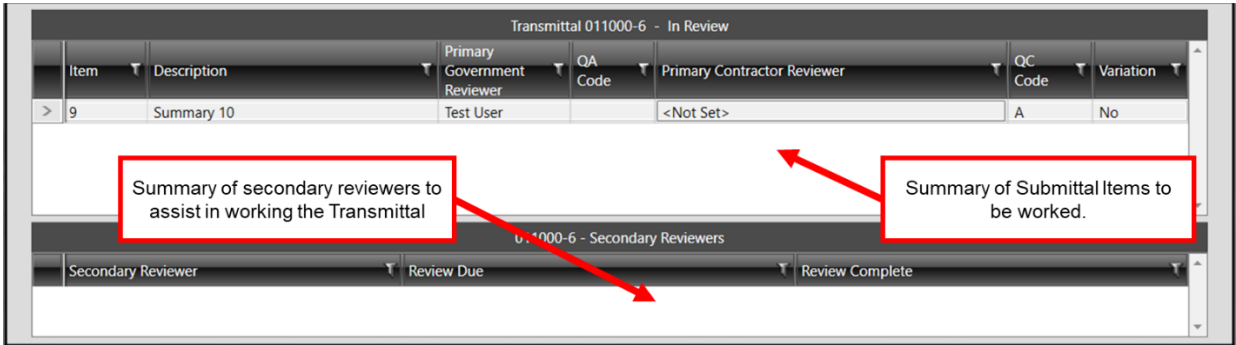
Step 2. Proceed to Transmittals in Review to act on the transmittal. You should notice the *Pending Government Receipt* number has decreased and the *Transmittals in Review* number has increased. The transmittal record has appeared and is now available for editing.

Transmittal Log							
Register 01-Main Register <small>Click to select another Register</small>		Pending Government Receipt 0		Transmittals in Review 17	Pending Contractor Acknowledgement 72	Completed Transmittals 41	
Transmittals In Review							
Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Sent	Government Received	Review Due	Date Returned to Contractor	Classification
011000	011000-1	1,4	08/03/2022	08/03/2022	08/12/2022		GA
011000	011000-3	5	08/10/2022	08/10/2022	08/19/2022		GA
011000	011000-6	9	09/21/2022	09/21/2022	09/30/2022		GA
01654	01654-1	1	03/15/2022	03/15/2022	03/24/2022		GA
08 51 13	08 51 13-2	2	06/28/2022	07/05/2022	07/14/2022		GA

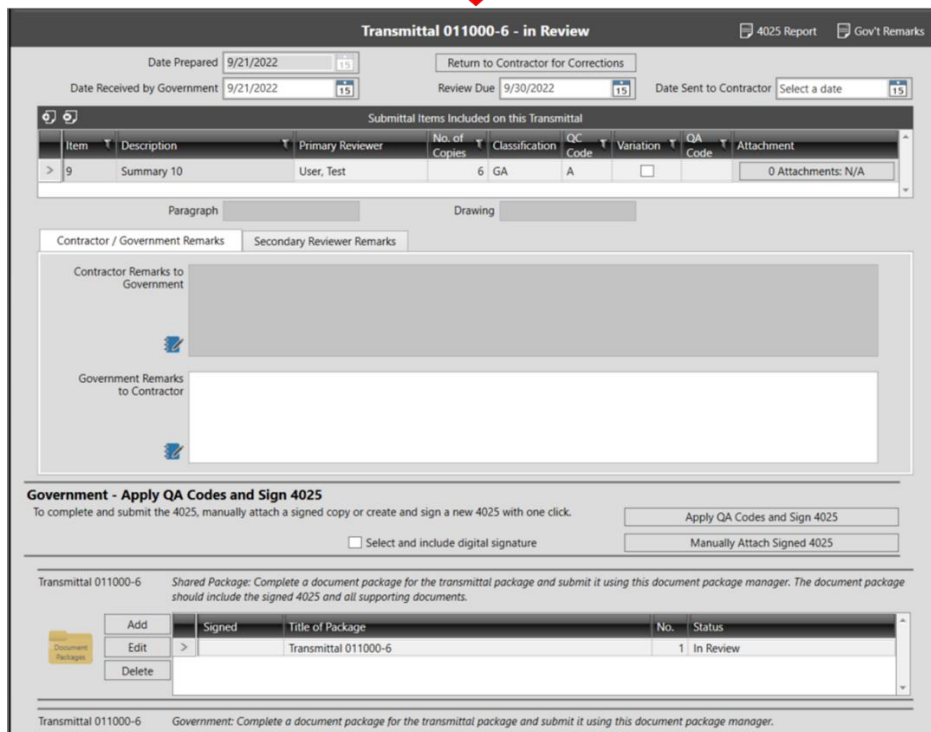
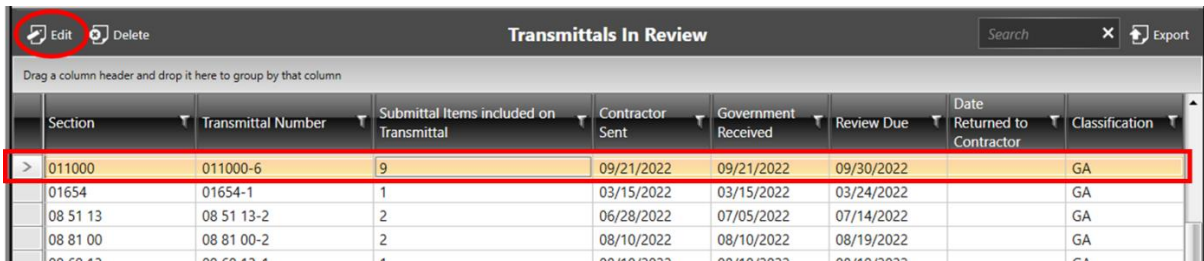
A submittal consists of the 4025-transmittal document identifying submittal items and their supporting documents. The first step in reviewing a submittal is the intake process of the

transmittal form, ENG Form 4025-R (4025). This is the transmittal document that identifies the items that are being submitted.

After selecting the transmittal item, a view of the submittal items attached in addition to the secondary reviewers will be assigned to work on this transmittal along with the primary reviewer.



To work on a transmittal, select an item and click on the *Edit* button or double click on the item.



Note: The *Signed* column will populate with the name of the user who signed the 4025 form. However, no name will show in the *Signed* column if the 4025 was signed prior to 5/18/21.

The Transmittal Edit screen sections are reviewed below. At the topmost level, clicking on the *4025 Report* and the *Gov't Remarks* buttons will generate reports.

Transmittal 014000-1 - in Review [4025 Report] [Gov't Remarks]

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE

For use of this form, see ER 415-1-0; the proposing agency is CECW-CE

DATE: 8/19/2019 TRANSMITTAL NO.: 014000-1

SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS (This section will be initiated by the contractor)

TO: March Project Office, PO Box 6196, March ARB, Riverside, California 92518-4196 FROM: California Constructors, 2716 Via Dela Valle Suite A, Covandale CA92059-1325 CONTRACT NO.: W912PL18D0036, W912PL18F0148 THIS IS A: NEW TRANSMITTAL

PROJECT TITLE AND LOCATION: Defense Media Activity (DMA) March ARB

SECTION III - GOVERNMENT REVIEW REMARKS

No remarks

Note: The 4025 can be found in the shared document package section at the bottom of the view. This is one location that contractors can add extra documents to the transmittal.

The next section holds the dates that correlate to the transmittal.

Date Prepared: 9/21/2022 [15]

Date Received by Government: 9/21/2022 [15]

Review Due: 9/30/2022 [15]

Date Sent to Contractor: Select a date [15]

[Return to Contractor for Corrections]

Date the transmittal was prepared.

If any errors are found while reviewing the transmittal, click this button to return for corrections.

Date the Government received the transmittal.

Date the transmittal is due for review.

Date the transmittal was completed and sent back to the Contractor.

Date Prepared: The date the contractor prepared the transmittal.

Return to Contractor for Corrections: Once you have reviewed the transmittal. If any errors or missing information has been found, then click this button to return this transmittal to the contractor for corrections.

Date Received by Government: This date tracks when the government received this transmittal.

Review Due: This date tracks when the review is due.

Date Sent to Contractor: This date tracks when the transmittal was completed and returned to the contractor.

The submittal item section holds the list of submittals assigned to the transmittal and is one place where the contractor can add attachments to the transmittal pertaining to each item.

Submittal Items Included on this Transmittal									
Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment	
> 9	Summary 10	User, Test	6	GA	A	<input type="checkbox"/>		0 Attachments: N/A	

Note: Where extra documents are added to the transmittal is up to district policy, but it is highly recommended that contractors add the extra documents in the attachments button found to the right of the submittal items included in the transmittal section.

If there are attachments for a submittal item, click on the Attachments button to open the document packages for that item. An example of this view is provided below. In the Contractor document package(s), double click on an item to open it and view the attachments inside. Once all documents are reviewed and acceptable, accept the document package and click the **BACK** button two times to return to the Transmittal Log main view. Do this for all submittal items with attachments.

Transmittal "01 35 26"01 35 26-2.1 - Item 2

NOTE: These docs are only for Submittal Item 2. Your 4025 should be added to the main transmittal doc package.

Transmittal "01 35 26"01 35 26-2.1 - Item 2 *CONTRACTOR: Complete a document package for the transmittal of this submittal item and submit it using this document package manager. The document package should include all documents necessary for the review of this item.*

	Add	Title of Package	No.	Status
Document Packages	View >	Transmittal "01 35 26"01 35 26-2.1 - Item 2	1	Accepted
	Delete			

Transmittal "01 35 26"01 35 26-2.1 - Item 2 *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.*

Response

	Add	Title of Package	No.	Status
Document Packages	Edit			
	Delete			

Item: The item number of the submittal(s) assigned to this transmittal.

Description: A short description of the submittal assigned to this transmittal.

Primary Reviewer: The primary reviewer responsible for gathering all information regarding comments for this transmittal. The primary reviewer will usually work with any assigned secondary reviewers to construct the final comments for the transmittal.

No. of Copies: The number of copies for this submittal.

Classification: The classification type that is assigned to this submittal item.

QC Code: The grade that the contractor gives this submittal item. Most often this will be an “A”.

Variation: A check box indicating variation.

QA Code: This is the grade given by the government once the review of the submittal item has been completed. All submittal items must receive a grade before the transmittal can be completed.



Submittal Items Included on this Transmittal							
Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code
> 9	Summary 10	User, Test	6	GA	A	<input type="checkbox"/>	

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

Note: If the government requires that the contractor resubmit the transmittal after making changes, choose the appropriate code from the list above that reflects the reason for resubmission requirement.

Attachment: The attachment assigned to the submittal item. Each submittal item can be assigned multiple attachments pertaining to the transmittal in question.

The reviewers section holds the comments from the contractor and a place where the government can comment to the contractor. The primary reviewer assigned to the transmittal will usually orchestrate all comments to be sent to the contractor.

Contractor / Government Remarks	Secondary Reviewer Remarks
Contractor Remarks to Government 	Hand delivered Binders and CD File, As-built Drawings are forth coming
Government Remarks to Contractor 	

During a review of the transmittal, it is not uncommon to have several reviewers for each of the submittal item assigned. In this case the additional reviewers are added as secondary reviewers.

The primary reviewer will then take and compile remarks from all secondary reviewers and include them into the primary government remarks section.

Note: If the government wishes to share documents with the contractor, documents must be added in the Shared of Contractor Document Package.

Transmittal *01 35 26*01 35 26-1.1 - in Review

Date Prepared: 3/16/2022 | Return to Contractor for Corrections | Date Received by Government: 3/16/2022 | Review Due: 3/25/2022 | Date Sent to Contractor: Select a date

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
1		May, Josh	12	S	A			0 Attachments: N/A

Contractor Remarks to Government

Government Remarks to Contractor

Government - Apply QA Codes and Sign 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

Apply QA Codes and Sign 4025 | Manually Attach Signed 4025

Transmittal *01 35 26*01 35 26-1.1 *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.*

Signed	Title of Package	No.	Status
	Transmittal *01 35 26*01 35 26-1.1	1	In Review

Transmittal *01 35 26*01 35 26-1.1 *Government: Complete a document package for the transmittal package and submit it using this document package manager.*

Signed	Title of Package	No.	Status
--------	------------------	-----	--------

The next section applies QA Codes and Sign 4025.

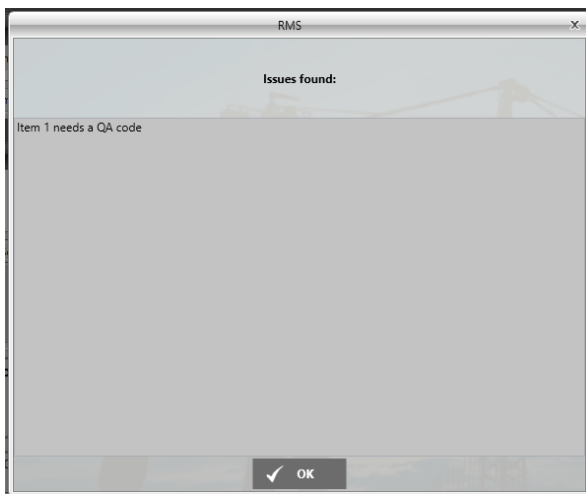
Government - Apply QA Codes and Sign 4025
 To complete and submit the 4025, manually attach a signed copy or create and sign a new 4025 with one click.

Select and include digital signature

Apply QA Codes and Sign 4025
 Manually Attach Signed 4025

When clicking the button to [Apply QA Codes and Sign 4025](#) the submittal item(s) are checked to see if all QA Codes have been assigned. If all QA Codes were not assigned, then a message will appear indicating that a QA Code is missing.

Note: If the contractor signed the 4025 manually, then the government will only be able to sign the 4025 manually as well. Additionally, if the government chooses to sign the 4025 manually, the QA codes will need to be applied manually as well. Many users choose to use adobe sign and fill to add these codes manually to the 4025



If all codes have been assigned, then click [Apply QA Codes and Sign 4025](#) which will countersign 4025 documents using your CAC and a saved attachment will be generated and included in the document package.

However, the transmittal is still not complete. The user must go into the document package containing the 4025 and accept it so the 4025 can be sent to PCF.

Date of the Document: 12/2/2021 | Edit Document | View Document

Document Title: Transmittal 01 14 00-1 - 4025.pdf | Signed By: Jennifer McGugan

Description: [Empty field]

Manually signed by Contractor
 Manually signed by Government

Save Document to File

Document Package Status: In Review. Documents will be marked Ready to Send to PCF when package is accepted.

GOVERNMENT: Review, sign as appropriate and then accept or return this document package. | **Accept Package** | Return for Corrections

Government Review Notes: [Empty field]
 Contractor Notes to Government: [Empty field]

If there are any attachments in the list of submittal items, those document packages will also need to be accepted prior to the transmittal being completed. See above note on viewing [transmittal attachments](#) for instructions on viewing attachments.

If using the option to [Manually attach a signed 4025](#), then you will need to find a 4025 document that you created for the current transmittal and choose to attach it to this transmittal. Usually, most people choose to sign the document using adobe's PDF tool.

At this point the review of the transmittal has been completed. The transmittal will then move to the [Pending Contractor Acknowledgement](#) section. Once the contractor enters the [Pending Contractor Acknowledgement](#) date, the transmittal is considered fully completed. Repeat the process above for any additional transmittals that need to be reviewed.

Note: Each district may have its own process for how to review a transmittal package. It will be up to the user to review the district's policy regarding the process for reviewing Submittals and Transmittals.

8.4 Submittal Assignments

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

This 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.

8.4.1 Single Item Assignment

Select the item, double click in the [Primary Reviewer](#) column of that item, then click on the little grey box to open the Government Staff Lookup table. Select the staff member which will be assigned to the selected submittal items click on [OK](#). Repeat for as many items that need to be assigned a Primary Reviewer. Do the same for the [Review days](#) column.

Note: No lookup table will appear for this column. Just enter the number into the edit field. 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 these operations such as replacing invalid reviewers or replacing one reviewer with another. You can also change the Reviewers and Review Days for submittal items directly in the data grid below.

UPDATE Submittal Items Search Export

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

Section	Item No	Description	SD No	Info Only	Primary Reviewer	Review Days
012900	1	Schedule of Prices	18	GA	<Not Set>	0
012900	2	Updated Schedule April 30	18	GA	<Not Set>	0
012900	3	Schedule Update 51519	18	GA	<Not Set>	0
013100	1	Construction Schedule			<Not Set>	0
013100	2	APP			<Not Set>	0
013100	3	QCM Plan			<Not Set>	0

Click here to open the Government staff lookup table.

Click here to edit the review day for the item.

8.4.2 Multiple Item Assignment

Instead of assigning a *Primary Reviewer* or *Review Period* to items individually or accessing each item individually from the submittal register, a Reviewer as well as other actions can be assigned to multiple items at the same time. Click on **UPDATE** and choose an action.

The screenshot shows the 'Register 01-Main Register' interface. A blue box highlights the 'UPDATE' button. A dropdown menu is open, listing several actions: 'Assign Primary Reviewer for Unassigned Submittals', 'Assign Primary Reviewer/Office for Invalid Office', 'Replace Reviewer: ____ With: ____', 'Replace Invalid Reviewer with a Valid Reviewer', 'Set Government Review Period', and 'Assign Activity'. Below the menu is a table of 'Submittal Items' with columns for Description, SD No, Info Only, Primary Reviewer, and Review Days. The 'Primary Reviewer' column for the first row is highlighted in yellow and contains '<Not Set>'. The 'Review Days' column for the first row contains '0'.

8.4.3 Assign Primary Reviewer for Unassigned Submittals

Use the radio buttons to select the range of submittal items from which to select. Click on the *Assign Primary Reviewer* blue box to open the Lookup table. Select the option which will be assigned to the selected submittal items, click Next.

The screenshot shows the 'Replace Submittal Reviewer' dialog box. It features a dropdown menu for 'Assign Primary Reviewer' set to '<Not Set>'. Below this, there are three radio buttons for 'To unassigned submittals for:': 'All Submittal Items' (selected), 'Selected Sections', and 'Selected Submittal Items'. At the bottom right, there are three buttons: '< Back', 'Finish' (highlighted with a red box), and 'Cancel'.

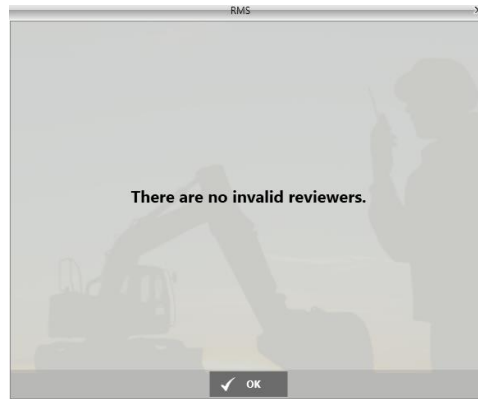
Repeat the steps as needed for each of the batch actions.

8.4.4 Other actions include:

Assign Primary Reviewer/Office for Invalid Office: Select this option to assign a primary reviewer or office to an invalid office. This option is usually used after importing a SpecsIntact File or an Excel template file.

Replace Reviewer _____ with _____: Select this option to change a reviewer to another reviewer.

Replace Invalid Reviewer with a Valid Reviewer: Select this item to replace all invalid reviewers with a valid reviewer. If there are no invalid reviewers, the following message will display.



Usually this is used when importing a submittal register from **SpecsIntact** or from an excel template file.

Set Government Review Period: Consists of two sections, Classification and Review Period.

- **Classification:** Use this option to replace Review Periods for one or more classifications.

 A screenshot of a software dialog box titled 'Replace Submittal Review Period'. The dialog is divided into two main sections: 'Classification' and 'Review Period'.

 The 'Classification' section contains a list of seven checkboxes, all of which are currently unchecked:

- Information Only (FIO)
- Government Approval (GA)
- Designer of Record Approval (DA)
- Government Conformance Review of Design (CR)
- Designer of record AND Gov conformance Review (DA/CR)
- Designer of record AND Government Approval (DA/GA)
- Sustainable Notebook

 The 'Review Period' section contains two radio button options:

- Set all zero review periods to __ days
- Replace review period __ days with __ days

 At the bottom right of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangular box.

- **Review Period:** This option may be used to set all zero Review Periods to a required number of days or to replace a Review Period day with another Review Period day of your choosing. For example, if the review period for the submittal was set erroneously to 10 days when it should have been set to 15 days, use of the section option will update all review periods that were previously set at 10 days to 15 days.

Assign Activity: 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 Next, then Finish.

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

Assign Activity to Submittal Items

Assign Activity [BOT-1020 - Negotiations and Clairificatio] to selected submittals not assigned an activity

Submittal Items Search Export

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

Section	Item	Description	SD No	Type	Required for Activity	
>	012900	0	Scedule of Prices	18	SCHEDULES	<Not Set>
	012900	0	Schedule Update 51519	18	SCHEDULES	<Not Set>
	013100	0	Construction Schedule	18	SCHEDULES	<Not Set>
	013100	0	APP	48	SAFETY PLAN	<Not Set>
	013100	0	QCM Plan	76	CQC PLAN	<Not Set>
	013100	0	QCM Plan Revised	01	PRECONSTRUCTION SUBMITTALS	<Not Set>
	013100	0	WM Plan	53	DEMOLITION PLAN	<Not Set>
	013100	0	EPP	75	ENVIRON PLAN	<Not Set>
	013100	0	AHA's	48	SAFETY PLAN	<Not Set>
	013100	0	SWPPP	01	PRECONSTRUCTION SUBMITTALS	<Not Set>
	015000	0	Laydown Area	15	DRAWINGS	<Not Set>
	033000	0	Concrete Mix Design	03	PRODUCT DATA	<Not Set>
	033000	0	Concrete Break Tests	06	TEST REPORTS	<Not Set>
	033000	0	7 day Concrete Break test/booth, lights	06	TEST REPORTS	<Not Set>
	033000	0	7 day break test -			<Not Set>
	133423.16	0	PreFab Booth	02	SHOP DRAWINGS	<Not Set>
	133423.16	0	Booth			<Not Set>
	133423.16	0	Booth Foundation and Slab	02	SHOP DRAWINGS	<Not Set>
	260543	0	Site Electrical	96	MATERIALS	<Not Set>
	260542	0	Slurry Mix Design			<Not Set>

< Back Finish Cancel

After clicking the **Finish** button on the actions described above, a window will display to confirm that the action has been completed.

9.0 SCHEDULES

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Activity Schedule <i>View Activity Start and Finish dates and Summary of Schedule.</i>		Milestone Schedule <i>Manage contract Scheduled and Actual event dates.</i>		Placement Schedule <i>Review and manage contract actual and projected placement values.</i>		Feature Schedule <i>View or manage Start & Finish dates of Features of Work and Inspection dates.</i>	

The RMS Schedules screens allows government to check contractor activities and track progress. Contractors often use SDEF files to import schedules from their own internal software planning tools.

The Government needs to evaluate the Contractor's schedule with these basic principles in mind:

A schedule is only as good as the information on which it is based.

Some work sequences of various trades occur repeatedly throughout the contract. Follow-on trades do not wait for the initial trades to complete before commencing the follow-on work; different areas of the project are at different stages of completion within the sequence of work.

Some contracts will have essential installations that must receive extra attention even when they are not on the critical path.

Most of the activities may be very close to the critical path (in terms of float time) since these activities closely precede or follow the activities on the critical path.

RMS provides four types of schedules for government review and analysis:

- Activity Schedule
- Milestone Schedule
- Placement Schedule
- Feature Schedule

9.1 Activity Schedule

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Activity Schedule <i>View Activity Start and Finish dates and Summary of Schedule.</i>		Milestone Schedule <i>Manage contract Scheduled and Actual event dates.</i>		Placement Schedule <i>Review and manage contract actual and projected placement values.</i>		Feature Schedule <i>View or manage Start & Finish dates of Features of Work and Inspection dates.</i>	

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.

All Activities		Not Started		In Progress		Not Finished		Finished		Critical	
486		356		46		402		84		243	
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		
> A00001	START NETWORK					0	12/31/2019	12/31/2019	Finished		
A00010	NOTICE TO PROCEED					0	12/31/2019	12/31/2019	Finished		
A01100	PREP/SBMT 013201 PRELIM SCHED					0	12/31/2019	02/03/2020	Finished		
A01110	PREP/SBMT 013526 ACCID PRVT PL					0	12/31/2019	01/06/2020	Finished		
A01120	PREP/SBMT 014500 QUAL CNTRL PL					0	12/31/2019	01/30/2020	Finished		
A01130	PREP/SBMT 015720 ENVIR PROT PL					0	12/31/2019	01/30/2020	Finished		
A01150	PREP/SBMT 019100 COMMISSNG AGT					0	12/31/2019	02/27/2020	Finished		
A01160	PREP/SBMT 019100 COMMISSNG PLN		07/29/2020		11/18/2020	79	12/31/2019		In Progress		
A01165	PREP/SBMT 019100 FNL COMM PLN	12/02/2020	12/08/2020	10/19/2020	10/23/2020	-31			Not Started		
A01180	PREP/SBMT 031113 STRUC CIP FRM					0	02/13/2020	05/20/2020	Finished		
A01190	PREP/SBMT 032000 REINFORCING					0	01/20/2020	03/25/2020	Finished		
A01200	PREP/SBMT 033000 CIP CONC					0	01/20/2020	03/23/2020	Finished		
A01210	PREP/SBMT 047200 UNIT MASONRY					0	03/20/2020	05/20/2020	Finished		
A01220	PREP/SBMT 051200 LT GA TRUSSES					0	03/24/2020	04/06/2020	Finished		
A01230	PREP/SBMT 053000 STL DECKS					0	02/18/2020	04/03/2020	Finished		
A01240	PREP/SBMT 054000 COLD FORM MTL					0	12/31/2019	04/06/2020	Finished		
A01250	PREP/SBMT 055013 MISC MTL FAB					0	05/28/2020	05/29/2020	Finished		
A01260	PREP/SBMT 055200 MTL RAILINGS		07/27/2020		10/09/2020	54	04/07/2020		In Progress		
A01270	PREP/SBMT 061000 ROUGH CARP	07/01/2020	07/29/2020	06/08/2020	07/06/2020	-17			Not Started		
A01280	PREP/SBMT 064116 PLAST-LAM CAB	07/01/2020	08/12/2020	09/08/2020	10/19/2020	47			Not Started		
A01290	PREP/SBMT 066116 SOLID SURF FB	07/01/2020	09/02/2020	07/27/2020	09/28/2020	17			Not Started		
A01300	PREP/SBMT 070523 AIR BARR PLAN					0	12/31/2019	02/27/2020	Finished		
A01310	PREP/SBMT 071113 BITUM DAMPPRF		07/15/2020		06/05/2020	-27	04/20/2020		In Progress		
A01320	PREP/SBMT 072113 BRD/BLK INSUL	07/01/2020	08/12/2020	05/21/2020	07/02/2020	-28			Not Started		
A01330	PREP/SBMT 072116 FBR BLK INSUL	07/01/2020	08/12/2020	05/21/2020	07/02/2020	-28			Not Started		
A01340	PREP/SBMT 072719 SELF ADHR BAR	07/01/2020	08/26/2020	08/04/2020	09/29/2020	23			Not Started		

The level of detail (i.e., form footings, set re-bar, place concrete) is not very useful for the customer or those not tasked with the day-to-day scheduling operations at the jobsite. It would not make sense to duplicate this schedule in P2. These can be filtered by current progress on each activity by clicking on *Not Started*, *In Progress*, *Not Finished*, or *Finished*.

Note: The view above is for a contract set up for an imported Activity Schedule. See [Manually Entered Schedules](#) for information regarding manually entered schedules.

For instructions on setting up a contract for use with manually or imported activity schedule types, please see the [Contract Setup](#) module in volume 1 of this manual.

9.1.1 Imported Schedules

The *Activity Schedule* usually comes from a Contractor's NAS (Network Analysis System) such as Primavera through an exported/created SDEF (Standard Data Exchange Format) file. Activity codes are assigned to each activity in the scheduling software and populate via the SDEF file into RMS, such as the dates in the above screenshot. The Actual Start and Finish dates come from inside of the QC daily reports while the Early/Late Start and Finish dates only come from the NAS. The status will change when the Actual Start dates are entered in the [QC Daily Report](#).

The view in the section above displays an activity schedule as it appears when imported using a NAS.

9.1.2 Manually Entered Schedules

The view below shows an Activity Schedule on a contract set up for manually entered schedules.

All Activities	Not Started	In Progress	Not Finished	Finished
3	3	0	3	0

Activity Schedule - All Activities						Search	Export
Drag a column header and drop it here to group by that column							
Activity Number	Activity Description	Actual Start	Actual Finish	Scheduled Start	Scheduled Finish		
> 0001	Special Purpose Warehouse			05/16/2022	09/21/2022		
0002	DDSP Funded Equipment						
0003	AW test change/AS GFCI's						

In this type of activity schedule, users, both contractor and government, can enter the *Scheduled Start* and *Scheduled Finish* dates for each activity row manually. However, the *Actual Start* and *Actual Finish* dates will only populate when entered in a [QC Daily Report](#).

9.2 Milestone Schedule

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Activity Schedule View Activity Start and Finish dates and Summary of Schedule.	Milestone Schedule Manage contract Scheduled and Actual event dates.		Placement Schedule Review and manage contract actual and projected placement values.		Feature Schedule View or manage Start & Finish dates of Features of Work and Inspection dates.		

The most important schedule to the customer is the *Milestone Schedule*. The Milestone Schedule contains milestones that control how RMS module's function. Additionally, the Milestone Schedule is important for many USACE customers as it provides an overview of major events in the contract.

This schedule not only includes major system milestones like the Contract Award Date, Notice To Proceed and BOD (Beneficial Occupancy Date), but can also include important customized milestones for the customer, like partial turnover for installing customer furniture, scheduling User Training classes, O&M turnover, etc. It is critical that actual dates for system milestones are entered in the Milestone Schedule as these dates link to other modules and affect the functionality of other modules. For example, an actual date needs to be entered for the NTP Acknowledged milestone to turn on the ability to enter QA/QC reports. Which milestones affect which modules of RMS will be described in further detail below.

Note: The NTP Acknowledged date determines the numbering for the QA/QC reports. The numbering starts at 1 once the actual NTP Acknowledged date is entered. If reports are entered with dates that precede the NTP Acknowledgement date, then those numbers will be 0. In other words, if the NTP actual date is 2/2/2020 and the first report is put in on 2/5/2020, then the report number will be 3. During construction, these types of milestones are reviewed at the weekly planning meetings with the contractor and are updated in RMS

as part of the daily QA reporting process. Prior to construction award, milestone dates should come from P2 to RMS, but after construction award the construction milestone dates should come from RMS to P2.

Milestone Schedule													
Completed-Physical													
Award Duration			365			Current Duration			365 days				
All Events		Design		Construction		Post Construction		System		District		Contract	
17		2		6		9		13		4		0	
All Events									Search		Export		
Drag a column header and drop it here to group by that column													
Group	Phase	Milestone Event	Original Date	Scheduled Date	Scheduled Time	Actual Date	Status						
>	System	Construction	Contract Award		08/07/2002		08/07/2002	Completed					
	System	Construction	Construction Start Date				08/07/2002	Completed					
	System	Construction	NTP Acknowledged				08/07/2002	Completed					
	System	Construction	Construction Completion				08/07/2003	Completed					
	System	Post Construction	Beneficial Occupancy Date				08/07/2003	Completed					
	System	Post Construction	Contract Physical Completion				08/07/2003	Completed					
	System	Construction	Contract Required Completion	08/07/2003	08/07/2003			Scheduled					
	System	Post Construction	Contractor Final Payment					Not Scheduled					
	System	Post Construction	Transfer Document Date					Not Scheduled					
	System	Post Construction	AE Evaluation Date					Not Scheduled					
	System	Post Construction	Contractor Evaluation Date					Not Scheduled					
	System	Construction	Red Zone Meeting					Not Scheduled					
	System	Post Construction	Project Fiscal Completion					Not Scheduled					

Note: The text in the upper left view of the milestone edit view is the current contract stage for the contract. In the above example, this contract's stage was Physically completed. In other words, an actual date was entered in the Contract Physical Completion milestone. For an Active, Future or other contract stage, that text area will be updated with the corresponding text: Active for Active, etc.


Milestones can be described as either mandatory or optional. The RMS program includes mandatory milestones for all contracts. These cannot be changed or deleted. A District may add mandatory milestones that will be included in all contracts in that District. These milestones can be viewed in the [District Library](#). Additionally, the [Local Library](#) can be used at the field office level for optional milestones.

Thus, the [Milestone Schedule](#) in the contract reflects all the milestones from the RMS Program, the District, and the Local Libraries. You are also able to add milestones that are unique to a contract, and these would not be listed in the Local Library, nor would they be available for other contracts.

Clicking on the [Add](#) button will open a wizard that requires the description of the new milestone to start the creation of a new milestone.

RMS Add View

Add Milestone Event

 The following information is required to add a new Milestone Event

Description

OK Cancel

Click [OK](#). The wizard will then display the edit view of the new milestone. This is the same view for editing an existing milestone. Each milestone can be edited to set its dates.

Milestone Edit View

Milestone Event

Group Milestone Date Not Required

Phase

Description

Base Scheduled Event Date On

Manually Entered Date

Other Milestone Event ± days

Activity Finish Date ± days

Activity Date Options Early Finish Late Finish Mid Float Finish

Date / Time

Scheduled Date Schedule Time Record Time

Actual Date

If this milestone is a Contract Milestone, use the drop-down table to select the event in [Event Phase](#) and enter the event's [Description](#) by typing in the text field. These fields will not be editable in System Milestone Edit views.

Milestone Event

Group

Phase

Description

If a date is not required, select the [Milestone Date Not Required](#) checkbox. This selection will remove the [Base Scheduled Event On](#) and [Date / Time](#) sections of the page.

Base Scheduled Event Date On

If *Manually Entered Date* is selected, enter the *Scheduled Date* and *Schedule Time* (if appropriate).

If *Other Milestone Event* is selected, choose a milestone from the *Select Milestone...* lookup window and enter a value in the *± days* field to move the date as desired.

If *Activity Finish Date* is selected, choose the activity from the *Select Activity...* lookup window and enter a value in the *± days* field to move the date as desired. Select the appropriate option from the *Activity Date Options* below, as well.

Date / Time

The *Schedule Date* and *Schedule Time* fields are only editable when milestone scheduled event section is set to *Manually Entered Date*.

Checking the *Record Time* checkbox will make the *Schedule Time* text box editable. Check the *Record Time* checkbox and enter *Schedule Time* there.

If milestone is completed, an *Actual Date* will be entered.

Click the *Back* button to save changes made. PMO

9.2.1 Description of the System Milestones

System Milestones are the milestones created by the RMS Support Center and affect various modules in RMS. These milestones are always the only milestones that will be updated by P2 or sent from RMS to P2. Descriptions of the milestones can be viewed by hovering the mouse pointer over the "?" icon located on in the *Milestone Edit View* for each milestone. The pop-up notes are also replicated in this manual for ease of reference.

Note: These milestones are listed in alphabetical order based on phase, not necessarily the order in which the milestones will be completed. For directions on which order milestones must be completed in, please see the district policy for that contract’s district.

Construction Phase:

Contract Award: This milestone determines the first change in the contract status, when a contract moves from the future stage to an active stage. When the Contract Award Actual Date is entered, the contract status will change from a future contract to an active contract, allowing users to access the Finances tab. Additionally, if the contract is linked to CEFMS, RMS will begin to automatically download CEFMS financial data at the end of every day. If the contract is linked to a P2 project, then this also initiates a change in the flow of data between P2 and RMS. Prior to this actual date being entered, milestone dates will be pushed to RMS from P2 (P2 will control the milestone dates). After the actual date is entered, RMS will push the milestone dates to P2 (RMS will control the milestone dates).

Contract Award (CC800 in P2)
 The date that the contract award document (block 31C of the SF 1442 or block 3 of the DD 1155) is signed by the Contracting Officer.

Construction Start Date: The date the contractor begins work on the site. This is the latest date that QA/QC daily reports should start.

Construction Start Date
 The date that the contractor begins work on the site. This is the latest date that QA/QC daily reports should start.
 Note: Work on the site includes mobilization.

Note: Work on the site includes mobilization. It is needed for Placement Reports.

Contract Required Completion: This milestone is a calculated milestone, and no dates or changes may be made here. The *original* **Contract Required Completion** date is calculated based on the contract **NTP Acknowledged Actual** date, the **Award Duration** entered in the Milestone Schedule module, plus any modifications that change the contract duration via Award Options (see Mod Reason Codes section in Vol 2 of the government manual for more detail). The *scheduled* **Contract Required Completion** date is calculated based on the contract **NTP Acknowledged Actual** date, **Award Duration** entered into the Milestone schedule module, plus ALL modifications that change the **Contract Duration**, regardless of the type of modification

Contract Required Completion (CC830 in P2)

The date set in the contract for completion. Contract Required Completion date is based on the Actual NTP Acknowledged Date (CC810) plus the contract duration at time of award, including options.

NTP Date: The date that the contractor signs the acknowledgement section of the Notice to Proceed (NTP) sent by the Contracting Officer. For contracts which include language stating that NTP begins at award, this is the same date as Contract Award. The "NTP Acknowledged" **Actual Date** is what allows QA and QC reports to be created, payrolls to be generated, monthly progress schedules to be updated, and payments to be entered.

NTP Date (CC810 in P2)

The date that the contractor signs the acknowledgement section of the Notice to Proceed (NTP) sent by the Contracting Officer. For contracts which include language stating that NTP begins at award, this is the same date as Contract Award.

Red Zone Meeting: The date that the first Red Zone Meeting is held. The Red Zone meeting is held, approximately 60 days before the anticipated Beneficial Occupancy Date (BOD), or not later than when 80% of construction has been completed. This milestone will only affect the summary reports in RMS and is one of the milestones sent to P2 from RMS.

Red Zone Meeting

The date that the first Red Zone Meeting is held. The Red Zone meeting is held approximately 60 days before the anticipated Beneficial Occupancy Date (BOD), or not later than when 80% of construction has been completed.

Post Construction Phase:

AE Evaluation Date: The date that the final evaluation is completed by the government for the AE contractor in the CPARS system.

AE Evaluation Date (CC860 in P2)

The date that the final evaluation is completed by the government for the AE contractor in the CPARS system.

Beneficial Occupancy Date: The beneficial occupancy date (BOD) is the date that the customer can expect to receive useful occupancy of the facility or construction work. Although all construction efforts at the construction site may not be completed. For Civil Works, this milestone is equivalent to substantial completion, i.e., facility can be used for its intended purpose.

Beneficial Occupancy Date (CC850 in P2)

The beneficial occupancy date (BOD) is the date that the customer can expect to receive useful occupancy of the facility or construction work. Although all construction efforts at the construction site may not be completed. For Civil Works, this milestone is equivalent to substantial completion, i.e. facility can be used for its intended purpose.

Note: It is possible to have multiple BOD's on a single project. For projects with separate phases, the date in RMS should reflect the last or final BOD for the contract. Local milestones may be added to track multiple BOD's in RMS. LD's MAY stop upon BOD issuance.

Note: It is possible to have multiple BOD's on a single project. For projects with separate phases, the date in RMS should reflect the last or final BOD for the contract. Local milestones may be added to track multiple BOD's in RMS. Liquidated Damage'S (LD's) MAY stop upon BOD issuance. However, these are now stored in Other Deductions or Retainage until the LD can be rectified. Where these are stored are determined by office/district policies.

Construction Completion: If the **Contractor Final Payment**, **Contract Physical Completion**, or **Construction Completion** dates (in that order) have actuals, they indicate the end of the Contract for Payroll purposes. Otherwise, a Contract Administrator will need to open Contractor Payrolls for the payroll to be generated.

Construction Completion (CC820 in P2)

The date USACE accepts the work as complete. The CO/ACO informs the contractor that liquidated damages will not be or no longer will be, assessed and the warranty period begins if required by contract. Construction Completion may occur with or without deficiencies. This term is synonymous with the term "Substantial Completion."

Note: This is another milestone that affects contract payroll generation. If the Actual Date is entered for this milestone, no future payrolls will be generated.

Contractor Evaluation Date: The date that the final evaluation is completed by the government for the construction contractor in the CPARS system.

Contractor Evaluation Date (CC870 in P2)

The date that the final evaluation is completed by the government for the construction contractor in the CPARS system.

Contractor Final Payment: If the "Contractor Final Payment" dates has an actual date entry, it will indicate the end of the Contract for Payroll purposes. The automatic portion of the "Contractor

Final Payment" is completed once a payment completed in the "Progress Payment" module that is marked "Final Pay" has been paid out by the USACE Financial Center through CEFMS.

Contractor Final Payment (CC880 in P2)

The date that the final payment is made to the contractor.

Note: This is another milestone that affects contract payroll generation. If the Actual Date is entered for this milestone, no future payrolls will be generated.

Contract Physical Completion: If the "Contract Physical Completion" dates has an **Actual Date** entry, it will indicate the end of the Contract for Payroll purposes.

Contract Physical Completion (CC840 and CW450 in P2)

The date all contractor work is completed including all deliverables (ex: as-builts, O&M manuals, keys, final reports, etc.). All deficiencies/punch list items are complete. Note: Claims can be pending and this date excludes activities within government control, such as warranty inspections, CPARS evaluations, final 1354, etc.

Note: No future payrolls will be generated, once this Actual Date has been entered.

Project Fiscal Completion: Date all project fiscal requirements are satisfied, and all remaining design and construction funding returned to customer and CEFMS Construction-In-Progress (CIP) asset account is closed by Resource Management, Scheduled and Actual date comes from P2. Once this Actual Date is entered, all data flow from P2 to RMS stops.

Note: Data pulled from Engineering and Construction Bulletin Issued 23 July 2012, No. 2012-21: [ECB 2012-21 Construction Contract Duration and Beneficial Occupancy Date -- Applicability: Clarification and Guidance \(wbdg.org\)](#)

Project Fiscal Completion (ML260 in P2)

Date all project fiscal requirements are satisfied, and all remaining design and construction funding returned to stakeholder. Scheduled and Actual date comes from P2.

Note: Once the interface has a Fiscal Completion Actual date, removing the date will not re-enable the interface between P2 and RMS.

Transfer Document Date: Date that the stakeholder signs, acknowledging the document that transfers the completed work from USACE to the stakeholder.

Transfer Document Date (CC890 in P2)

Date that the stakeholder signs acknowledging the document that transfers the completed work from USACE to the stakeholder.
Note: For MILCON projects this is typically the DD1354.

Note: For MILCON projects this is typically the DD1354.

If a contract is using P2, then use this list to determine which milestones map to which P2 lines:

- Line 13873: CC800 - Contract Award
- Line 13874: CC810 - NTP Acknowledged (NTP Date)
- Line 13875: CC820 - Construction Completion
- Line 13876: CC830 - Contract Required Completion
- Line 13877: CC840 – Contract Physical Completion
- Line 13878: CC850 - Beneficial Occupancy Date
- Line 13879: CC860 - AE Evaluation Date
- Line 13880: CC870 - Contractor Evaluation Date
- Line 13881: CC880 - Contractor Final Payment
- Line 13882: CC890 - Transfer Document Date

9.3 Placement Schedule

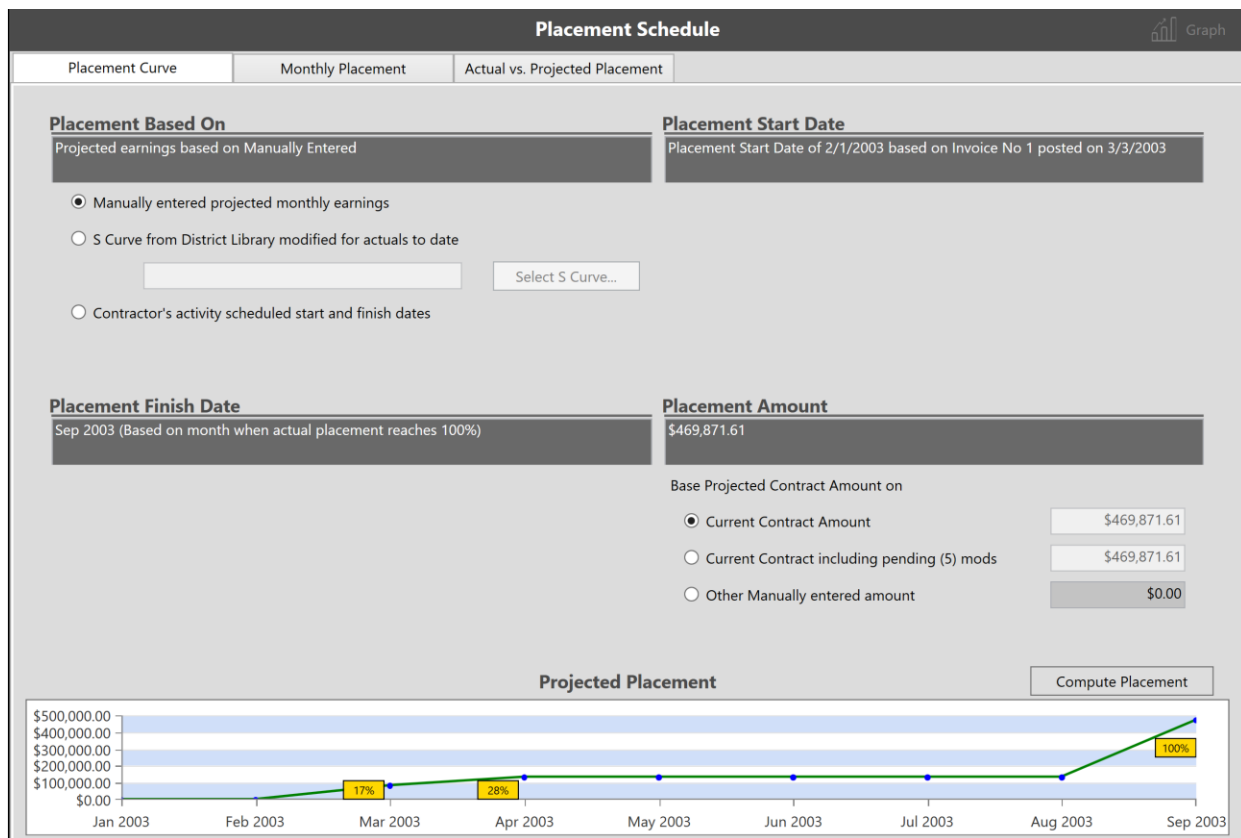
Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Activity Schedule <i>View Activity Start and Finish dates and Summary of Schedule.</i>		Milestone Schedule <i>Manage contract Scheduled and Actual event dates.</i>		Placement Schedule <i>Review and manage contract actual and projected placement values.</i>	Feature Schedule <i>View or manage Start & Finish dates of Features of Work and Inspection dates.</i>		

The *Placement Schedule* tracks the dollar value completed over time, for budget purposes and to ensure proper fiscal management of the contract. It can be viewed in this module.

Both Progress and Placement are tracked in RMS. The Progress Schedule is concerned with the time that it takes to complete a contract. The Placement Schedule tracks the dollar value completed over time, for budget purposes and to ensure proper fiscal management of the contract.

9.3.1 Placement Curve

The *Placement Curve* tab displays a graph of projected earnings based upon selected parameters and available data. Based upon the status of the contract and whether any actual invoices have been paid, the options available, and the appearance of the curve may be changed.



There are three methods available for placement: *Manually entered projected monthly earnings*; *S Curve from District Library for actuals to date*; or using the *Contractor's activity scheduled start or finish dates*. Each of these will present users with different options and results depending upon whether the contract has begun or not. For instance, *Manually entered projected monthly earnings* can only be entered for dates in the future. So, keep in mind that if you have **actual** earnings, they will be used to date, the **projected** earnings will be used thereafter. There are numerous scenarios on how to choose to reflect and report the earnings:

- Manually entered %'s
- Scheduled monthly progress
- Contractors' early start activity schedule
- Contractors' late start activity schedule
- Contractors' mid-float activity schedule

A placement based upon Contractors' schedule early, late, or mid-float dates will depend upon the activities entered by the Contractor, either by an imported SDEF file, or activity dates entered by the contractor manually.

In the *District Library* option, under the *Construction S Curve* module, District Administrators can set additional curve templates to match a contract's estimated progression. RMS includes two commonly used placement curves but also allows additional curves to be made. Each month can have a custom percentage entered based on the desired template setup. Specific templates would be used to match a specific contract's estimated progression over the year.

Once all the options have been set properly, click on the *Compute Placement* button to update the *Placement Curve*, *Monthly Placement* and *Actual vs. Projected Placement* tabs.

9.3.2 Monthly Placement

The grid shown on this tab reflects both prior payments and projected payments based upon the status of the contract and whether any prior payments have been made.

Placement Schedule										
Placement Curve		Monthly Placement		Actual vs. Projected Placement		Actual vs. Baseline			Graph	
Actual / Scheduled Placement										
Month	Actual Monthly Earnings	(+) Monthly Accruals	(-) Monthly Reversals	Actual Monthly Placement	Scheduled Monthly Placement	Total Placement	%			
Sep 11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0		
Oct 11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0		
Nov 11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0		
Dec 11	\$238,734.00	\$0.00	\$0.00	\$238,734.00	\$238,734.00	\$238,734.00	\$238,734.00	0		
Jan 12	\$216,000.00	\$0.00	\$0.00	\$216,000.00	\$216,000.00	\$454,734.00	\$454,734.00	0		
Feb 12	\$222,661.00	\$0.00	\$0.00	\$222,661.00	\$222,661.00	\$677,395.00	\$677,395.00	1		
Mar 12	\$219,250.00	\$0.00	\$0.00	\$219,250.00	\$219,250.00	\$896,645.00	\$896,645.00	1		
Apr 12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$896,645.00	\$896,645.00	1		
May 12	\$873,788.40	\$0.00	\$0.00	\$873,788.40	\$873,788.40	\$1,770,433.40	\$1,770,433.40	2		
Jun 12	\$263,143.80	\$0.00	\$0.00	\$263,143.80	\$263,143.80	\$2,033,577.20	\$2,033,577.20	2		
Jul 12	\$390,250.00	\$0.00	\$0.00	\$390,250.00	\$390,250.00	\$2,423,827.20	\$2,423,827.20	2		
Aug 12	\$542,743.80	\$0.00	\$0.00	\$542,743.80	\$542,743.80	\$2,966,571.00	\$2,966,571.00	3		
Sep 12	\$755,500.00	\$0.00	\$0.00	\$755,500.00	\$755,500.00	\$3,722,071.00	\$3,722,071.00	4		
Oct 12	\$852,550.00	\$0.00	\$0.00	\$852,550.00	\$852,550.00	\$4,574,621.00	\$4,574,621.00	4		
Nov 12	\$1,111,589.60	\$0.00	\$0.00	\$1,111,589.60	\$1,111,589.60	\$5,686,210.60	\$5,686,210.60	5		
Dec 12	\$1,119,487.00	\$0.00	\$0.00	\$1,119,487.00	\$1,119,487.00	\$6,805,697.60	\$6,805,697.60	6		
Jan 13	\$4,470,615.00	\$0.00	\$0.00	\$4,470,615.00	\$4,470,615.00	\$11,276,312.60	\$11,276,312.60	11		
Feb 13	\$1,422,064.35	\$0.00	\$0.00	\$1,422,064.35	\$1,422,064.35	\$12,698,376.95	\$12,698,376.95	12		
Mar 13	\$1,006,688.48	\$0.00	\$0.00	\$1,006,688.48	\$1,006,688.48	\$13,705,065.43	\$13,705,065.43	13		

Compute Placement

■ Actual Earnings
 ■ Projected earnings based on Manually Entered

If the user has selected to manually enter projected earnings, this grid will allow these projected earnings to be entered for future months. Manually entered percentages will adjust the earnings curve on rows for future months. Simply enter the percentages in the fields as required. If users click on the *Compute Placement* button, all data will be recomputed and entered based on the information entered on the *Placement Curve* tab, completed progress payments, and any modifications that have been applied to the contract.

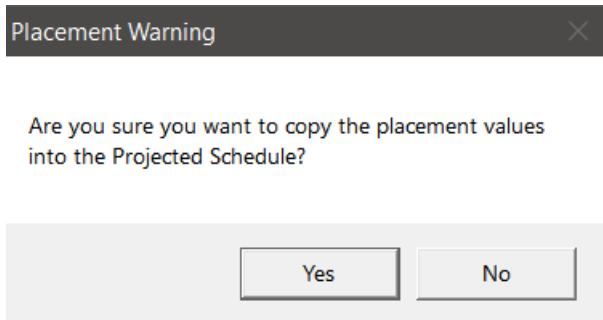
9.3.3 Actual vs. Projected Placement

This tab compares actual progress with the projected and allow the user to make adjustments.

Actual / Scheduled Placement				Projected Schedule		
Month	Monthly Placement	Total Placement	%	Monthly Placement	Total Placement	%
Sep 02	\$0.00	\$0.00	0	\$0.00	\$0.00	0
Oct 02	\$0.00	\$0.00	0	\$0.00	\$0.00	0
Nov 02	\$0.00	\$0.00	0	\$0.00	\$0.00	0
Dec 02	\$0.00	\$0.00	0	\$0.00	\$0.00	0
Jan 03	\$26,592.00	\$26,592.00	0.55	\$0.00	\$0.00	0
Feb 03	\$0.00	\$26,592.00	0.55	\$0.00	\$0.00	0
Mar 03	\$0.00	\$26,592.00	0.55	\$0.00	\$0.00	0
Apr 03	\$50,350.00	\$76,942.00	1.60	\$0.00	\$0.00	0
May 03	\$0.00	\$76,942.00	1.60	\$0.00	\$0.00	0
Jun 03	\$0.00	\$76,942.00	1.60	\$0.00	\$0.00	0
Jul 03	\$85,527.00	\$162,469.00	3.38	\$0.00	\$0.00	0
Aug 03	\$56,000.00	\$218,469.00	4.55	\$0.00	\$0.00	0
Sep 03	\$945,829.00	\$1,164,298.00	24.23	\$0.00	\$0.00	0
Oct 03	\$0.00	\$1,164,298.00	24.23	\$0.00	\$0.00	0
Nov 03	\$175,210.00	\$1,339,508.00	27.88	\$0.00	\$0.00	0
Dec 03	\$487,935.00	\$1,827,443.00	38.04	\$0.00	\$0.00	0

There is a button at the bottom to allow the user to [Copy Placement to Projected Schedule](#).

When clicking on the button [Copy Placement to Projected Schedule](#), the values in the Placement columns on the left of the above view are copied into the Projected Schedule on the right portion of the view.



Remember that placement is planned budget until payments are made but a projected schedule is a copy of prior placement planning.

9.3.4 Actual vs. Baseline

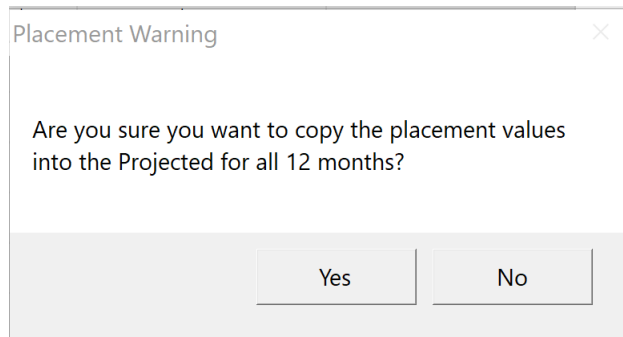
Under some circumstances, a fourth tab will appear on the *Placement Schedule*.

Placement Schedule									
Placement Curve		Monthly Placement		Actual vs. Projected Placement		Actual vs. Baseline			
Placement vs Projected for		FY 2013 Original Projected							
<div style="text-align: right;"> <input type="text" value="Search"/> <input type="button" value="Export"/> </div>									
Actual / Scheduled Placement					FY 2013 Original Projected				
Month	Monthly Placement	Total Placement	%		Monthly Baseline	Total Baseline	%	Total Difference	
> Oct 12	■	\$5,100.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
Nov 12	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
Dec 12	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
Jan 13	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
Feb 13	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
Mar 13	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
Apr 13	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
May 13	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
Jun 13	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
Jul 13	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
Aug 13	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
Sep 13	■	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00		0	\$4,804,502.00
		\$4,804,502.00			\$0.00				\$4,804,502.00

FY 2013 Original Projected

■ Actual Earnings
 ■ Projected earnings based on Standard S Curve S Curve

On this tab, the user may click *Copy Placement to Baseline*.



Same thing for the *Copy Placement to Baseline*, the placement is copied to the baseline columns.

In the District Office, FY Baseline Placement, district administrators can set a baseline of yearly spending and apply them to specific contracts. District administrators can set all contracts to be updated with placement for the FY or lock baseline schedules. A Contract Baseline due date can also be set by the district administrators in the FY Baseline Placement module under District Office.

9.4 Feature Schedule

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Activity Schedule <i>View Activity Start and Finish dates and Summary of Schedule.</i>		Milestone Schedule <i>Manage contract Scheduled and Actual event dates.</i>		Placement Schedule <i>Review and manage contract actual and projected placement values.</i>		Feature Schedule <i>View or manage Start & Finish dates of Features of Work and Inspection dates.</i>	

As part of the contractor’s QC Plan, Definable Features of Work for a construction contract are identified by the contractor to plan Preparatory, Initial and Follow-Up inspections of the work.

RMS generates a *Feature Schedule* by finding the first activity scheduled to start under a feature and the last activity scheduled to be finished under a feature. Actual progress is determined by computing earnings to date on the activities for a feature. Most construction contracts (even those with 1000’s to tens of 1000’s of work activities) have fewer than 30 features of work. This rolled up feature schedule makes an excellent schedule for easily monitoring the progress on a contract. The customers find this schedule very easy to understand. Typical features include items like Site Utilities, Interior Electrical, Roofing, etc.

Edit
Feature Schedule
Search
Export

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

Feature Schedule	Start Date	Finish Date	Preparatory Inspection	Initial Inspection
> ASBESTOS ABATEMENT			Not Scheduled	Not Scheduled

Feature - ASBESTOS ABATEMENT

First Activity is blank	Start
Last Activity is blank	Finish
Feature start and finish dates computed from the activity schedule Preparatory and Initial Inspection Dates from Daily QC Reports	

All contractor activities must be assigned to one and only one definable Feature of Work. Each definable Feature of Work may have many activities linked to it.

These definable Features of Work in the Quality Control Plan must match those in the Scheduling program.

10.0 CLOSEOUT

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>		Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>		Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>		CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i>	
Warranty Tracking <i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i>							

Construction is complete, but contract procedures are not complete. The Closeout module provides instructions for documenting real property and transfers as needed based on the requirements from DD1354 requirements. Additionally, this section gives instructions on fulfilling the requisition procedures to include CPAR evaluations and warranty tracking.

10.1 Real Property

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>		Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>		Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>		CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</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 and completes the form.

This should be a simplified process if material is gathered as the construction progresses. The completed DD Form 1354, with the real property records, is submitted by the Resident/Project Engineer to the Using Service. Regulations require the Using Service to accept the transfer of construction by signing the form. The deficiencies found during the final inspection that were not immediately corrected are listed on the back of the form. The deficiencies relate to contract requirements only. Design deficiencies are not to be included. If there are any disputes as to items being construction deficiencies, these should be resolved by the ACO/CO, if possible. If not, the dispute is forwarded, in writing, to the District with an explanation of the facts. All renovation and alteration projects require a DD Form 1354, as well as all maintenance and repair projects. Prior to the final inspection, the Resident/Project Engineer determines the approximate cost of the contract, exclusive of possible claims.

Computation of this cost should be available, if desired, at the final inspection. On unit price contracts it may be necessary to submit an interim DD Form 1354. A final DD Form 1354 will be submitted once all invoices are received from the Contractor and validation of final quantities is complete. This final form is the designated responsibility of PPMD within the District. *Real Property* is transferred to the Customer upon completion (or partial completion, as the case may be). *Real Property* consists of land and capital improvements to land. *Real Property* is considered anything attached to the land, such as a building, parking lot, and underground piping systems or

a fence. It also includes items on the interior of a building, such as fire protection systems, plumbing systems, and electrical systems. A formidable challenge exists to keep track and document Real Property Assets. Using RMS will greatly simplify this task.

Both Government and Contractor users have the capability to add Real Property items.

To view, add and edit real property items, click on the *Closeout* tab then click on the blue *Real Property* tile. This will open the real property selection view where a data grid of all real property items within the contract is displayed. The status of the item will be either *Not Submitted*, *Government Accepted*, or *Government Review*. Items that have not been submitted by the Contractor will show in this list with the status *Not Submitted*.

The screenshot shows the 'Real Property' data grid with the following columns: Real Property ID, Facility, Cat Code, Description, and Status. The data rows are as follows:

Real Property ID	Facility	Cat Code	Description	Status
RP-00001	Test			Not Submitted
RP-00002	Test 2			Government Review
RP-00003	Test 3			Government Accepted

When adding or editing a real property item, the following screen will display.

Note: When real property items are added in Government Mode, the *Accepted* checkbox will be automatically checked and show in the data grid above as *Government Accepted*. Unchecking this checkbox will change the item’s status to *Not Submitted* which will allow the contractor to edit the item.

The 'Real Property Item' form contains the following fields and sections:

- Item No:** RP-00001
- RPUID (Real Property Unique Identifier):** [Text Field] Accepted
- Facility:** [Text Field] Include DDC
- Category Code:** [Text Field]
- Category Title:** [Text Field]
- Unit of Measure / Quantity:**
 - 1. Unit: <Not Set> Total Quantity: 0
 - 2. Unit: <Not Set> Total Quantity: 0
- Fund Source:**
 - Type of Construction: [Dropdown] Sustainability Code: <Not Set> Construction Cost: \$0.00
 - Multiple
 - Funding Source 1: <Not Set>
 - Fund Org: <Not Set> Interest Code: <Not Set>
- Item Remarks:** [Text Field]
- Additional Item Info:** [Text Field]

Note: When the Contractor has entered the Real Property item for Government review, the *Accepted* checkbox will be unchecked, and the Government will fill in the remaining information required for the item. If needed, the information entered by the Contractor can be edited by either the contractor or the government, as well. If all information is deemed correct, the *Accepted* checkbox may be checked. This action will prevent the contractor from editing the item further.

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 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. 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.

- **Include DDC:** Design During Construction (DDC). Check this box to indicate if this item needs to be including in Design During Construction costs calculation in the final DD1354.

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 and the quantity can be set using the *Total Quantity* text box(es) to the right of the unit.

Type of Construction: Enter the type of construction here. FY22 lookups can be enabled in the Contract Setup submodule under the Administration module. Check the checkbox for "Enable FY22 look ups for DD 1354". New contracts will default to this look up.

Sustainability Code: Select the appropriate Sustainability Code for the real property item.

Construction Cost: Cost of the construction.

Fund Source: Fund Source refers to the source of funds that are used to pay for this Real Property Asset. If multiple funding sources are being utilized check the box for Multiple and RMS will display additional fields, you may enter up to three funding sources and percent utilization of each funding source.

Fund Org: Fund Org (Organization) refers to the Organization that is funding the real property assets. To set the Fund Org, click on the blue tile and select the appropriate organization code which corresponds to the organization that is funding the real property item.

Interest Code: The interest code refers to the interest agreement placed upon the real property item, users can select an interest code by clicking on the blue tile next to the interest code and selecting the appropriate interest code.

Item Remarks: Provide any remarks to be included in the real property item.

Additional Item Info: Enter additional information for the real property item here.

Upon completion of the item, ensure that the **Accepted** checkbox is checked and click the **Back** button at the top to save.

10.2 Transfers – DD1354

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property Tabulation of structures and firmly attached and integrated equipment.	Transfers - DD1354 Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.			Requisition - DD1149 Record receipt and transfer of items provided to or received from the Contractor.			CPAR Evaluations Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.
Warranty Tracking Document the 4 and 9 month Warranty Inspections of the completed contract.							

Documents can be prepared for transfer and acceptance of the DOD real property for the using agency by creating DD form 1354 for transfers. This form can be created by entering the contract menu and clicking on the closeout tab then clicking on the blue tile “Transfers – DD1354”. This will open the transfer selection view where you can add, edit, and delete DD1354 Transfers.

Transfers DD1354			
Transfer No.	Transfer Date	Transferred From	Transferred To
1	02/07/2012	Belvoir Integrated Program Office	USAG Ft. Belvoir, DPW Facility Planning

After adding or editing the transfer edit view will be presented. Users can edit and add information regarding, the transfer and acceptance of the real property items. The DD Form 1354 is composed of the information found in the transfer edit view within the three tabs **Header/Real Property**, **Deficiencies**, and **Remarks**.

To edit - single click the item to edit and then click the **Edit** button or double click on the item that needs to be edited. All areas that are not greyed out can be edited in the edit view that displays. Click the **Back** button to save the information.

To delete - single click on the item to delete and click on the **Delete** button, then confirm deletion.

The DD Form 1354 can be viewed at any time by clicking the button in the top-right corner as depicted below. Information will populate in the form as it is entered.

The *Header/Real Property* tab will fill in the first page of the DD Form 1354. The figures below portray how the form maps to the edit view. The property items are added in the Property Items section at the bottom of the screen. Property Items will populate sections 9-23 of the DD Form 1354 form. The items may be rearranged in the Property Items by dragging and dropping them in the preferred order. The items will display in this order on DD Form 1354.

TRANSFER AND ACCEPTANCE OF DoD REAL PROPERTY Form Approved
OMB No. 0704-0188
PAGE 1 of 2 PAGES

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, Alexandria, VA 22304-3100 (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.

1. FROM (Organization - instabion Code and Name)		2. DATE PREPARED (YYYY/MM/DD)	3. PROJECT/JOB NUMBER	4. SERIAL NUMBER	8. TRANSACTION DETAILS	
5. TO:		6. RP/SUID/SITENAME/INSTCODE/INSTNAME	7. CONTRACT NUMBER(S)	7a. PLACED-IN-SERVICE DATE	b. Method (x all that apply)	
9. ITEM NO.	10a. FACILITY NO.	10b. RPUID	11. CATEGORY CODE	12. CATEGORY DESCRIPTION	13. TYPE CODE	14. SUST CODE
15. PRIMAR Y UM		16. PRIMAR Y UM QUANTITY		17. SECONDAR Y UM		18. SECONDAR Y UM QUANTITY
19. COST		20. FUND SOURCE		21. FUND ORG		22. INTER-EST CODE
23. ITEM REMARKS						

24. STATEMENT OF COMPLETION
The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.

25a. ACCEPTED BY (Typed name and Signature)

25b. Date Signed (YYYYMMDD)

25c. TITLE (DPW/PAD)

25d. Date Signed (YYYYMMDD)

26. PROPERTY VOUCHER NUMBER

DD Form 1354, AUG 2013 PREVIOUS EDITION MAY BE USED COLUMN 19 INCLUDES THE ALLOCATION OF P&D and S&A Costs



The screenshot shows the 'Transfer Edit - Transfer No. 17' form. Red circles with numbers 1 through 26 are placed over various fields to indicate their correlation to form DD 1354. The fields include: Date Prepared (2), From (1), To (5), Project No. (3), Serial No. (4), Site/Installation (6), Placed in Service (7), Transfer Type (8a), Transfer Type - Secondary (8b), Form Type (8c), Transferred By Signature (24a and 24c), Transferred By Title (24a and 24c), Voucher No. (26), Accepted By Signature (25a and 25c), Accepted By Title (25a and 25c), and a Property Items table (9-23) with columns for Order No., Real Property ID, Facility, Category Code, and Description.

Number correlations between RMS and form DD 1354:

Section	Transfer Edit View	DD Form 1354
	<i>From</i>	1
	<i>Date Prepared</i>	2
	<i>Project No.</i>	3
	<i>Serial No.</i>	4
	<i>To</i>	5
	<i>Site/Installation</i>	6
	<i>Placed in Service</i>	7
	<i>Transfer Type</i>	8a
	Multiple selections are allowed (up to and including all boxes).	
	<i>Transfer Type Secondary</i>	8b
	<i>Form Type</i>	8c
	<i>Property Item</i>	9-23

<i>Transferred By Signature</i>	24a
<i>Transferred by title</i>	24c
<i>Voucher No.</i>	26
<i>Accepted by Signature</i>	25a
<i>Accepted by Title</i>	25c

The *Deficiencies* tab is used to add construction deficiencies on the transfer form. This will fill out section 27 of DD 1354. The deficiencies are added in order of the deficiency item number.

The screenshot shows the 'Transfer Edit - Transfer No. 17' window. At the top, there are tabs for 'Header/Real Property', 'Deficiencies', and 'Remarks'. The 'Deficiencies' tab is selected. Below the tabs, there are 'Add' and 'Delete' buttons. The main area is titled 'Construction Deficiencies' and contains a table with the following columns: 'Deficiency Item', 'Location', and 'Deficiency Description'. Below the table, there are two text input fields. The first is labeled 'Deficiency Description' and the second is labeled 'Additional Construction Deficiencies'. Each input field has a blue icon to its left. At the top right of the window, there is a 'DD Form 1354' icon and an 'Export' button.

The *Remarks* tab will fill out section 28 of the transfer form. This section includes a description of the project along with project costs. The field subtotal is the sum of the Construction cost, planning & design cost, S&A costs, and Equipment costs. Entering values in Design During Construction section will propagate against all Property Items which have been marked "Include DDC".

Once all data has been filled in appropriately, preview the form by clicking on the DD Form 1354 button in the top right, ensure all information is displayed accurately, then download and save the form to a preferred file location.

A physical signature is required on this form. After the form has been signed, add a document package in the Transfer Edit view under the Remarks tab. Upload the signed form by clicking Add and choosing to select the file from the file system. Check the Manually signed by Government checkbox and click on the Complete Package button, then click Yes. Click on the Back button at the top of the screen to save the document package. Click on the Back button once more to save the DD Form 1354.

10.3 Requisition – DD1149

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>	Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>	Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>		CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i>			
Warranty Tracking <i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i>							

The DD1149 is a record receipt and transfer of items provided to or received from the contractor.

To create a DD1149 requisition form enter the contract menu then click on the tab closeout, then click on the blue tile Requisition – DD1149.

In the module for requisition – DD1149 you will see a data grid with a list of the requisitions made within the contract. On this view you can add edit and delete requisitions for the contract. After adding or editing a requisition you will be presented with the requisition edit view.

In the requisition edit view there are two tabs “Header” and “Transfer Property” along with a button labeled “DD Form 1149” to preview the report. The header tab fills out the sections 1-17 on the requisition form. The following table demonstrates the mapping from the header tab to the DD 1149 form.

The screenshot shows the 'Requisition Edit - Transfer No. 11' interface. It features two tabs: 'Header' and 'Transfer Property'. The 'Header' tab is active, displaying various input fields. Red circles with numbers 1 through 17 are overlaid on the form to indicate the mapping to specific sections of the DD Form 1149. A red box highlights the 'Appropriations Data' section, which includes fields for Appropriation Symbol, Expenditure Account From, Chargeable Activity, Bureau Control Acct #, Appropriation Class, Expenditure Account To, Bureau Control #, and Amount. Other fields include Transfer Date, Shipping (From, To, Ship To - Mark For), Requisition Date, Requisition #, Material Required, Priority, Authority/Purpose, Signature, Voucher #, Voucher Date, Date Shipped, Mode Of Shipment, Bill Of Lading, and Designator/Reference #.

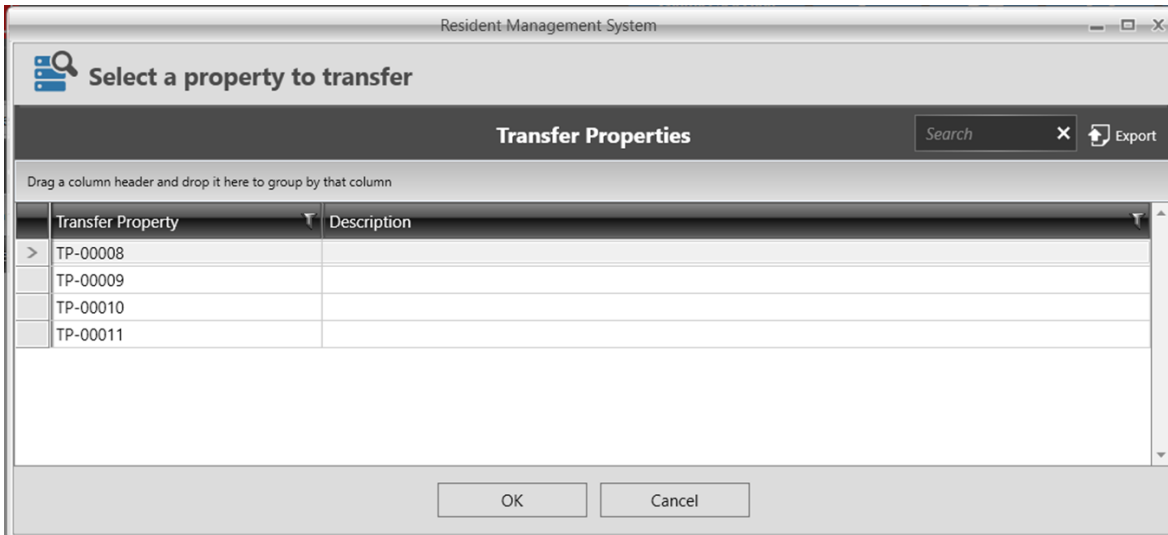
<i>Voucher Date</i>	11b
<i>Date Shipped</i>	12
<i>Mode of shipment</i>	13
<i>Bill of Lading</i>	14
<i>Designator/Reference #</i>	15
<i>MATS/MSTS Chargeable to</i>	16
<i>Special Handling</i>	17

Transfer Property Tab

Property Transfers can be added to the requisition on this tab by clicking the *Add* button.



Only Property Transfers which have not been added on another requisition will appear in the list. Make the selection(s) and click *OK*.



10.4 CPAR Evaluations

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>	Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>	Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>	CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i>				
Warranty Tracking <i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i>							

The government can create CPAR (Contractor Performance Assessment Report) evaluations that contains various information regarding the contractor along with their performance ratings.

CPAR evaluations can be created by entering the contract menu and then clicking on the blue tile CPAR evaluations. This will open the contractor evaluation selection view that contains a data grid with all the CPAR evaluations within the contract.

There is currently no direct interface between CPARS and RMS. Information entered into RMS can help organize what needs to be entered into CPARS. Some users have found that it is easier to export the information entered into RMS to a text file, then copy and paste it into the CPARS. Although, how information is entered into CPARS is up to district policy. Please consult with the district in which the contract is administered on how to get information into CPARS.

When adding or editing a CPAR evaluation you will see the following screen with 6 tabs.

The first tab is the [Contractor Name/Address](#) in this section you can enter the Contract division, product service code and NAICS code.

The [Contract Information](#) tab allows you to enter information about the contract that you are assessing the performance for, here you can enter information regarding the contract, contract dates and dollar values.

Contractor Performance Assessment Report Export CPARS

Contractor Name/Address	Contract Information	Misc Information	Small Business Utilization	Ratings	Assessor
Contract Information					
Contract/Delivery Order No.	W912DR-11-C-0033 NA	Evaluation Type	[Dropdown]		
Evaluation From Date	Select a date [15]	Evaluation To Date	Select a date [15]		
Program Type	<Not Set> -				
Contract Office	CENAB - Baltimore District				
Contracting Officer Name	[Text Box]		Contracting Officer Phone	[Text Box]	
Contract Dates					
% Complete	[Text Box]		Contract Completed	Select a date [15]	
Dollar Values					
Current Contract	\$0.00		Modifications	\$0.00	
LD's	\$0.00		Termination Type	[Dropdown]	
Home district EROC	[Dropdown]		Work Complexity Code	[Text Box]	

The *Misc. Information* tab is used for miscellaneous information, here you will find the contract description along with multiple fields to document up to three subcontractors' efforts on the performance assessment.

Contractor Performance Assessment Report Export CPARS

Contractor Name/Address	Contract Information	Misc Information	Small Business Utilization	Ratings	Assessor
Misc Information					
Customer Project No.	[Text Box]				
Contract Long Title	Wideband Satellite Communications Operation Center (WSOC)				
Contract Description	[Text Box]				
Subcontractor 1 DUNS	WERP				
Subcontractor 1 Effort	[Text Box]				

The *Small Business Utilization* tab contains a checkbox that should be marked if the contract includes a subcontractor plan.

Contractor Performance Assessment Report Export CPARS

Contractor Name/Address	Contract Information	Misc Information	Small Business Utilization	Ratings	Assessor
Small Business Information					
Does this contract include a subcontractor plan? Click checkbox if yes, unclick if no.					
<input type="checkbox"/> Contract requires a small business plan					

The tab *Ratings* allow you to input the rating based upon the contractor's performance. You can rate the contractor's performance on their quality, schedule, cost control, management, small

business, and regulatory work. There is also a section to rate the contractor on other areas that you wish to report based on their performance. The contractor can be rated using the schedule rating drop down selection that includes ratings from unsatisfactory to exceptional there is also an option "N/A" if the rating is not applicable for the current assessment report.

Contractor Performance Assessment Report							Export CPARS
Contractor Name/Address	Contract Information	Misc Information	Small Business Utilization	Ratings	Assessor		
Quality							
Quality Rating	[Dropdown]						
Quality Comments	[Text Area]						
Schedule							
Schedule Rating	[Dropdown]						
Current Schedule Variance	[Text Field]						
Schedule Comments	[Text Area]						
Cost Control							
Cost Rating	[Dropdown]						
Current Cost Variance	[Text Field]				Complete Cost Variance	[Text Field]	
Cost Comments	[Text Area]						
Management							
Management Rating	[Dropdown]						
Management Comments	[Text Area]						
Small Business							
SBA Rating	[Dropdown]						
SBA Comments	[Text Area]						
Regulatory							
Regulatory Rating	[Dropdown]						
Regulatory Comments	[Text Area]						
Other Areas							
Other Area Rating 1	[Dropdown]						
Other Area Comments 1	[Text Area]						
Other Area Rating 2	[Dropdown]						
Other Area Comments 2	[Text Area]						
Other Area Rating 3	[Dropdown]						
Other Area Comments 3	[Text Area]						

The tab [Assessor](#) contains information about who evaluated the contractor, performance assessment report, and who it was review by.

Contractor Performance Assessment Report				Export CPARS	
Contractor Name/Address	Contract Information	Misc Information	Small Business Utilization	Ratings	Assessor
Evaluated By					
Evaluator Name		DARIA L. VAN LIEW		Evaluator By Email	
				Daria.L.VanLiew@usace.army.mil	
Reviewed By					
Reviewer Name		JOHN A CHUBB		Reviewer Email	

After you have completed the contractor performance assessment report you can export the report by clicking the “Export CPARS” button located in the top right-hand corner. This will prompt the user to select a location using the file explorer. The CPARS document will be exported in .txt format.

10.5 Warranty Tracking

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>		Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>		Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>		CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i>	
Warranty Tracking <i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i>							

The [warranty tracking](#) module allows users to create warranty and warranty inspection items for both a 4-month and 9-month inspection periods. Both the government and contractor can add warranty items and warranty inspection items. The warranty tracking module can be entered by entering the contract menu under the closeout tab and clicking on the blue tile “Warranty Tracking.”

Upon entering the warranty tracking module, three tabs will be displayed, which are facility Items, warranty items and warranty inspection items.

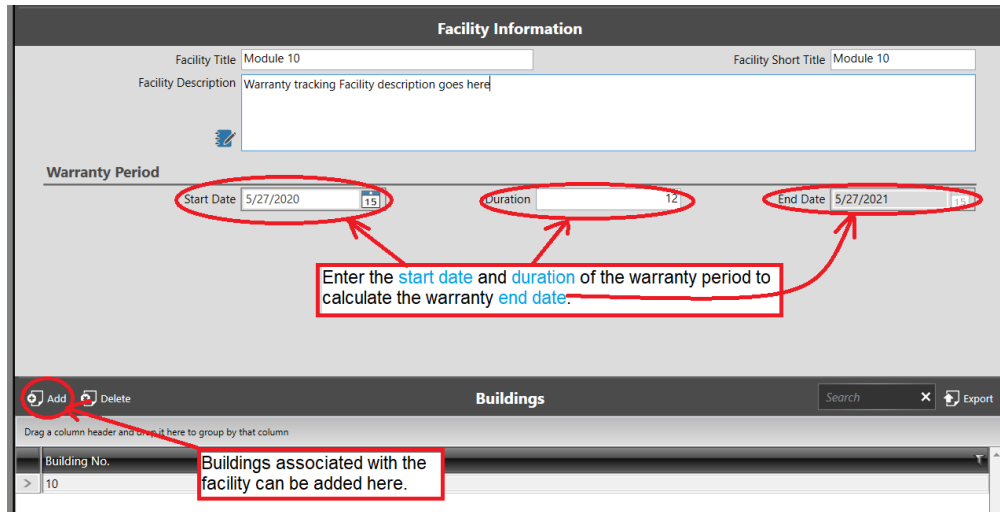
The first tab, [facility items](#), are only available to government mode, on this tab the data grid with a list of all the facility items within the contract is displayed.

Warranty Facilities			
Facility	Facility Description	Warranty Start	Warranty End
> Module 10	Warranty tracking	05/27/2020	05/27/2021

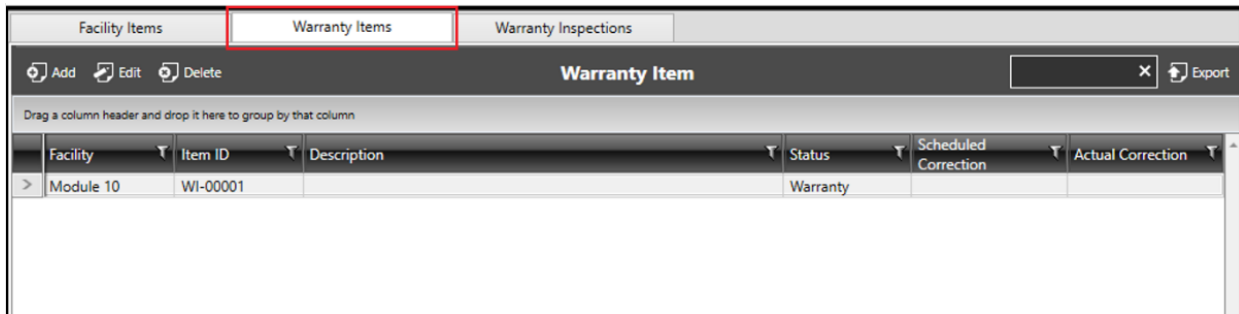
When adding a facility item, you will be presented with a lookup view to select a phase to associate your facility item with. After choosing the phase for the facility item you will need to add a facility short title and a warranty start date.

After adding or editing a facility item you will be brought to the warranty facility edit view. On this view you can enter the warranty period and duration, the warranty end date is based on the start

date and duration. Facility items can also be associated with building items which contains the building numbers.



The Warranty items tab contains a data grid with all the warranty items within the contract, all warranty items are associated with a facility item. When adding a warranty item, you will be presented with a lookup to choose a facility item to associate the new warranty item with. RMS will automatically generate a new warranty item ID based on sequential order.




After adding or editing a warranty item, the warranty item edit view will be opened. On this view you can enter information regarding the warranty item. The warranty location can be filled out either using the text field or the button “change location” this button grabs a list of all the locations used on other warranty items for quick selection. Changing the status of the warranty items will present different input fields under the dates section to fill out. Warranty items also contains a section to evaluate the contractor performance of the warranty item.

The tab *Warranty Inspections* contains a data grid with all the warranty tracking items within the contract.

Warranty Title	4 Month Inspection	9 Month Inspection
Module 10	Not Complete	Not Complete
Add	Not Complete	Not Complete

When adding warranty inspection items, a warranty title will need to be created to add the warranty inspection item.

After adding or editing a warranty inspection items the warranty inspection edit view will be opened. Warranty inspection items can have both a 4-month or 9-month inspection period. There are also document packages for each inspection month period, the document package should include warranty documents and any other relevant supporting documents.

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

[Government Mode Home](#)
[Contract Selection](#)
[Contract Menu](#)

[Back](#) [Refresh](#) [Log Out](#) [Help](#)

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 - Test
CONTRACTOR: Complete a 4 Month Warranty Inspection document package and submit it using this document package manager. The package should include warranty documents and any relevant supporting documents

	Title of Package	No.	Status
<input type="button" value="Add"/>			
<input type="button" value="Edit"/>			
<input type="button" value="Delete"/>			

9 Month Inspection

Nine Month Inspection Due Date:

Nine Month Inspection Complete:

Nine Month Inspection Remarks:

9 Month Warranty Inspection - Test
CONTRACTOR: Complete a 9 Month Warranty Inspection document package and submit it using this document package manager. The package should include warranty documents and any relevant supporting documents

	Title of Package	No.	Status
<input type="button" value="Add"/>			
<input type="button" value="Edit"/>			
<input type="button" value="Delete"/>			

11.0 IMPORT/EXPORT

The *Import/Export* area contains the import and export functions of the data necessary for many of the RMS 3.0 day to day tasks.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittals <i>Submittal items can be imported from an Excel Template.</i>		Import Real Property <i>Use Excel to export or import Real Property items.</i>	
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</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>							

11.1 Import P2

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittals <i>Submittal items can be imported from an Excel Template.</i>		Import Real Property <i>Use Excel to export or import Real Property items.</i>	
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</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>							

RMS now includes a server process which keeps all districts up to date with the latest P2 data. There is no need to manually import P2 data or schedule an import time. This process runs continuously and will generally reflect all changes from P2 within an hour of the change.

11.2 Import QA Deficiencies

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittals <i>Submittal items can be imported from an Excel Template.</i>		Import Real Property <i>Use Excel to export or import Real Property items.</i>	
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</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>							

The *Import QA Deficiencies* module provides the ability to import large numbers of deficiencies with the use of a batch input file when manually entering the information is not an efficient use of time.

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

Government Mode Home
 Contract Selection
 Contract Menu

Back Refresh Log Out Help

Import QA Deficiencies

Import QA Deficiencies from Excel Template

Location
 Safety Violation
 Description
 Activity

Import From

Excel Template

Assign QA Rep

QA Rep <Not Set>

11.2.1 Excel Template for deficiencies

To begin the process of importing QA deficiencies first click the button, [Download Template](#).

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

Government Mode Home
 Contract Selection
 Contract Menu

Back Refresh Log Out Help

Import QA Deficiencies

Import QA Deficiencies from Excel Template

Location
 Safety Violation
 Description
 Activity

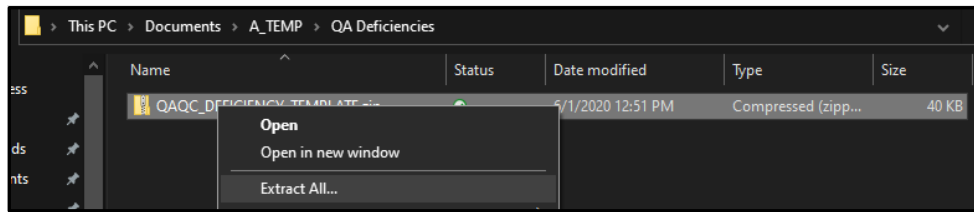
Import From

Excel Template

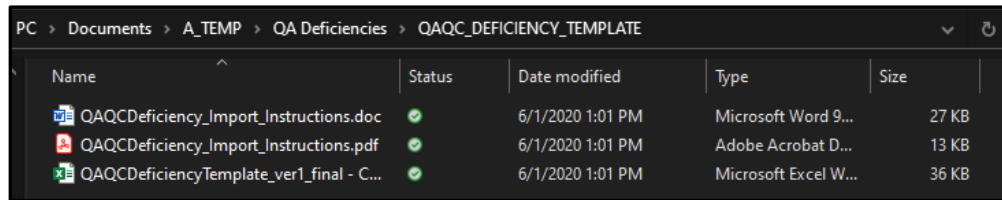
Assign QA Rep

QA Rep <Not Set>

After selecting where you would like to download the template a zip file is downloaded that contains the instructions in both Microsoft Word and PDF format as well as the template itself. Extract all documents from the zip file by right-clicking on the zip file and selecting, [Extract All](#).

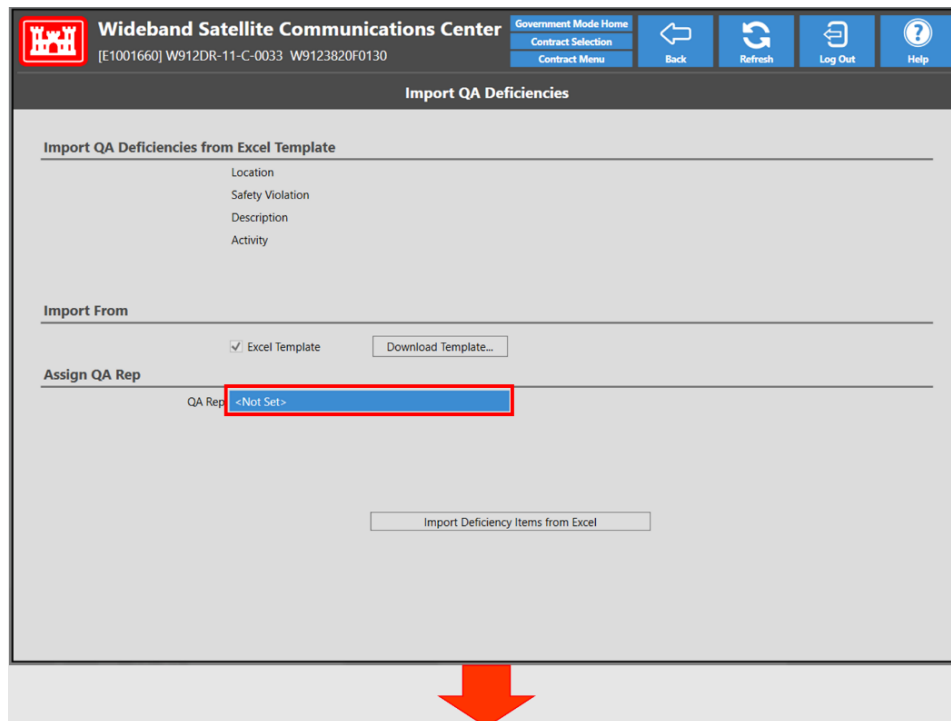


The extracted files:

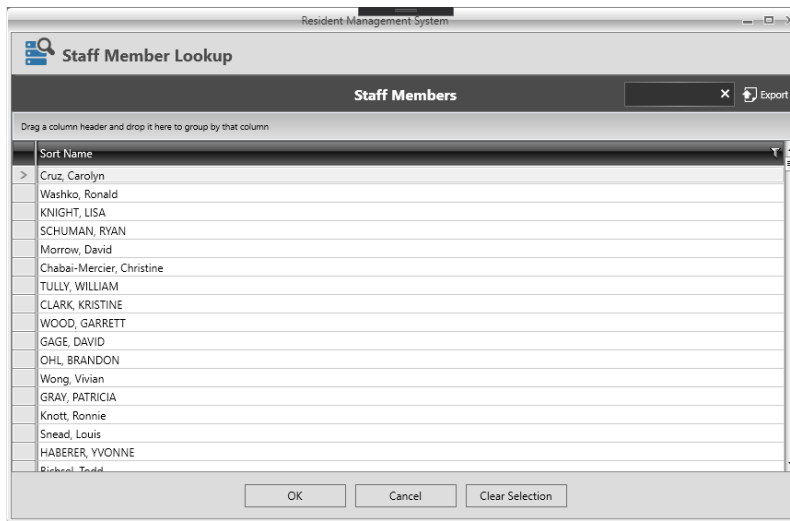


Open and review the import instructions for specific instructions on how to correctly enter data into the Excel template. It is important to review the import instructions due to the restrictions that are necessary to correctly import the data into RMS 3.0. Failing to correctly enter the data will result in an import error.

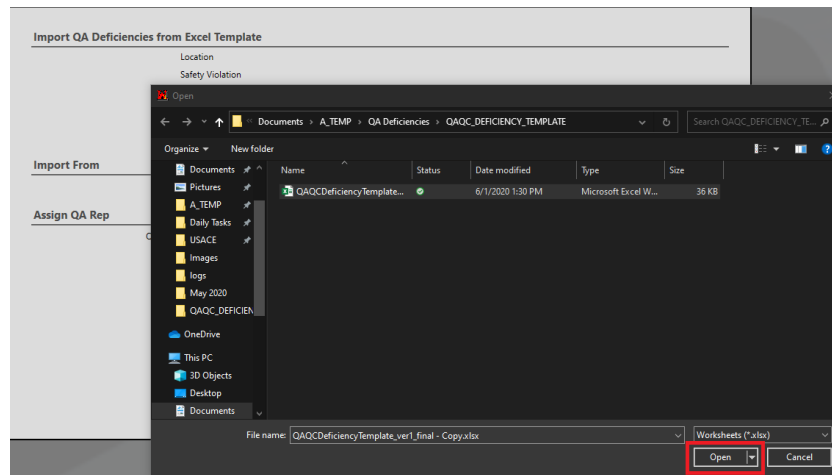
Next, a [QA Rep](#) selection is required. Click in the blue field next to the [QA Rep](#) title to display the [Staff Member Lookup](#).



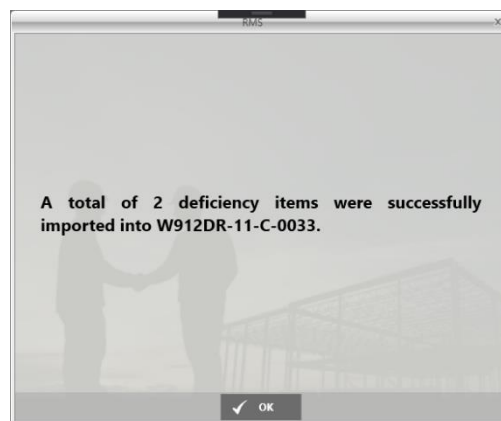
Use the search box in the upper right-hand corner to quickly locate the staff member you are looking for. Select the correct staff member, then click **OK**.



When ready, click the [Import Deficiency Items from Excel](#) button and locate your completed deficiency batch file. After selecting the document that contains the deficiencies you want to import click, [Open](#) in the Windows file selection view.



If the batch file was correctly filled an alert will display acknowledging the successful import.



11.3 Import Submittals

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittals <i>Submittal items can be imported from an Excel Template.</i>	Import Real Property <i>Use Excel to export or import Real Property items.</i>				
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</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>							

The *Import Submittals* module was designed to allow the import of large numbers of submittal items with the use of a properly completed Excel template.

Click on the *Download Template* button to download the submittal template .zip file. Extract the files from the zipped folder to reveal two files: a blank template and a template with example data:

Import Submittals

Import Submittal Register

Submittal Sections
 Submittal Item Numbers
 Submittal Descriptions
 Submittal Paragraphs
 Submittal Types
 GA or FIO

Import From

Excel Template

Import To

01 Main Register 1

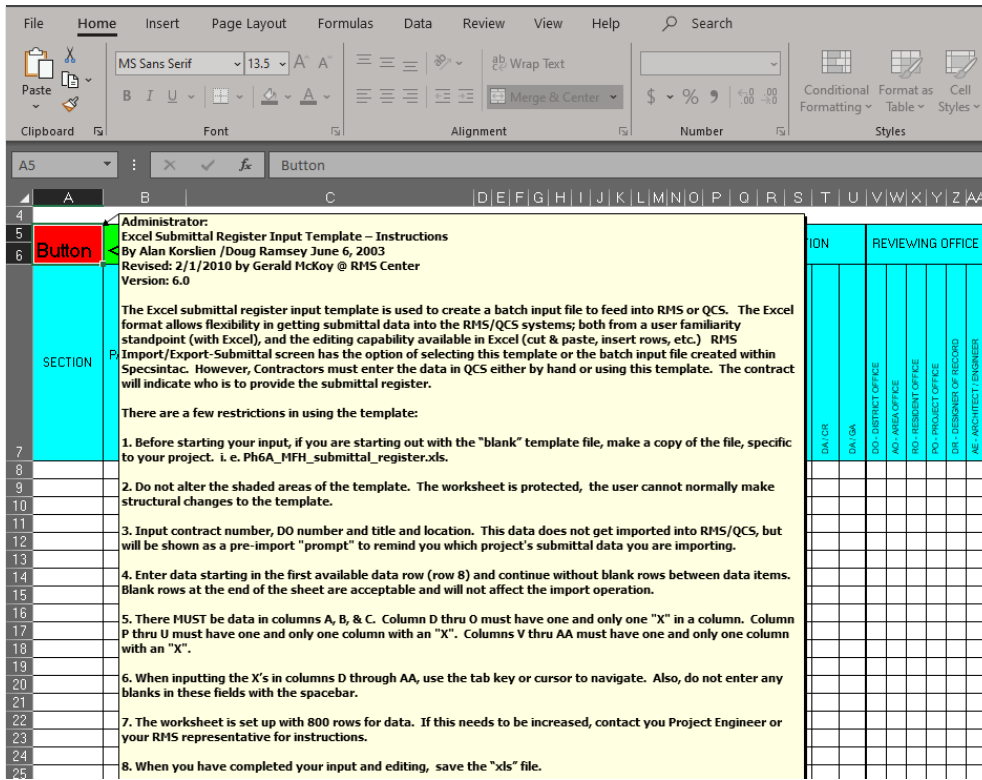
Import Mode

Overwrite Existing Submittals
 Merge with Existing Submittals

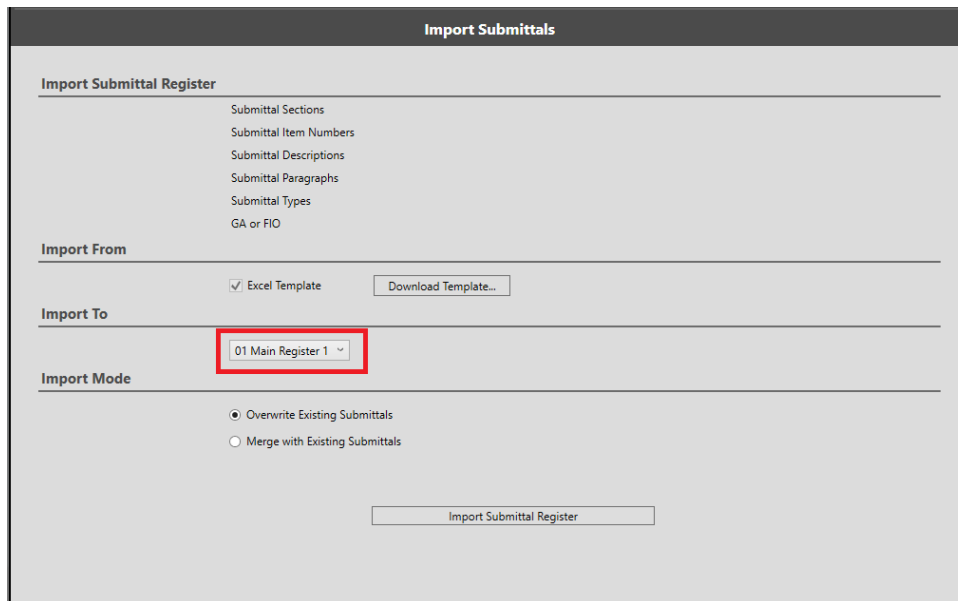
Documents > A_TEMP > Submittals > ExcelSubmittalTemplate				
Name	Status	Date modified	Type	Size
ExcelSubmitTemplate.xlsx	✓	6/1/2020 2:14 PM	Microsoft Excel W...	349 KB
ExcelSubmitTemplateSample.xlsx	✓	6/1/2020 2:14 PM	Microsoft Excel W...	349 KB

Within the template are instructions for completing the required field. To access the instructions, open the template file and click in the red field labeled, "Button" (right-click for additional options):

Note: RMS 3.0 only allows .xlsx files to be imported for submittals.



After correctly entering all the information into the submittal batch file, select which submittal register you would like to import to. If the contract only has one submittal register, you can skip this step:



Note: The *Import Mode* determines if the submittals being imported will overwrite all existing submittals or if the submittals being imported will be merged with the existing submittals. If the option to *Overwrite Existing Submittals* is chosen, all existing submittals will be deleted and overwritten with the data being imported. Any completed transmittals in

the transmittal log will be lost. Once the file has been imported, this action is not reversible. Any submittals being overwritten/deleted cannot be recovered. Unless the user knows that all previous submittals are not needed, it is advised that users choose to [Merge with Existing Submittals](#) and cleaning up any duplicates that may occur after import. This is to avoid data corruption of existing items.

Import Submittals

Import Submittal Register

- Submittal Sections
- Submittal Item Numbers
- Submittal Descriptions
- Submittal Paragraphs
- Submittal Types
- GA or FIO

Import From

Excel Template Download Template...

Import To

01 Main Register

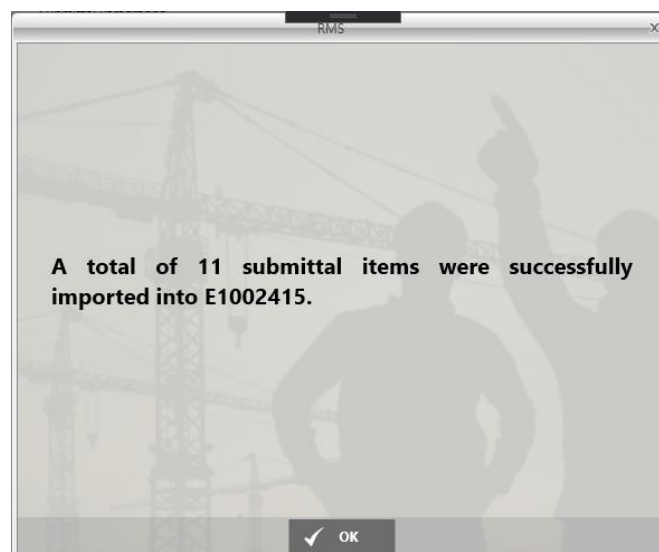
Import Mode

Overwrite Existing Submittals

Merge with Existing Submittals

Import Submittal Register

Lastly, when the file is ready to import click the [Import Submittal Register](#) button, locate your completed file and click [Open](#). If [Overwrite Existing Submittals](#) is selected, RMS will require that account credentials be authenticated. When the import process is completed a success alert will display showing the number of submittals imported and the contract ID:



11.4 Import Real Property

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittals <i>Submittal items can be imported from an Excel Template.</i>	Import Real Property <i>Use Excel to export or import Real Property items.</i>				
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</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>							

The *Import Real Property* module was designed to allow the import of large numbers of real property data with the use of a properly completed Excel template.

Import Real Property

Import Real Property from Excel Template

Facility
 Category Code
 Construction Cost
 Item Remarks
 Type of Construction
 Unit of Measure / Quantity

Import From
 Fund Source, Funding Org, Interest Code

Excel Template

Import Mode

Overwrite Existing Real Property
 Merge with Existing Real Property

Click on the *Download Template* button to download the real property template zip file. Extract the files from the zipped folder to reveal two files: a blank template and a PDF of instructions for filling the real property template:

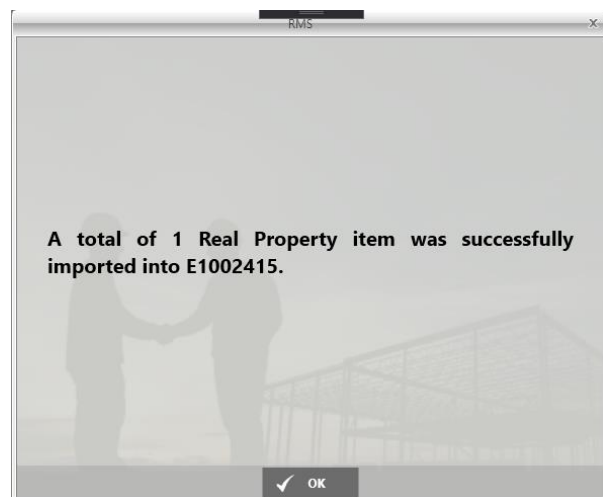
Documents > A_TEMP > Real Property > REALPROPERTY_TEMPLATE			
Name	Status	Date modified	Type
RealProperty_Import_Instructions.pdf	✓	6/1/2020 2:51 PM	Adobe Acroba...
RealPropertyTemplate_ver1_final.xlsx	✓	6/1/2020 2:55 PM	Microsoft Exc...

Note: The *Import Mode* determines if the real property data being imported will overwrite all existing data or if the real property being imported will be merged with the existing real property. If the option to overwrite is chosen all existing real property items will be deleted

and overwritten with the items being imported. Once the file has been imported, this action is not reversible. Any real property items being overwritten/deleted cannot be recovered. If there are any existing transmittals then it is recommended that the *Merge into Real Property* option is chosen since if the submittal items are not in the exact same order as originally entered, data corruption may occur.

Lastly, when the file is ready to import click the *Import Real Property Items from Excel* button, locate your completed file and click, *Open*. If *Overwrite Existing Real Property* is selected, RMS will require that account credentials be entered for authentication. When the import process is completed, a success alert will display showing the number of real property items imported and the contract ID or contract number found in the import file.

Note: As of the writing of this manual, the function, *Export Real Property Items to Excel* is still in development.



11.5 Import From Another Contract

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittals <i>Submittal items can be imported from an Excel Template.</i>	Import Real Property <i>Use Excel to export or import Real Property items.</i>				
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</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>							

The *Import From Another Contract* module was designed to allow the import of contract data from one contract to another.

Start by clicking in the blue field next to the title, *Copy from Contract* to select the contract from which you would like to copy data:

Copy Data From Another Contract

Select Contract to Copy From

Copy from Contract: <Not Set>

Select Data to Copy

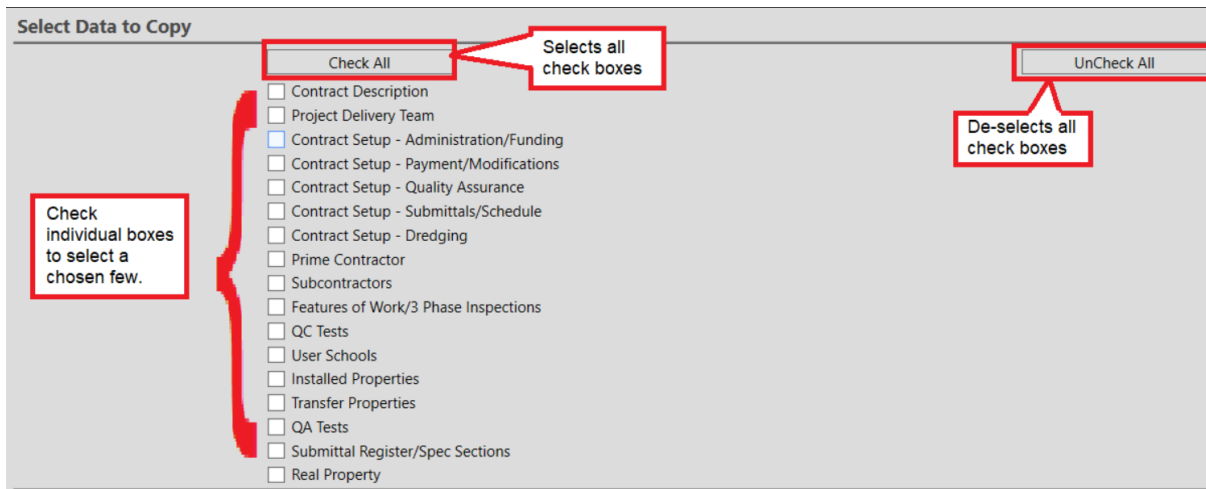
Check All
UnCheck All

- Contract Description
- Project Delivery Team
- Contract Setup - Administration/Funding
- Contract Setup - Payment/Modifications
- Contract Setup - Quality Assurance
- Contract Setup - Submittals/Schedule
- Contract Setup - Dredging
- Prime Contractor
- Subcontractors
- Features of Work/3 Phase Inspections
- QC Tests
- User Schools
- Installed Properties
- Transfer Properties
- QA Tests
- Submittal Register/Spec Sections
- Real Property

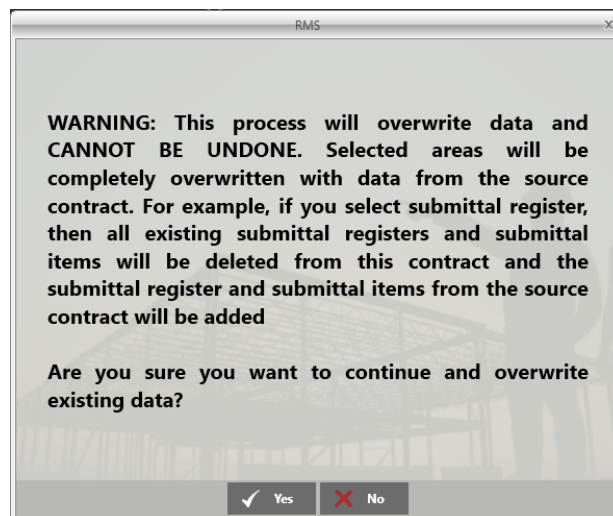
WARNING: This process will overwrite data and CANNOT BE UNDONE. Selected areas will be completely overwritten with data from the source contract. For example, if you select submittal register, then all existing submittal registers and submittal items will be deleted from this contract and the submittal register and submittal items from the source contract will be added

Copy Selected Data

Then select the data to copy from the contract specified by checking the boxes next to the areas from which to copy the data individually or use the *Check All/UnCheck All* buttons to select and deselect all options:



Note: The copying of data from one contract to another will overwrite existing data in the area selected. Once the file has been imported, this action is not reversible.



Lastly, click, [Copy Selected Data](#) to copy data selected from the contract indicated into the current contract:

Copy Data From Another Contract

Select Contract to Copy From

Copy from Contract: <Not Set>

Select Data to Copy

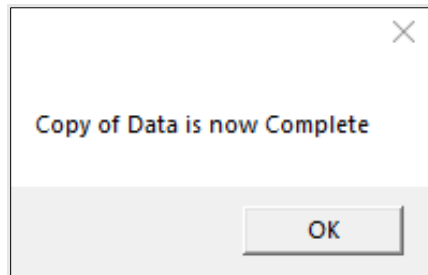
Check All
UnCheck All

- Contract Description
- Project Delivery Team
- Contract Setup - Administration/Funding
- Contract Setup - Payment/Modifications
- Contract Setup - Quality Assurance
- Contract Setup - Submittals/Schedule
- Contract Setup - Dredging
- Prime Contractor
- Subcontractors
- Features of Work/3 Phase Inspections
- QC Tests
- User Schools
- Installed Properties
- Transfer Properties
- QA Tests
- Submittal Register/Spec Sections
- Real Property

WARNING: This process will overwrite data and CANNOT BE UNDONE. Selected areas will be completely overwritten with data from the source contract. For example, if you select submittal register, then all existing submittal registers and submittal items will be deleted from this contract and the submittal register and submittal items from the source contract will be added

Copy Selected Data

When the process has completed successfully an alert will confirm:



11.6 Export Mods List

The export mods list was designed to add the ability to export a list of all the modifications for the contract.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittals <i>Submittal items can be imported from an Excel Template.</i>		Import Real Property <i>Use Excel to export or import Real Property items.</i>	
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</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>							

The export mods list only has 2 options: export to file or export to clipboard:

Export Mods List

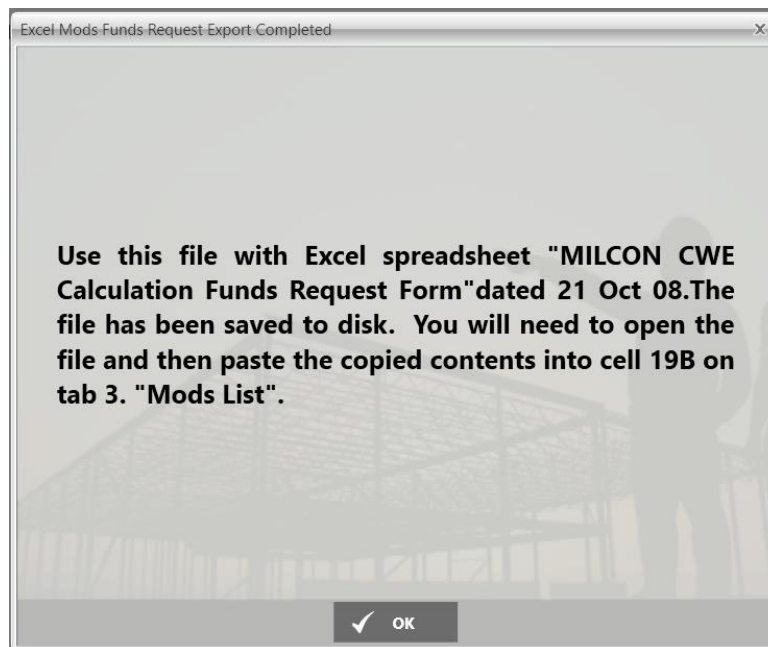
Export List of Contract Changes to the (Mods List Tab) of the Excel Mods Funds Request Form

- Change Request No.
- Modification No.
- Reason Code
- Mandatory or Discretionary Change
- Change Request Title
- Change Request Amount
- Mod Government Signature Date
- Remarks

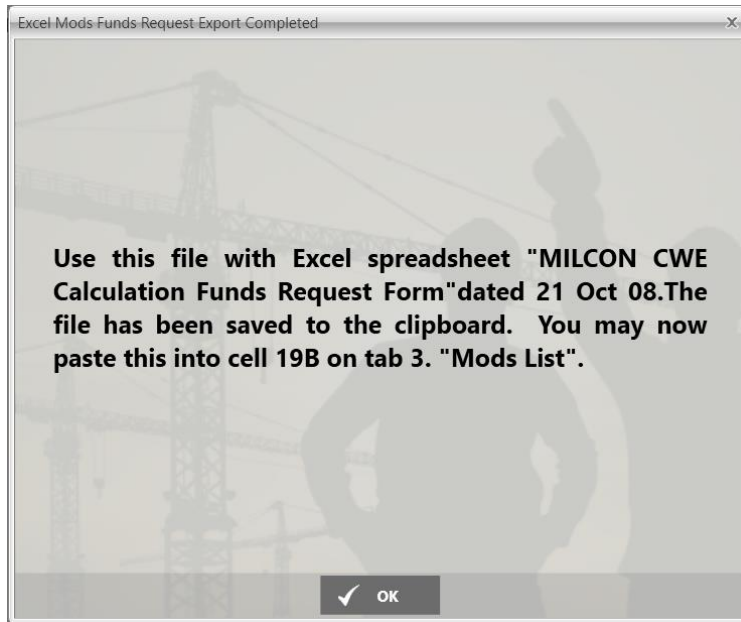
Export To File

Export To Clipboard

Executing the [Export to File](#) option will export the data in a standard text file (.txt). After clicking the button, a Windows, "Save As" dialogue window will display for the user to confirm where the file should be saved and the file name. Remember the location of the saved file for later use. The notice below will appear with further guidance.



The [Export to Clipboard](#) option will copy the data to memory (as if the user were doing a copy/paste action) after which the user will need to open a document of their choice to paste the data into. The notice below will appear with further guidance.



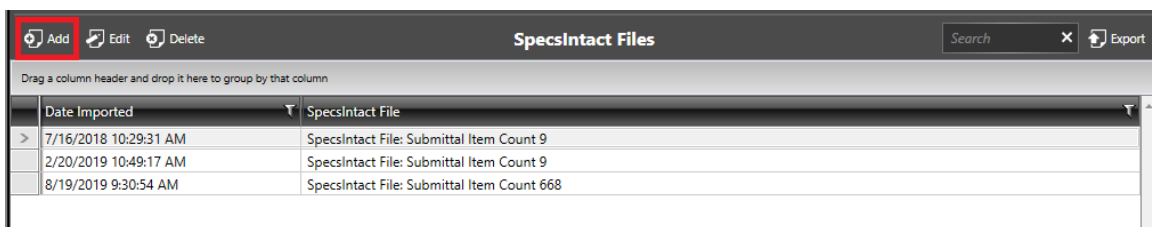
11.7 Import SpecsIntact

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittals <i>Submittal items can be imported from an Excel Template.</i>		Import Real Property <i>Use Excel to export or import Real Property items.</i>	
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</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>							

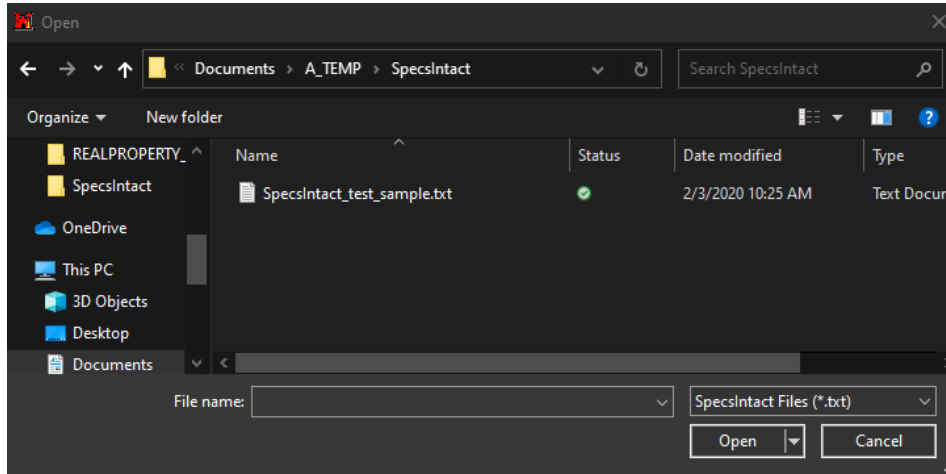
The *Import SpecsIntact Module* was designed to allow submittal items to be imported into the contract in bulk with the use of a SpecsIntact generated file. The SpecsIntact software was created by NASA (<https://specsintact.ksc.nasa.gov/>) and can be used free of charge.

Note: Ensure that the SpecsIntact file has been exported to a .txt file prior to initiating import into RMS 3.0. The only accepted file type is an exported SpecsIntact File (*.txt). Direct SpecsIntact files (.sec) are not accepted.

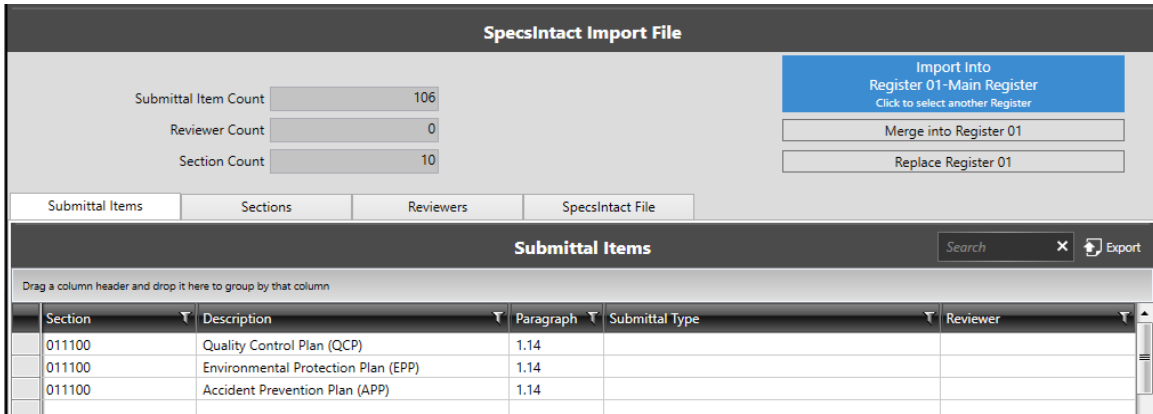
To initiate the import of submittal items into RMS 3.0 via a SpecsIntact generated file, click the **Add** button in the upper left-hand corner:



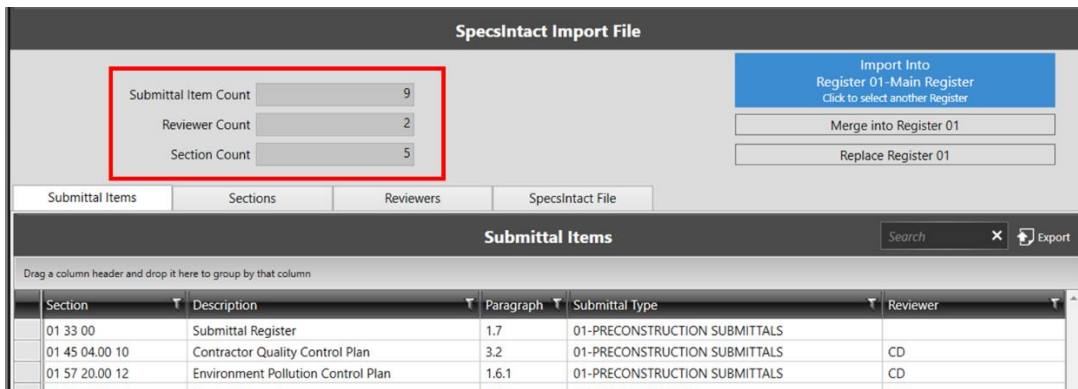
Doing so will display an *Open* dialogue. From here locate the SpecsIntact file to import and click, *Open*.



RMS will parse the data and display it in the edit view:



To help confirm the data being imported, the edit view displays useful information about the contents of the file being imported. This same view is also used for a selected file that was already uploaded. From the top left you can view the *Submittal Item Count*, *Reviewer Count*, and the *Section Count*.



Toggling through the primary tabs will also provide additional clarification about the contents of the file. The *Submittal Items* tab displays information about the submittal items being created from the uploaded file. The *Sections* tab displays information about the specification sections associated with the submittal items.

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>

The *Reviewers* tab displays the reviewers parsed from the uploaded file.

reviewer
CD
> DO

The *SpecsIntact File* tab displays the uploaded file in its raw format.

Submittal Items	Sections	Reviewers	SpecsIntact File
01 33 00	1.7		"Submittal Register",01,G,,
01 45 04.00 10	3.2	CD	"Contractor Quality Control Plan",01,G,, CD
01 57 20.00 12	1.6.1	CD	"Environment Pollution Control Plan",01,G,, CD
01 78 02.00 10	1.3.1	DO	"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 MVN Form 602-R and Gradation Curves",01,G,,
35 31 19.01 12	2.1.1.2		"Stone",04,G,,

After reviewing the information in the uploaded file, select the register you would like to import the items into. If the contract only has one submittal register, this step can be skipped.

SpecsIntact Import File

Submittal Item Count	9		Import Into Register 01-Main Register <small>Click to select another Register</small>
Reviewer Count	2		Merge into Register 01
Section Count	5		Replace Register 01

Next, click *Merge into Register* to add items from the file to the already existing items in the contract. Click *Replace Register* to delete all existing contract submittal items and replace them with the items being imported from the SpecsIntact file. A final confirmation will display after choosing either of these options.

SpecsIntact Import File

Submittal Item Count	9		Import Into Register 01-Main Register <small>Click to select another Register</small>
Reviewer Count	2		Merge into Register 01
Section Count	5		Replace Register 01

Before committing the import, RMS provides a final review of the data being imported. Including the submittal items to replace or merge with the existing register, section(s) to be added to the contract and the reviewer assignments.

Wideband Satellite Communications Center

[E1001660] W912DR-11-C-0033 W9123820F0130

Government Mode Home

Contract Selection

Contract Menu

Back

Refresh

Log Out

Help

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 Completely Replace 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

Reviewer Assignments

Reviewer Code From SpecsIntact: CD
 Number of submittals assigned: 2

Reviewer Code From SpecsIntact: DO
 Number of submittals assigned: 1

Finally, click the *Import Data as Shown* button to complete the process.

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

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 Completely Replace Register 01-Main Register

Section	Description	Paragraph	Submittal Type	Reviewer
01 33 00	Submittal Register	1.7	01-PRECONSTRUCTION SUBMITTALS	

After a successful import, a confirmation view will display the number of sections and items imported:

SpecsIntact Import Complete

41 Sections Imported
568 Submittal Items Imported

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.

Click the blue tiles under *Reviewer Assignments* to replace the abbreviated office or Reviewer code from SpecsIntact with an RMS Account name prior to importing.

11.8 NAS (SDEF)

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 Point for importing P2 Project data into the RMS Contract.	Import QA Deficiencies Import QA Deficiencies generated from an Excel worksheet.	Import Submittals Submittal items can be imported from an Excel Template.	Import Real Property Use Excel to export or import Real Property items.	Import From Another Contract Copy selected options from an existing Contract into your current contract.	Export Mods List Create Text File to copy into MILCON CWE Calculation/Funds Request Form.	Import SpecsIntact Import SpecsIntact.	NAS (SDEF) Import SDEF schedule.
Document Package Export Mass export documents from selected modules contained in document package							

The *NAS (SDEF)* module was designed to be able to import contractor schedule data as well as some financial data into RMS with the use of an SDEF file, or Standard Data Exchange Format file.

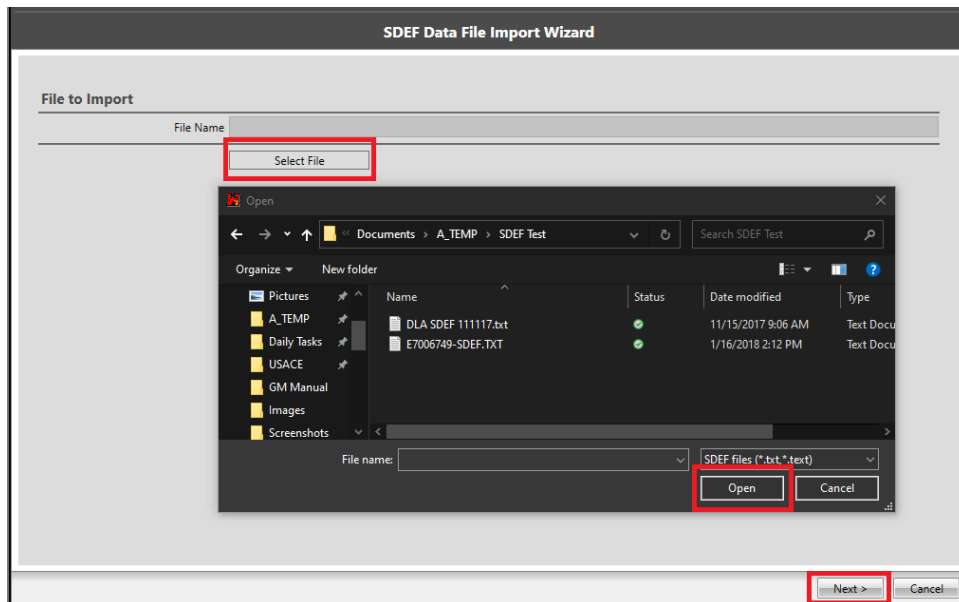
The SDEF selection view lists all the SDEF files previously uploaded to RMS. Each row displays a few columns of data for quick reference. The *Data Date* as indicated on the SDEF itself, *Schedule Type* is manually indicated when uploading the file, *Date Imported* created automatically when the file is originally imported, *Date Invoice Imported* when the financial data from the SDEF was imported into an invoice, *SDEF File* is the file name and the *Approval Status*.

SDEF Files						
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
>	09/22/2017	Initial			E1002415-INIT-V01	Accepted for Import
	01/31/2003	Preliminary			E1002415-PREL-V01	Not Requested

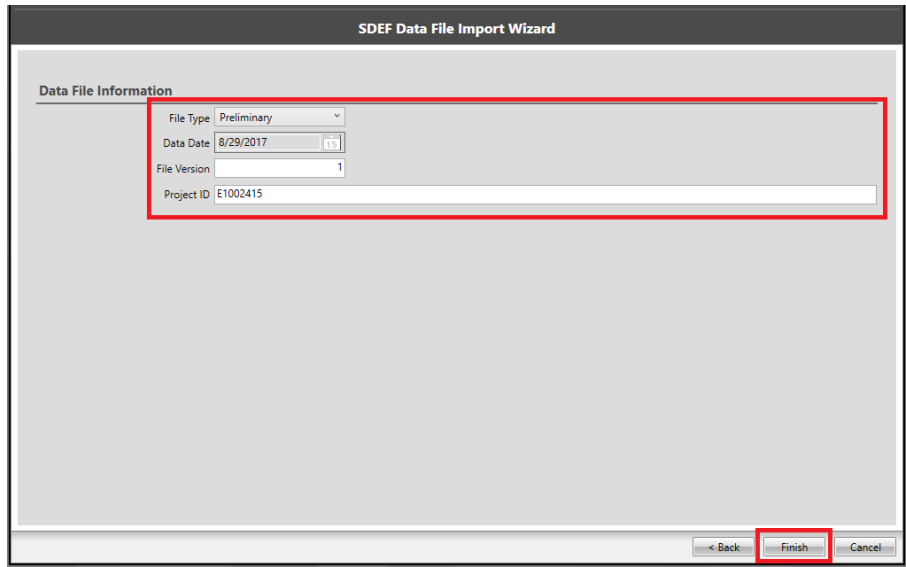
Navigating the ability to process the SDEF and eventually import the data starts with the add, edit, and delete buttons in the upper left-hand corner of the selection view:

SDEF Files						
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
>	09/22/2017	Initial			E1002415-INIT-V01	Accepted for Import
	01/31/2003	Preliminary			E1002415-PREL-V01	Not Requested

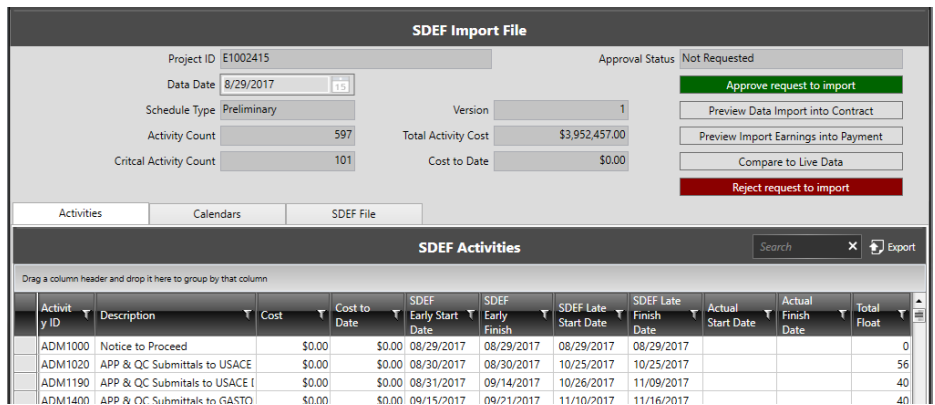
Clicking the [Add](#) button initiates the SDEF data file import wizard. From the add view click the [Select File](#) button to initiate the Windows [Open](#) dialogue and locate the SDEF file. After locating the file click [Open](#), and then click [Next](#) in the bottom right-hand corner of the add view.



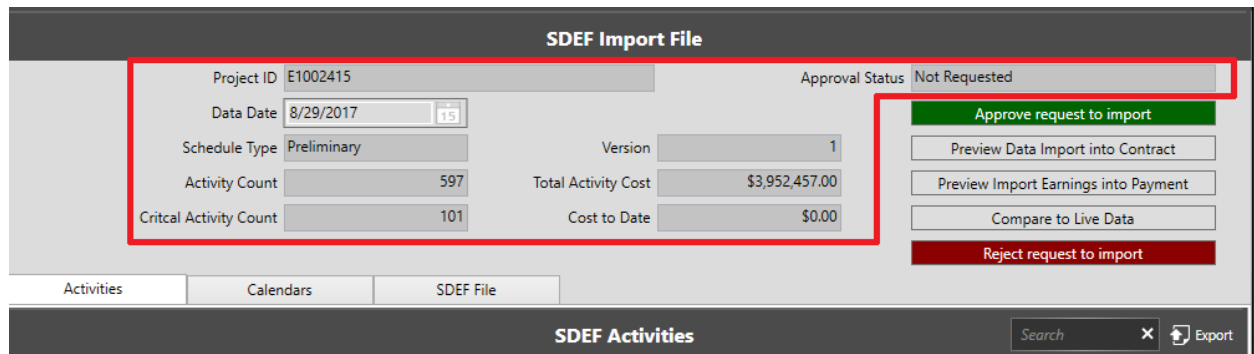
After clicking [Next](#), information about the file is requested. The [File Type](#) is either preliminary, initial, impact schedule, re-baselined schedule, monthly update, recovery schedule or completion schedule. The [Data Date](#) is filled automatically with information extracted from the file. The [File Version](#) is a subjective numbering system as determined by the contract as is the [Project ID](#). After the file information is completed click [Finish](#) in the bottom right-hand corner of the view.



Once the *Finish* button is clicked, RMS will open the *edit view*. For existing SDEF files, this view is also accessible by selecting an SDEF file on the selection view and clicking *Edit* or simply double clicking on the file itself. The government can click the *Delete* button at any time. The contractor can delete any schedule "Requested for Acceptance" or any schedule that was Rejected by the government.



The top of the edit view contains general information about the file including previously manually entered information.



The invoice earnings preview may not make sense if the current activities in RMS do not match those in the SDEF file therefore the contractor should perform *Import SDEF data into Contract* prior to performing "Import into Invoice."

The bottom half of the view displays three tabs the first of which is a list of activities.

SDEF Activities										
Activity ID	Description	Cost	Cost to Date	SDEF Early Start Date	SDEF Early Finish	SDEF Late Start Date	SDEF Late Finish Date	Actual Start Date	Actual Finish Date	Total Float
ADM1000	Notice to Proceed	\$0.00	\$0.00	08/29/2017	08/29/2017	08/29/2017	08/29/2017			0
ADM1020	APP & QC Submittals to USACE	\$0.00	\$0.00	08/30/2017	08/30/2017	10/25/2017	10/25/2017			56
ADM1190	APP & QC Submittals to USACE	\$0.00	\$0.00	08/31/2017	09/14/2017	10/26/2017	11/09/2017			40
ADM1400	APP & QC Submittals to GASTO	\$0.00	\$0.00	09/15/2017	09/21/2017	11/10/2017	11/16/2017			40
ADM1080	Procure Painting Subcontract	\$0.00	\$0.00	08/30/2017	09/07/2017	09/06/2018	09/14/2018			257
ADM1270	Paint Submittals to GASTON fro	\$0.00	\$0.00	09/08/2017	09/11/2017	09/17/2018	09/18/2018			257
ADM1340	Paint Submittals to USACE from	\$0.00	\$0.00	09/12/2017	09/25/2017	09/19/2018	10/02/2018			372

Calendars is the second tab.

SDEF Calendars									
Calendar Code	Calendar Description	Sunday Workday	Monday Workday	Tuesday Workday	Wednesday Workday	Thursday Workday	Friday Workday	Saturday Workday	
5	SDH	No	Yes	Yes	Yes	Yes	Yes	No	
1	SDH	No	Yes	Yes	Yes	Yes	Yes	No	
7	7D	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
S	Standard	No	Yes	Yes	Yes	Yes	Yes	No	
U	Used for Microsoft Project 98	No	Yes	Yes	Yes	Yes	Yes	No	
E	Elapsed Duration Calendar	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

And the original *SDEF file* data is on the third tab.

SDEF File										
VOLM	1									
PROJ	29AUG17	DLAP DLA Preliminary Schedule W91278-16-D-0116								
CLDR	5	NYYYYY SDH								
CLDR	1	NYYYYY SDH								
CLDR	7	YYYYYY 7D								
CLDR	S	NYYYYY Standard								
CLDR	U	NYYYYY Used for Microsoft Project 98								
CLDR	E	YYYYYY Elapsed Duration Calendar								
HOLI	5	23NOV17 24NOV17 25DEC17 01JAN18 15JAN18 22FEB18 28MAY18 04JUL18 03SEP18 22NOV18 23NOV18 25DEC18 01JAN19 27MAY19 04JUL19								
HOLI	5	02SEP19 28NOV19 29NOV19 25DEC19 01JAN20								
HOLI	1	22NOV18 04JUL19 25DEC18 23NOV18 01JAN19 15JAN19 28MAY19 25DEC19 22FEB19 03SEP19 28NOV19 04JUL19 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	1	1	0	PRIM SAQP	0001	PR	Project Supervision	
ACTV	ADM1190	APP & QC Submittals to USACE	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	
ACTV	ADM1560	Paint Submittals to GASTON fro	2	1	0	GOVT PSS	0001	PR	USACE	
ACTV	ADM1640	Paint Submittals to Sub from G	2	1	0	PRIM PSS	0001	PR	Project Supervision	
ACTV	ADM1700	Procure Paint	10	1	0	PRIM PSS	0001	PR	Project Supervision	
ACTV	ADM1070	Procure Masonry Subcontract	7	1	0	PRIM MSS	0001	PR	Project Supervision	

In the upper right-hand corner of the edit view are the button actions for the SDEF file.

Approve request to import will approve the SDEF enabling the contractor to be able to import the data.

Note: Only one SDEF may be approved for import at a time.

Preview data import into contract (explained further below) opens the SDEF data preview view to preview the data prior to importing it into the contract.

Preview import earnings into payment: Under certain conditions, this displays a preview of financial information extracted from the SDEF and imported into the latest progress payment/invoice.

Compare to live data is still under development.

Reject request to import will prevent the contractor from being able to import the SDEF file.

Preview Data Import into Contract provides just that, a preview of how the data being imported from the SDEF will affect the data that currently exists in the contract. Keep in mind the data portrayed in the example images is test data and is not information taken from an active contract.

Activity ID	Description	SDEF Import Status
CN5930	Final Inspection Building 122	Activity does not exist - Activity will be added to Contract
CO1000	Punchlist	Activity does not exist - Activity will be added to Contract
CO1010	Close-Out Documents & As-Built	Activity Exists - Invalid (Category) Changes to (Description,Contractor Code,Feature,CLIN,Amo
CO1020	Final Walk Through Inspections	Activity Exists - Invalid (Category) Changes to (Description,Contractor Code,Feature,CLIN,Amo
CO1030	Substantial Completion	Activity Exists - Invalid (Category) Changes to (Description,Contractor Code,Feature,CLIN,Dura
CO1040	Final Completion	Activity Exists - Invalid (Category) Changes to (Description,Contractor Code,Feature,CLIN,Amo
CO1050	As-Built Drawings Review	Activity Not found in SDEF - ACTIVITY WILL BE DELETED
CO1060	Tab Report Submit/Approve	Activity Not found in SDEF - ACTIVITY WILL BE DELETED

Subcontractor Codes to be Added Contract	Features of work to be Added to Contract	CLIN Balances including SDEF data
Responsibility Code	Feature of Work	CLIN
CARP	USACE	0001
SIDI	Project Supervision	0002
MSNR	Electrical	0003
PNT	Miscellaneous Metals & Metal	0004
INS	Plumbing	0005
AIRD	Painting	0007
ODOR	Insulation Replacement	0008

At the top of the view is a grid displaying the Activity ID, description of the activity, and SDEF import status of the activity. Most important is the SDEF import status which provides an important albeit brief indication of how the activities will be treated. For example, **Activity Not Found in SDEF**

– **ACTIVITY WILL BE DELETED**, the extension of that statement is, “...will be deleted from contract”. If any Activity ID that exists in the contract but does not have a matching Activity ID on the SDEF the existing activity in the contract will be deleted. However, if an Activity ID exists on the SDEF and not in the contract the activity will be added to the contract.

SDEF Activity Import Preview		
Activity ID	Description	SDEF Import Status
CN5930	Final Inspection Building 122	Activity does not exist - Activity will be added to Contract
CO1000	Punchlist	Activity does not exist - Activity will be added to Contract
CO1010	Close-Out Documents & As-Built	Activity Exists - Invalid (Category) Changes to (Description,Contractor Code,Feature,CLIN,Amo
CO1020	Final Walk Through Inspections	Activity Exists - Invalid (Category) Changes to (Description,Contractor Code,Feature,CLIN,Amo
CO1030	Substantial Completion	Activity Exists - Invalid (Category) Changes to (Description,Contractor Code,Feature,CLIN,Dura
CO1040	Final Completion	Activity Exists - Invalid (Category) Changes to (Description,Contractor Code,Feature,CLIN,Amo
CO1050	As-Built Drawings Review	Activity Not found in SDEF - ACTIVITY WILL BE DELETED
CO1060	Tab Report Submit/Approve	Activity Not found in SDEF - ACTIVITY WILL BE DELETED

If an Activity ID in the contract has a match that exists on the SDEF, but the data associated with that existing activity are different than what is on the SDEF the import status adds a brief description of what will change as a result of importing the current SDEF. The keyword, “Invalid” is used when data on the SDEF does not match any of the data set options available in the contract and the SDEF data will be ignored.

Activity ID	Description	SDEF Import Status
CO1000	Punchlist	Activity does not exist - Activity will be added to Contract

Activity ID	CO1000	Description	Punchlist
CLIN	0010	Feature of Work	Project Supervision
Responsibility Code	PRIM	Duration	60
Phase of Work	CL	Cost	\$7,952.00
SDEF Early Start Date	7/30/2018	Category of Work	
SDEF Early Finish Date	10/22/2018	Work Area Code	GEN
SDEF Late Start Date	7/30/2018	Existing Activity Early Start Date	Select a date
SDEF Late Finish Date	10/22/2018	Existing Activity Early Finish Date	Select a date
		Existing Activity Late Start Date	Select a date
		Existing Activity Late Finish Date	Select a date

The middle section of the data preview displays a read-only view of the information associated with the pay activity that was extracted from the SDEF. By highlighting any row of any of an activity in the grid above, the information will change to reflect information specifically for that item selected. This section provides additional information not available in the grid:

The bottom third section of the data preview contains additional information about the data contained within the SDEF. Including [Subcontractor Codes to Be Added To The Contract](#), [Features Of Work To Be Added To The Contract](#) and a grid of [CLIN Balances Including SDEF Data](#) which is comparing the current CLIN balance to the sum of the total SDEF activities linked to the CLIN's. A valuable tool to quickly determine if your CLIN total(s) and activity totals will be balanced or unbalanced after import (red indicates an unbalance).

Finally, the [Import SDEF Data into Contract](#) button in the bottom right-hand corner will execute the import process. A window will appear with a warning that the import may overwrite exiting data. To continue, click [Yes](#), and to go back, click [No](#).

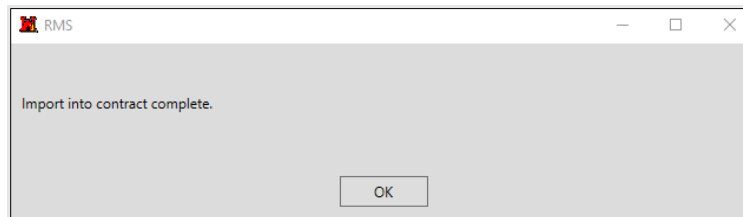
Note: It is the responsibility of the contractor to import the data into the contract after the government has approved the SDEF for import.

Subcontractor Codes to be Added Contract		Features of work to be Added to Contract		CLIN Balances including SDEF data		
Responsibility Code		Feature of Work		CLIN	Current Amount	Activity Total
CARP		USACE		0001	\$11,140,000.00	\$26,599.08
SIDI		Project Supervision		0002	\$7,000,000.00	\$14,494.96
MSNR		Electrical		0003	\$115,000.00	\$6,994.98
PNT		Miscellaneous Metals & Metal		0004	\$137,000.00	\$43,354.68
INS		Plumbing		0005	\$0.00	\$4,985.85
AIRD		Painting		0007	\$20,393.00	\$8,119.39
ODOR		Insulation Replacement		0008	\$0.00	\$133,100.93

Importing the above SDEF data into the contract may overwrite existing data - Review carefully prior to import

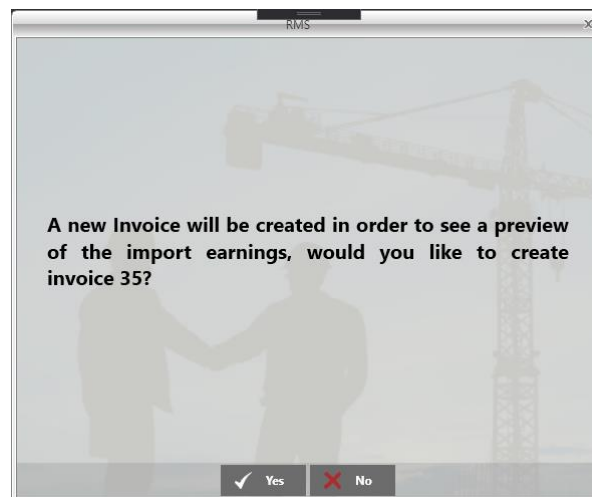
Import SDEF data into Contract

When the import process is complete an alert will be displayed:



To execute the [Preview Import Earnings into Payment](#) button, the contractor must not have a progress payment that is currently unsubmitted. Attempting to do so will alert to the fact that the existing invoice must be completed and submitted to the government before utilizing this function.

If these conditions are met a warning will display before being able to preview the earnings import view. This is to ensure that the user completing this action is aware that doing so will create a new progress payment.



Note: Creating a new progress payment is required in order to view how the earnings will be affected by the importation of the SDEF.

When you click on Preview earnings into contract it will create a new payment as long as the last payment has been accepted in CEFMS.

Clicking *No* will not take any action and the user will remain on the current view. Clicking *Yes* and continuing will display the *SDEF payment Import Preview*:

SDEF Payment Import Preview - Invoice 35					
Activity ID	Description	Activity Amount	SDEF Earnings to Date	Earnings to Date for Invoice	Payment Status
CN2050	Clean up modular building	\$59,000.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
CN5900	Pre-Final Inspection Building	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
CN5910	Pre-Final Inspection Building	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
CN5920	Final Inspection Building 361	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
CN5930	Final Inspection Building 122	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
CO1000	Punchlist	\$7,952.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
CO1010	Close-Out Documents & As-Built	\$38,992.87	\$0.00	\$0.00	Matched - SDEF earnings will be imported
CO1020	Final Walk Through Inspections	\$2,400.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
CO1030	Substantial Completion	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
CO1040	Final Completion	\$0.00	\$0.00	\$0.00	Matched - SDEF earnings will be imported
CO1050	As-Built Drawings Review	\$10,000.00	\$0.00	\$0.00	Not found in SDEF - Keeping current earnings
CO1060	Tab Report Submit/Approve	\$5,000.00	\$0.00	\$0.00	Not found in SDEF - Keeping current earnings
CO1070	Final Close-Out Documents	\$5,000.00	\$0.00	\$0.00	Not found in SDEF - Keeping current earnings
CO1080	Leeds Documentation	\$5,000.00	\$0.00	\$0.00	Not found in SDEF - Keeping current earnings
CO1100	Owner Training	\$10,000.00	\$0.00	\$0.00	Not found in SDEF - Keeping current earnings
CO1140	Warranty	\$185,000.00	\$0.00	\$0.00	Not found in SDEF - Keeping current earnings
CX1010	FP Testing / Commissioning Wat	\$5,000.00	\$0.00	\$0.00	Not found in SDEF - Keeping current earnings
CX1020	FP Testing / Commissioning Int	\$10,000.00	\$0.00	\$0.00	Not found in SDEF - Keeping current earnings
CX1030	Controls Test	\$10,000.00	\$0.00	\$0.00	Not found in SDEF - Keeping current earnings

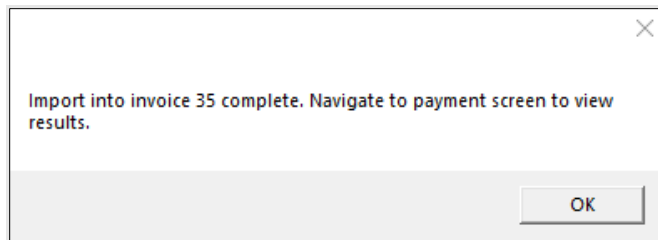
Total Earnings in SDEF: \$0.00

Total Earnings to Import: \$0.00

Earnings this Period: -\$63,201,241.33

Import into Invoice 35

For each activity row in the grid RMS provides useful information. However, most important is the *Payment Status* column which indicates how the data will be treated. It is important to note that only the earnings of matching pay activities will be imported. The rest will be ignored. When reviewing is complete click the *Import into Invoice* button on the bottom right-hand corner of the view to import the earnings data as indicated on the preview into the invoice number indicated on the button. When complete an alert will display instructing the user to access the invoice in progress payments.



Note: It is the responsibility of the contractor to import into the invoice after the government has approved the SDEF for import

Administration | Contract Notification Control can be used to help inform both the government and contractor about the status of SDEF submission and approval.

11.9 Document Package Export

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 Point for importing P2 Project data into the RMS Contract.	Import QA Deficiencies Import QA Deficiencies generated from an Excel worksheet.	Import Submittals Submittal Items can be imported from an Excel Template.	Import Real Property Use Excel to export or import Real Property items.				
Import From Another Contract Copy selected options from an existing Contract into your current contract.	Export Mods List Create Text File to copy into MILCON CWE Calculation/Funds Request Form.	Import Specsintact Import Specsintact.	NAS (SDEF) Import SDEF schedule.				
Document Package Export Mass export documents from selected modules contained in document package							

The [Document Package Export](#) module was designed to provide the ability to export documents from various document packages throughout RMS 3.0.

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Government Mode Home

Contract Selection

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Document Package Export

Select one or more of the document package areas for download and click, "Get Documents".

Include Signed Documents Only

Daily Report Packages

QC Daily Reports only
 All Documents in QC Daily Document Packages

QA Daily Reports only
 All Documents in QA Daily Document Packages

Transmittal Log Packages

4025 and Government Remarks Only
 All Documents in Contractor Transmittal Document Packages
 All Documents in Contractor Submittal Item Document Packages
 All Documents in Government Transmittal Document Packages
 All Documents in Government Submittal Item Document Packages

Contractor Payroll Packages

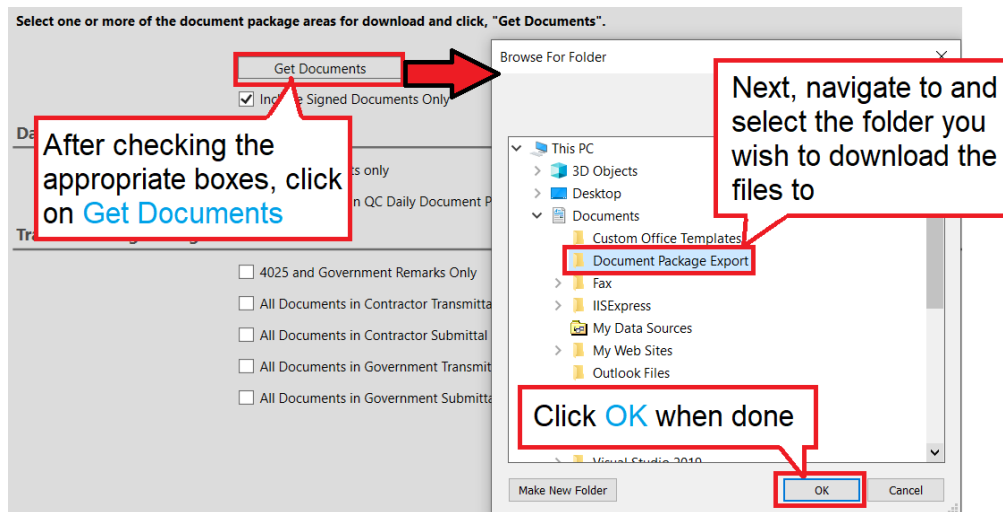
All Contractor Payroll Documents

When exporting documents, first decide if you need only signed documents. If so, check the [Include Signed Documents Only](#) checkbox so that the rest of the options will be filtered for signed documents only.

After selecting some options, others will become read-only. For example, selecting [All Documents in QA Daily Document Packages](#) will make [QA Daily Reports only](#) read-only since the option to export all documents will include the QA daily reports. The same is true for [All Documents in Contractor Transmittal Document Packages](#) and [4025 and Government Remarks Only](#) since the 4025 form and government remarks will be included in all contractor document packages.

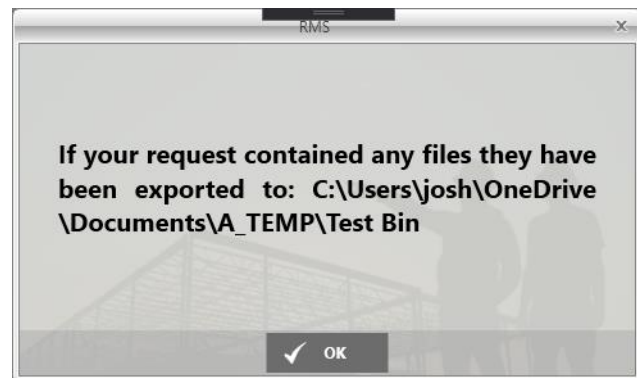
Conversely, all items can now be downloaded in the Transmittal/Submittal document packages in the [Import/Export](#) area

When your choice has been decided, click the *Get Documents* button to determine the folder to which you would like the export the documents.



If after selecting the folder, the data chosen contains enough data that there is a waiting period for the process to complete, a busy indicator will display. Depending on the speed, stability of the internet connection and number of items requested the export this process could take several minutes:

When complete, an alert will display indicating where the files are located if the document packages selected contained any documents.



12.0 CONTRACT REPORTS



This is where users can view reports to get an at a glance view of the contract, as well as reports to compare data, review data, and determine status of the contract without going into each individual module. Unlike the other submenu tabs, *Contract Reports* opens a selection grid of reports available for the Contract.

12.1 Sorting and Viewing Reports

By default, the reports are grouped by the Report Menu category. These categories are similar to the submenus, and the reports generally relate to the modules found in each of those submenus. Clicking one of the filter tiles at the top of the selection grid will cause the grid to only display reports from that category. Remove the grouping by clicking the 'X' next to the grouped column name. To view the reports in a particular group, click the down arrow next to the group name to expand the list.

Default grouping is by the report menu, drag the column title to gray area to further sort the list

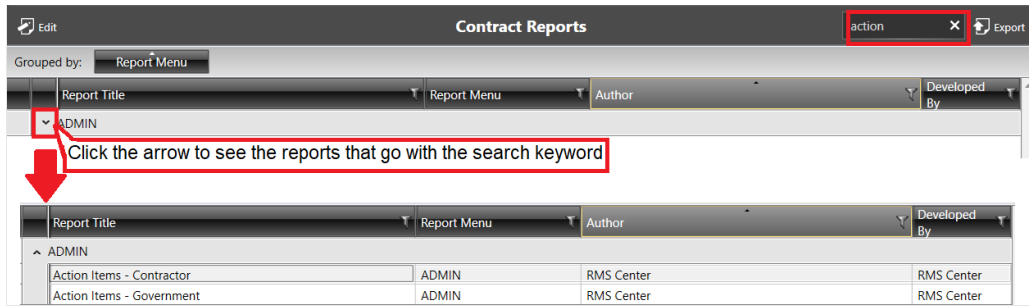
Sorting Tiles can show reports for specified modules

Enter the name of a report to look for a specific report

By default, the reports are sorted by Report Title, both with and without grouping. To add a grouping, click on a column title and drag it to the gray bar that says *Group By*. To remove a grouping, select it to show the *X* button, then click on the *X*.

To remove Groupings select the filter to show the X, then click on the X

Note: If using the search box to find reports, users will need to click on the dropdown arrows next to the grouped by field to see the report.



To change the sort column, click on the title of the column once to sort ascending or twice for descending. To open a report, select the report from the list and click [Edit](#); or double-click the report name in the list.

12.2 Generating Reports

Most reports present a screen for selecting parameters, and some will have Sort options. For those reports that have parameters and Sort options, make the desired selections before opting to preview the report before printing (Preview), send the report directly to a printer (Print), or add the report to the Contract File for submission to PCF (Add to Contract File).

Some report parameters will have multiple inclusive options; use the Check All and Uncheck All buttons for ease of use.

Those reports that do not have any parameters or sort options will go directly to a report preview, from which the report can be printed or exported.

If [Add to Contract File](#) is selected, the report will be shown in a preview window so it can be reviewed before being sent to PCF. Click the [Add to Contract File](#) button to include the report in the Contract File and have it sent to PCF.

If the report has a predefined container in PCF, it will be put in the appropriate folder in Contract File; otherwise, it will be put in the Other Contract Documents subfolder of the Contract Administration folder.

12.3 Exporting Reports

To export a report, first Preview the report. In the preview window, select Save and the desired export file type.

12.4 An Example of Where data pulls for Reports – Contract Status Sheet

In this section, the contract's Contract Status Sheet report will be used to describe where data comes from and how data populates to the report. When the report is first opened, users are presented with a couple of different options to choose to view on the report.

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Government Mode Home
Contract Selection
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Contract Status Sheet

RMS Contract Report

Preview Print Add to Contract File

Include

Check All UnCheck All

Contract Issues - Customer **1**

Contract Issues - USACE **2**

Show Construction Metrics **3**

P2 Project Issues - Customer **4**

P2 Project Issues - USACE **5**

Staff **6**

Lowest Total Float **7**

Issues/Remarks Date **8**

Remarks **9**

Status Code/Delay Code **10**

1 – *Contract Issues - Customer*

6 – *Staff*

2 – *Contract Issues - USACE*

7 – *Lowest Total Float*

3 – *Show Construction Metrics*

8 – *Issues/Remarks Date*

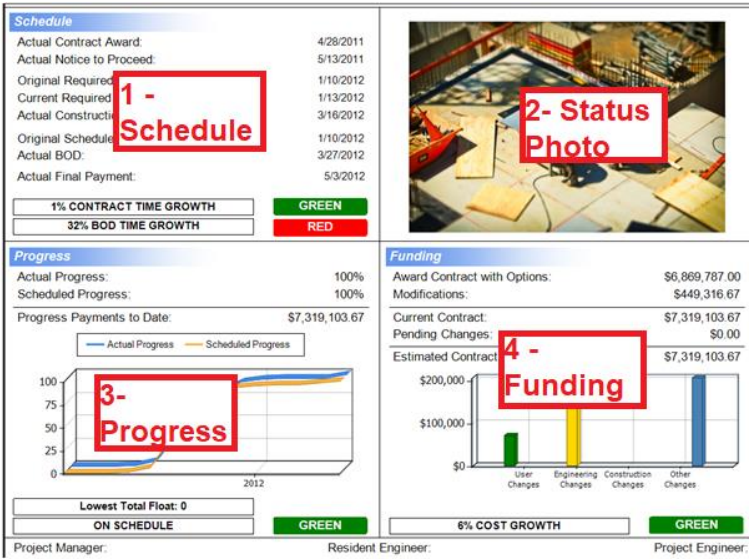
4 – *P2 Project Issues - Customer*

9 – *Remarks*

5 – *P2 Project Issues - USACE*

10 – *Status Code/Delay Code*

After selecting the options to view on the report, the report is split into four quadrants. Which will look similar to below:



The four quadrants are (1) Schedule, (2) Contract Status Photo, (3) Progress and (4) Funding. Under the four main quadrants, depending on the options selected prior to viewing the report, users will also see information on the scope of the project, issues, both customer and USACE reported issues, and any remarks made. The remarks and issues can be found by going to the [Administration | Contract Status](#) module under the [Phase – Status/Issues](#) tab.

Contract Status

Contract - Status Photos | Contract - Monthly Progress | Phase - Status / Issues

Contract W912DR-09-D-0024 0008 - (Single phase)

Issues

Contract Status: 7 - Project Fiscally Complete | Primary Delay Code: D0 - No Current Problems (All Phases)

Remarks: Final payment & ROC made. Fiscally complete. | Issues/Remarks as of: 6/25/2012

Issues Customer: It was determined that the final as-built drawings will be collected. Therefore all requirements under this contract have been satisfied and final payment requested.
Building was transferred to Ft Belvoir's Real Property Office on 23 April 2012, DD 1354 was signed and recorded in RMS.
Substantial completion issued on 16 Mar 2012.

Issues USACE:

The Contract Status Photo also comes from this module, though it comes from the [Contract – Status Photo](#) tab.

Contract Status

Contract - Status Photos
Contract - Monthly Progress
Phase - Status / Issues

Status Photo

Select a representative photo to show the current status of the construction contract.

This photo will be used on the main contract menu and in status reports for the contract.

[Upload New Status Photo](#)
[Save Status Photo to File](#)
[View Status Photo](#)



Status Photo History

Edit Delete
Export

File Name	Upload Timestamp	Is Current Status Photo
Example Status Photo.jpg	9/2/2021 10:30:11 PM	☑

12.4.1 Schedule

The data for the Schedule section comes from the system milestones associated with the contract.

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[Government Mode Home](#)
[Contract Selection](#)
[Contract Menu](#)

[Back](#)
[Refresh](#)
[Log Out](#)
[Help](#)

Milestone Schedule

Award Duration
Current Duration days

All Events
76

Design
9

Construction
31

Post Construction
30

System
13

District
10

Contract
47

Add Edit Delete
All Events
Search
Export

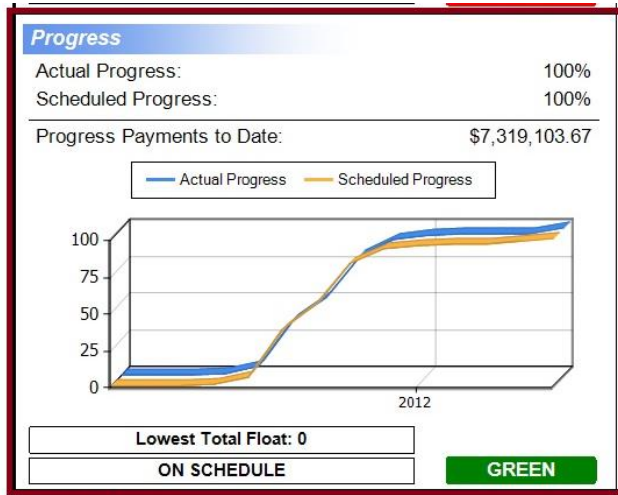
Drag a column header and drop it here to group by that column

Group	Phase	Milestone Event	Original Date	Scheduled Date	Scheduled Time	Actual Date	Status
System	Construction	Contract Award				01/18/2018	Completed
Contract	Post Construction	TestWarranty - 4 Mo. Wty		01/18/2018			Reschedule Needed
Contract	Design	Submit Final Design				01/25/2018	Completed
System	Post Construction	Transfer Document Date		03/01/2018		03/01/2018	Completed
Contract	Construction	testing date		04/05/2018		04/06/2018	Completed
System	Construction	NTP Acknowledged		12/30/2019		10/01/2019	Completed
Contract	Post Construction	TestWarranty - Start Wty		10/02/2019		10/02/2019	Completed

The contract time growth and the BOD Time growth are calculated based on the contract award, any mods that affect the time/length of the contract, and the set duration of the contract. The latter two can be viewed on the bottom of the [Administration / Contract Status](#) module under the [Phase – Status/Issues](#) tab.

Cost / Time Growth											
Current Contract Including Completed Mods (Code 6)				Approved Contract Including Approved Changes (Code 5)				Proposed Contract Including Proposed Changes (Code 4)			
Base Award	\$6,869,787.00	242 days		Current Contract	\$7,319,103.67	245 days		Approved Contract	\$7,319,103.67	245 days	
Options/Definitizations	\$0.00	0 days		Options/Definitizations	\$0.00	0 days		Options/Definitizations	\$0.00	0 days	
Original Contract	\$6,869,787.00	242 days		Orig Approved Contract	\$7,319,103.67	245 days		Orig Proposed Contract	\$7,319,103.67	245 days	
Controllable Mods	\$173,554.53	0 days		Controllable Mods	\$0.00	0 days		Controllable Mods	\$0.00	0 days	
Uncontrollable Mods	\$275,762.14	3 days		Uncontrollable Mods	\$0.00	0 days		Uncontrollable Mods	\$0.00	0 days	
Current Contract	\$7,319,103.67	245 days		Approved Contract	\$7,319,103.67	245 days		Proposed Contract	\$7,319,103.67	245 days	
Controllable Growth		Total Growth		Controllable Growth		Total Growth		Controllable Growth		Total Growth	
% Cost	% Time	% Cost	% Time	% Cost	% Time	% Cost	% Time	% Cost	% Time	% Cost	% Time
2.5%	0.0%	6.5%	1.2%	2.5%	0.0%	6.5%	1.2%	2.5%	0.0%	6.5%	1.2%
Original Required Completion 01/10/2012				Approved Required Completion 01/13/2012				Proposed Required Completion 01/13/2012			
Current Required Completion 01/13/2012											

12.4.2 Progress



RMS combines the Progress Payments and the Activity Schedule to form the Contract Status Monthly Progress. The *Contract status - Monthly Progress* tab populates to the Contract Status sheet to form the Actual Progress and Scheduled Progress shown in the graph.

Changes made to the Contract Status module Monthly Progress tab will affect the graph but may take 24 to 72 hours to update.

Note: There are multiple ways to update the progress graph please check with the district's policy prior to proceeding.

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The lowest total float comes from the activity schedules only if a contract is using an SDEF file. If there is no SDEF file used, then the total float will always be zero. The lowest total float is a calculation of the lowest difference between the scheduled start early and late dates or the scheduled finish early and late dates.

12.4.3 Funding



1 - *Award Contract with options* populates from the Award Contracts and Contract Modifications modules.

2 - *Modifications*. This populates to the Contract Status Sheet from Contract Modifications.

3 - *Current Contract*. This populates from two places in RMS. It populates from the Award CLINS and from Contract Modifications. RMS combines them to form the Current Contract which can be viewed in the Current CLINS module.

4 - *Pending Changes*. This populates from the Contract Modifications and Contract Changes modules that have not been completed in RMS. RMS combines the two of them to form Pending Changes

5 - *Estimated Contract* combines from two places. It combines from Current CLINS and Contract Changes. It only includes the Contract Changes that are not completed in RMS.

The funding graph populates from Completed Contract Modifications. The four areas of the graph are divided up by the Reason Code, depending on what Reason Code is selected when completing the Modification.

Note: There must be one award CLIN attached to the contract in order for the graph to generate.