United States Corps of Engineers

RMS Quick Reference Guide for Contractor Users

Version 3.3
August 2026

RMS Quick Reference Guide

This Quick Reference Guide is current as of August 2026, patch 611. For further details on the topics within this guide, please refer to the RMS user manuals which can be found on the RMS website.

What is RMS?

RMS stands for Resident Management System. It is a customized software application designed for and by the United States Army Corps of Engineers (USACE) for the sole purpose of assisting with construction management and quality assurance.
RMS simplifies construction management for both USACE and the construction contractor by focusing on the following:

- Construction Planning Support
- Contract Administration
- Quality Control/Quality Assurance
- Progress Payment Requests to the Government
- Contract Correspondence
- Contract Submittals
- Required Safety
- Contract Modifications

Why Use RMS?

RMS provides a standard method of achieving important benchmarks in construction contract management. A few of the advantages are: 1) facilitation of communications across various organizations, 2) standards for policies and procedures, 3) ease of information availability, and 4) reduction of paper work.

Who Uses RMS?

RMS is designed for both the Government Contracting Officer's Representative (COR) and the Construction Manager on the contractor side. For a Government user, it provides everything the COR needs to properly review contract status and contract administration. This includes the collection of documentation needed for quality assurance/control.

For the contractor, RMS provides ease of contract administration, planning, scheduling, reporting, and corresponding with the Government.

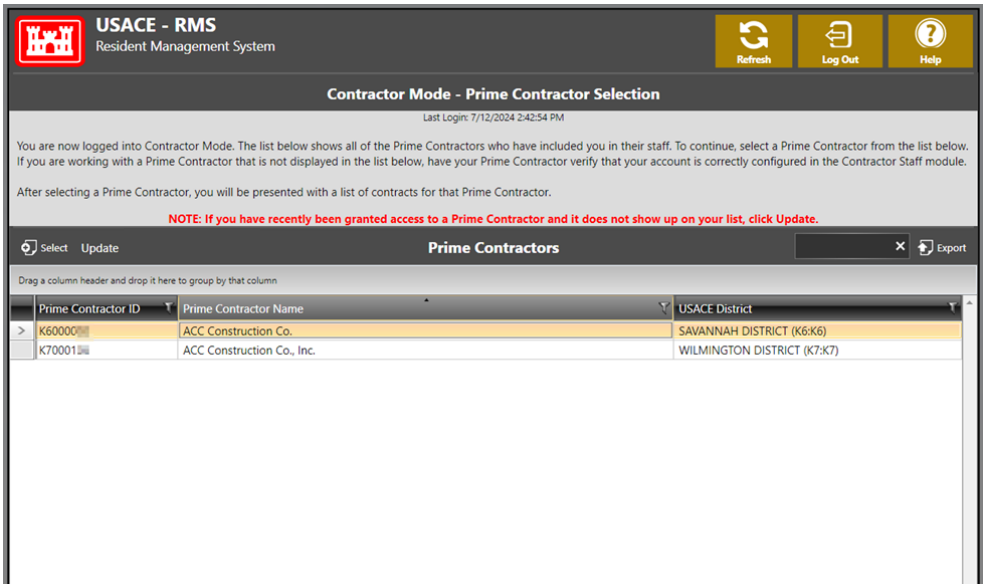
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Getting Started Links

- RMS Website: Resident Management System (army.mil)
- RMS YouTube Channel: RMS Support Center - YouTube



RMS Customer Service

The RMS Support team consists of the Government Technology Modernization Office (TMO) and the software support service contractor. Between Government users and Contractor users, RMS serves over 40,000 users worldwide.

The RMS Help Desk can be contacted at 442-333-1011

Getting Started with RMS Contractor Mode

To gain access to RMS, the RMS Launcher must be installed on the laptop/computer. For Contractor users, the RMS Launcher can be downloaded and installed from the RMS website.

Click on the *Download RMS For Contractor* button on the RMS Website: https://rms.usace.army.mil/. Once the RMS Launcher is installed, follow the steps below:

1. Contact the RMS District Administrator to request access to the desired district (s).
2. Provide the desired user email and/or DoD ID number from the user's CAC to the RMS District Administrator to obtain an RMS Staff Record for the district(s).
3. Once the username/password or CAC record has been linked by the RMS District Administrator, the account is ready to be used.

Once the RMS 3.0 icon is clicked, the RMS Launcher is the first program that runs. The RMS Launcher checks the servers for the latest updates and automatically updates the software to the latest patch. Due to updating privileges, permissions must be set up on the RMS3 folder on the user's local machine.

Helpful links:

- Introduction to RMS Basics for Contractors: https://www.youtube.com/watch?v=WrD9d92O3iw
- List of System requirements: https://rms.usace.army.mil/rms_downloads.html

RMS Website: https://rms.usace.army.mil/



RMS Launcher Problems

- After the launcher runs, no new window pops up, but RMS shows open on the taskbar.
  - This problem is caused by Windows handling of multiple monitors, adding, changing or removing monitors – Maximize the window
  - 3 possible fixes: How to View Non-Displayed Windows (any program)
- "Disconnected: Your computer could not connect to the following resources."
  - This can be caused by a shortcut pointing to the wrong location – Update shortcut to point to the correct location.
  - See How to Troubleshoot Launcher Updates starting at 0:14 seconds
  - This can also be caused by not opening the program on a weekly basis.

Becoming Familiar with the RMS Login Screen

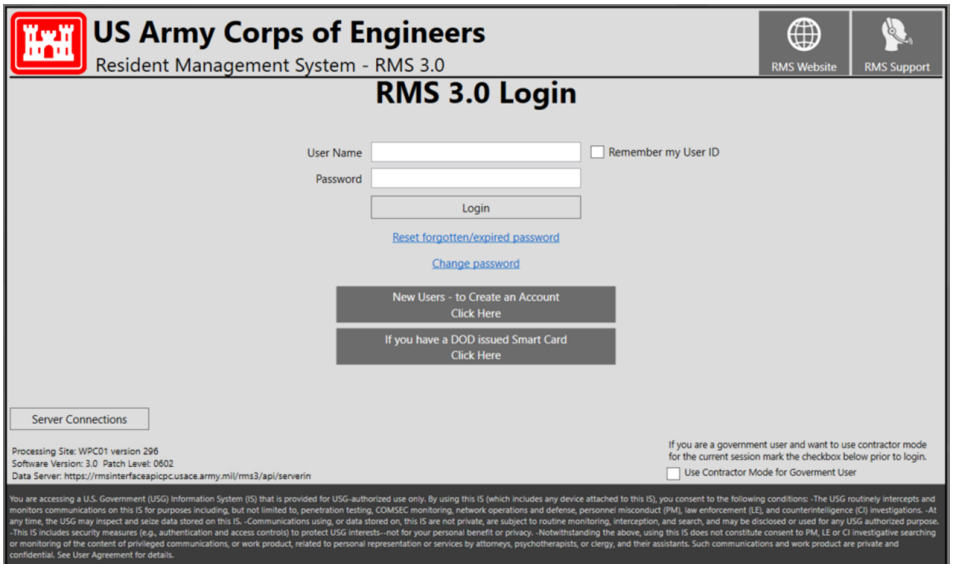
Enter the *User Name* and *Password* to log in.

If there is no box for a *User Name* and *Password* , click on the *If you DO NOT have a DOD issued Smart Card, Click Here* button.

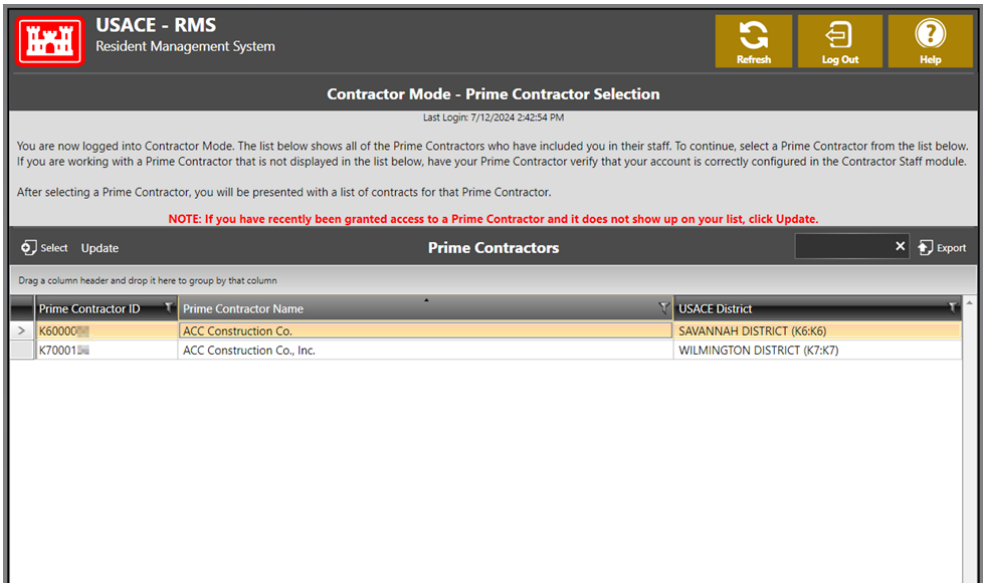
Click on the *RMS Website* icon to be taken to the RMS website.

Click on the *RMS Support* icon to be taken to the RMS Help Desk to submit a ticket.

The *Server Connections* section of the login screen provides the RMS version information and a link to test server connections.



RMS Login Screen



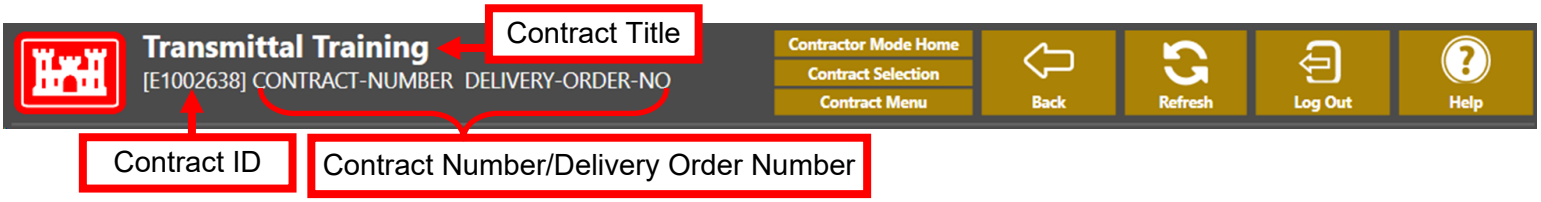
After logging in, a list of available Prime Contractors from which to choose will be presented.

If the user has been assigned access to more than one contract, the number of Prime Contractors will vary based on the District and Contractor the contract falls under.

If a Prime Contractor is not displayed on the list, click on *Update* to refresh the screen. This action may take a few minutes to update.

RMS Website: ***https://rms.usace.army.mil/***

RMS Navigation Buttons





The *Back* Button:

Saves data and returns user to the previous screen. There is no "SAVE" button in RMS, data is stored to the database upon entry. Clicking on *Back* will also save/commit data to the database.

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



The *Refresh* Button:

Refreshes data view. On occasion, screens may not immediately reflect entered data. When this occurs, click on the *Refresh* button to update data shown on the screen.

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



The *Help* Button:

Provides quick access to the RMS Online User Guide, RMS Website and RMS Support Ticket entry.



The *Contractor Mode Home* Button:

Returns the user back to the District Selection map/list.



The *Contract Selection* Button:

Returns the user to the Contract Selection list.



The *Contract Menu* Button:

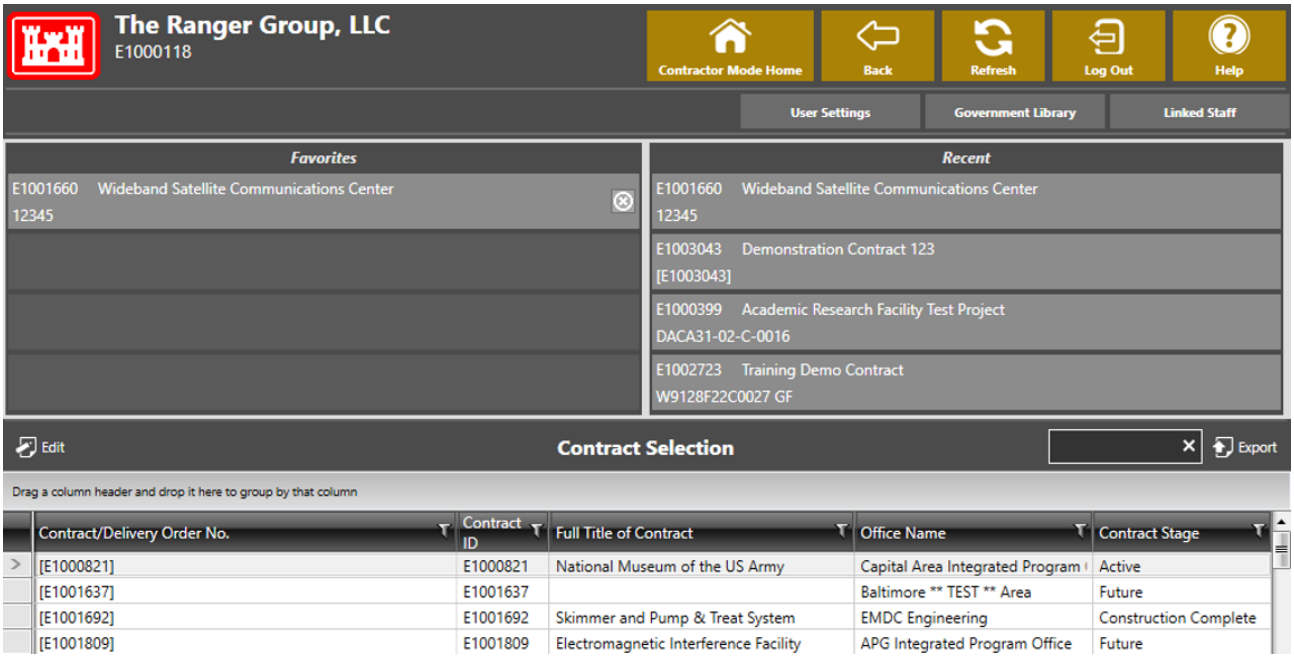
Returns the user to the Contract Menu screen.



The *Log Out* Button:

Logs user out of RMS.

Contract Selection

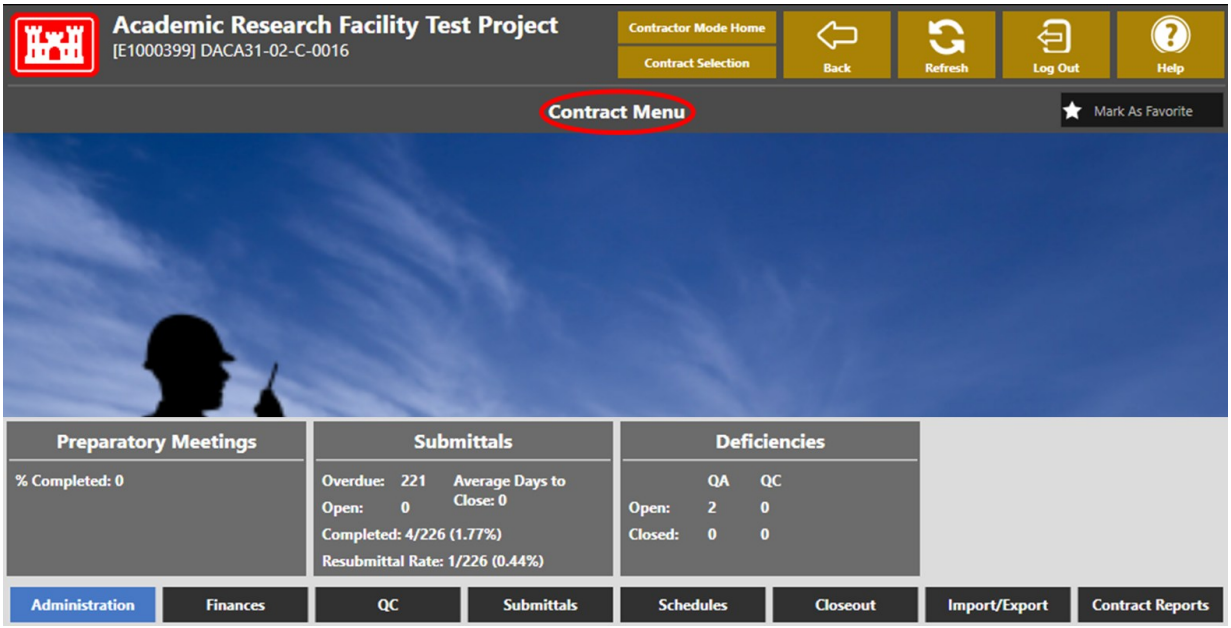


The modules available in ***Library Mode*** are:

- ***User Settings***: Use this area to adjust local cache settings, set user preferences, and/or set up two-factor authentication through an authenticator application.
- ***Government Library*****:** This area contains data sets that are used in all contracts set by the Government to ensure consistency in both RMS/CM and RMS/GM. This module is read-only in RMS/CM.
- ***Linked Staff***: This area is used to identify and manage users with contract-specific user roles set up through the ***Contract Access Control*** module and their user roles with access to RMS/CM. Only users identified as Administrator in the ***Contractor Staff*** tab of the ***Prime Contractor*** module can access this module.

  Note: If the contract that needs to be accessed is not showing in the Contract Selection list, contact the RMS Administrator to make sure that access and rights were granted correctly.

Contract Menu



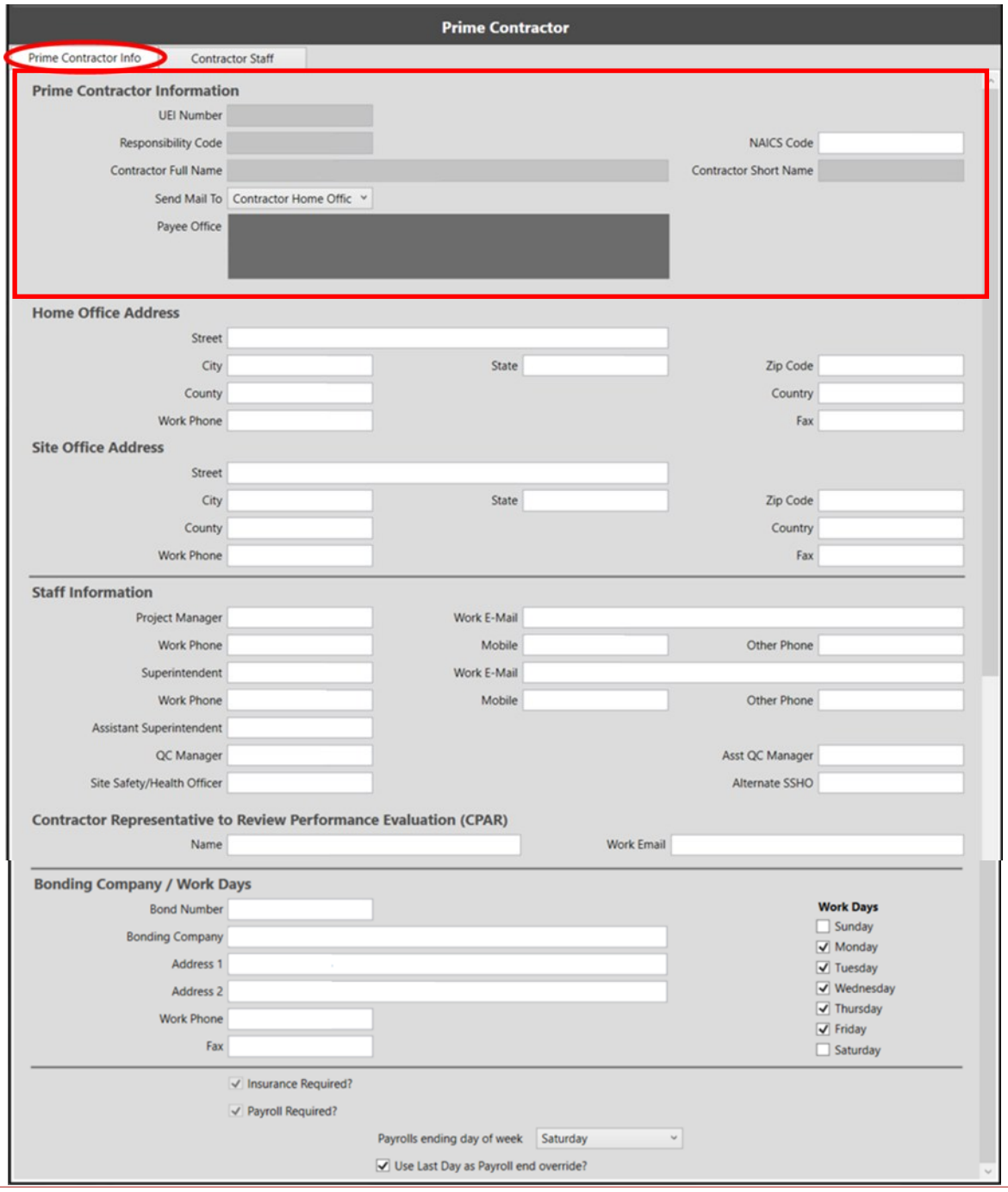
The ***Contract Menu*** tabs are:

- ***Administration*****:** Included in this tab are the basic administrative data for the contract. Information about the contract, Prime Contractor and Subcontractors, Requests for Information (RFIs) and Correspondence are entered and stored here.
- ***Finances***: This tab is used to manage data needed to create and submit requests for Progress Payments.
- ***QC***: The actions in this tab are used to manage what goes on at the jobsite daily. Enter QC Daily Reports; track the Three-Phase Control Process and QC Requirements; and maintain safety awareness.
- ***Submittals*****:** The modules included in this tab are used to manage the Submittal Register and Transmittals.
- ***Schedules*****:** This tab is used to view the status of activities in the Activity Schedule and schedule Three-Phase Control Meetings.
- ***Closeout*****:** The 4– and 9-month Warranty Inspections are found in this tab.
- ***Import/Export***: This tab includes the operations needed to bring external data into RMS and export selected Document Packages.
- ***Contract Reports***: All the available printed reports can be executed from this tab.

Prime Contractor

Prime Contractor information can be viewed and/or edited in the ***Prime Contractor*** module within the ***Administration*** tab.

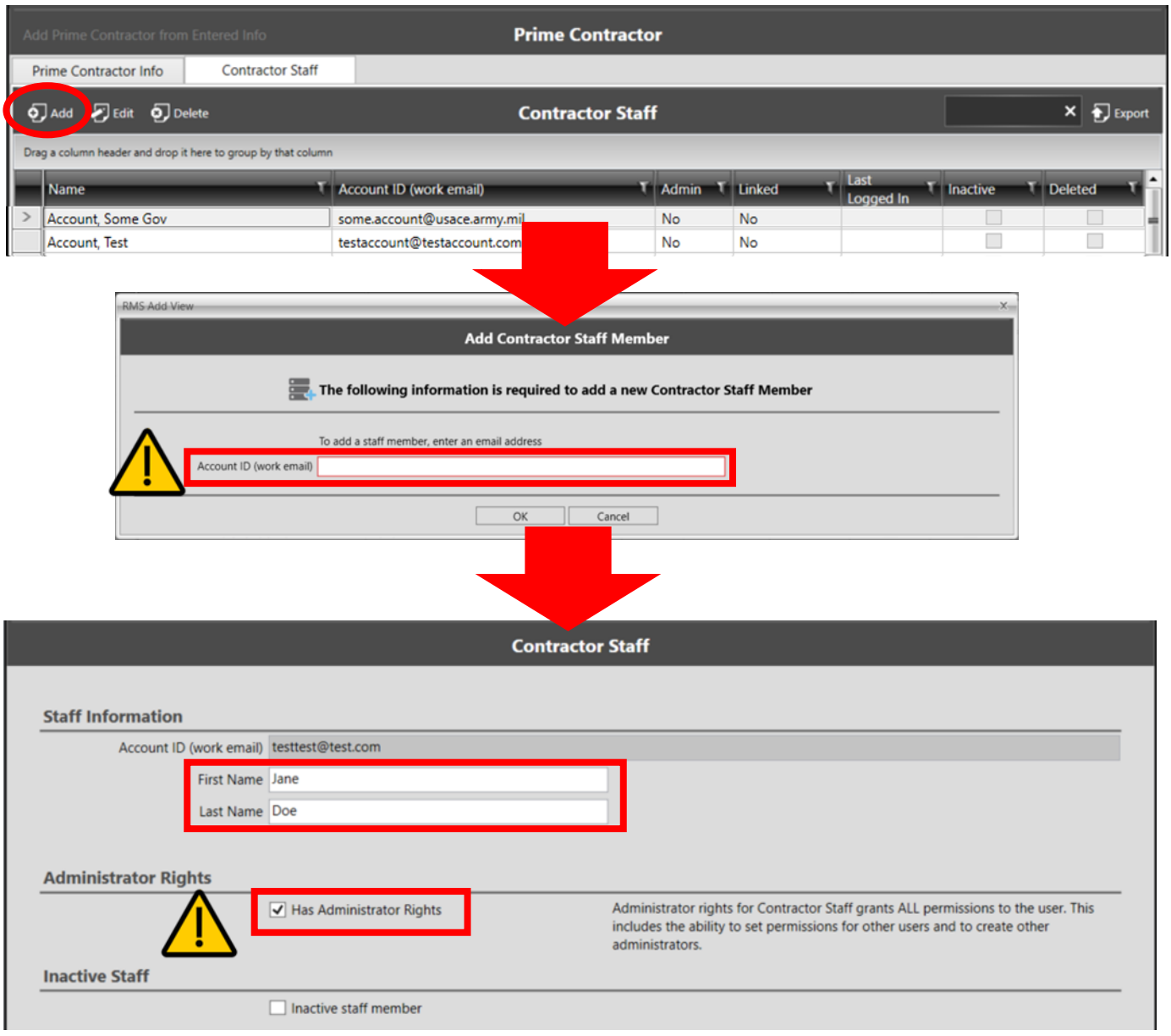
Note: The information fields at the top of the Prime Contractor screen and selections on payroll and insurance requirements can only be entered and/or edited by the Government and will be restricted in Contractor Mode.



RMS Website: ***https://rms.usace.army.mil/***

Prime Contractor / Contractor Staff

Use the ***Contractor Staff*** tab to identify the Contractor Staff users authorized to access the contracts that are associated to the Prime Contractor. If a user needs to be added, click on *Add* and find the user in the Staff lookup.

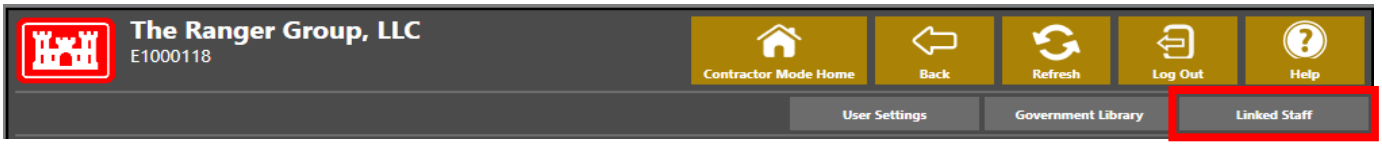


Caution: The *Account ID (work email)* field **must** be entered exactly as entered in the Staff record for the user. If this value differs by a single digit or character, RMS will not be able to find the correct user. This cannot be change once entered, as well. If a mistake is made in this regard, add a new staff member with the correct email address.

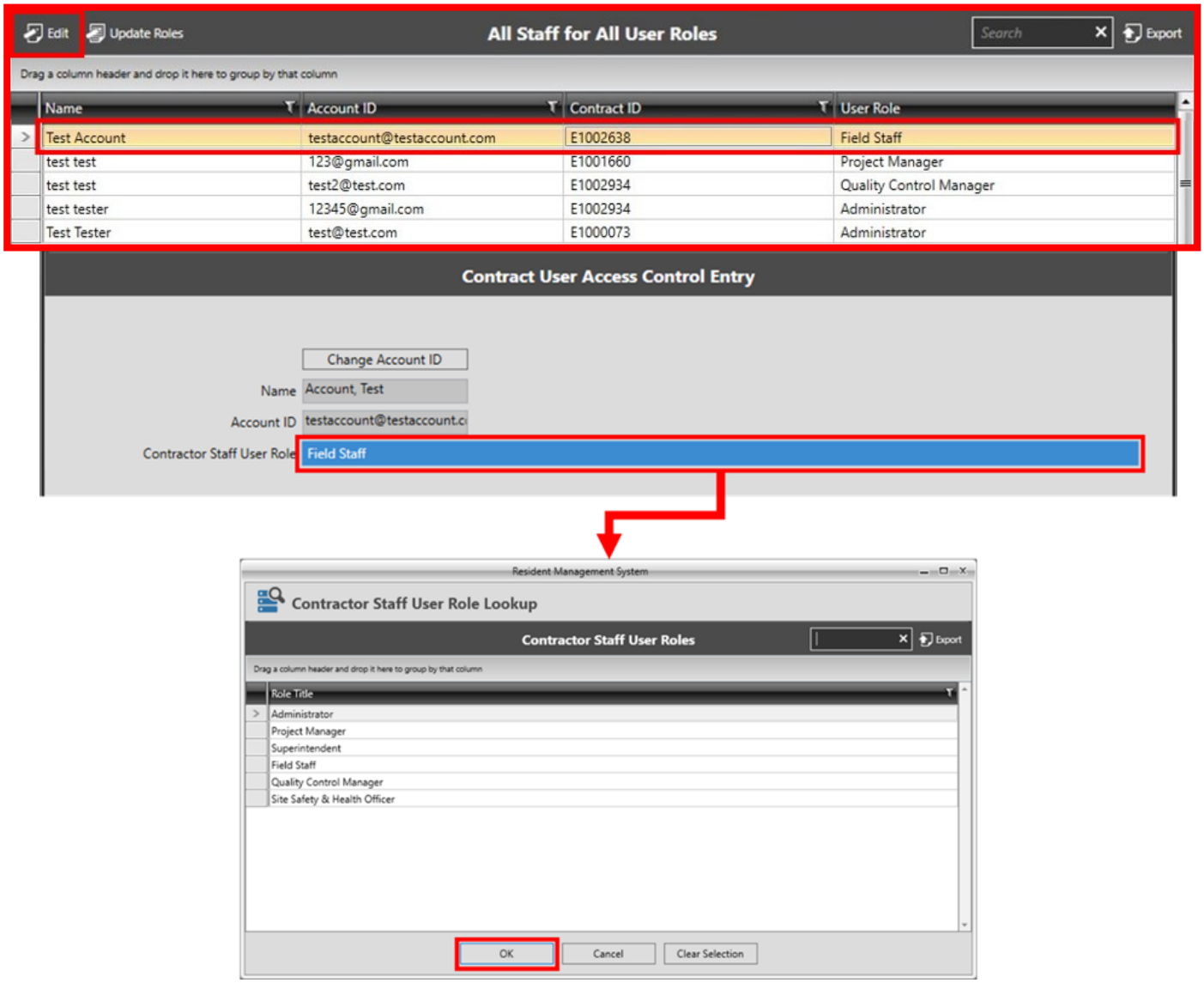
Linked Staff & User Roles

User roles can only be assigned to users in the ***Linked Staff*** module. This module will contain all the user accounts linked to a contract within the Prime Contractor selected.

1. In the Prime Contractor's Contract Selection view, click on the ***Linked Staff*** module.



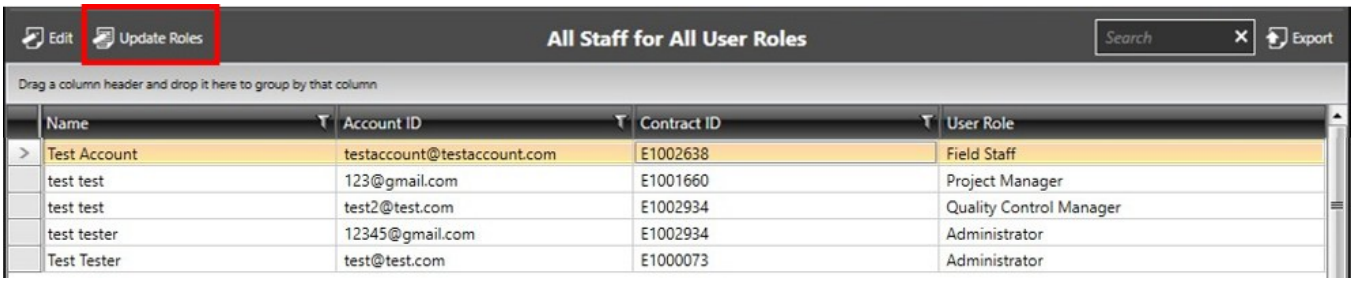
2. To reassign or edit the user role for an account, select the account and click on the *Edit* button or double click on the account to open the Contract User Access Control Entry record.



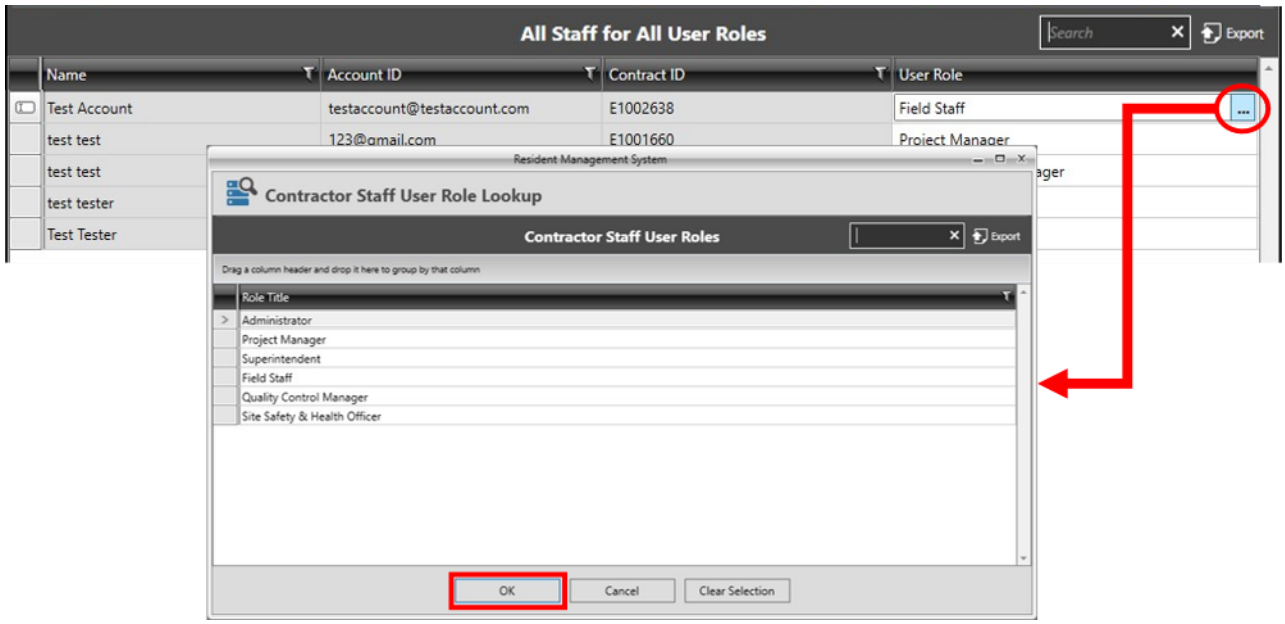
RMS Website: ***https://rms.usace.army.mil/***

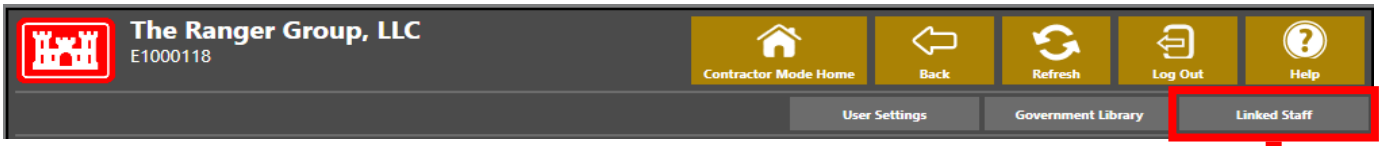
Linked Staff & User Roles

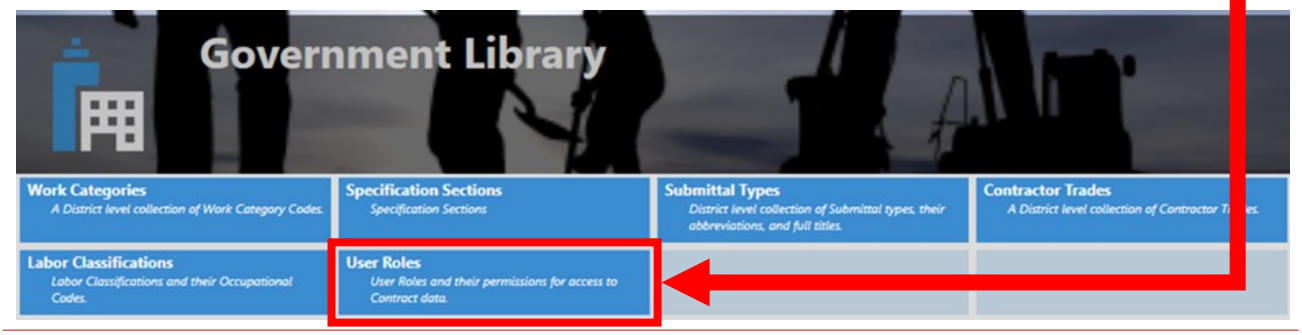
1. To reassign or update multiple user accounts, click on the *Update Roles* button to convert this view into the Linked Staff edit view. See ***Contract Access Control*** for guidance regarding initial user role assignment.



2. Double click inside the far right column of the user account line to enable the ellipses (…) button and select a user role from the lookup. Click *OK* to confirm the selection.



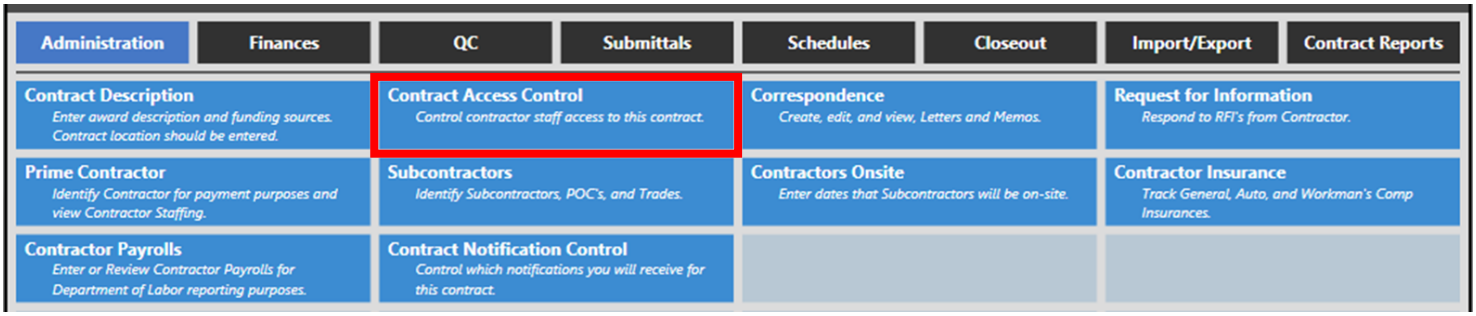




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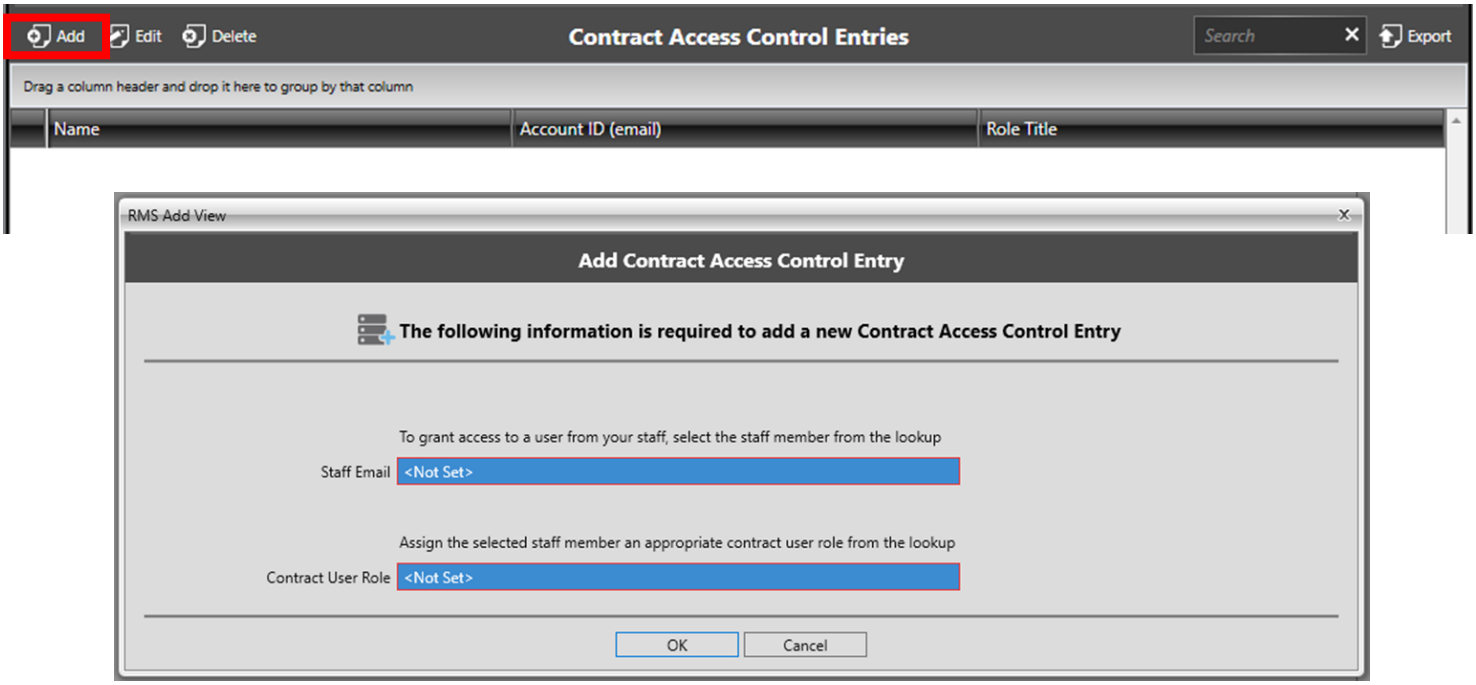
Contract Access Control

After all the desired user roles have been created and set for the contract, the ***Contract Access Control*** module is where users are added to the contract and assigned to User Roles. Users in a Prime Contractor's Contractor Staff *without* administrative rights must be assigned to a User Role within every contract they need to access.



Assigning User Role to new Contractor Staff:

1. Click on the *Add* button.
2. Click on the blue tile for *Staff Email*. (user must be entered in the ***Prime Contractor*** module's ***Contractor Staff*** tab prior to showing in this lookup field).
3. Select the user's email address.
4. Click on the blue tile for the *Contract User Role*.
5. Select the User Role to assign to this user's email address.
6. Then click *OK* to complete the process.



RMS Website: ***https://rms.usace.army.mil/***

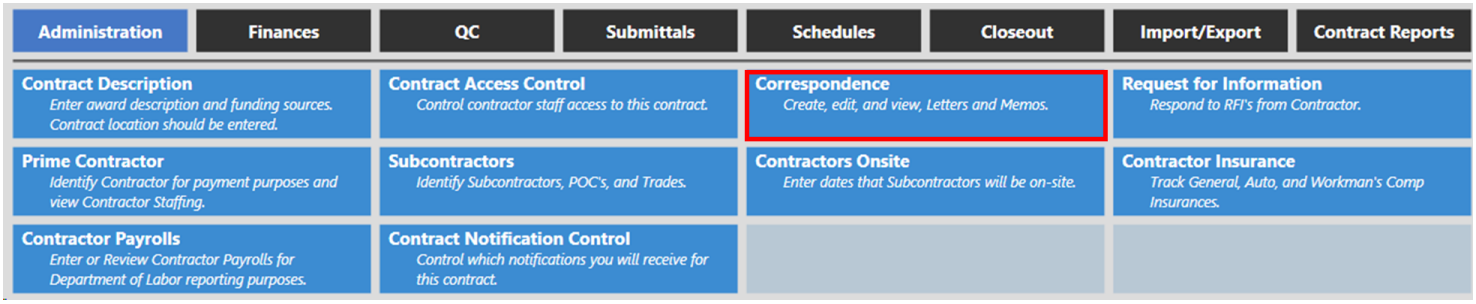
RMS Correspondence

Correspondence provides the RMS Government and Contractor users a means for communicating between the parties. Using RMS to create, respond, store, and track the correspondence between the parties provides tracking and accountability. Correspondence may be formal or informal and signed, if required. Attachments may also be included with the correspondence.

If multiple responses for the same correspondence are sent from the Contractor, only the first response to a particular correspondence is accepted. Subsequent responses are ignored.

Correspondence Phases:

- *Draft* – Incomplete correspondence, not yet transmitted to recipient
- *Sent* – Completed correspondence, transmitted to recipient
- *Received* – Correspondence received from the sender

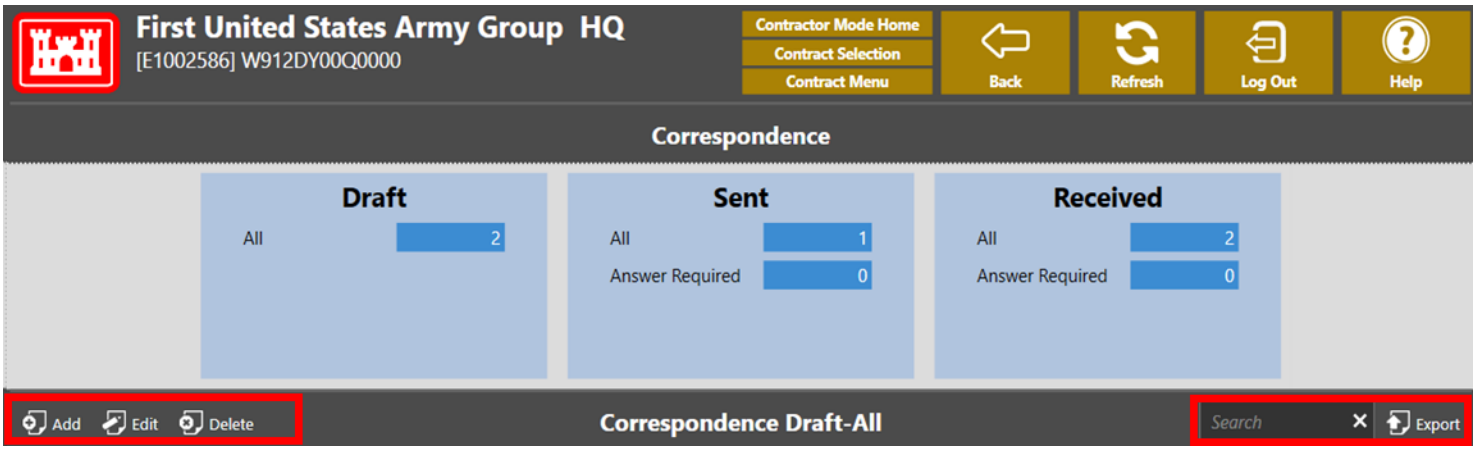


How Does Correspondence Work

The ***Correspondence*** module is accessible from the ***Administration*** tab.
In the Correspondence view, all correspondence items for the selected contract will be displayed. The top portion of the screen will provide a dashboard view of correspondences for the selected contract.

To add, edit or delete existing correspondence, click on the corresponding icons as indicated below.

The *Search* field and *Export* button are located on the right side of the window. The *Export* button can generate either an Excel or PDF exported document that contains the list of Correspondence displayed on the screen.



RMS Website: ***https://rms.usace.army.mil/***

RMS Correspondence

To Add Correspondence:

Click the *Add* button and select the correspondence category from the drop-down menu. When correspondence information is loaded, the RMS system applies an automatic tracking number.

Each correspondence will receive a unique tracking number.

- Regular letters from the Contractor Home Office are serialized with H#####
- Letters from the Contractor Site Office are serialized with S#####



There is no priority placed on one office over another office, regardless of which letter option is chosen.

Once the Correspondence tracking number is generated, the view to add the correspondence is displayed. Complete data entry and click the *Back* button to save the data.

To Edit Correspondence:

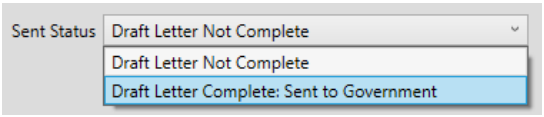
To edit a correspondence document, select the document of interest by clicking the *Edit* button or double clicking on the document to select. The Correspondence View screen will be displayed.

Information regarding the correspondence such as, *Answer Due Date*, *Sent Status*, and/or *Letter Summary* may be edited as well as any accompanying Document Packages.

Change the *Sent Status* to *Draft Letter Complete: Sent to Government* to complete and submit a correspondence along with any existing Document Packages that contain documents.

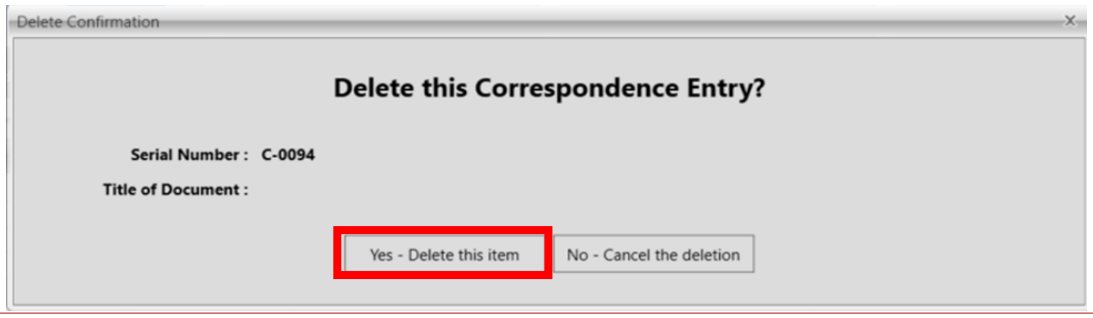
Note:

- Once correspondence is sent by the Contractor to the Government, it is locked and cannot be edited.
- Once correspondence is approved by the Government, it cannot be edited.



To Delete Correspondence:

To delete a correspondence document, select (highlight with focus bar) the document of interest and click the *Delete* button. A dialogue window will display to confirm the deletion.

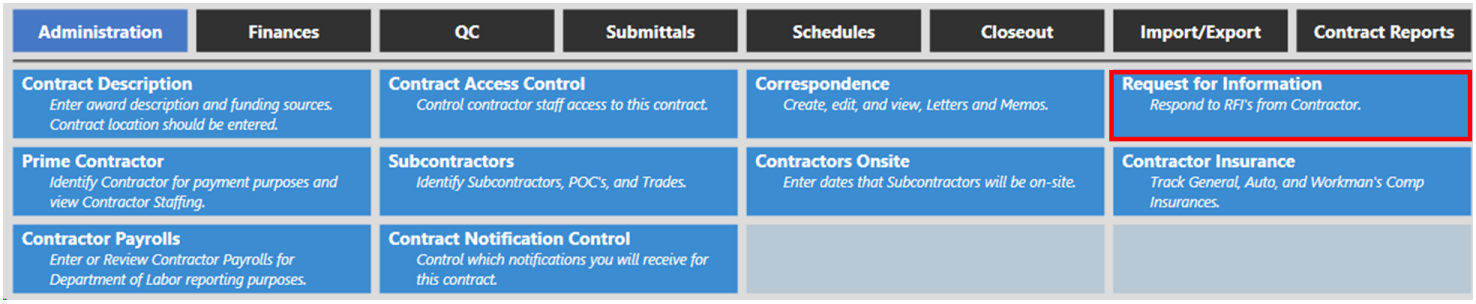


RMS Website: ***https://rms.usace.army.mil/***

RMS Request For Information (RFI)

The RFI, or Request for Information is a type of correspondence. The ***Request for Information*** module provides a means of separation from all other correspondence due to the nature of required requests and responses. Therefore, these are not included in the ***Correspondence*** module. This also makes creating and accessing RFIs easier for the user.

The ***Request for Information*** module allows the Contractor to request clarification, interpretation, and additional information about the contract specifications and agreements from the Government. The Government replies are tracked, and communication is clear and documented. This module also allows documents to be loaded via the RMS Document Package Manager.



How RFIs Work in RMS:

The ***Request for Information*** module is accessible from the ***Administration*** tab. RFIs are useful in the following scenarios:

- When contract specifications need further information or clarification
- When problems or deficiencies are identified
- When a substitution or alteration is proposed

RFI Workflow:

1. Contractor initiates RFI request from the Government.
2. The Government receives and reviews the RFI by required departments (Architect, Engineering, etc.).
3. The Government consolidates comments and sends RFI to Engineering Manager for additional review and response.
4. Once all reviews are collected, revised, and consolidated, the Government COR is notified to review the response.
5. If the COR approves the response, the approval is documented then signed in RMS.
6. Once the RFI is signed in RMS, the response is sent back to the Contractor.

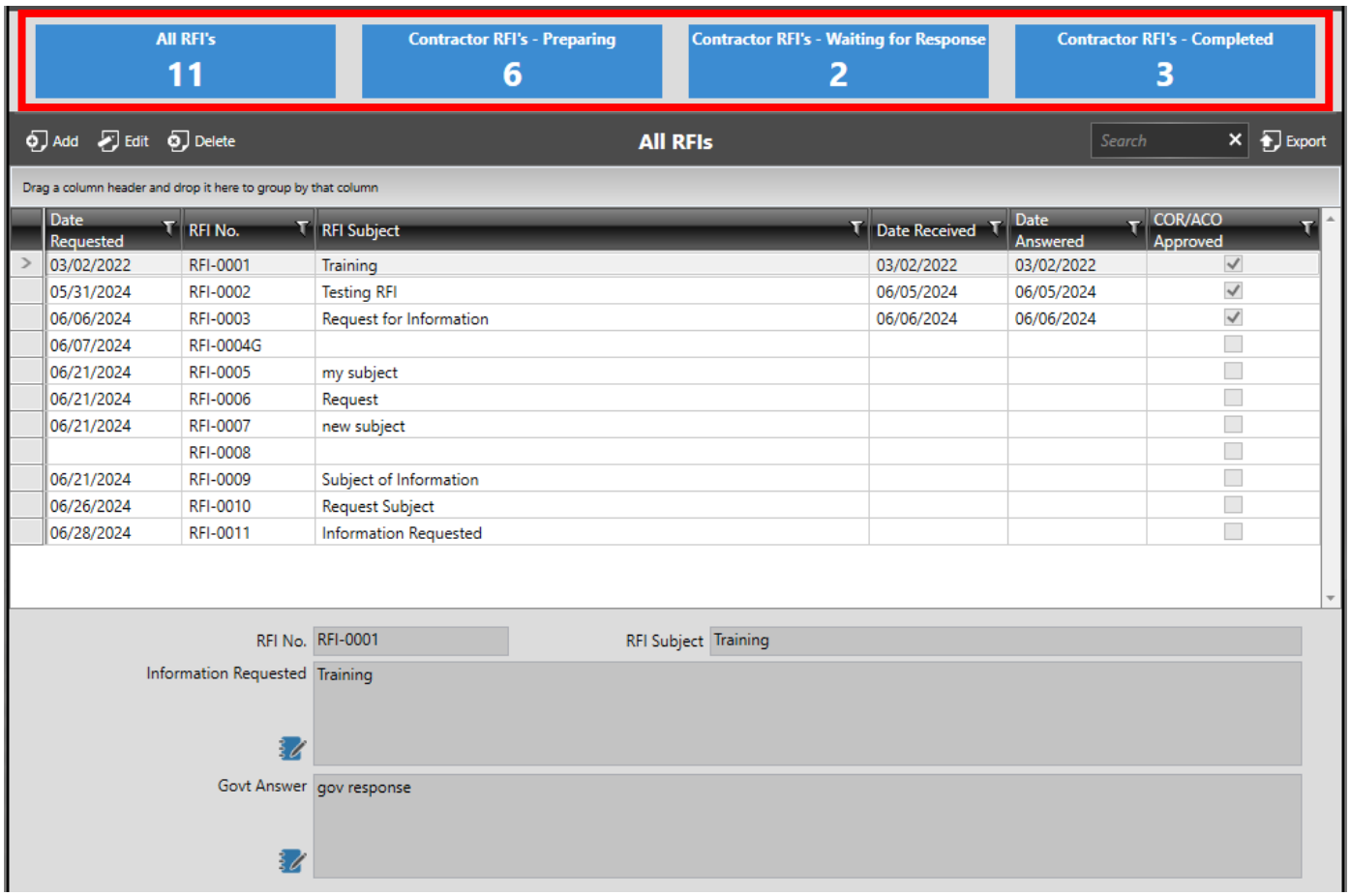
RMS Request For Information (RFI)

The RFI Selection view screen is divided into three parts.

- Dashboard information (blue filter tiles)
- List of all RFIs displayed
- RFI summary view panel for selected RFI

All RFI requests for the selected contract will be displayed upon opening the module. The top portion of the screen will provide a dashboard view of RFI requests for the selected contract. To add, edit, or delete existing RFIs, select the RFI and click the respective buttons as indicated. RFIs are grouped into four subsets:

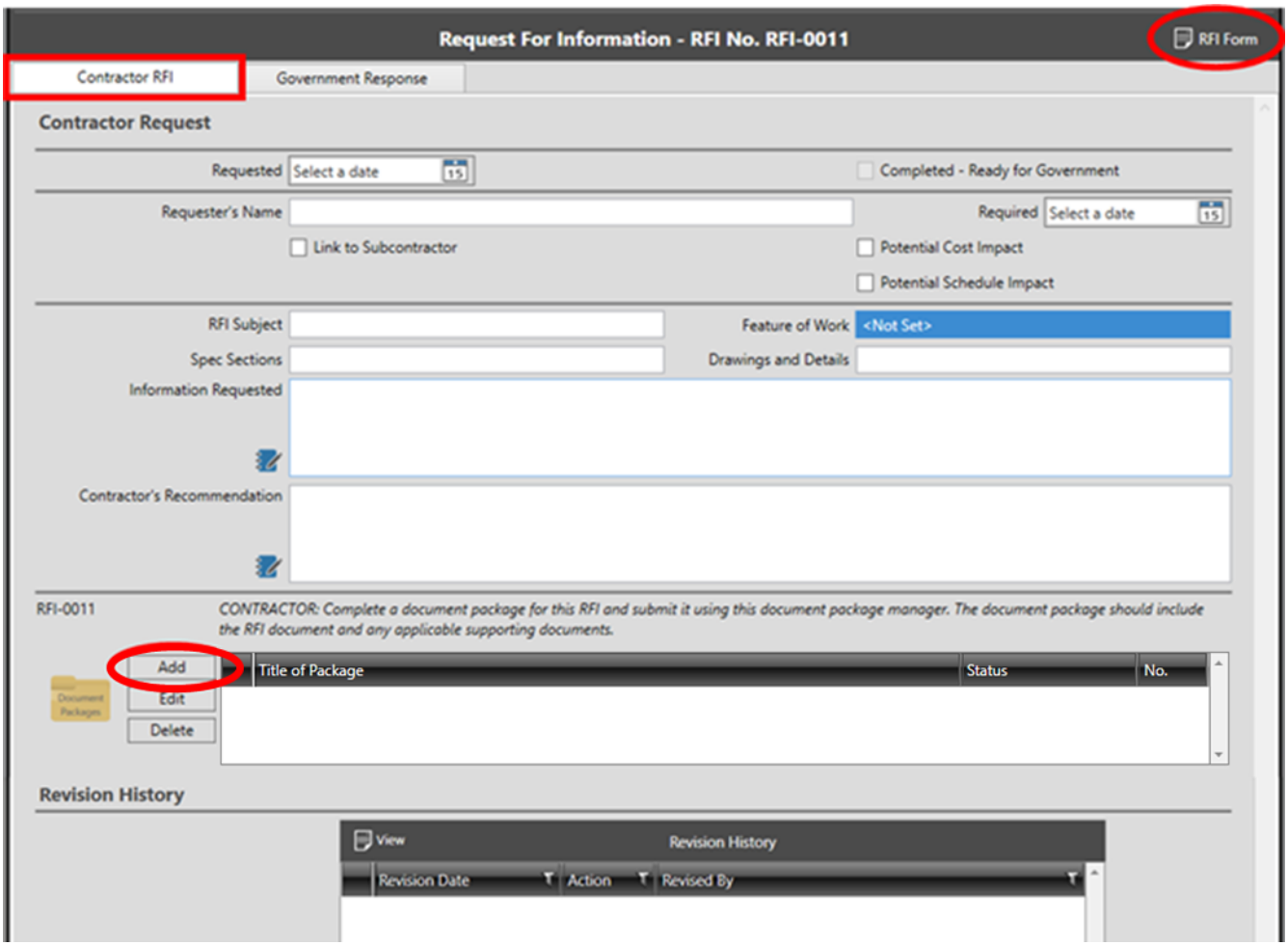
- *All RFI's*: Comprehensive.
- *Contractor RFI's - Preparing*: RFI not yet sent to Government.
- *Contractor RFI's - Waiting for Response*: RFI sent to Government, waiting for Government's response.
- *Contractor RFI's - Completed*: Government response received.



RMS Request For Information (RFI)

Complete the information in the ***Contractor RFI*** tab to generate the RFI Form, then click the *RFI Form* widget to save the form to a hard drive. Add the previously saved RFI and any other attachments needed to support the RFI to a Document Package.

After the RFI and any supporting documents are added to the package, the RFI can be completed by checking the *Completed - Ready for Government* checkbox.

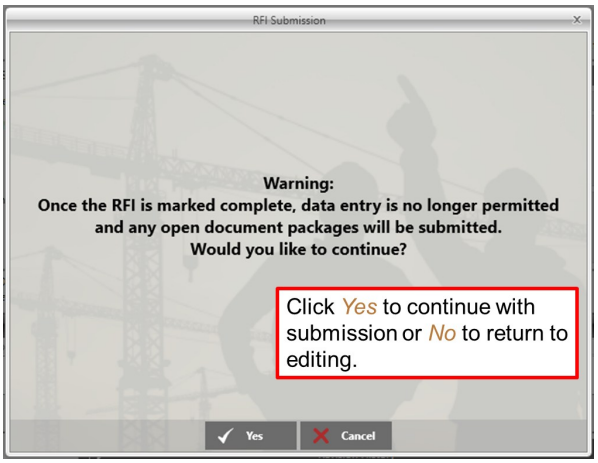


The *Completed - Ready for Government* checkbox will be inactive until all required fields have been populated.

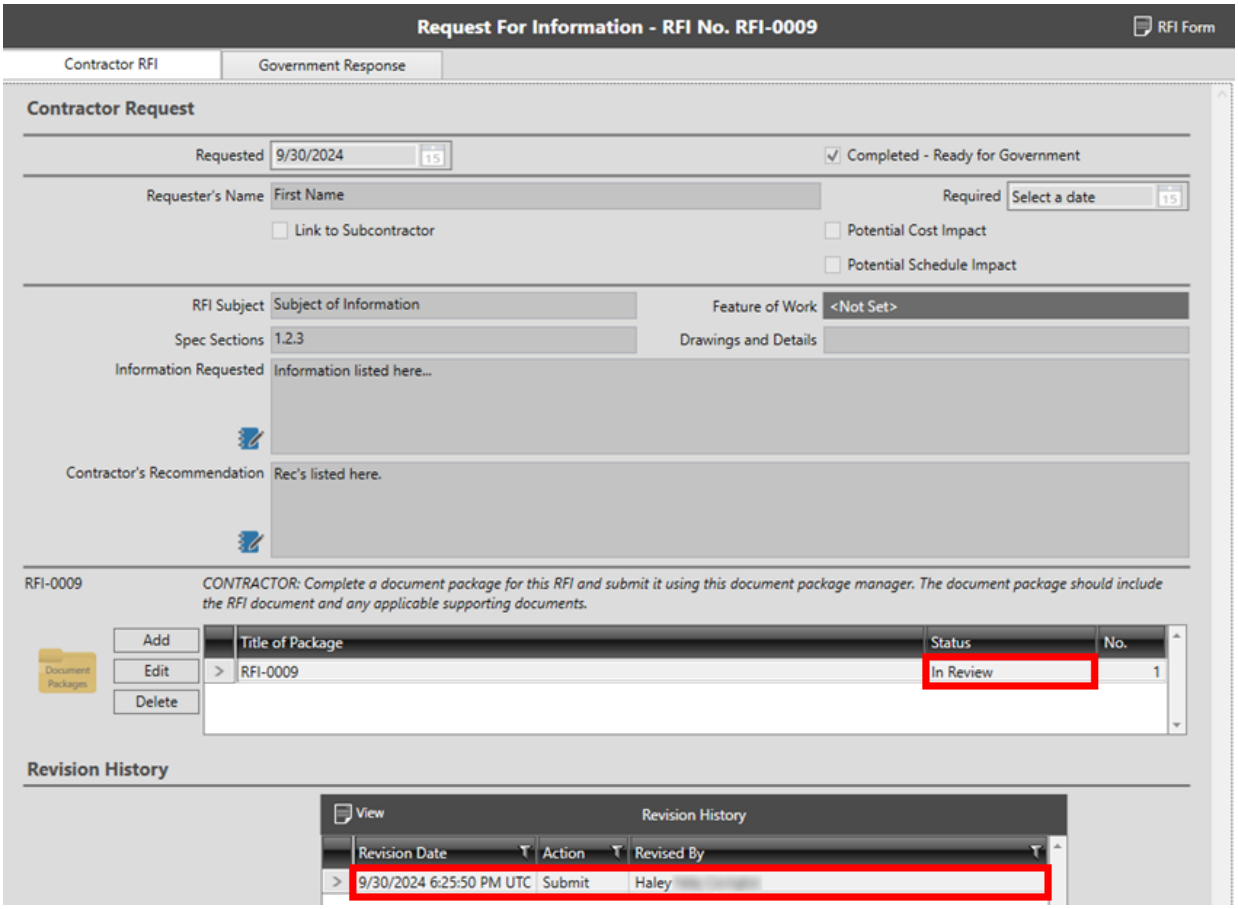


RMS Request For Information (RFI)

The prompt shown below will appear to confirm completion of the RFI. Clicking on *Yes* will submit the RFI and any associated Document Packages to the Government for review.



The RFI will become ready-only, and the Document Package will reflect the *In Review…* status. The first Submit revision entry will generate in the *Revision History* table, as well.

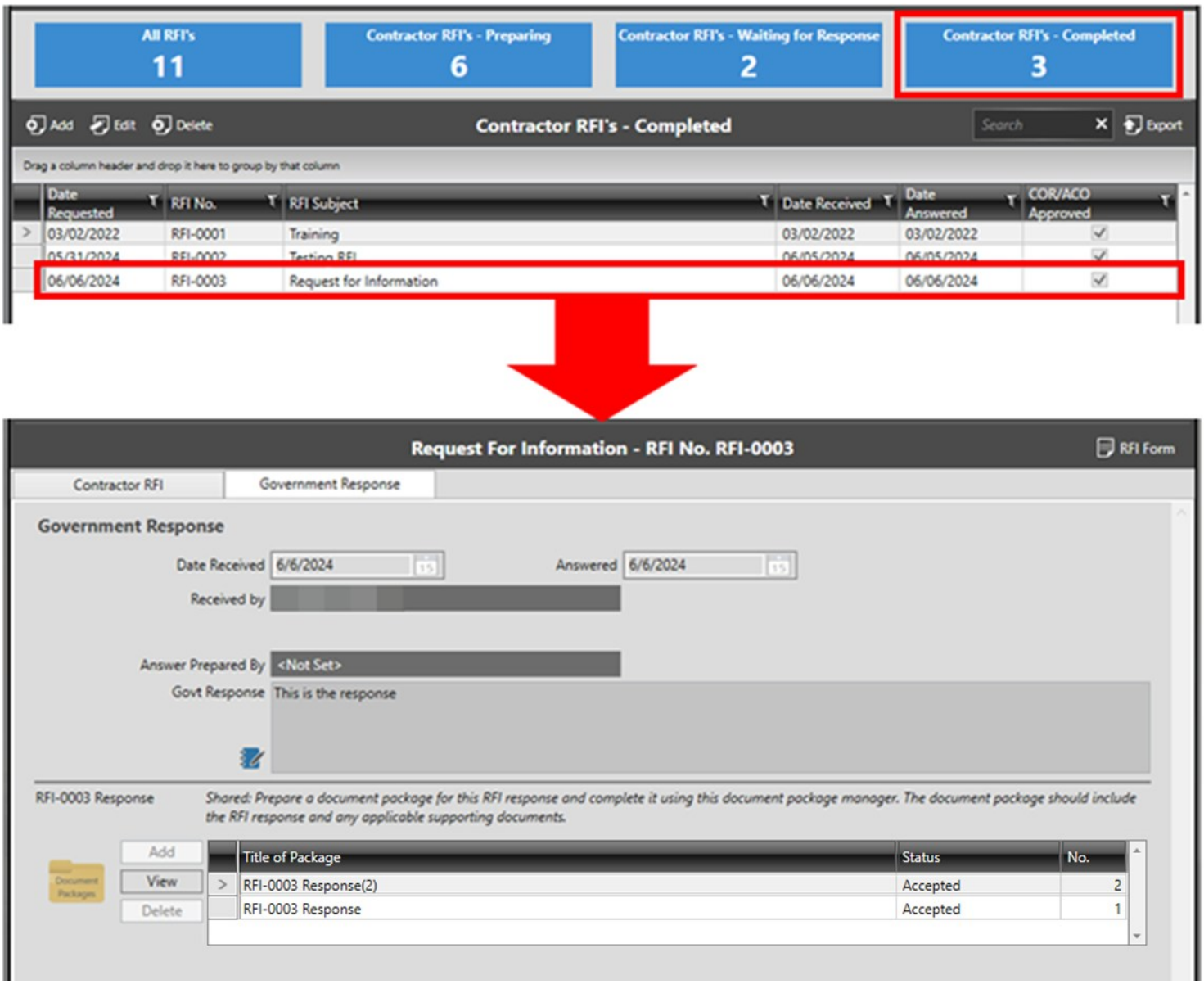


RMS Website: ***https://rms.usace.army.mil/***

RMS Request For Information (RFI)

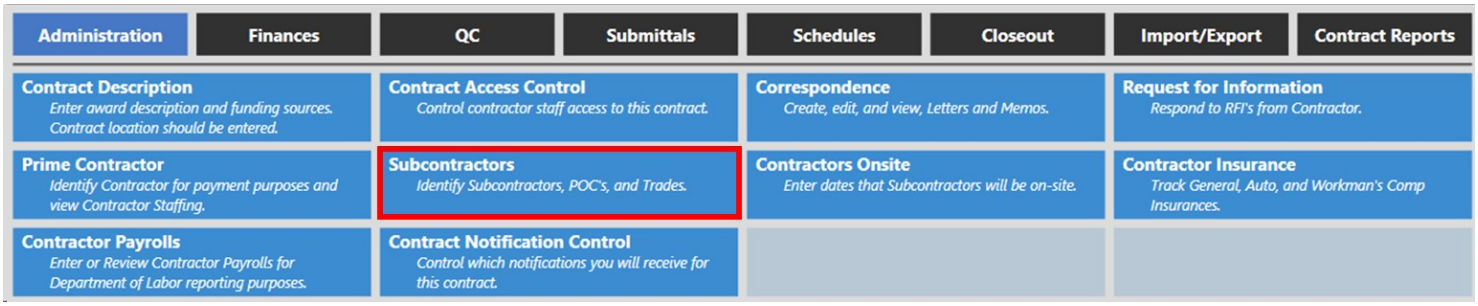
Once an RFI has been completed and approved on the Government's side. The RFI will show in the ***Contractor RFI's - Completed*** tile.

Navigate to the ***Government Response*** tab to view the response from the Government.



Subcontractors

Subcontractors play an important role in contract execution, so RMS allows Subcontractors to be identified and accurately linked with responsibilities. Subcontractors can be added in Contractor mode. This allows the Prime Contractor to monitor subcontractor performance and compliance to contract requirements.

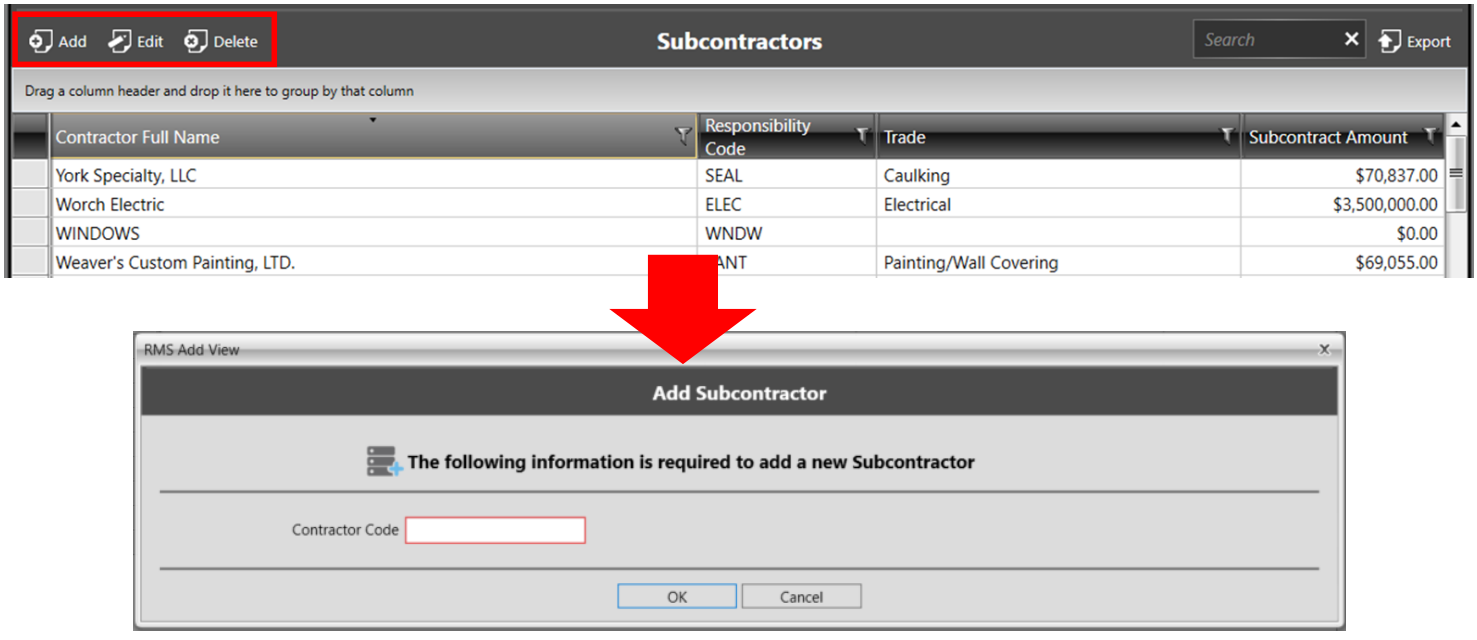


After the applicable Responsibility (RESP) codes have been added to RMS, Subcontractors can be associated to Pay Activities. These can be added one at a time manually, or users have the capability to import Subcontractor RESP codes from a scheduling software in the ***Import/Export*** tab.

Common Error:

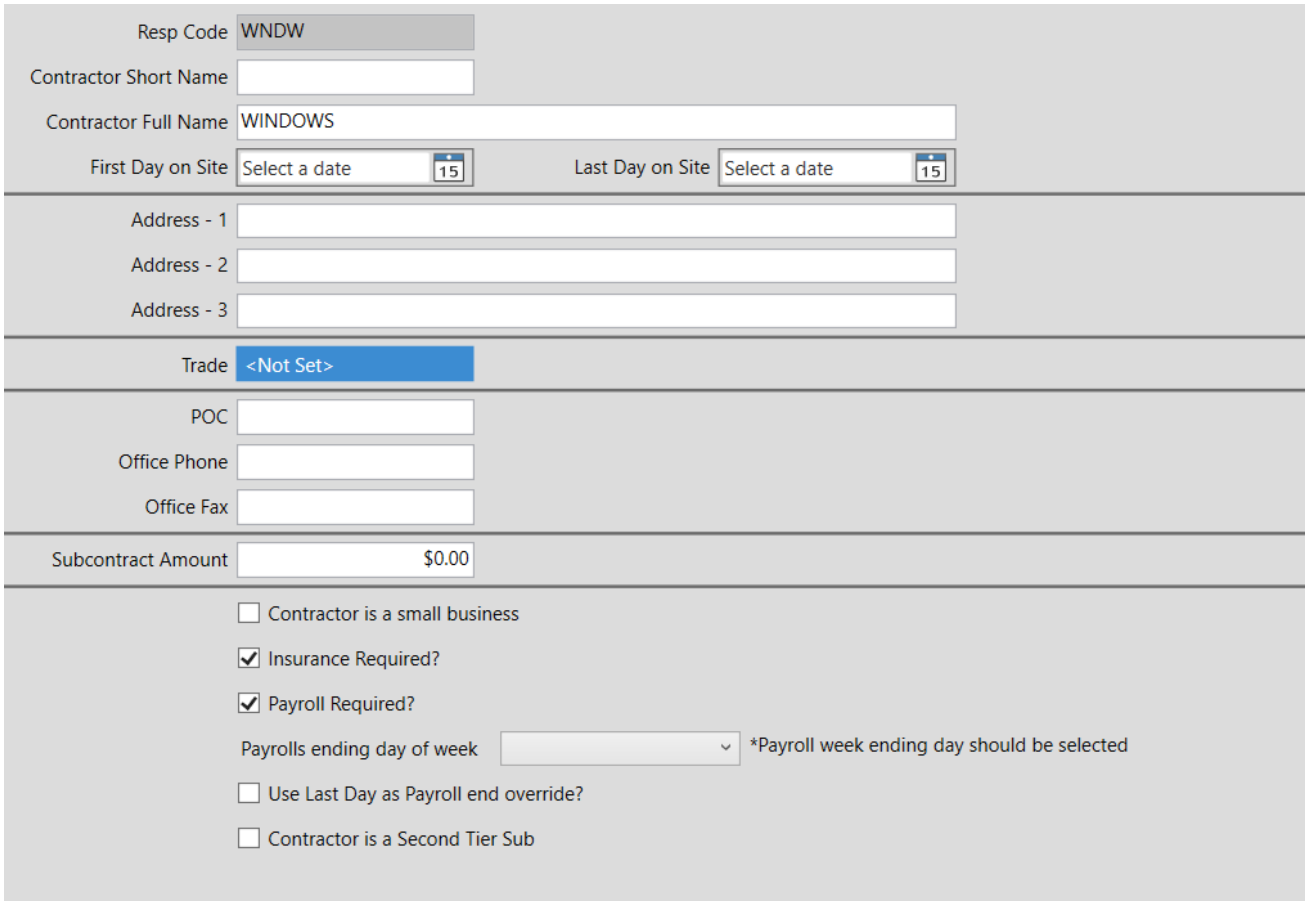
When importing Subcontractor information, the Subcontractor RESP codes can be duplicated. Verify all entries prior to importing the schedule.

On preventing this issue see: [How to Prevent Duplicate Subcontractors]



Subcontractors

Date Entry for Subcontractors:



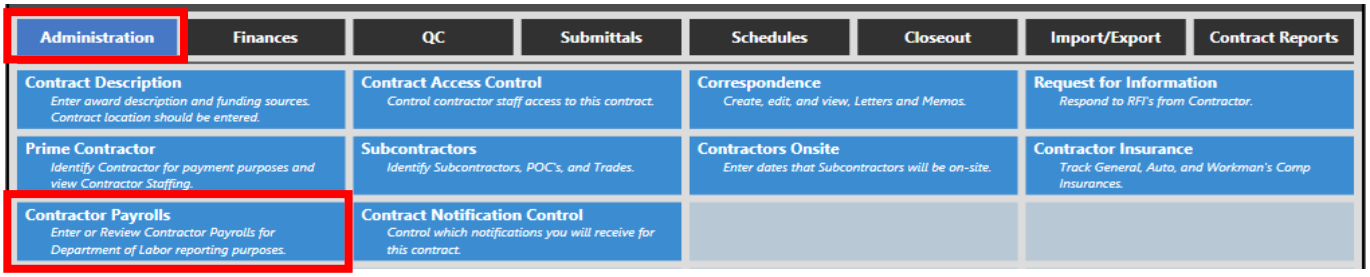
The *Payroll Required?* settings and *First Day Onsite*/*Last Day Onsite* for Subcontractors can only be entered if the contract has been setup to track payroll. If payroll is not selectable, ensure permissions for logged in user are read/write for *Contractor Payrolls* or contact the contract's Government Representative to ask if payrolls need to be tracked in RMS.

For a tutorial on how to add Subcontractors, see the RMS Support Center YouTube video: [How Add a Subcontractor - YouTube]

Contractor Payrolls

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

To navigate to Contractor Payrolls, select the ***Contractor Payrolls*** module within the ***Administration*** tab.



Introduction to Payrolls:

Contractor payrolls are auto-generated when a Contract Administrator logs into RMS Contractor Mode and opens the ***Contractor Payrolls*** module. Payrolls will be generated based on the following factors:

- ***Contract Setup in Government Mode***
  - ◊ The *Track Contractor's Payrolls in RMS* checkbox must be checked.
  - ◊ The *End Payrolls Milestone* needs to be selected and no actual date should be entered in the *Actual Date* field for the selected milestone (Contact Government Representative to verify this information).
- ***Milestone Schedule (Contact Government Representative to verify milestone settings)***
  - ◊ The NTP Acknowledged milestone must have an Actual Date entered in the Milestone Schedule module in Government Mode.
  - ◊ There can be no Actual Date set on the milestone selected for the End Payrolls Milestone setting in Contract Setup, or the date must be within the set number of days. See Contract Setup for Payrolls on the next page for details. If this setting does not have a date, then no Actual Date can be set for any of the following milestones:
    - ⇒ **Contractor Final Payment**,
    - ⇒ **Contract Physical Completion**
    - ⇒ **Construction Completion**

Contractor Payrolls

Introduction to Payrolls (cont.):

- ***Contractors Onsite***
  - The *First Day Onsite* field must have a date entered for all Contractors that will require payroll.
  - The *Last Day Onsite* field must be empty.
- ***Prime Contractor/Subcontractor***
  - The *Payrolls Required?* checkbox must be checked.
  - The *Payrolls ending day of week* must be set.

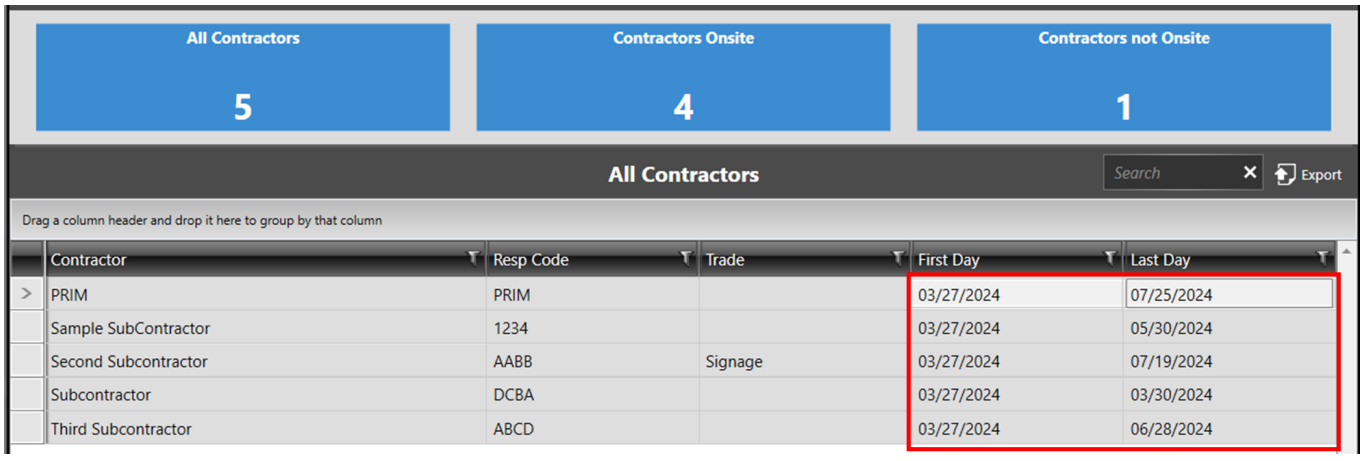
Contractor Payrolls videos:

- Troubleshooting Contractor Payrolls
- Contractor Payrolls—Contractors on Site
- How to Add Contractors on Site and Enter Payroll Ending Days

Contractors Onsite:

The First Day Onsite must have been entered for all Contractors that require payroll for payroll generation to begin. This can be checked or entered by going to the ***Contractors Onsite*** module within the ***Administration*** tab. A list of all Contractors/Subcontractors and the associated *First* and *Last Day Onsite* dates will be displayed.

The Government can enter these dates for the Prime Contractor, but the dates for Subcontractors must be entered in Contractor Mode by a contractor user with at least read/write permissions for *Contractors Onsite*.

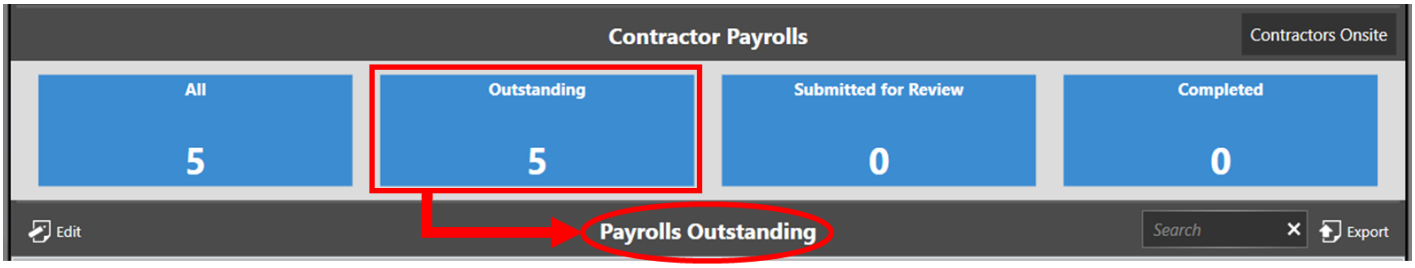


Contractor	Resp Code	Trade	First Day	Last Day
PRIM	PRIM		03/27/2024	07/25/2024
Sample SubContractor	1234		03/27/2024	05/30/2024
Second Subcontractor	AABB	Signage	03/27/2024	07/19/2024
Subcontractor	DCBA		03/27/2024	03/30/2024
Third Subcontractor	ABCD		03/27/2024	06/28/2024

Contractor Payrolls

Sorting Payrolls:

There are four different filter tiles at the top of the Contractor Payrolls Selection which can assist the user with finding payrolls based on the status of the payroll. Clicking on any of these blue filter tiles will filter the list of payrolls displayed in the data grid.

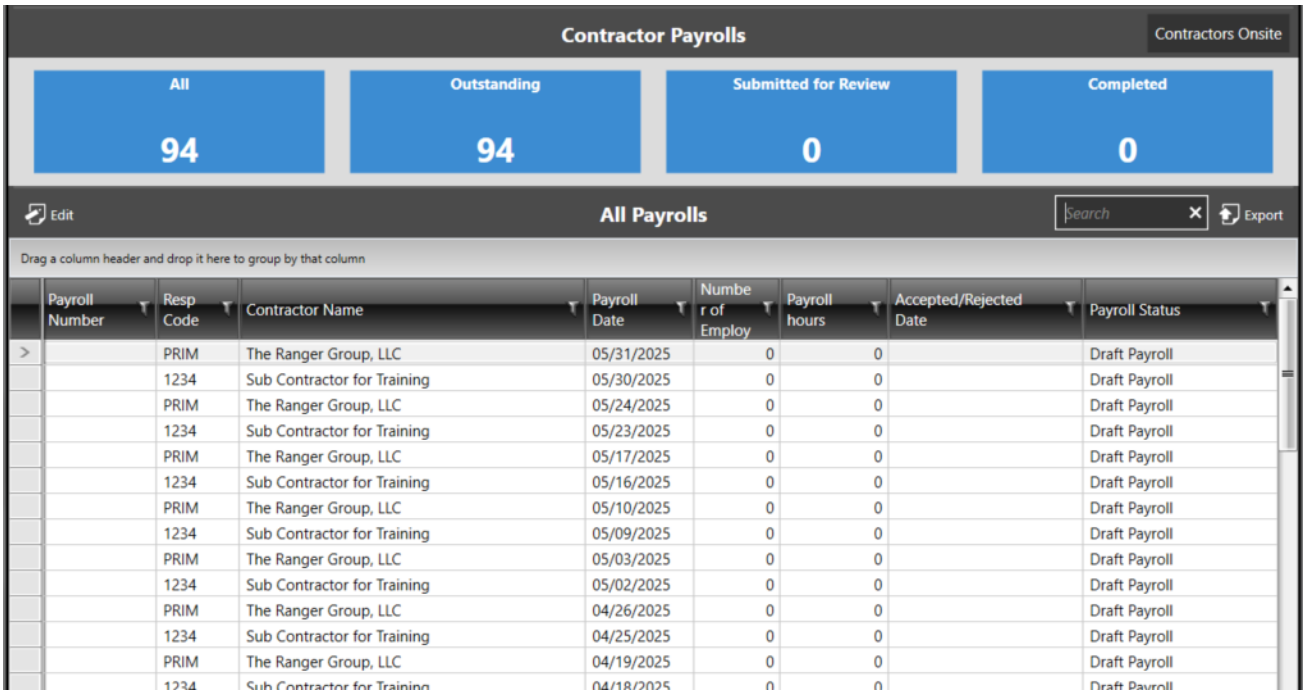


For more information on different sorting, filtering or grouping options in RMS, please see the Introduction to RMS Basics (KTR - Updated Feb 2022) on the RMS YouTube channel. This link will take users directly to the section on sorting and filtering.

Note: The instructions given are for any data grid (list) view.

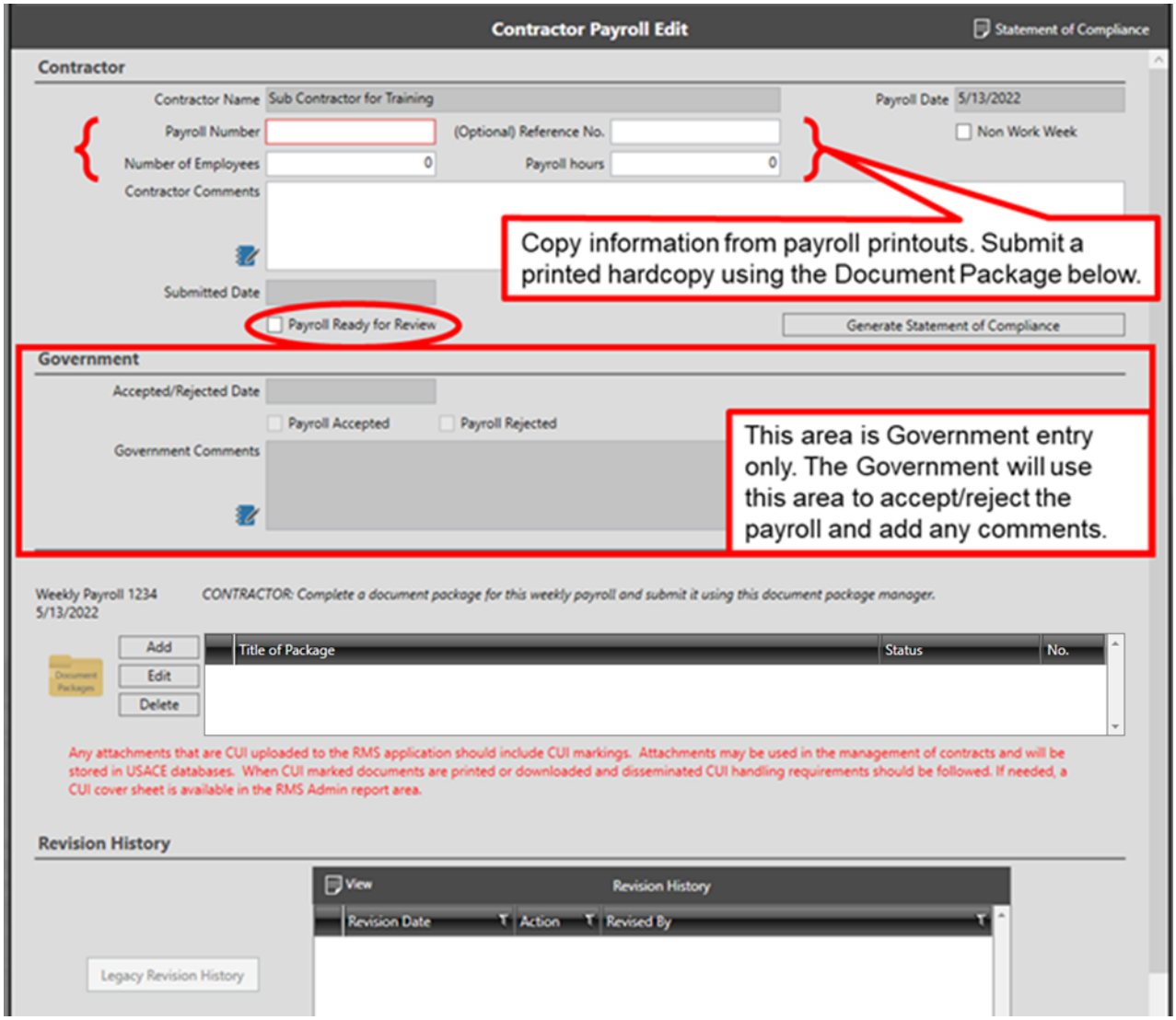
Sending Payrolls for Government Review:

Once the *First Day Onsite* value has been entered for all the appropriate Contractors, the draft payrolls can be generated in the ***Contractor Payrolls*** module by users with write permissions to the ***Contractor Payrolls*** module.



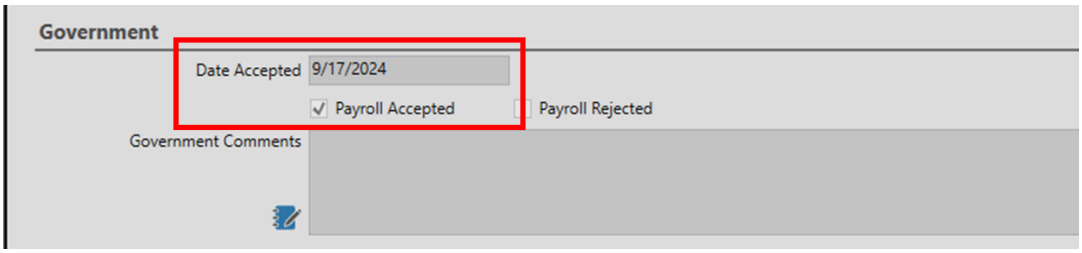
Payroll Number	Resp Code	Contractor Name	Payroll Date	Number of Employ	Payroll hours	Accepted/Rejected Date	Payroll Status
	PRIM	The Ranger Group, LLC	05/31/2025	0	0		Draft Payroll
	1234	Sub Contractor for Training	05/30/2025	0	0		Draft Payroll
	PRIM	The Ranger Group, LLC	05/24/2025	0	0		Draft Payroll
	1234	Sub Contractor for Training	05/23/2025	0	0		Draft Payroll
	PRIM	The Ranger Group, LLC	05/17/2025	0	0		Draft Payroll
	1234	Sub Contractor for Training	05/16/2025	0	0		Draft Payroll
	PRIM	The Ranger Group, LLC	05/10/2025	0	0		Draft Payroll
	1234	Sub Contractor for Training	05/09/2025	0	0		Draft Payroll
	PRIM	The Ranger Group, LLC	05/03/2025	0	0		Draft Payroll
	1234	Sub Contractor for Training	05/02/2025	0	0		Draft Payroll
	PRIM	The Ranger Group, LLC	04/26/2025	0	0		Draft Payroll
	1234	Sub Contractor for Training	04/25/2025	0	0		Draft Payroll
	PRIM	The Ranger Group, LLC	04/19/2025	0	0		Draft Payroll
	1234	Sub Contractor for Training	04/18/2025	0	0		Draft Payroll

Contractor Payrolls



Government Review and Acceptance of Payrolls:

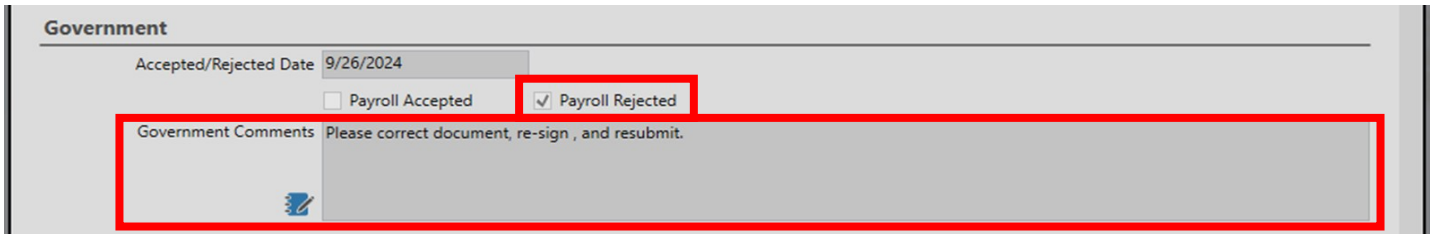
Once the Contractor has sent the payroll to the Government for review, the Government must then verify that all the information included in the payroll is correct and no documents/requirements are missing. If the Government determines that the payroll is correct and agrees with the submission by checking the *Payroll Accepted* checkbox, the *Date Accepted* field will be populated with the date the Government accepted the payroll. The status of the payroll will change to "Accepted by Government".



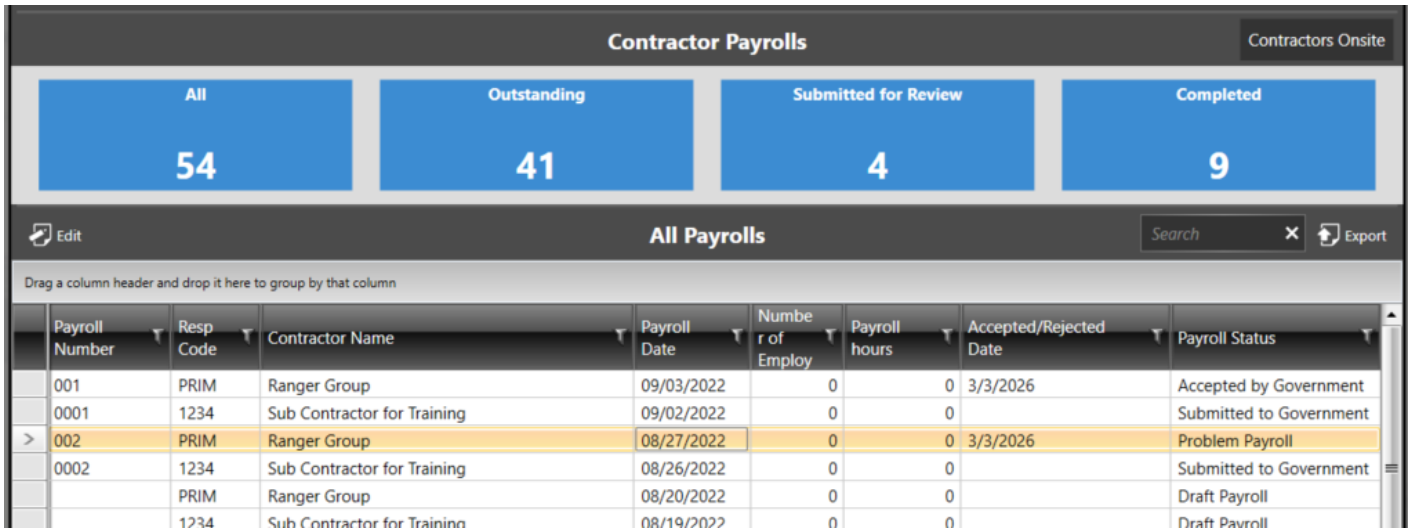
RMS Website: ***https://rms.usace.army.mil/***

Contractor Payrolls

Otherwise, payrolls will be returned for corrections with comments on what needs to be corrected found in the *Government Comments* field. If no comments were entered here, contact the Government representative to discuss the corrections needed. The payroll along with the existing Document Packages that contain documents will also be returned when this checkbox is checked by the Government.

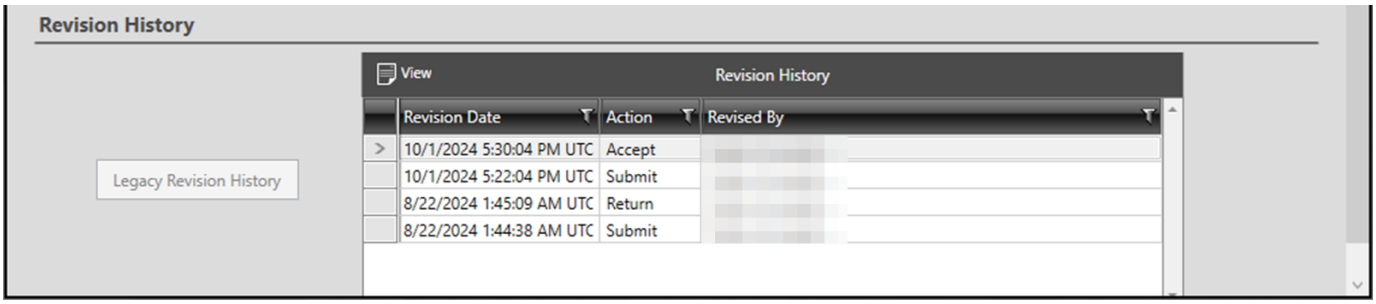


Returned payrolls will reflect the “Problem Payroll” status.



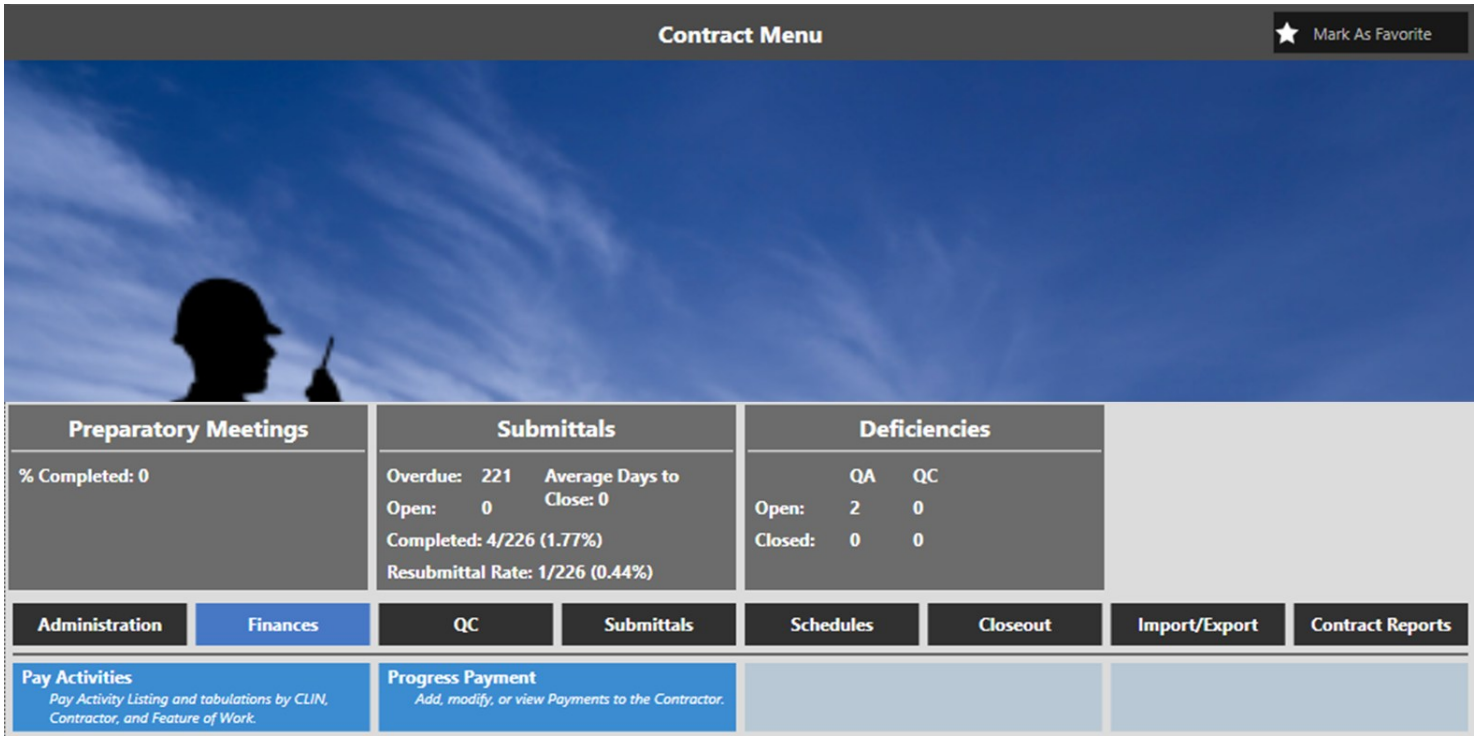
Revision History:

Any action taken on the payroll (Submit, Return, Accept) will be captured in the *Revision History* table at the bottom of the Payroll Edit view.



RMS Website: ***https://rms.usace.army.mil/***

Contract Finances



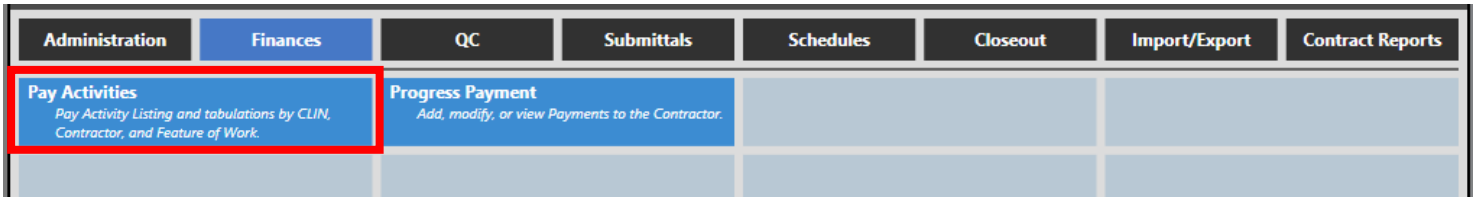
- ***Finances***: This tab is used to manage data needed to create and submit requests for Progress Payments.
  - ***Pay Activities***: Use this module to manage activity data; A task or milestone associated with a CLIN .
    - ⇒ YouTube video: How to Add Pay Activities (KTR - Updated March 2022)
  - ***Progress Payments***: Use this section to create and submit monthly Progress Payment requests. Payments are requests from the Contractor for work performed or progress made. Progress payments can only be requested monthly and must be approved by the Contracting Officer

Pay Activities

Prerequisites: NTP Actual Date must be set and CLINs added to the contract. Contact the Government representative for the contract to check on these requirements.

There are two ways to add pay activities in RMS:

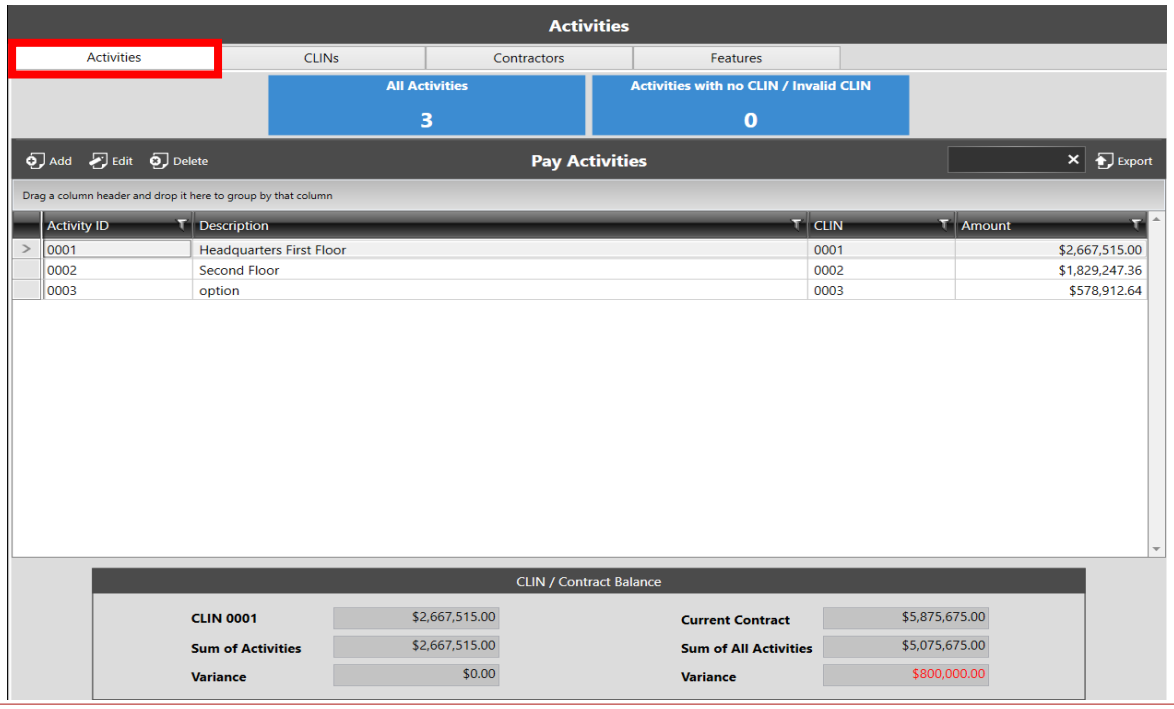
1. Manually add the activities.
2. Add the activities by importing a schedule file.



When a user navigates to the ***Pay Activities*** module within the ***Finances*** tab, there are four tabs that users can use to view data. The Activities, CLINs, Contractors, and Features tabs. Each tab will be covered individually below.

***Activities*:**

The ***Activities*** tab will show all the activities. In this view, users can manually add new activities. Users can also determine the Activity ID, Description of the activity, if an activity has been linked to a CLIN, and the amount allotted for the activity. The blue filter tiles up at the top can help sort the view by activities not linked to a CLIN. The bottom of the tab will show a summary of the selected activity.



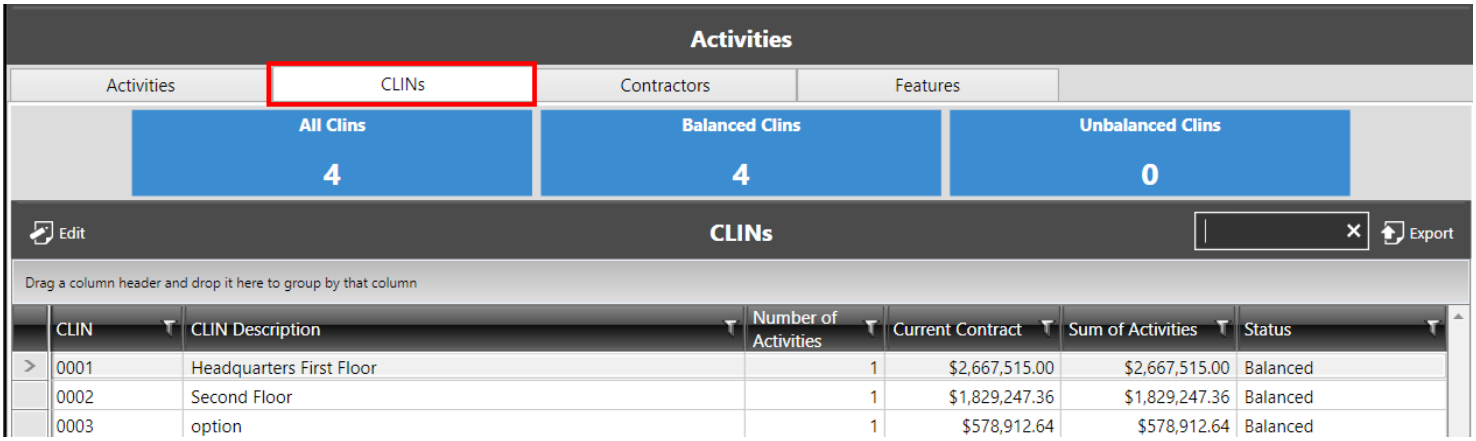
Pay Activities

***CLINs*:**

This ***CLINs*** tab will show all the CLINs added to the contract. Only the Government can add CLINs.

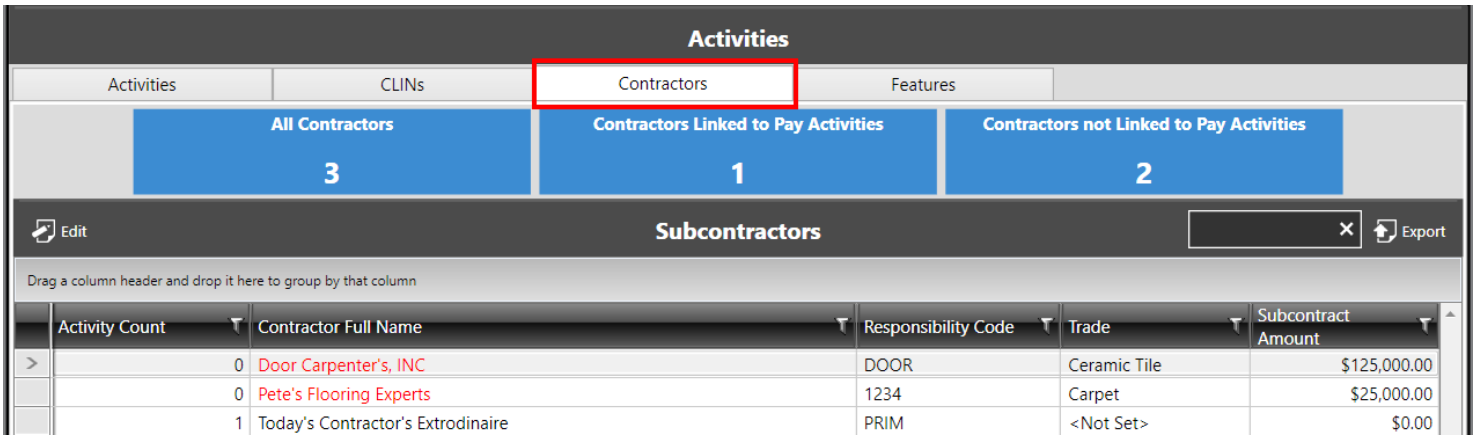
In the data grid, the screen shows whether a CLIN has been balanced with all activities linked to the CLIN. A CLIN is considered balanced when the sum of all activities linked to the CLIN equals the total of the CLIN.

Unbalanced CLINs will display the status of “UNBALANCED” in red. The number of activities linked to each CLIN will show in the data grid as well.



***Contractors*:**

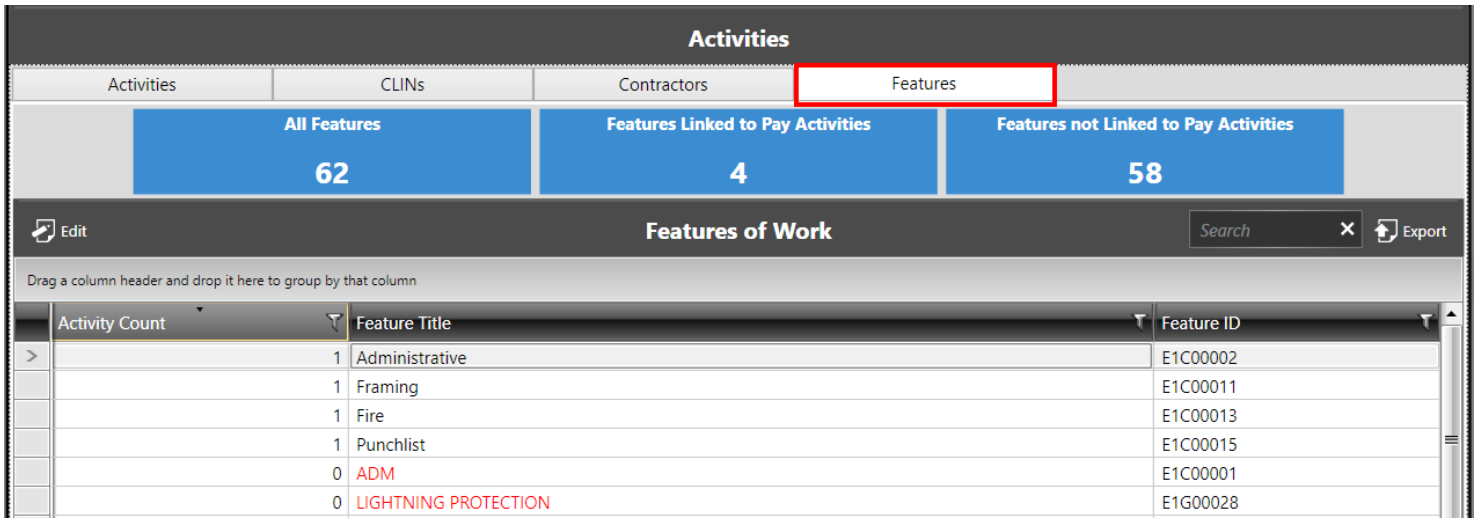
The ***Contractors*** tab shows all the Subcontractors and the Prime Contractor for the contract. The data grid will display the number of activities linked to each Contractor/Subcontractor. Any listing that displays the Contractor Full Name in red is not linked to an activity.



Pay Activities

***Features*:**

The ***Features*** tab will show all the Features added in the contract. The number of activities linked to each Feature will show in the data grid as well. Any listing that displays in red is not linked to an activity.

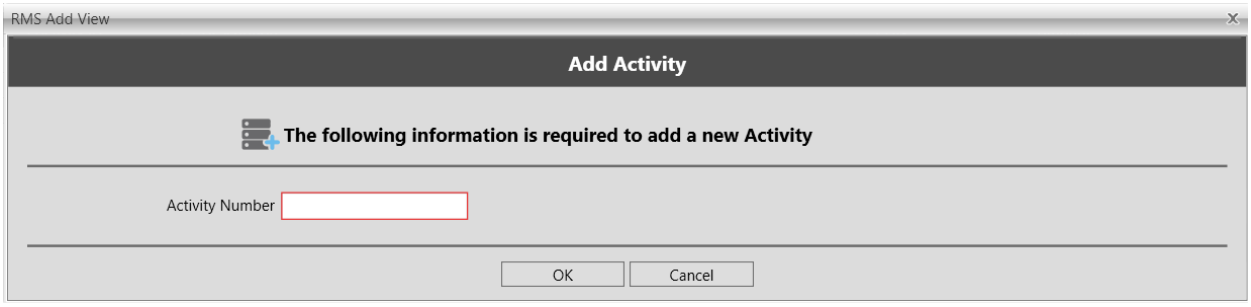


To see which activities are linked to which CLIN, Contractor, or Feature, click on the corresponding tab. Then, double click on the CLIN, Contractor, or Feature in question.

Manually Adding a Pay Activity:

Click on the Activities tab and then click on the *Add* button. Enter the activity number in the popup window.

Note: The activity number cannot be edited after the *OK* button has been clicked.



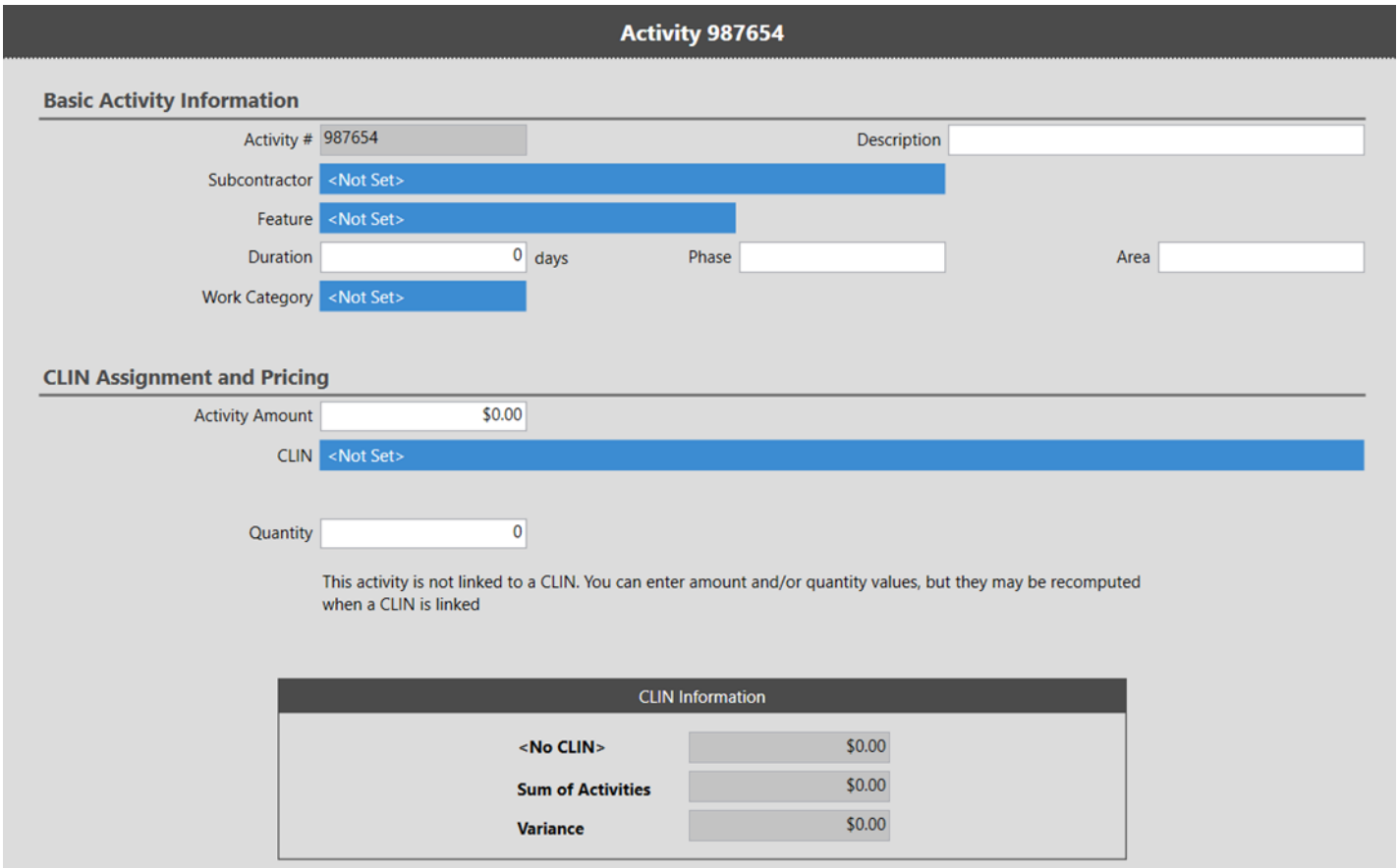
Pay Activities

In the Activity Edit view, users will add the *Description*, *Duration*, *Phase*, *Area*, and *Activity Amount*.

A *Subcontractor*, *Feature of Work*, *Work Category*, and/or *CLIN* can also be linked to the activity if those items have already been added in RMS. For contracts that use dredging, there is an extra lookup field to choose the *Dredge Waterway Feature* (which only shows the waterways that were added to the District Library).

To link the activity, click on the blue box next to the corresponding field to display the field lookup dialog box. Choose the appropriate selection and click *OK*.

> *Note:* If unsure how to fill out the *Duration*, *Phase* or *Area* sections, consult a USACE representative for the contract.



Pay Activities

At the bottom of the Activity Edit view, a summary of the linked CLIN will be displayed.

Once all fields have been added or updated, click the *Back* button to save the changes.

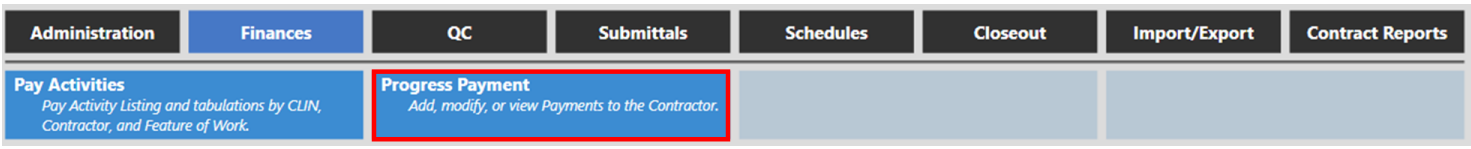
Using a Schedule File to Add Pay Activities:

The second way to add pay activities is through the use of an imported schedule file.

1. First, the Contractor will need to export the scheduling file from the scheduling software. This file should be an SDEF-formatted .txt file, .xml file, ora native .xer file.
2. After the schedule file has been properly saved, it can then be uploaded into RMS using the ***Import/Export | Network Analysis Schedule (NAS)*** module. (See the Network Analysis Schedule (NAS) section of this guide for more information).
3. After the Government has approved the import, the Contractor can then import the information into the contract and the pay activities will be automatically created in RMS.

Progress Payments

The ***Progress Payments*** module is where the Contractor will request payment on the contract from the Government. This module is usually completed by the Contractor and reviewed by the Government before being accepted and sent to the Corps of Engineers Financial Management System (CEFMS) to finally pay the Contractor.



Note: If these two modules do not appear as shown in the image above, then the contract setup has not been completed. The Contract Award Date, Duration, and NTP dates must be set in the ***Milestone Schedule*** module within the ***Schedules*** tab in Government Mode before any action is taken on the contract's finances.

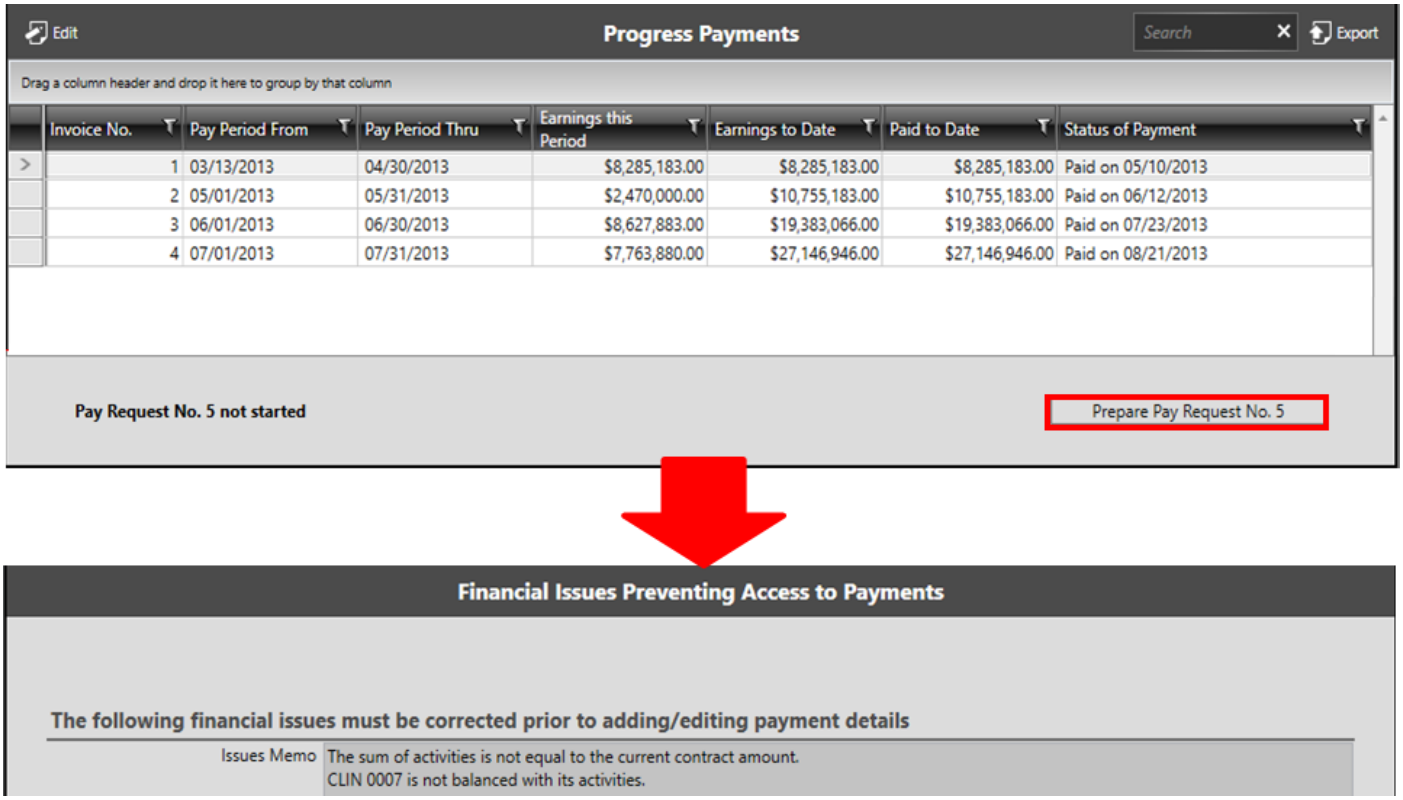
Prerequisites to initiating a Pay Request:

- Ensure the Government has the correct Payee Office address. Payments are made by Electronic Funds Transfer (EFT). This information should have been included with the Bid/Proposal. If EFT is not set up, a check will be mailed to the Contractor's address on file in the Contractor's SAM.gov account.
- Input a complete list of all Subcontractors and the associated subcontract amounts. This information is input in the ***Subcontractors*** module. This is a requirement of FAR 52.232-5 Payments under Fixed-Price Construction Contracts.
- Have an approved Activity Schedule. While some offices may allow submitting a Pay Request without an approved schedule, this accommodation is not required to be provided. Offices may also assess a 10% withholding until there is an approved schedule.
- Update the Activity Schedule with current progress amounts and/or quantities.
- Ensure there are no CLIN or contract variances. Check the status on the bottom of the ***Pay Activities*** module. If there is a variance that is anything but $0.00, RMS will not allow creation of the Pay Request until the variance is zeroed out.
- The Pay Activities need to be balanced with the CLINs.
- All Pay Activities must be linked to a CLIN.

IMPORTANT: If Primavera (or other scheduling software) is used, then anything imported via the monthly schedule file will overwrite what is in RMS in those respective modules. Therefore, it is important that any corrections or changes be made *inside the scheduling software* rather than in RMS.

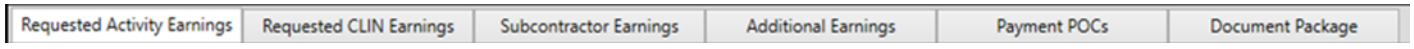
Progress Payments

When the Contractor is ready to start a new Pay Request, the *Prepare Pay Request No.* button, shown at the bottom of the screen, is the starting point. Click on this button to start the Pay Request.



Note: RMS will not allow creation of the Pay Request until financial issues resulting in variances in CLIN/contract totals or other problems causing an imbalance are resolved.

The Pay Request will contain six different tabs for data entry.



Progress Payments

Tab Descriptions:

- The ***Requested Activity Earnings*** tab is where a percentage, a quantity, or an amount representing the work completed for this request. When using a NAS file to manage the Activity Schedule in RMS, this step can be performed in the scheduling program. In the scheduling program, update activities with the progress for which payment is intended to be requested, create the NAS file (SDEF, XML, or XER), then import the file into the contract BEFORE importing the Earnings into an invoice.

  When manually entering the data for the requested percentages and/or quantities directly into RMS without using the NAS, the scheduling program should also be updated with the same information to ensure data continuity and integrity

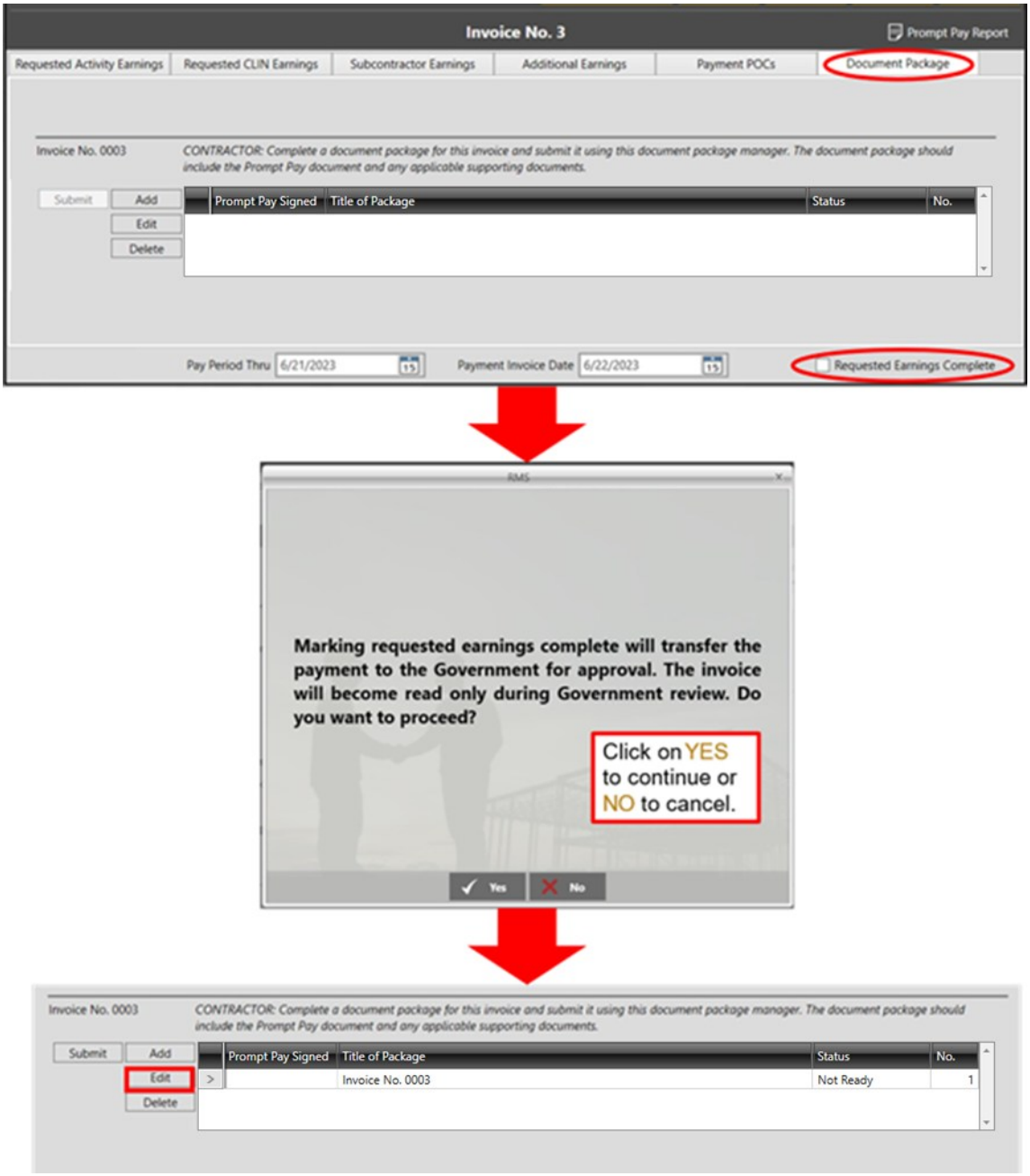
- The ***Requested CLIN Earnings*** tab is a read-only view that summarizes the results of the Activity Earnings by CLIN entered on the ***Requested Activity Earnings*** tab .

- The amounts entered in the ***Subcontractor Earnings*** tab will be reflected on the Prompt Payment Certification in compliance with FAR 52.232-5 Payments Under Fixed-Price Construction Contracts. Enter the total amount earned by each Subcontractor for the pay period; do not exclude deductions. Consult with the government Representative when using Subcontractor Deductions.
- The ***Additional Earnings*** tab is used when there are circumstances that require a request for additional earnings that are not included in the Pay Activities, this adjustment is added to the Pay Request.
- The ***Document Package*** tab is the final step in completing this Pay Request. The Document Package is where any additional documents can be added, if needed. Before the Progress Payment can be completed, the *Pay Period Thru* and *Payment Invoice Date* on any of the tabs in this module must be entered. Then a review of the Prompt Payment Report is recommended to ensure accuracy of all data entered in the invoice. To review the Prompt Payment click on the *Prompt Pay Report* button. After confirming the report is correct, click on the Requested Earnings Complete checkbox to submit the Pay Request to the Government.

Progress Payments

Clicking the *Requested Earnings Complete* checkbox will (1) add a Prompt Pay Report to an already existing document package or in a new document package, and (2) notify the Government that the invoice has been completed, if the Government has notifications turned on.

The Prompt Payment Form that is generated WILL NOT BE SIGNED until the Contractor signs it. Before sending the Document Package to the Government for processing, the Prompt Payment Certificate must be signed. Select the Document Package and click the *Edit* button to sign the Prompt Payment Certificate. Then, add and sign any other documents required by the contract. Click on the *Submit for Review* button to send the Document Package to the Government.



RMS Website: **https://rms.usace.army.mil/**

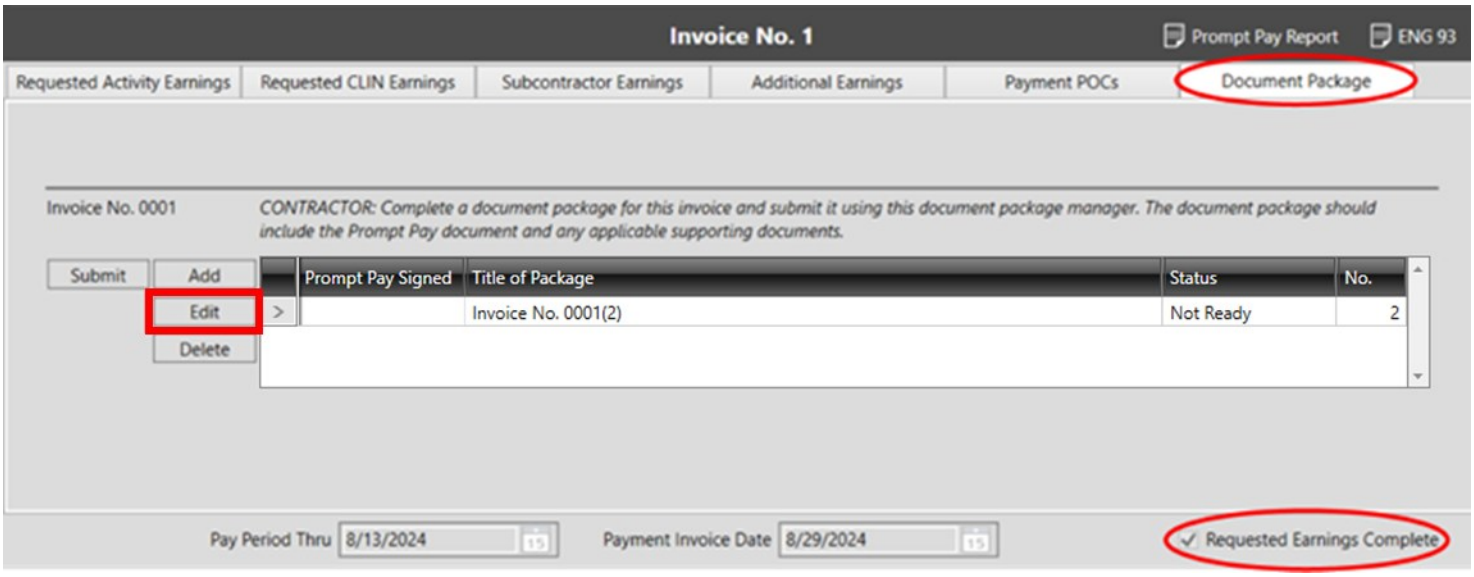
Progress Payments

There may be times when the Government finds reason to return a Progress Payment request. When this happens, the Contractor will receive an RMS-generated message if notifications are turned on for *Payment returned to Contractor for Corrections*.

Before continuing, meet with the contract's USACE Representative to find out which corrections need to be made to the Progress Payment request/invoice. To make the requested changes, open the Pay Request by clicking on the *Prepare Pay Request No.* button.

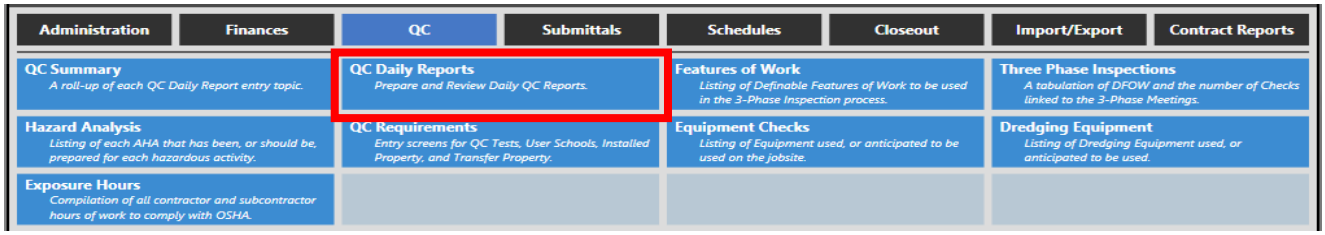


Once the contents of the report have been checked and no changes are needed, open the ***Document Package*** tab, and check the *Requested Earnings Complete* box.



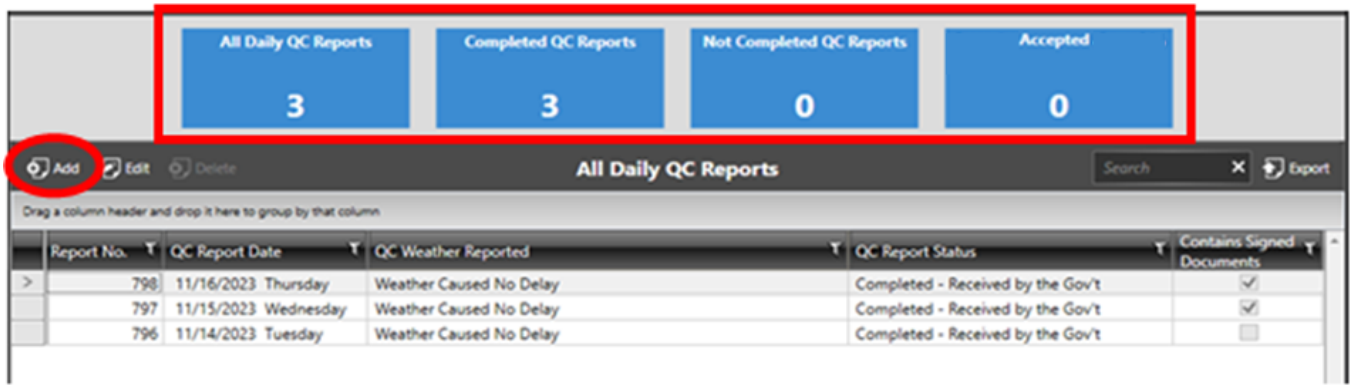
QC Daily Reports

Use the ***QC Daily Reports*** module to write daily reports that document the events and activities for the corresponding day(s). Whenever onsite work occurs, a Daily Report should be completed for the day.



In this module, the reports are categorized in four different ways.

- *All Daily QC Reports*: Comprehensive list.
- *Completed QC Reports*: Reports completed and sent to the Government for review.
- *Not Completed QC Reports*: Reports in progress, not yet sent to the Government.
- *Accepted:* Reports that have been accepted by the Government.



If the contract includes Dredging and the USACE Representative has set up to require separate Dredge Reports, the QC Daily Reports summary screen will include additional filters to access these reports

- *All Dredge Reports*: Comprehensive, will show all Dredge Reports.
- *Complete Dredge Reports*: Dredge Reports completed and sent to the Government for review.
- *Incomplete Dredge Reports*: Dredge Reports still being worked on, not yet sent to the Government.

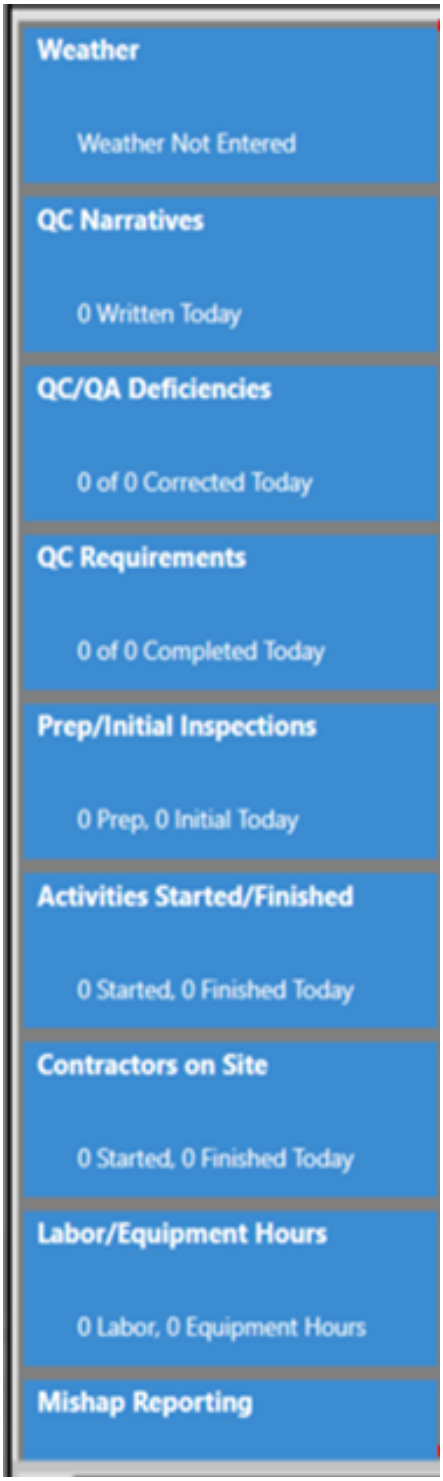
Note: If creating a Dredge Daily Report, first click on the *All Dredge Reports* filter tile at the top



RMS Website: ***https://rms.usace.army.mil/***

QC Daily Reports

The QC Daily Report consists of nine sections documenting all the day's onsite activity. Click the *Add* button and select the day in need of reporting to begin work on a QC Daily Report.



Weather: The report cannot be completed without selecting from this dropdown list. This is important for documenting weather conditions that affect the contract's ability to work and determining whether a time extension as a result of unusually severe weather is due.

QC Narrative: Descriptions of what happened at the work site are added here. Do not rely on the Government to record the day's events. In the event of a dispute with the Government, these QC Narratives can be beneficial for the Contractor's position.

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

QC Requirements: As a QC Requirement is completed, report the completion in the QC Daily Report on the date of completion. Requirements can also be added in the QC Daily Report. Completion of a QC Requirement is subject to verification/concurrence by the Government.

Prep/Initial Inspections: This selection is used to report when one of these inspections is conducted. Add the report date(s) for which an Preparatory or Initial Inspection was to the appropriate inspection record.

Activities Started/Finished: This submodule must be used to report actual Start and Finish Dates of activities. Depending on Contract settings, these dates may or may not be imported using the SDEF file. Check with Government representative.

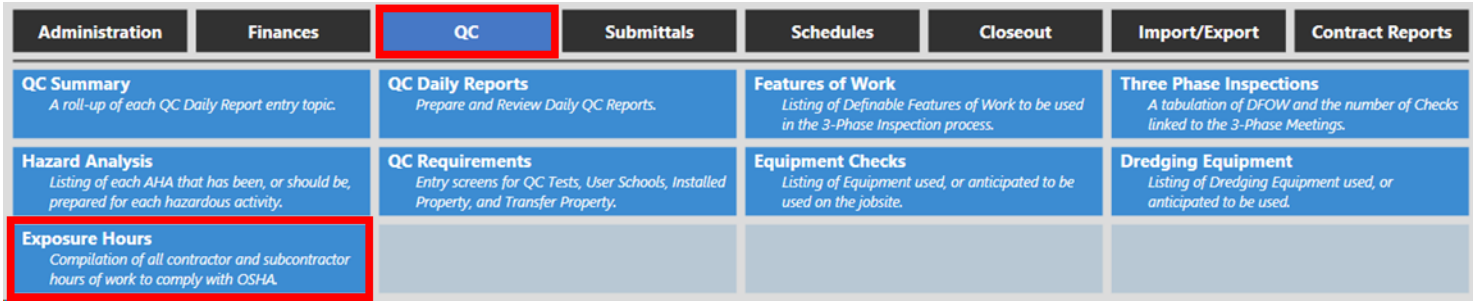
Contractors on Site: Document the first and last days on which Subcontractors are working at the jobsite in this submodule. These are the dates that are used to track insurance and payroll requirements.

Labor/Equipment Hours: Report actual Labor/Equipment Hours expended on the jobsite. A monthly tally of the labor hours reported here is used to generate the required monthly exposure hour reporting.

Mishap Reporting: All mishaps are reportable, whether it occurs on or off the jobsite, there was injury or damage to someone, or something incurred during performance of work related to the contract. Any of these occurrences must be reported on the QC Daily Report.

Exposure Hours

Exposure Hours are the number of paid duty hours of all Prime Contractor and Subcontractor employees while on the worksite. Unpaid hours count as exposure when employees are living or staying onsite. These are managed in the ***Exposure Hours*** module.



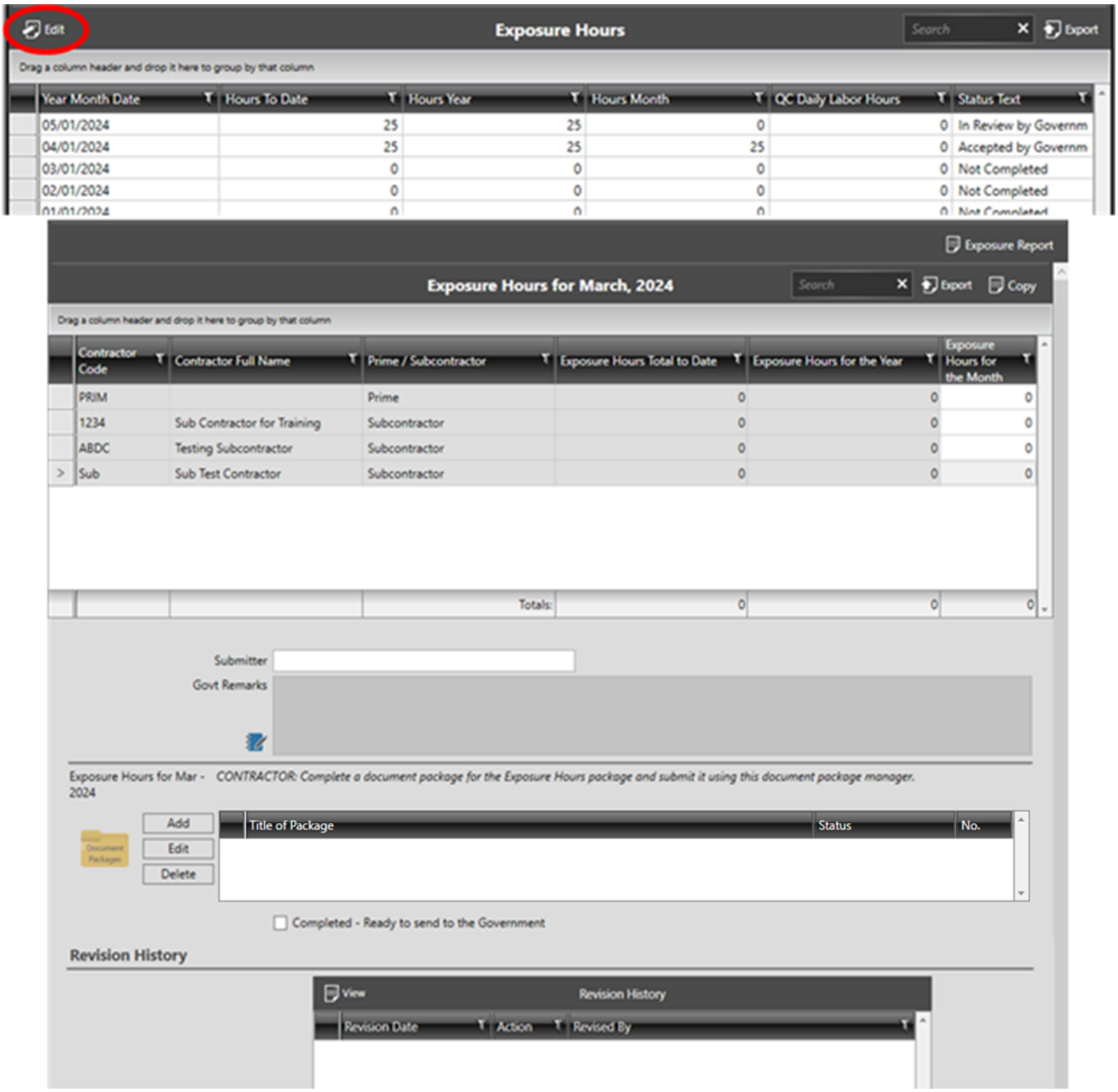
Contractors are required to submit monthly Exposure Hours reports. Report requirements start from the contract's Notice to Proceed (NTP) date until the contract Completion Date. These requirements should be included in the contract's safety specification. The government has the responsibility of reviewing and accepting the Exposure Hours Report. The report may also be returned to the Contractor for corrections.

For instructions on completing the Exposure Hour Report in RMS Contractor Mode: https://www.youtube.com/watch?v=kPA0DnV1pOM

RMS automatically creates a line for each month on the first day of the subsequent month. It is the Contractor's responsibility to ensure the hours are correctly entered into the report prior to submitting to the Government.

All QC Daily Reports for the month must be completed in order to copy the exposure hours into the report. RMS will not allow users to copy data without completing the QC Daily Reports for that month.

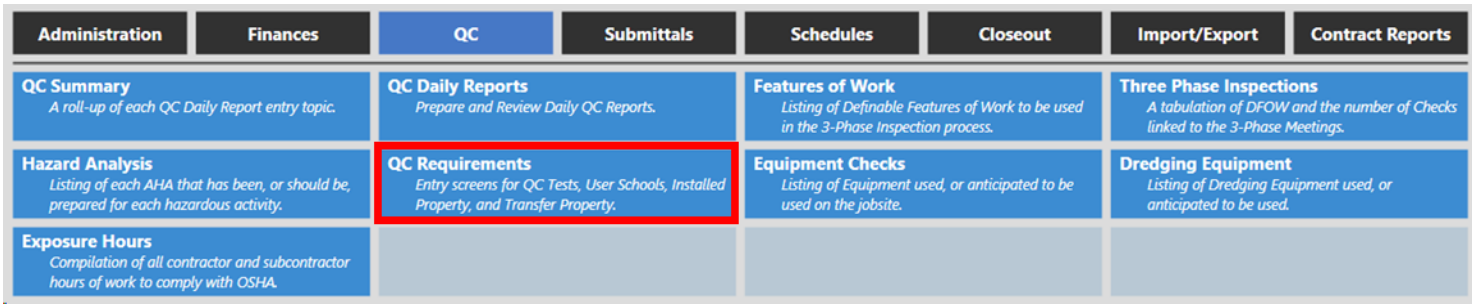
Exposure Hours



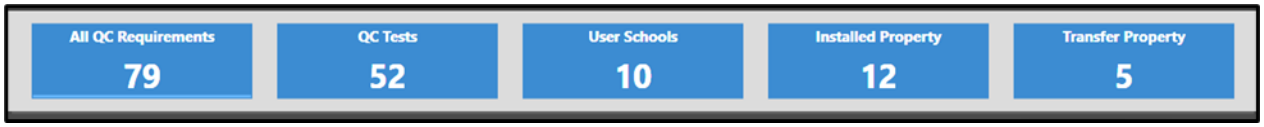
The Exposure Hours Report must be signed when sending to the Government.

The contract's USACE Representative must report exposure hour metrics to safety offices, therefore it is recommended that the Exposure Hours Report submittal timelines be coordinated with the Contract representative. This will help avoid any retainage of funds from the progress payment request.

QC Requirements



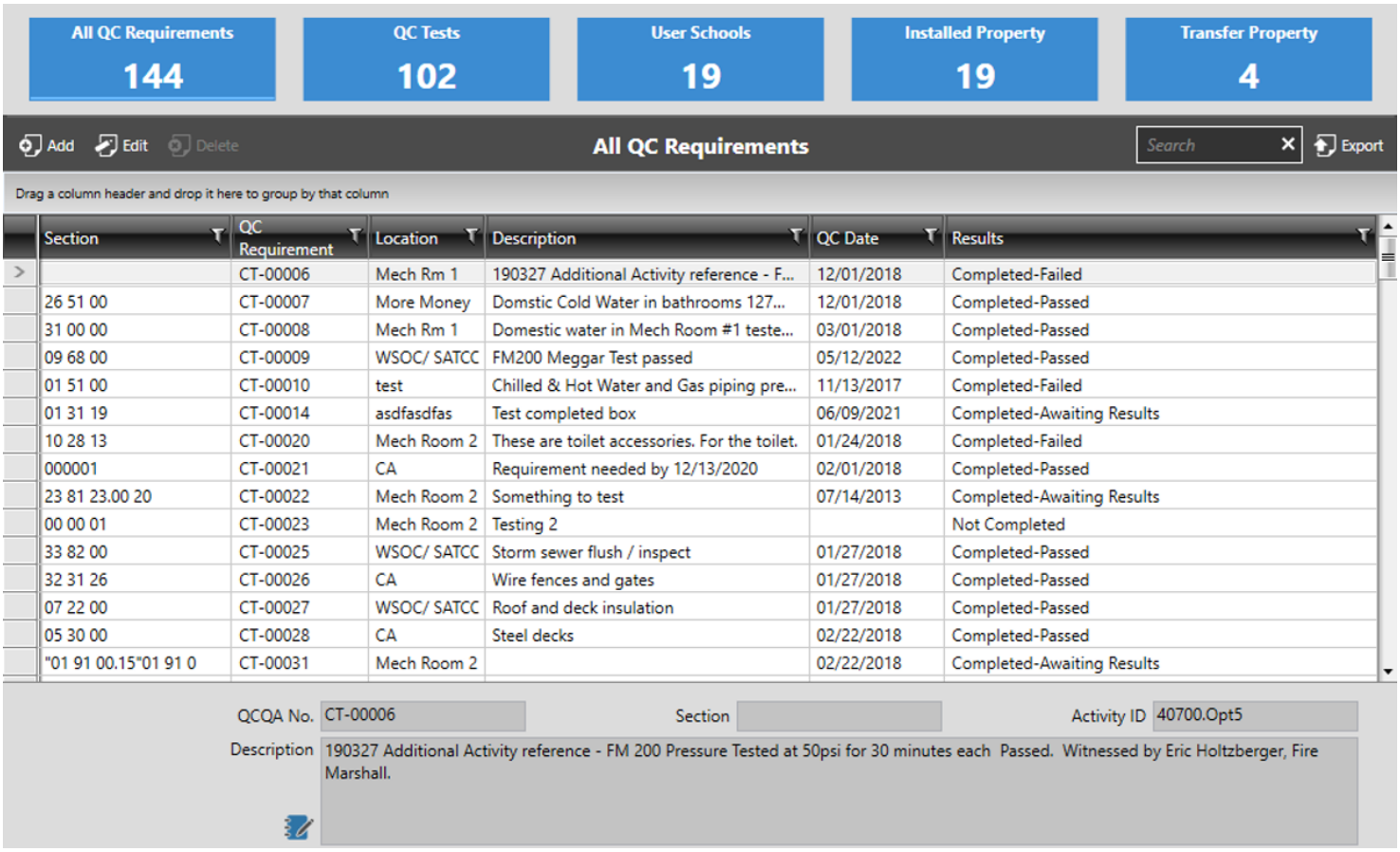
The ***QC Requirements*** module presents all the QC Requirements at a glance. QC requirements are listed as part of UFGS 01 45 00.00 10. QC Requirements is the collective term given to contract requirements for QC Tests, User Schools, Installed Property, and Transferred Property. The Contractor is responsible for developing a complete listing of all QC Requirements and making sure these requirements are entered into RMS.



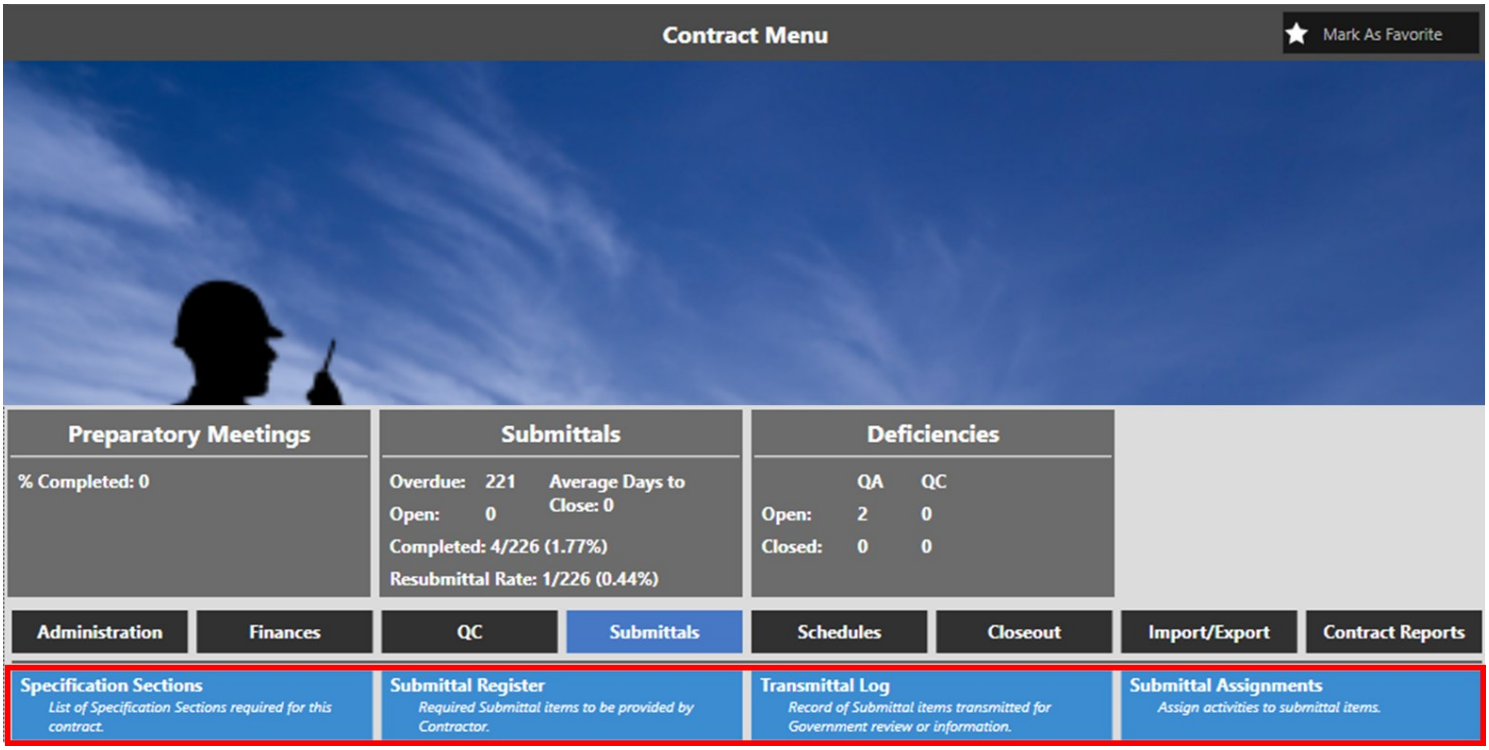
- *QC Tests* are numbered CT-##### - The need for specific QC Tests is identified in the specifications. Completion of QC Tests and test result statuses are entered in the QC Daily report's QC Requirements submodule only. See training link for how to update this information: QC Requirements - Update March 2026
  - *QC Retests* are numbered CT-#####.##. The number will be replicated from the original QC Test and decimal points will be appended to represent the retest iteration. For example, the first QC Retest created and linked to QC Test CT-00002 will be numbered as CT-00002.1
- *User Schools* are numbered US-##### - User Schools is the training or instruction that must be provided to Customers on equipment or systems provided and/or installed as part of the contract.
- *Installed Property* is numbered IP-##### - Installed property is equipment that is permanently installed/ attached to a facility. The equipment will typically have serial numbers, require maintenance and are discrete entities.
- *Transferred Property* is numbered TP-##### - Transferred Property includes spare parts and supplies that are furnished by the Contractor and turned over to the Government as part of the contract requirements.

QC Requirements

The QC Requirements appear in the QC Requirements submodule within the QC Daily Reports. Statuses for QC requirements can only be changed in this view. Once the Completed, Completed - Passed, or Completed - Failed status has been set on requirements, the statuses cannot be changed in any future daily reports. If changes are needed, users can only make those updates in the same daily report in which the requirement was placed in completed status. 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 completed. If the action does not meet requirement specifications, it is reissued to the Contractor.



Submittals



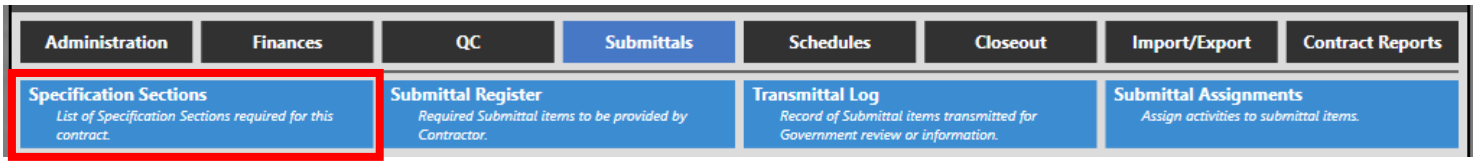
***Submittals*:** The modules included in this tab are used to manage the Submittal Register and Transmittals. Submittals are required by the contract to regulate the timely flow of materials to be incorporated into work. They are necessary to demonstrate that the proposed materials are compliant with the contract. All required submittals must be provided by the Contractor in time to allow for the review, approval, procurement, delivery, and performance of the Preparatory Phase Inspection.

Within the Submittals tab:

- ***Specifications Sections***: This is where users add or view the list of specification sections required for the contact.
- ***Submittal Register***: The Submittal Register is used to show all submittal items that the Government and Contractor agreed to use during the contract. This is where each individual item's status, history, and due dates can be reviewed at a quick glance.
- ***Transmittal Log***: This is where the transmittals are sent by the Contractor and received by the Government. It also shows a Record of all the Submittal items transmitted to the Government by the Contractor.
- ***Submittal Assignments***: This allows the Government to quickly assign or change reviewers and set review periods or activities for multiple submittal items at once.

Specification Sections

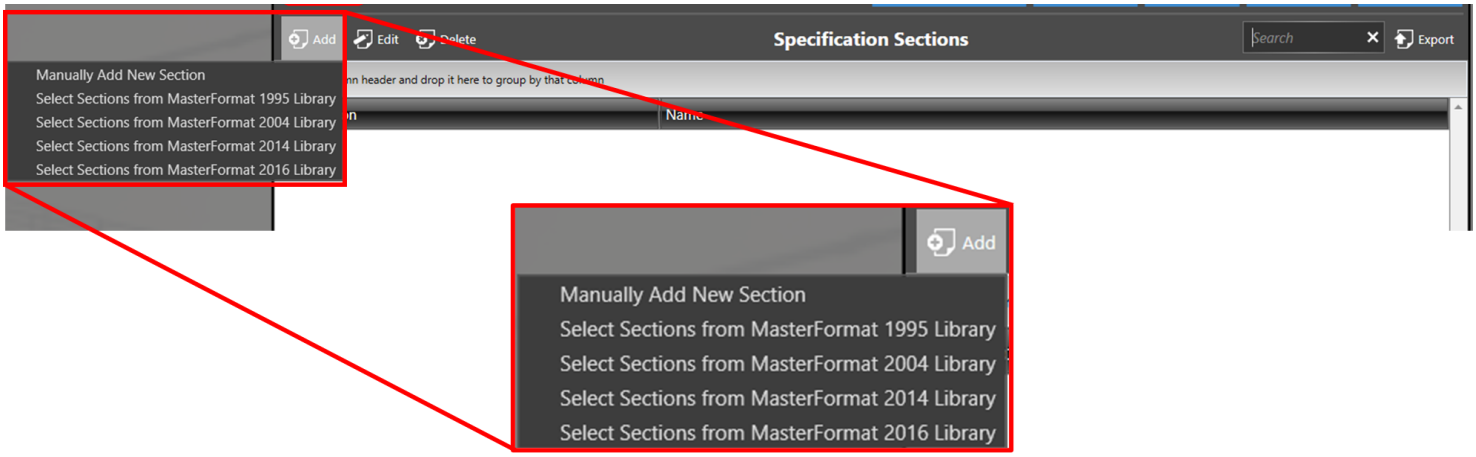
The first step to begin sending transmittals is to populate which specification sections will be required for this contract. Normally, the Contractor adds the specification section and the submittal register into RMS. However, there are times when the Government may need to make manual adjustments to these areas.



In RMS, there are 3 ways to add specifications:

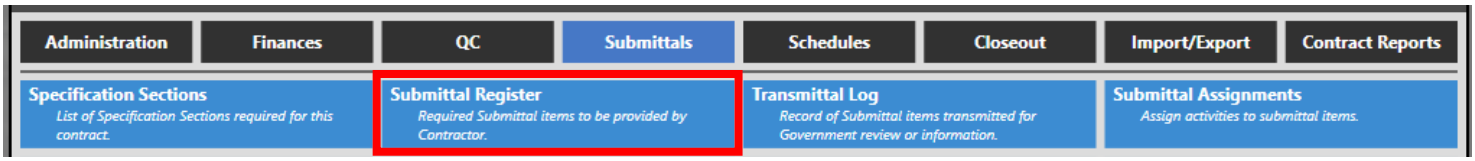
1. Use Master List (four are provided in RMS).
2. Manually add a specification.
3. Import a SpecsIntact file or Excel file.

If Master formats do not contain the desired specification, it can be customized and the specification (s) can be manually added. It is recommended to consult the District's policies regarding manual submittals entry.



Submittal Register

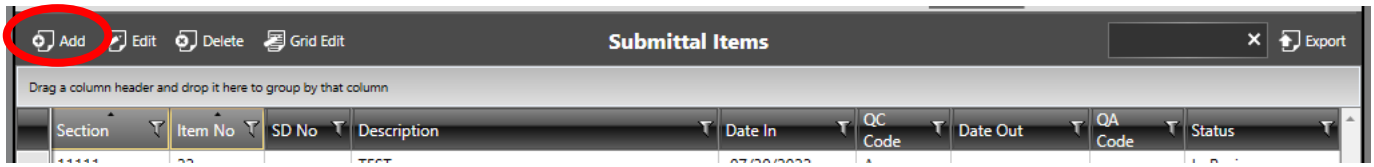
The next step in preparing to send transmittals is setting up the Submittal Register in the ***Submittal Register*** module. This module shows a summary of each submittal item and allows users to make changes to the submittal items that have already been entered.

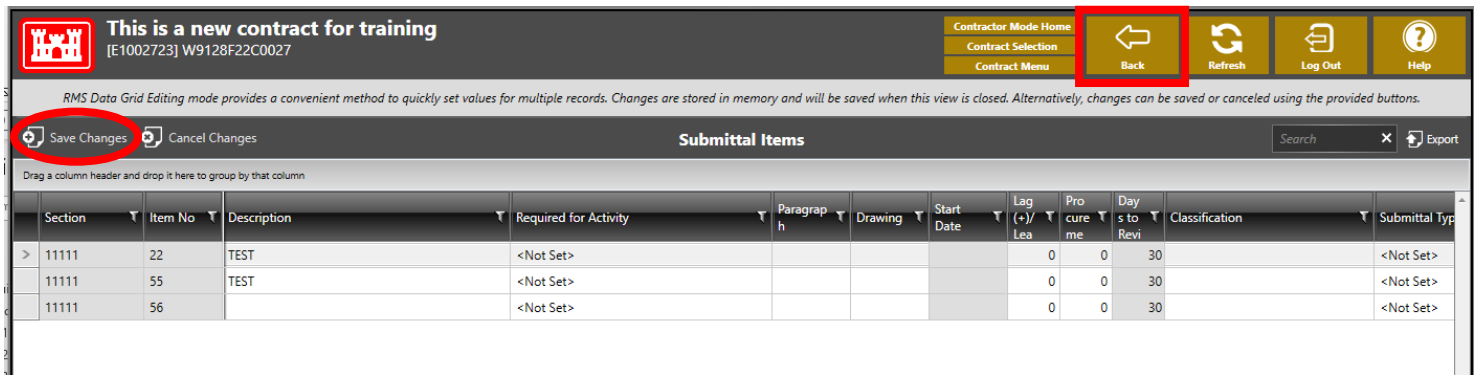


It is usually the Contractor's responsibility to enter the Submittal Register items. There are two ways to set up the Submittal Register: manually or via the Import Submittals capabilities in the ***Import/Export*** tab.

1. To add a new submittal item, click on the *Add* button and then select the section to which the submittal item is associated.
   Note: If the user does not see the Specification Section in this list, the user or the Contractor will need to go back to the Specification Section submodule to add it.
2. Then, click on the *Next* button to open the Submittal Item Edit view.
3. Enter the *Item Number* and *Item Number Extension*, then click on the *Finish* button.
4. Enter the *Submittal Description* and select the Activity for which the submittal is required in the *Required for Activity* field.
5. Next, set the primary and one or more secondary reviewers for each submittal item.

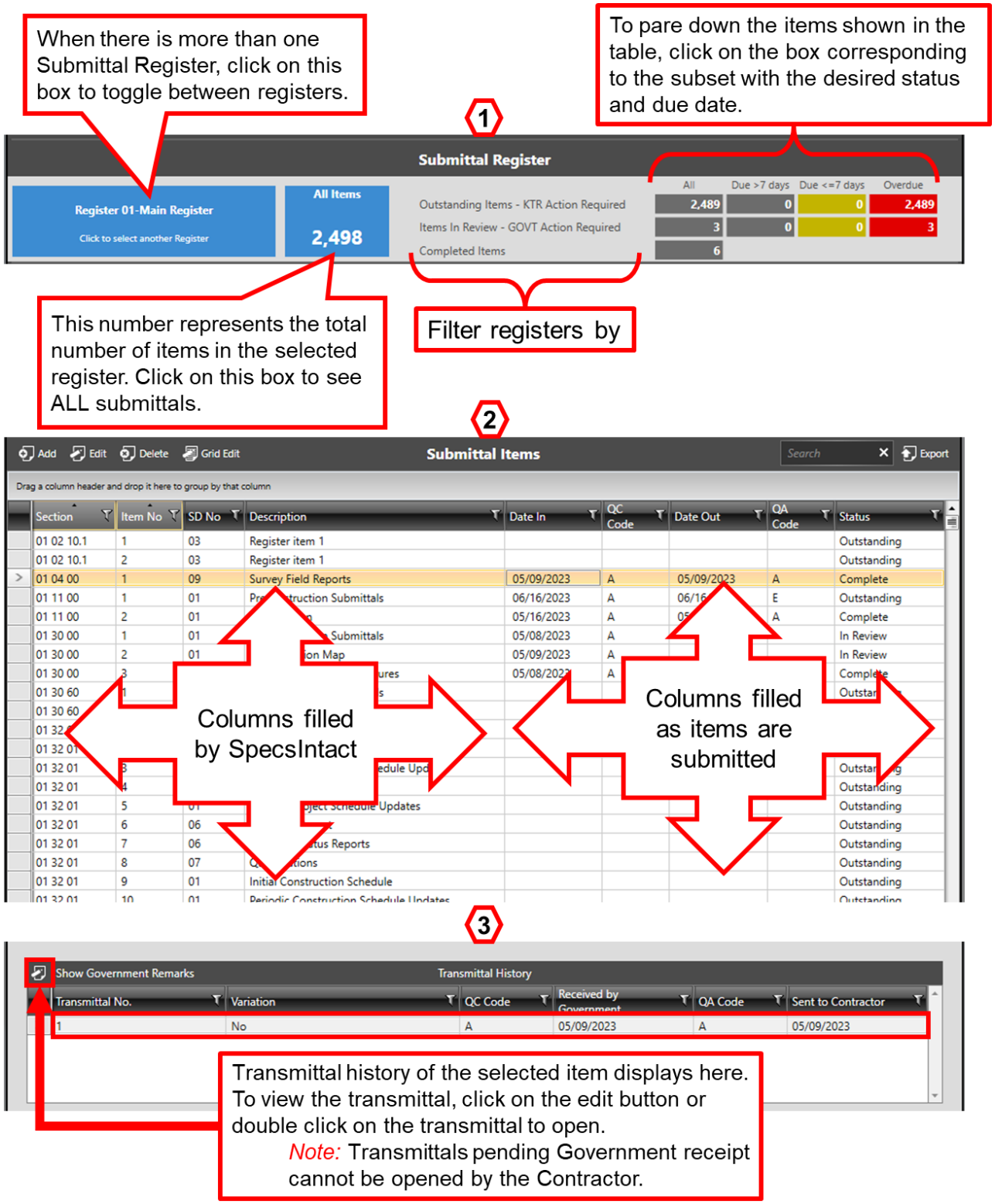
Another way to edit some submittal items is to use the *Grid Edit* button. Here, the user can quickly see and edit the fields for multiple submittal items at once without opening the Submittal Item Edit view. Once complete, click on the *Save Changes* button to save any changes, then click the *Back* button return to the Submittal Register grid view.





Submittal Register

Pictured below is a breakdown of the Submittal Register view.



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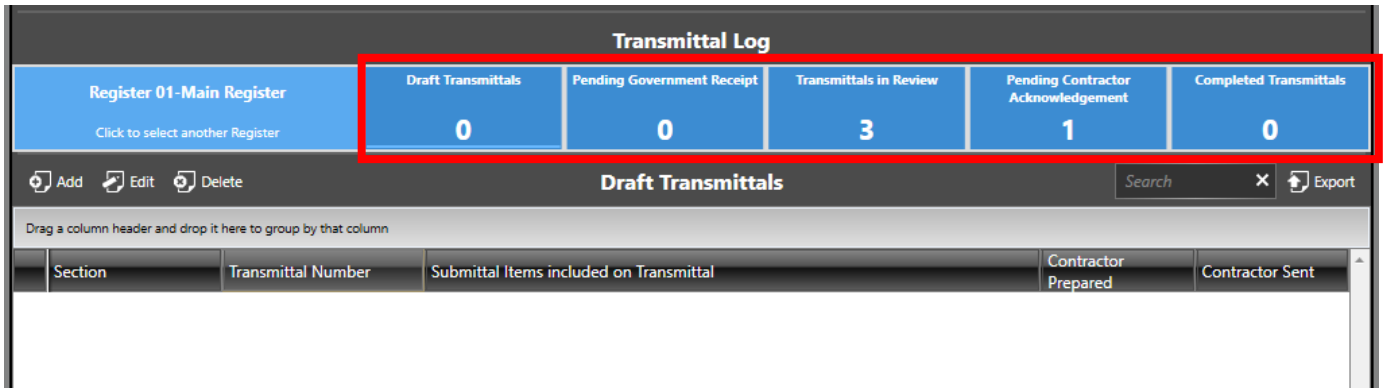
Transmittal Log



The ***Transmittal Log*** module maintains the record of submittals made and the associated status. All submittals must be made using a Transmittal Form or ENG Form 4025-R (4025), generated in RMS.

Transmittals are grouped into five categories in this module.

- *Draft Transmittals*: Transmittals that have been initiated but have not yet been submitted or have been returned for corrections. The Transmittal Log screen always opens in this view. The Government cannot see these transmittals yet.
- *Pending Government Receipt*: Transmittals that been completed and submitted to the Government, but the Government has not yet acknowledged receipt/date stamped in. The option to view these transmittals is allowed, however, users cannot edit these transmittals.
- *Transmittals in Review*: Transmittals received and acknowledged by the Government, but not yet acted on. The transmittals are still viewable but read-only.
- *Pending Contractor Acknowledgement*: Transmittals returned to the Contractor after Government review but awaiting acknowledged receipt by the Contractor. These transmittals may or may not require additional action by the Contractor. These transmittals can be viewed by both Contractor and the Government but are read-only.
- *Completed Transmittals*: Transmittals returned in which the Government has completed its action, and the Contractor has acknowledged receipt.



Transmittal Log

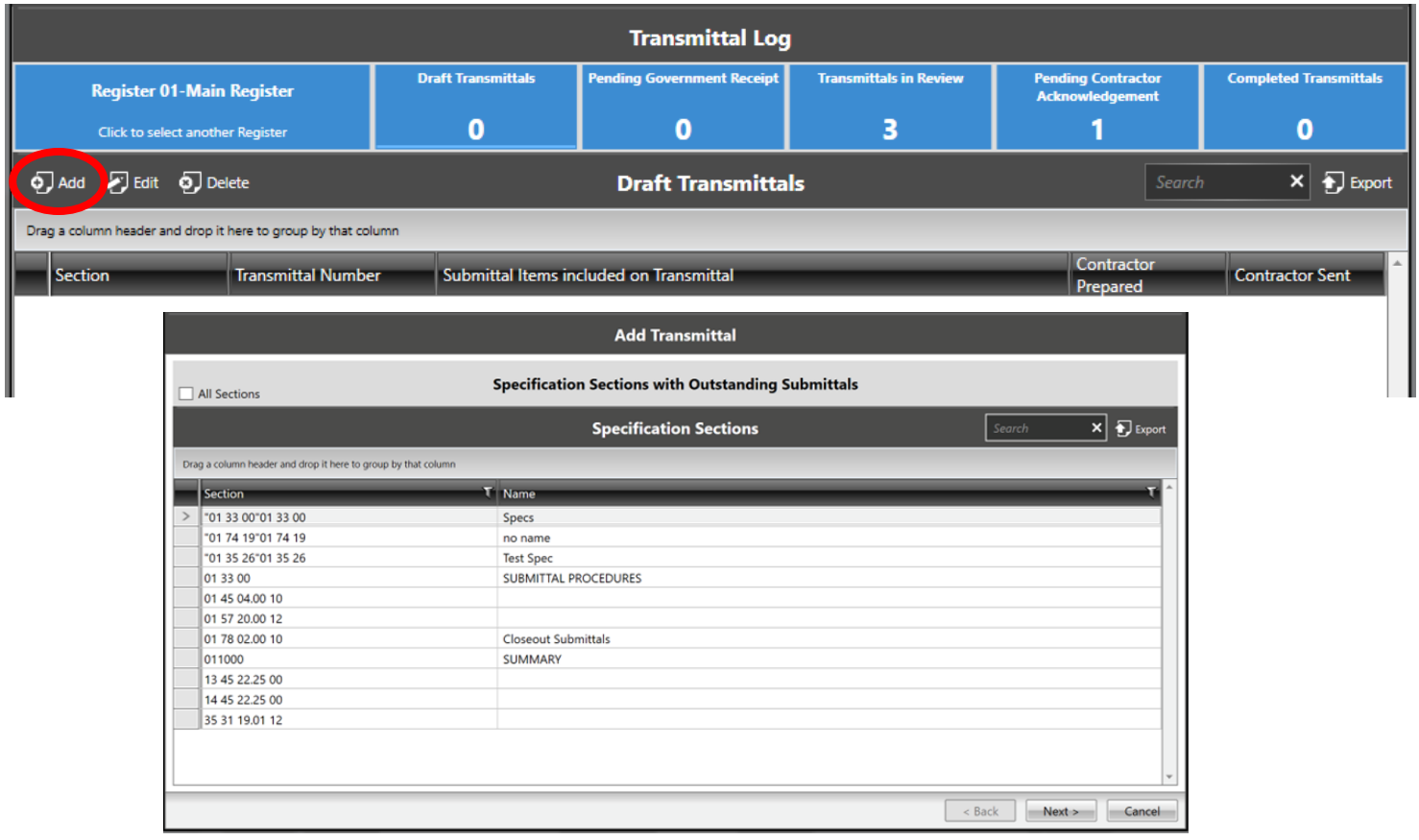
The specification sections must be set up before submittals can be created and then combined into like types for transmittals that are sent to the Government. Transmittals are usually sent by the Contractor to the Government. Transmittals also aid in the generation of the digitally signed ENG 4025 form by both the Government and the Contractor.

Once a group of similarly typed submittals or individual submittals are sent, they become transmittals. This is all organized by the specification sections. Specifications can be added by Submittal Register import or manually. RMS provides built-in libraries to use for manual specification sections addition, as well.

Creating a Transmittal:

Transmittals can only be created once specification sections *and* the Submittal Register have been created. There must be outstanding submittals for a transmittal to be created, and similarly, for submittals to be created, there must be outstanding specification sections.

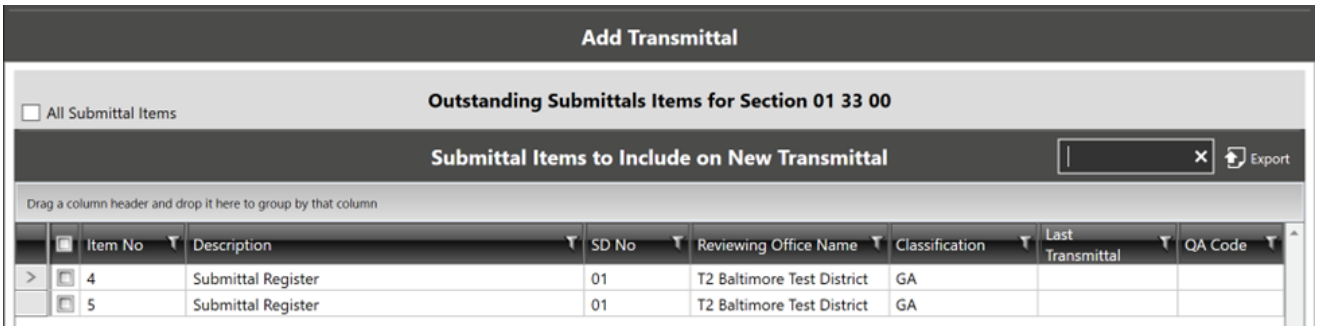
To start, click on the *Add* button.



Note: Only the specification sections with outstanding submittal Items AND are not in review or pending either Contractor or Government action are shown in the above list.

Transmittal Log

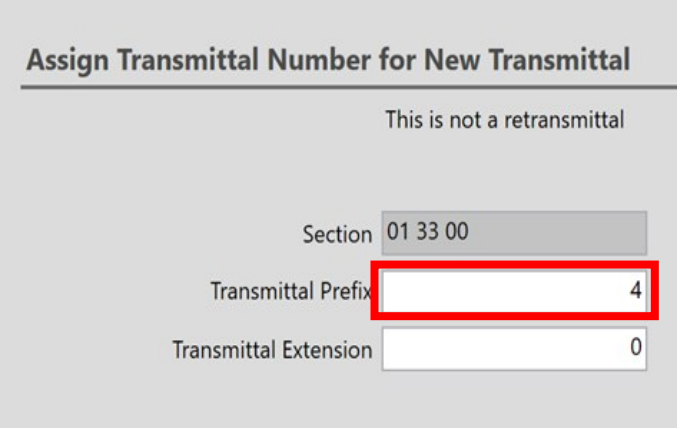
After selecting the correct section number, click the *Next* button. The view similar to the below image is then displayed.



Select one or more items to include in the transmittal by using the checkboxes to the left of the items.

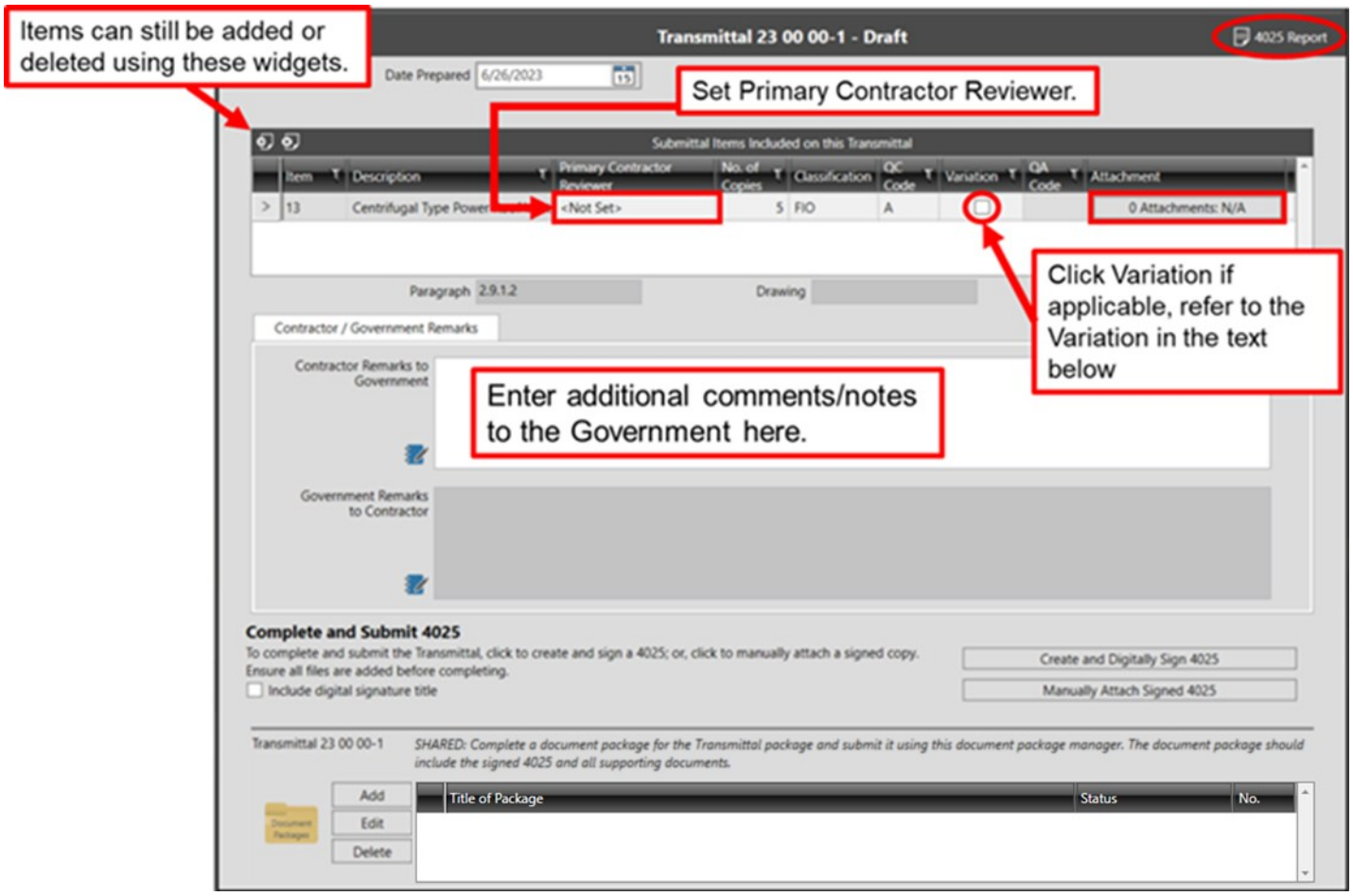
> *Note*: Only like classifications can be grouped into transmittals. For example, if there were FIO and GA classifications, once selecting a GA submittal item, only GA submittals will be displayed.

Click the *Next* button. RMS will automatically suggest sequential numbers for transmittals, in the case of this image, this will be the fourth transmittal under this specification section.



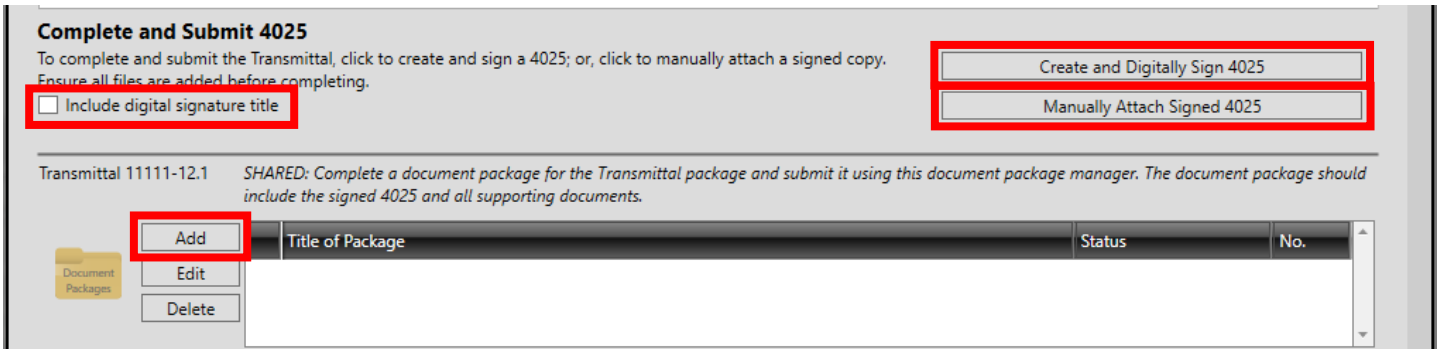
Click the *Finish* button to edit the draft transmittal.

Transmittal Log



At this point, the transmittal form has been drafted. A preview of this report can be viewed at any time by clicking on the *4025 Report* widget. However, before it is ready to submit, make sure the appropriate fields are completed, attach the actual document(s) that make up the item, and notify the Government if any item is a non-conforming variation.

After attaching all applicable submittal items and completing all fields, the 4025 must be signed before transmitting the finished submittal package. The signature on the 4025 can be applied either electronically using RMS or manually outside of RMS.



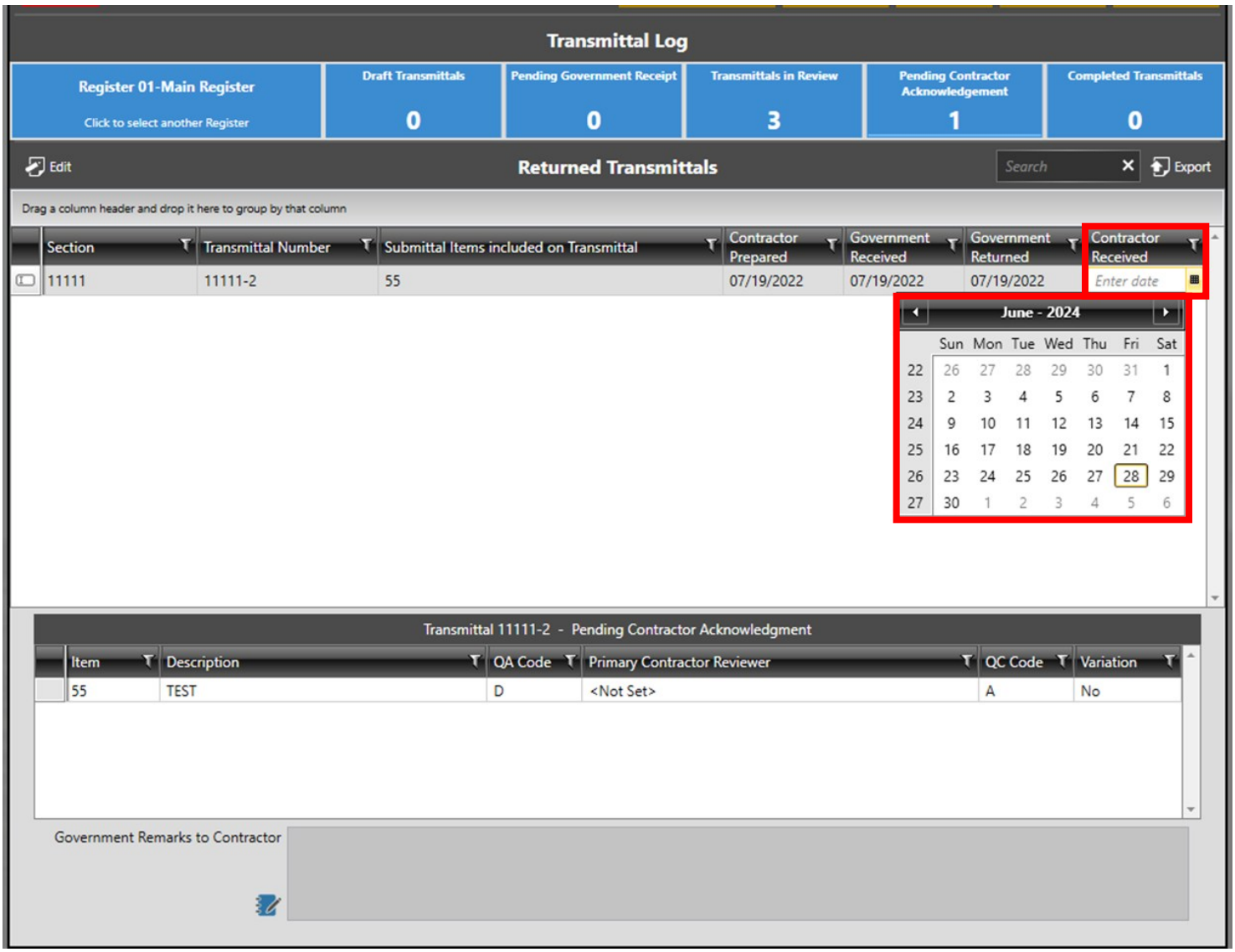
RMS Website: ***https://rms.usace.army.mil/***

Transmittal Log

Receiving Transmittals:

Click on the ***Pending Contractor Acknowledgement*** blue filter tile. This will change the view from Draft transmittals to Transmittals ***Returned Transmittals***.

Find the transmittal that needs to be acknowledged and enter the date in the *Contractor Received* column, either by using the date picker icon or by manually entering those dates using the MM/DD/YYYY format.

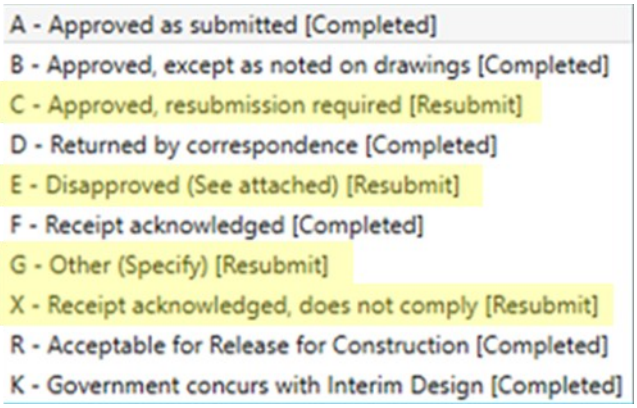


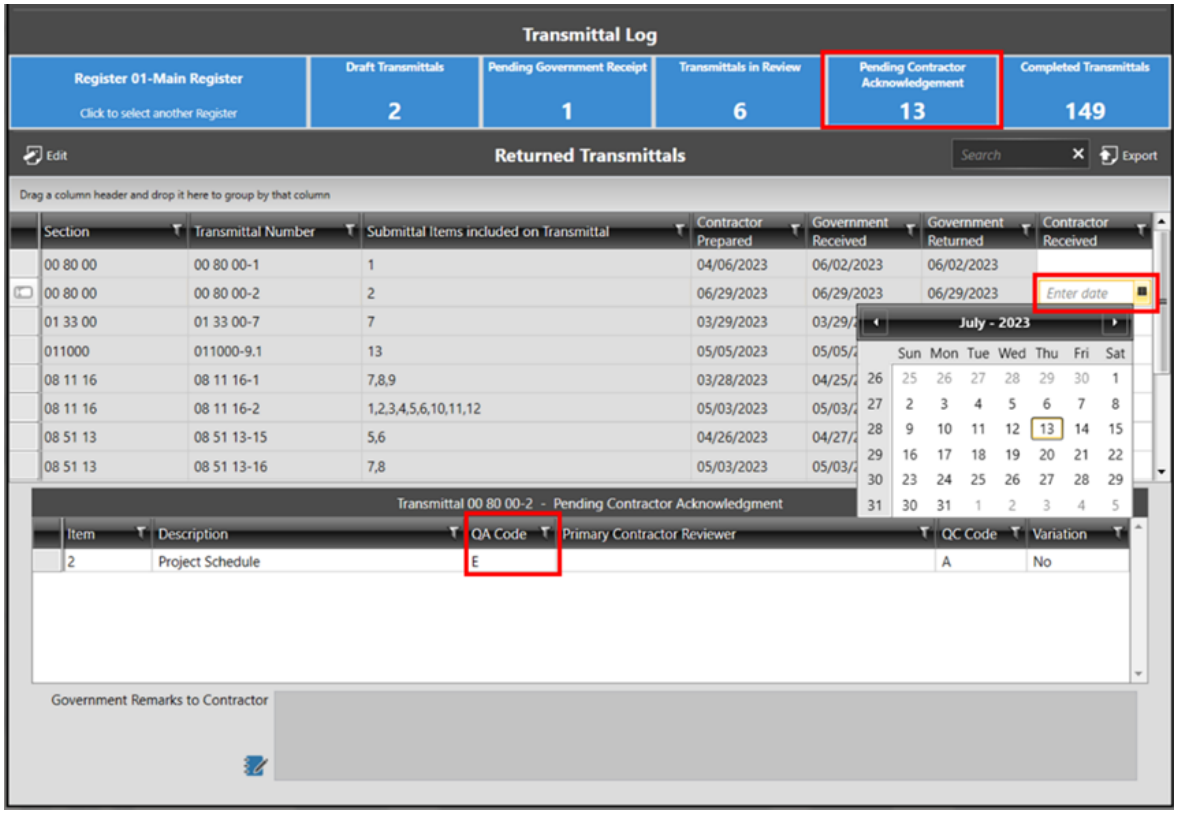
Transmittal Log

Resubmitting Transmittals:

There may be times when a transmittal needs to be submitted multiple times (in stages) or when the Government finds a reason to request a resubmittal of a Transmittal. When this happens, the Government will have applied a resubmittal QA Code on the transmittal as highlighted below.

When the Government has completed its review and applies a resubmittal QA Code, the Transmittal is returned via the *Pending Contractor Acknowledgement* tile. Take note of the QA Code assigned to each item and any comments that may have been entered in the *Government Remarks to Contractor* block.

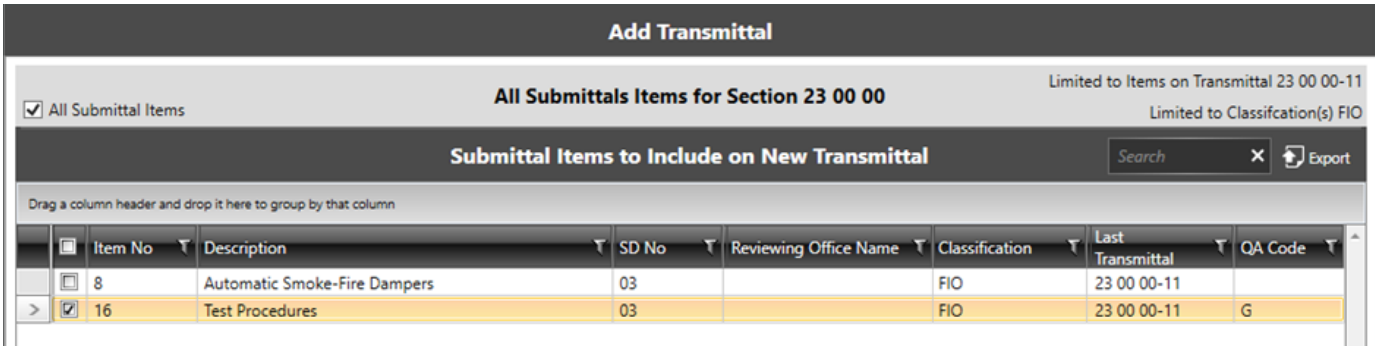




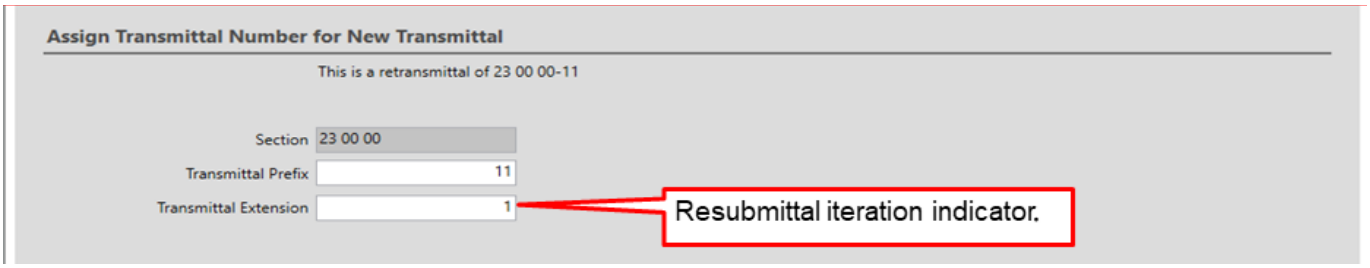
RMS Website: ***https://rms.usace.army.mil/***

Transmittal Log

If no *Government Remarks to Contractor* were entered, then discuss any corrections that may be needed with the contract's USACE Representative prior to resubmitting. Transmittals requiring resubmittal can be resent by creating a new transmittal.

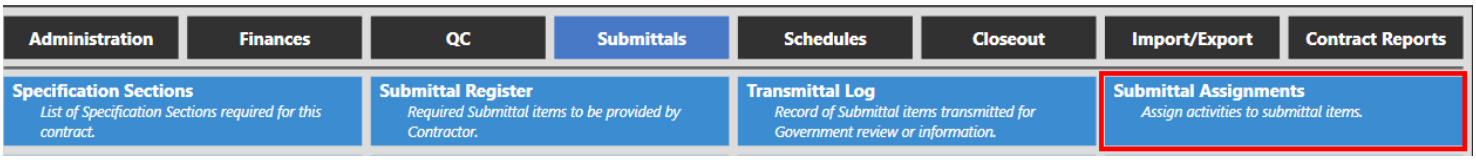


RMS recognizes when an item was previously submitted and is being resubmitted. The Transmittal for the resubmitted item will retain the same number as its original transmittal, except that its resubmittal status will be identified by a decimal point followed by the iteration number.

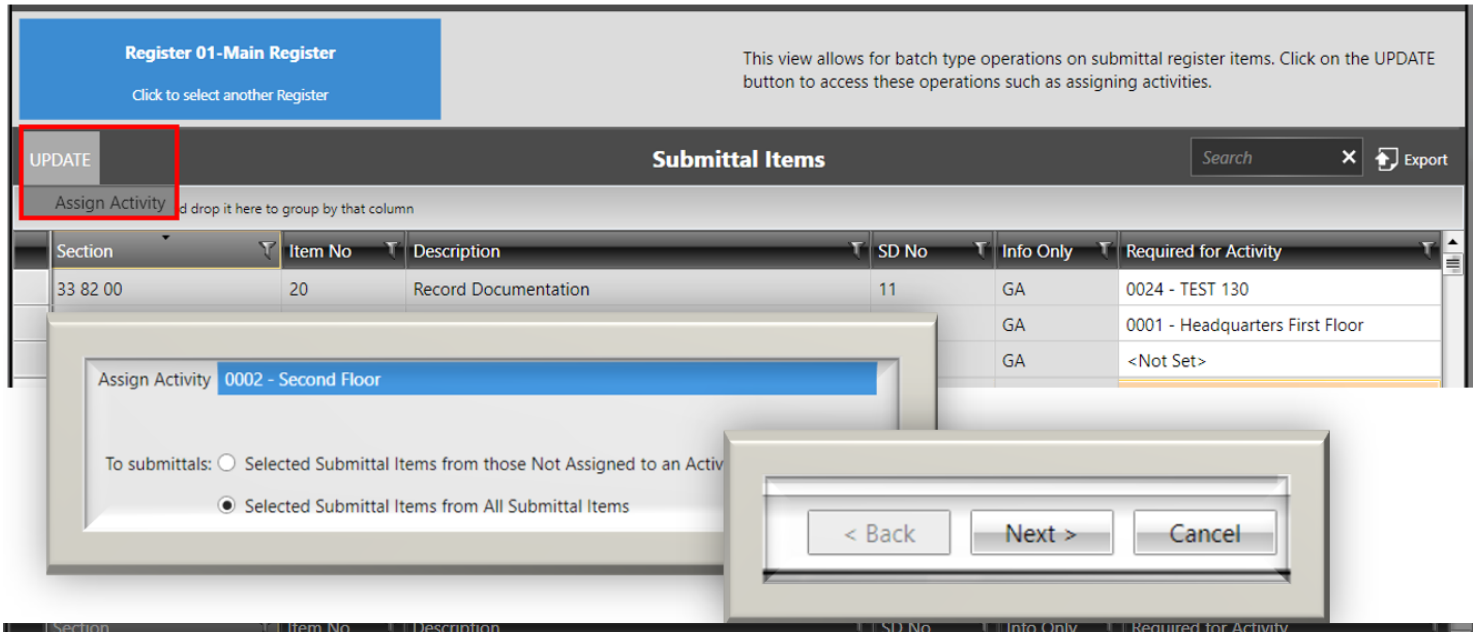


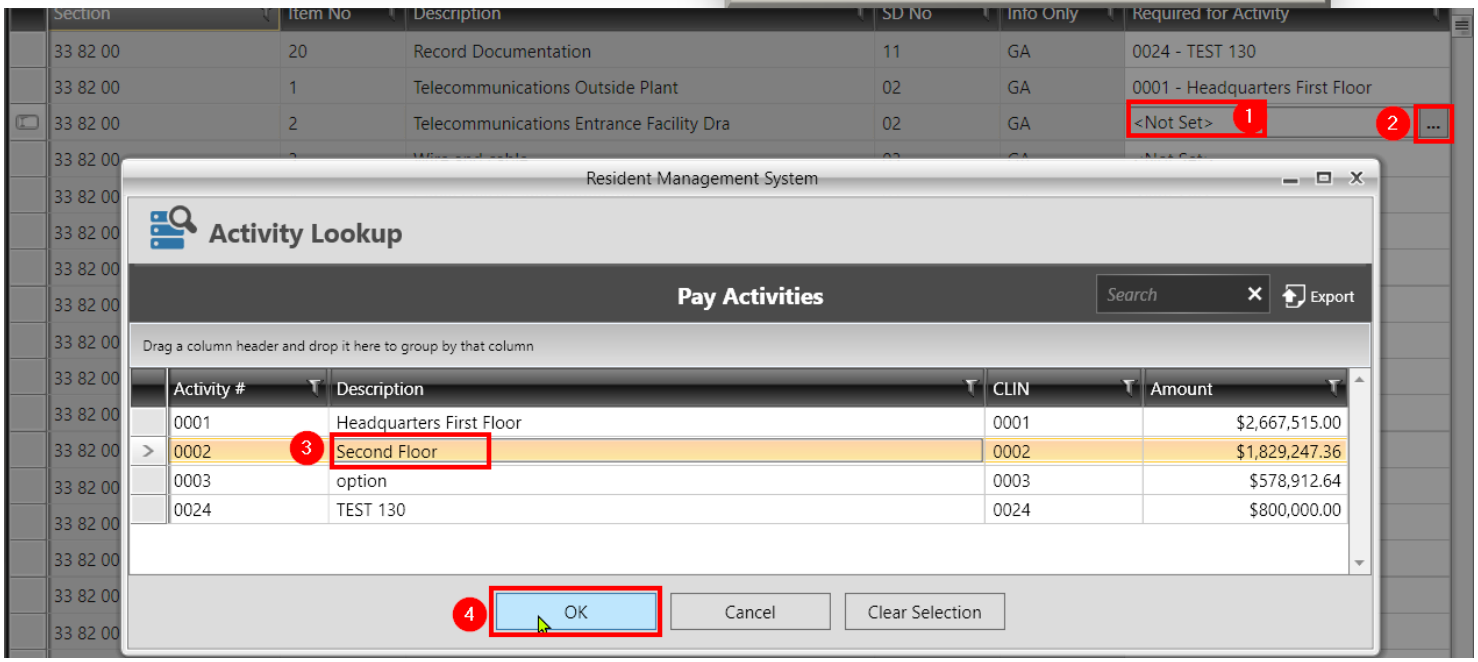
Submittal Assignments

The ***Submittal Assignments*** module provides the capability to quickly and easily change the *Required for Activity* field for multiple items at the same time.



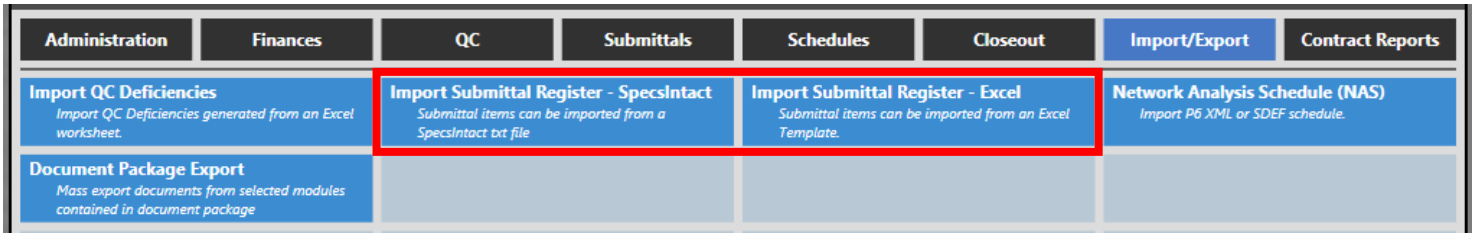
This can be done by either using the *Update* button in the upper left of the view or by manually choosing each in the *Required for Activity* column.





RMS Website: ***https://rms.usace.army.mil/***

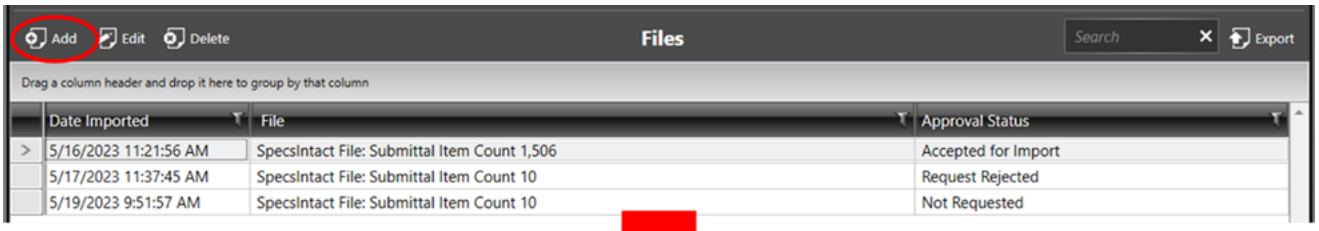
Import Submittal Register

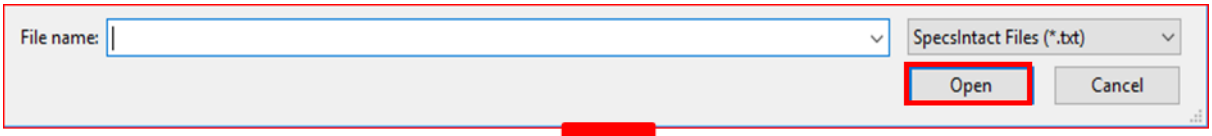


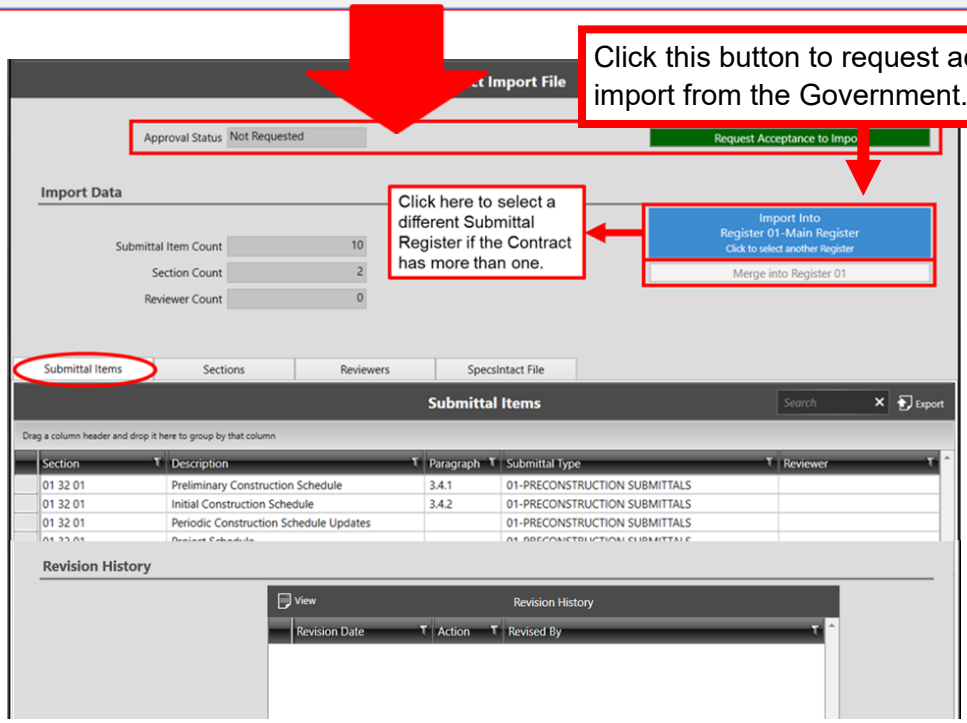
There are two modules that provide the capability to import Submittal Register items by using a text file exported from SpecsIntact or by using the RMS-provided batch input Excel file.

Import Submittal Register - SpecsIntact: Use this selection to import a Submittal Register using the text file generated by SpecsIntact for this purpose.

Navigate to the location where the data file is stored, select the file to import, then click on *Open*. The only accepted file type is an exported SpecsIntact File (*.txt). Direct SpecsIntact files (.sec) are not accepted.



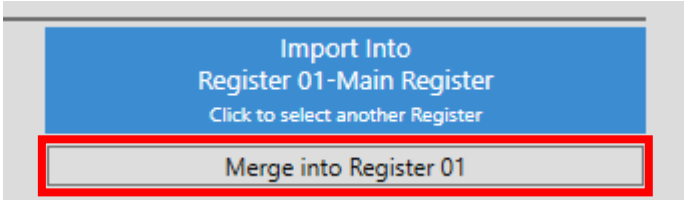




RMS Website: ***https://rms.usace.army.mil/***

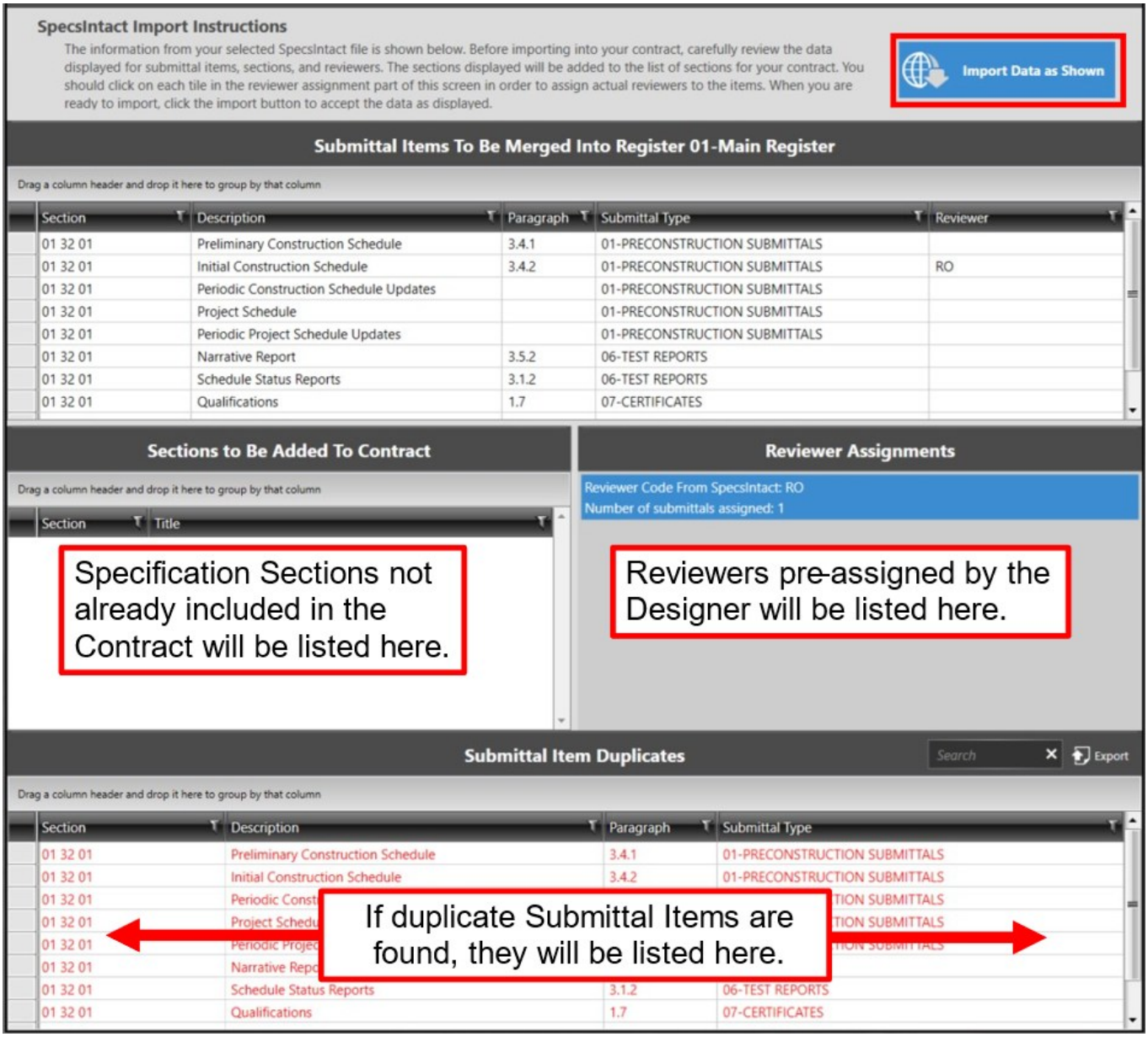
Import Submittal Register

Once it has been determined by the Government that the data can be imported, click on the *Merge into Register* button to display the import preview screen shown below.



Note: Both SpecsIntact and Excel imports must be approved by the Government.

After reviewing the data to be imported, click on the *Import Data as Shown* button to complete the import. If there are any duplicate items, RMS will provide a prompt for including or excluding those duplicates before the import is completed.

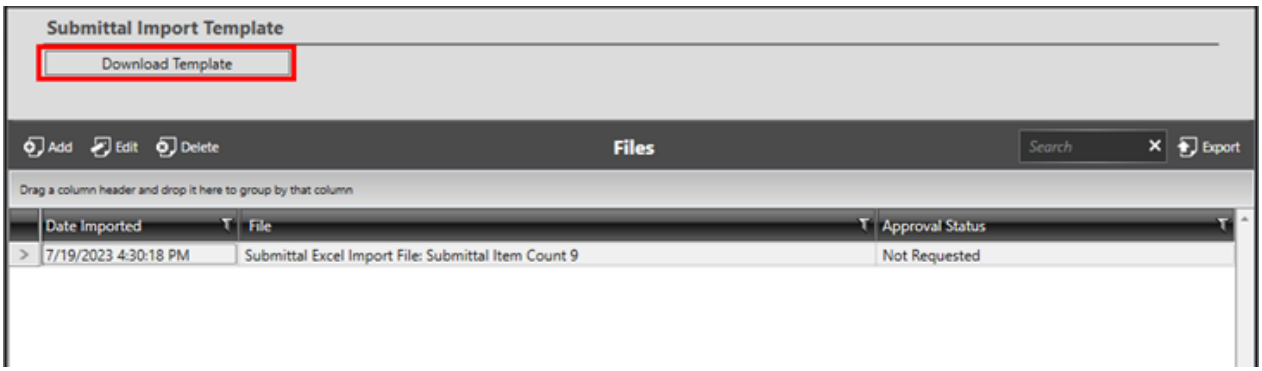


RMS Website: ***https://rms.usace.army.mil/***

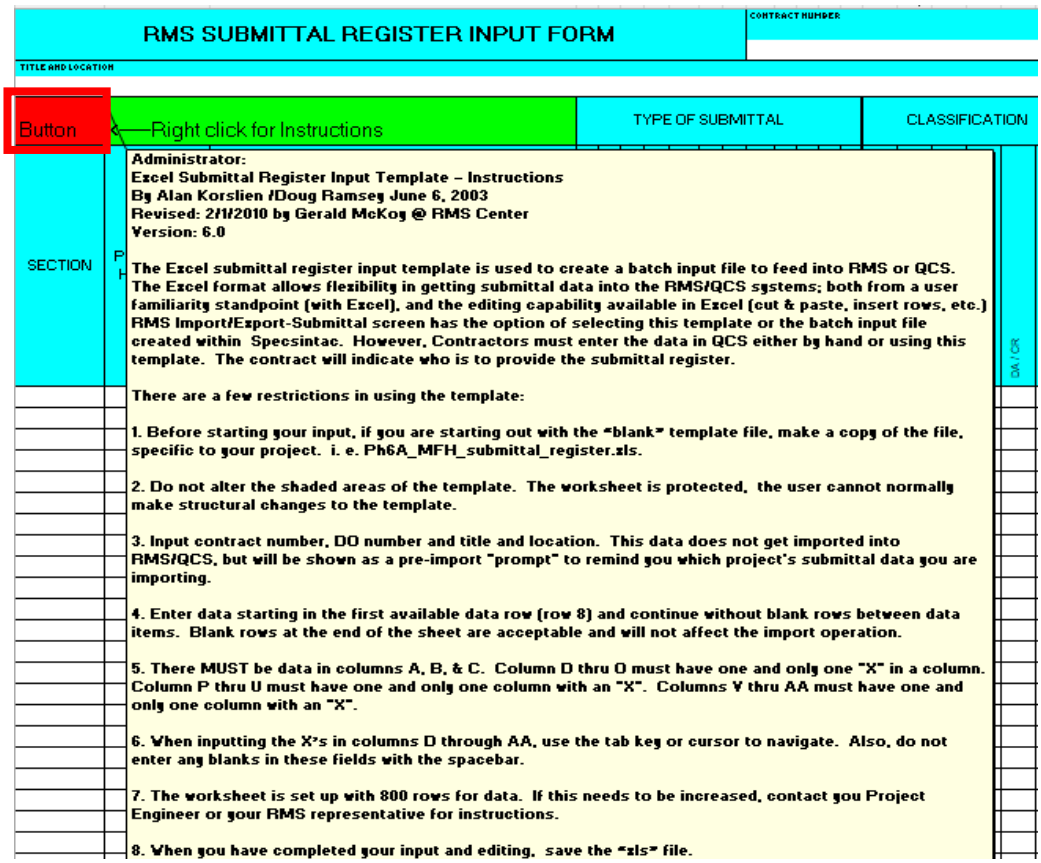
Import Submittal Register

Import Submittal Register - Excel: Use this selection to import a Submittal Register using the Excel spreadsheet template designed for this purpose.

Upon entering this module, click on the *Download Template* button if the template is not already stored on the computer in use.



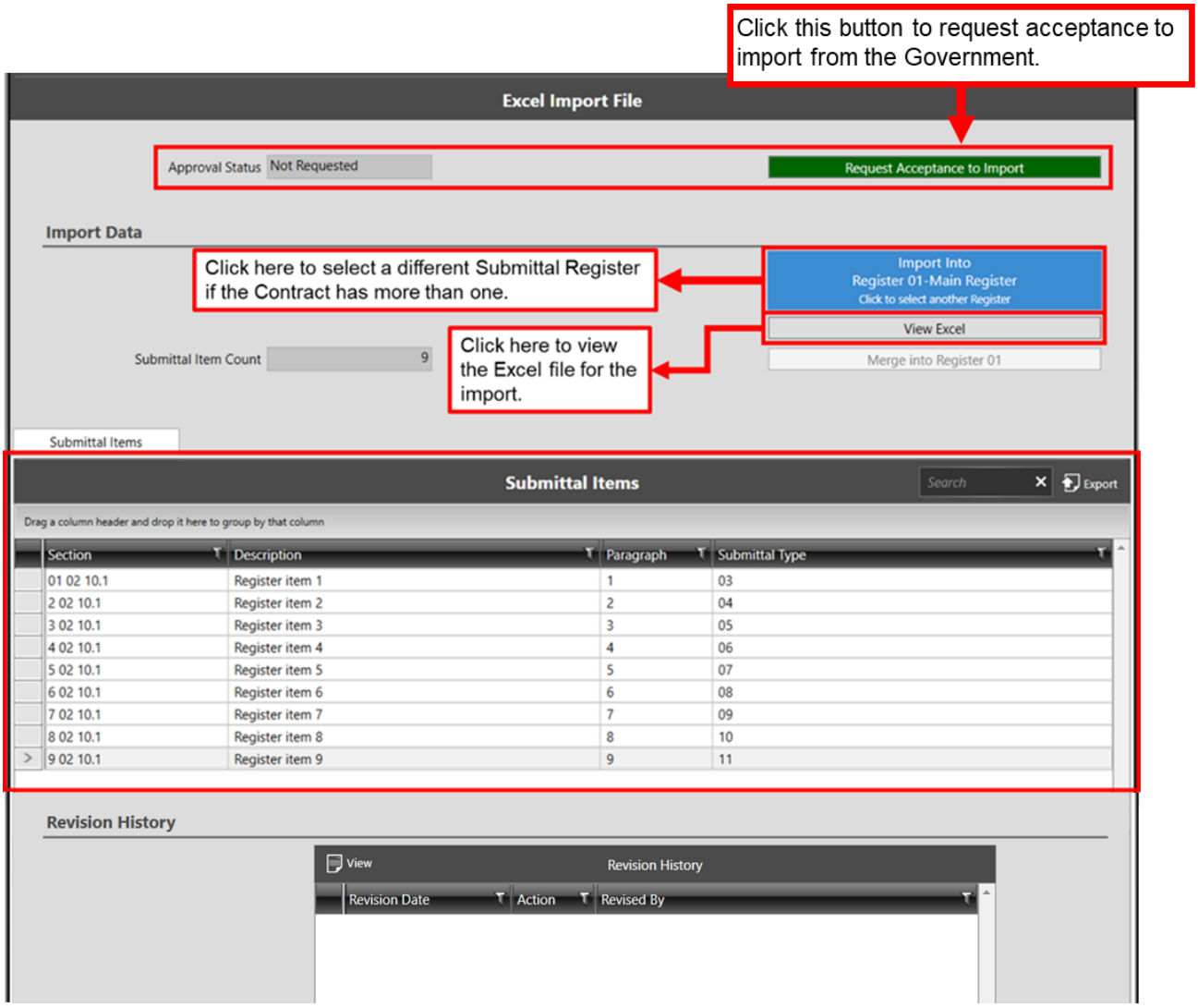
Follow the instructions embedded within the template, and save the file as an .xlsx file type. The filename may contain any preferred and/or required verbiage, but the default .xlsx file type must be retained when saving. A Contract Number **must** be entered in the correct cell of the template sheet for the import, as well.



RMS Website: ***https://rms.usace.army.mil/***

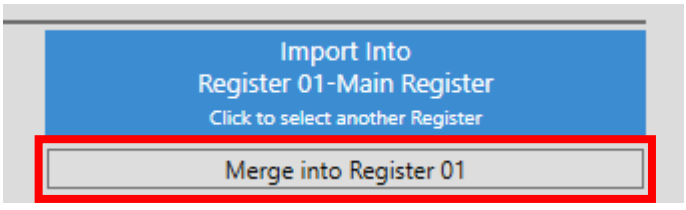
Import Submittal Register

Once entry into the template file has been completed and saved, close the Excel file before attempting to import into RMS by clicking the *Add* button to add the file.



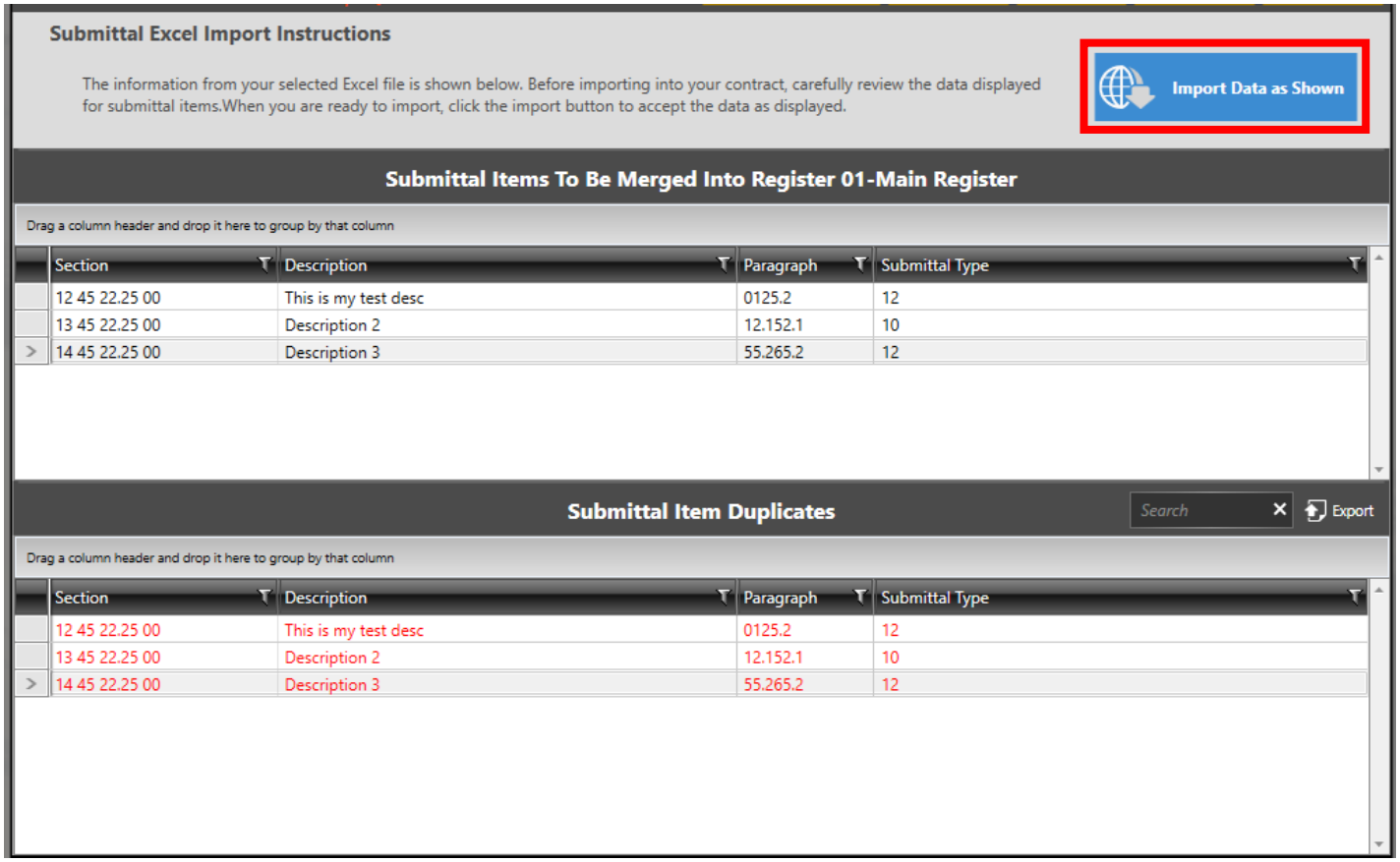
Note: Both SpecsIntact and Excel imports must be approved by the Government.

Once it has been determined by the Government that the data can be imported, click on the *Merge into Register* button to display the import preview screen.



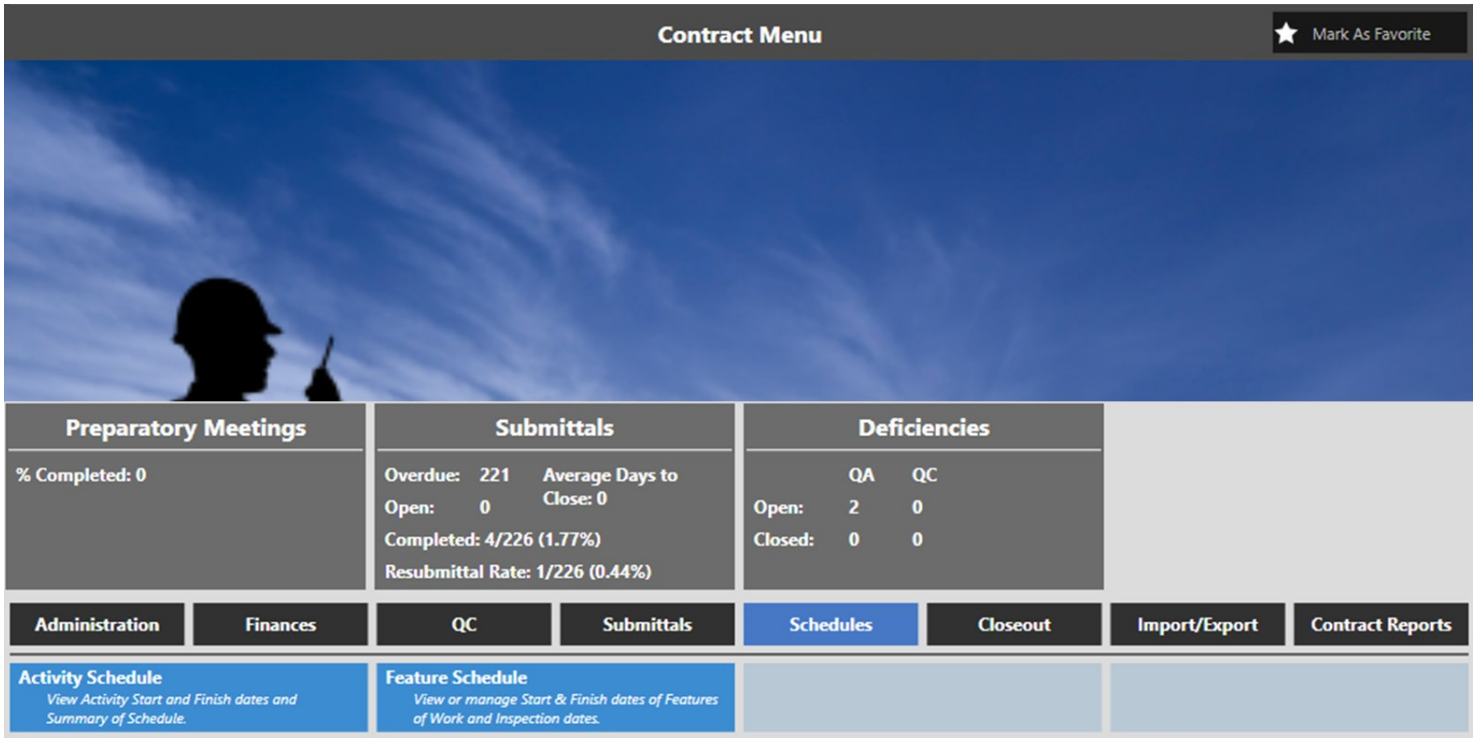
Import Submittal Register

Clicking on the *Merge into Register* button will bring up an import preview of the data entered in the Excel file to be imported. A partial comparison with the data currently in the register will also be displayed. After reviewing the data to be imported, click on the *Import Data as Shown* button to complete the import.



If there are any duplicate items, RMS will provide a prompt for including or excluding those duplicates before the import is completed.

Schedules

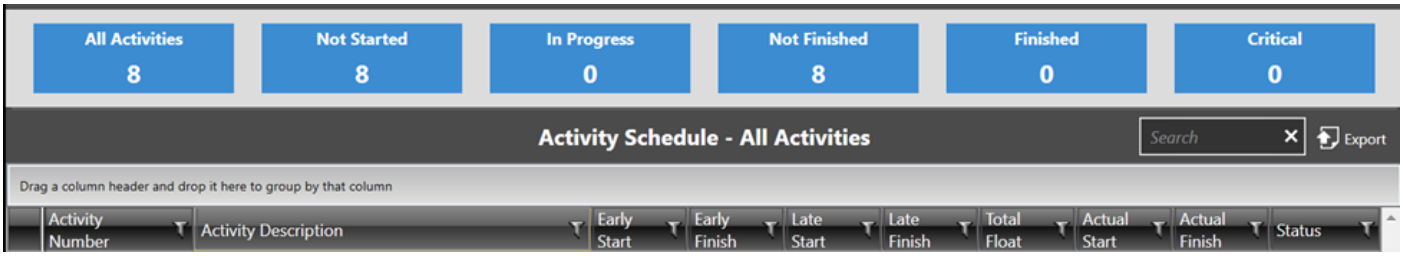


***Schedules*:** This tab is used to view the status of activities in the Activity Schedule and schedule Three-Phase Control Meetings. RMS is not a scheduling program, but it does provide the tools to link a schedule's activities with the other requirements of the contract's Quality Control Program. Wherever RMS presents the opportunity to connect to an activity, **use it**. This feature will allow closer monitoring of contract progress and compliance with the contract

- ***Activity Schedule***: This selection displays a tabular view of the schedule's activities with Scheduled and Actual Start and Finish Dates. The table that is displayed depends on the type of schedule being used.
- ***Feature Schedule***: Use this selection to view and manage the Features of Work Start, Finish, and Preparatory/Initial Inspections Dates.

Activity Schedule

Activity Schedule: This selection displays a tabular view of the schedule's activities with Scheduled and Actual, Start and Finish Dates. The table that is displayed depends on the type of schedule being used.



Activities are grouped into 5 or 6 subsets, depending on if the contract uses a NAS or a manually entered schedule:

- *All Activities*: Comprehensive
- *Not Started*: Activities without Actual Start and Actual Finish dates.
- *In Progress*: Activities with an Actual Start date and no Actual Finish date.
- *Not Finished*: Activities with an Actual Start date and no Actual Finish date (In Progress), and Activities without Actual Start and Actual Finish dates (Not Started).
- *Finished*: Activities with Actual Start and Actual Finish dates.
- *Critical* (only visible when a NAS is used): Activities on the critical path, i.e., Total Float = 0.

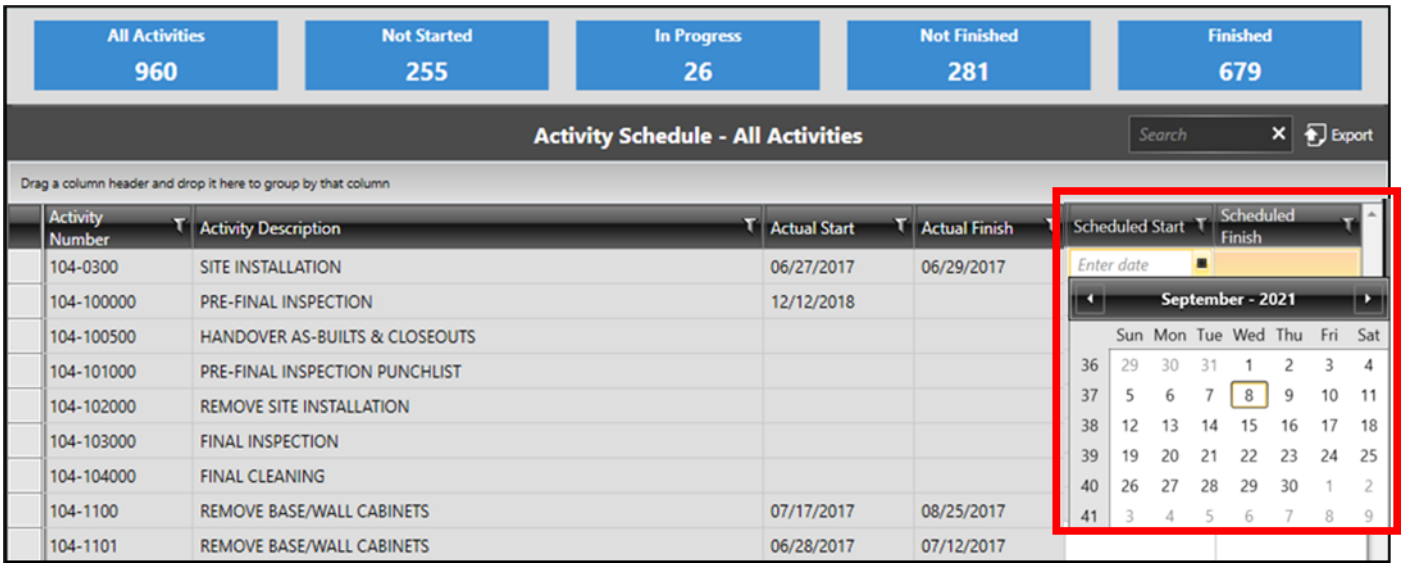
The method for entering actual dates depends on the type of schedule used on the contract. The way dates are entered is controlled by the Government in RMS Government Mode. If the method available on the contract is unclear or if RMS does not allow it, consult with the contract's USACE Representative

Recommendation: Regardless of the type of schedule used, the best way to log actual dates is through the QC Daily Report. This will not only ensure that the QC Daily Report is a complete record of the day's occurrences, but it will also provide a reliable source of information for the project scheduler to use when updating the NAS Feature Schedule.

Activity Schedule

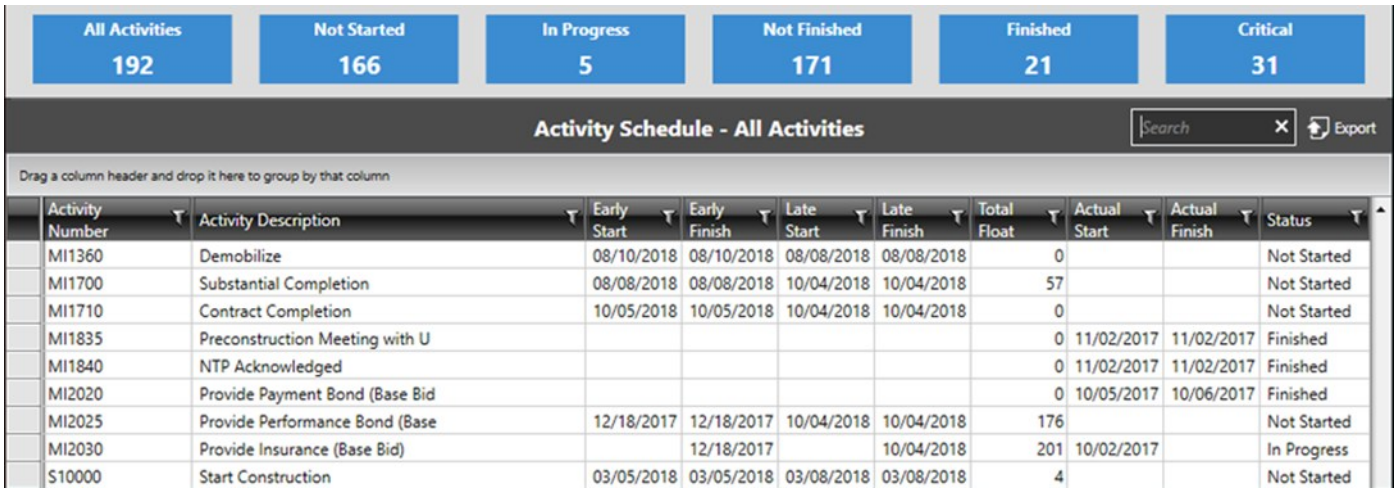
Manual Schedules:

Double click in the desired date field in the table, then type in a date or click on the calendar widget to select a date from the calendar.



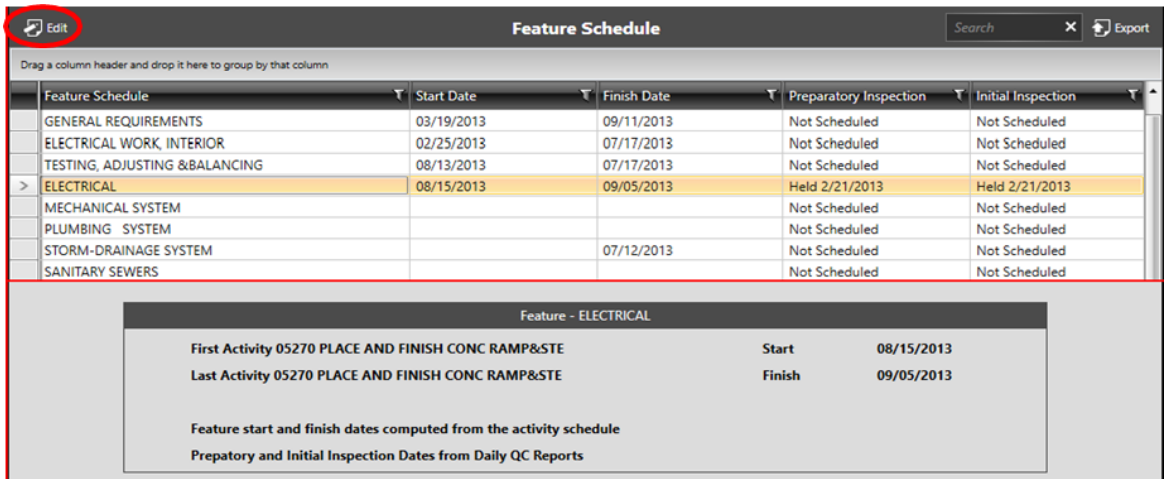
NAS Schedules:

The dates in the table are read-only as they were imported in a NAS schedule. Actual Start and Finish dates can only be entered through the QC Daily Report. These dates should be accurately communicated to the project's scheduler to update the NAS.



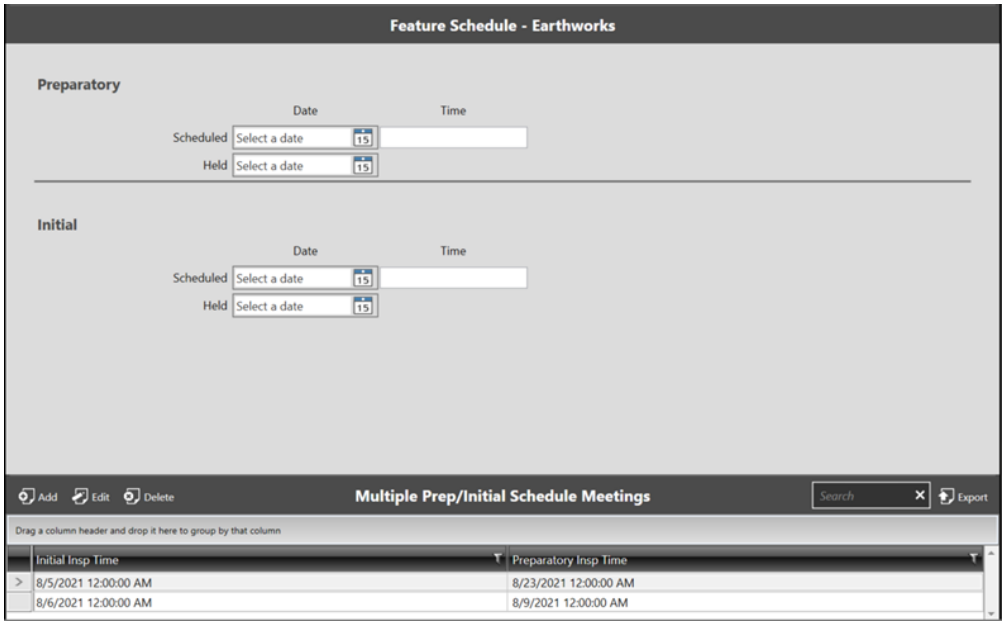
Feature Schedule

Feature Start and Finish Dates are not entered directly; these dates are discovered by RMS based on the activities that have been assigned to the feature. The activities contributing to these dates are displayed in the detail box at the bottom of the screen. Knowing feature start dates is important for scheduling the required Preparatory Control Meeting which must occur prior to starting work on the feature's first activity.



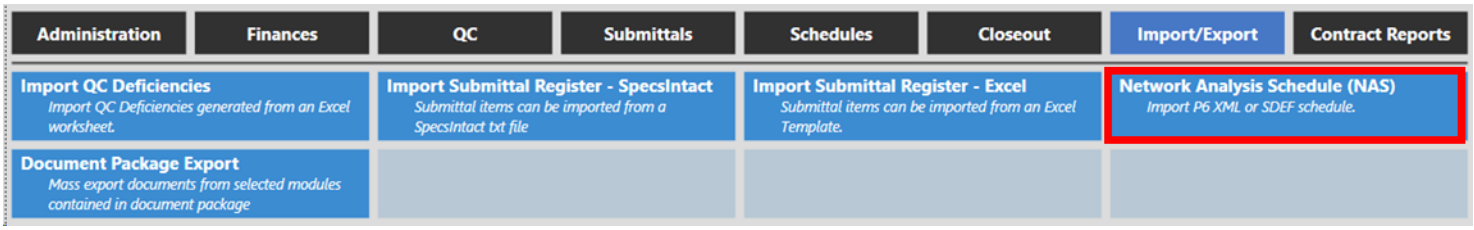
To set the scheduled dates for the Preparatory and Initial Inspections, double-click on the feature or click on *Edit*. *Scheduled* and *Held* dates can be entered here and from within a QC Daily Report.

Recommendation: Entering *Held* dates in the QC Daily Report will ensure that the report is a complete record of the day's occurrences. If the *Held* date is entered here after the QC Daily Report has been submitted to the Government, the date will not be reflected on the submitted report, which could result in the report getting rejected and returned for correction.



RMS Website: ***https://rms.usace.army.mil/***

Network Analysis Schedule (NAS)



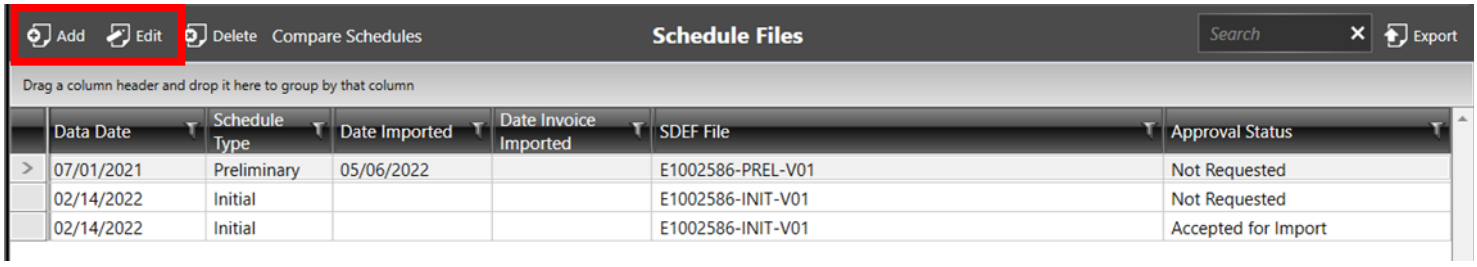
The Network Analysis Schedule (NAS) module provides the capability to import a Network Analysis System-type schedule or a Network Analysis Schedule (NAS). A NAS is a graphic representation of a contract's Project Schedule representing the sequence and interdependencies of work, demonstrating the logical sequence of the work and the time required for each of those work activities.

Use of a schedule in Corps of Engineers' contracts is mandated by FAR 52.236-15 Schedules for Construction Contracts and the contract's specifications, either section 01 32 01.00 10 Project Schedule or 01 32 16.00 20 Small Project Construction Progress Schedules, or equivalent. Check the specifications for schedule requirements.

The schedule and the activities within play a very important role in RMS. Most actions associated with quality control and, more importantly, the progress payments rely on purposeful use and management of the schedule's activities. Use of schedule file import may not be mandatory, but it is the easiest and recommended way to input and manage schedule dates in RMS.

Currently, Oracle's Primavera P6 is the only known commercially available software package that can generate a properly formatted SDEF file for import into RMS. XML and XER files can also be exported from P6 for import into an RMS contract. Since the SDEF file is just a formatted text file, it is possible to manually create this file following the file's specifications, which can be found in ER 1-1- 11 Project Schedules, Appendix A. This approach is not recommended, especially for schedules with many activities.

Since RMS retains a copy of all uploaded schedule files, click on *Edit* to access existing files. This action will allow the user to view and/or re-import the data, if needed. Click on *Add* to initiate a new schedule file upload to prepare for import.



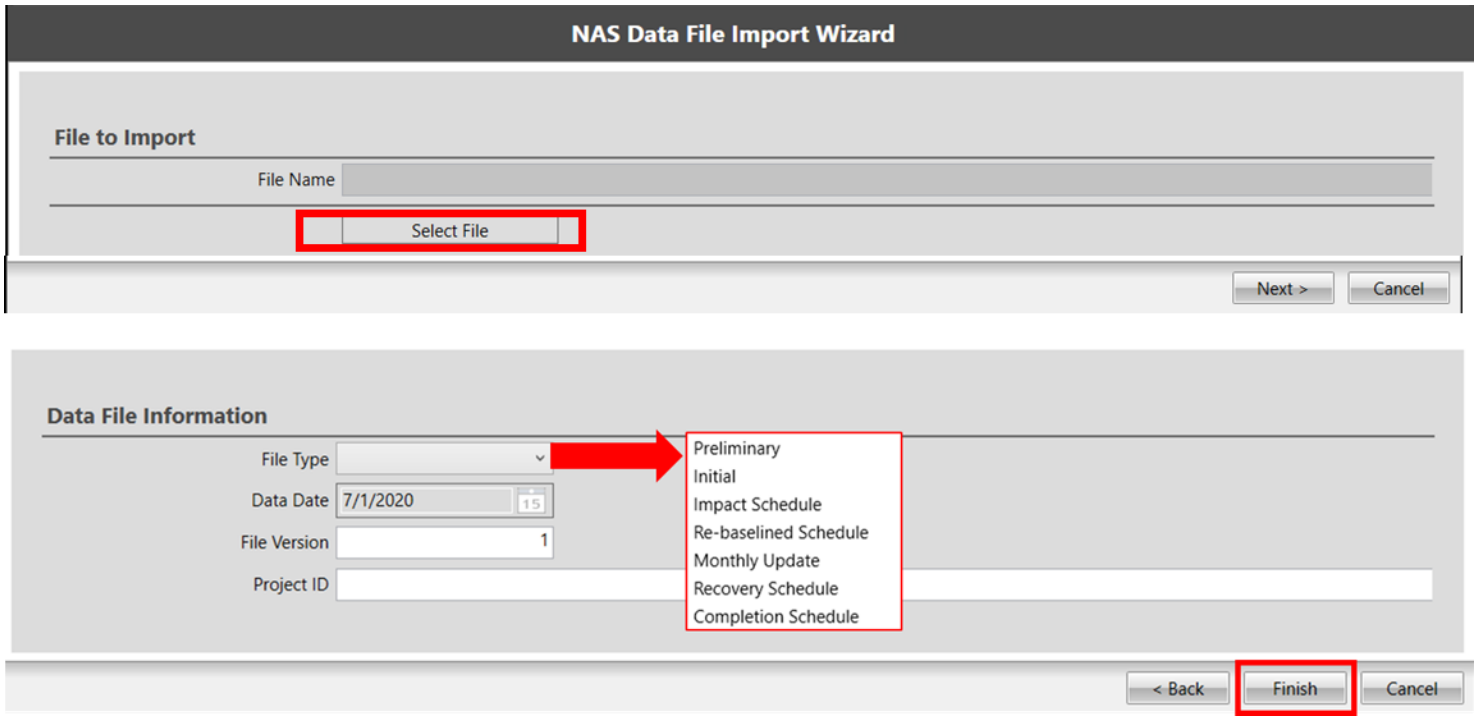
Data Date	Schedule Type	Date Imported	Date Invoice Imported	SDEF File	Approval Status
07/01/2021	Preliminary	05/06/2022		E1002586-PREL-V01	Not Requested
02/14/2022	Initial			E1002586-INIT-V01	Not Requested
02/14/2022	Initial			E1002586-INIT-V01	Accepted for Import

Network Analysis Schedule (NAS)

Import Instructions:

Click on *Select File* to navigate to the location where the data file is stored, select the file to import, and click on *Open*, then *Next*.

Note: The file should have a .txt, .xml, or .xer file extension.

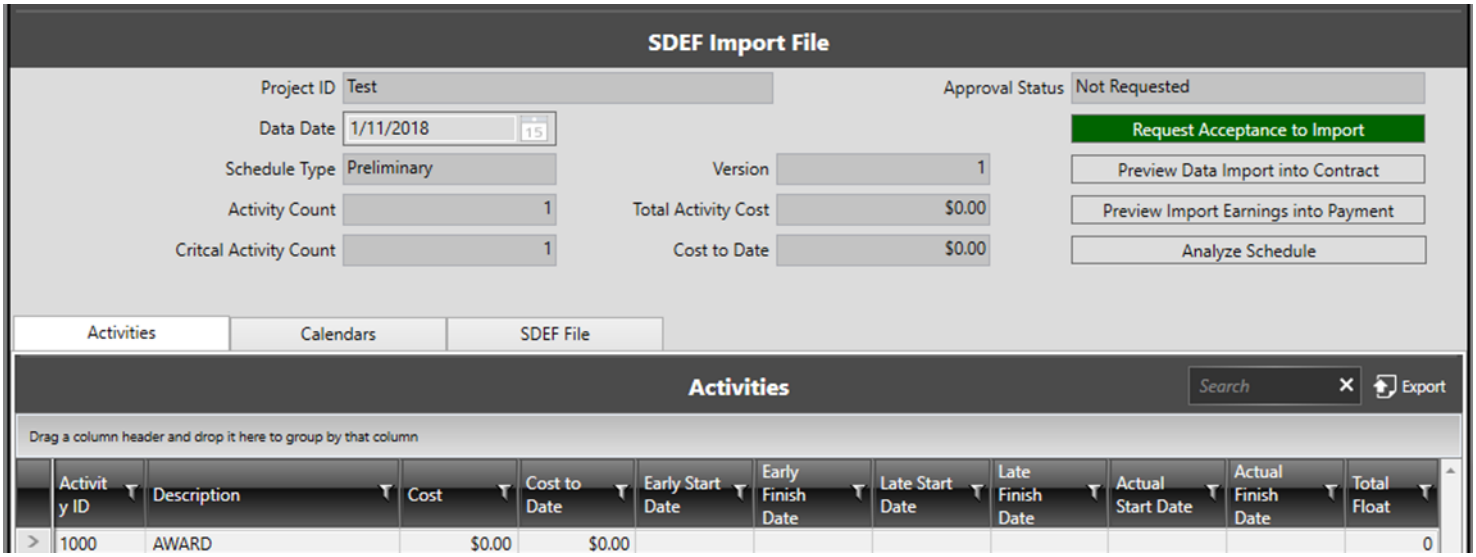


- *File Type* – Identify the purpose of the schedule file. Click in the box to select the type of schedule from the dropdown list.
- *Data Date* – This date is read from the schedule file and should represent the reporting period cutoff date. This is not an auto-populated field and cannot be edited.
- *File Version* – Use this field to differentiate revisions of the same file.
- *Project ID* – Enter a short descriptive title of the file being imported. Examples could be the project name plus the Progress Payment. The SDEF/XML update will be used to update with a version number if required. Similar to the name: "**Beaver Creek PE 12 v2**" where PE stands for Pay Estimate, 12 refers to Progress Payment 12, and v2 indicates the second version.

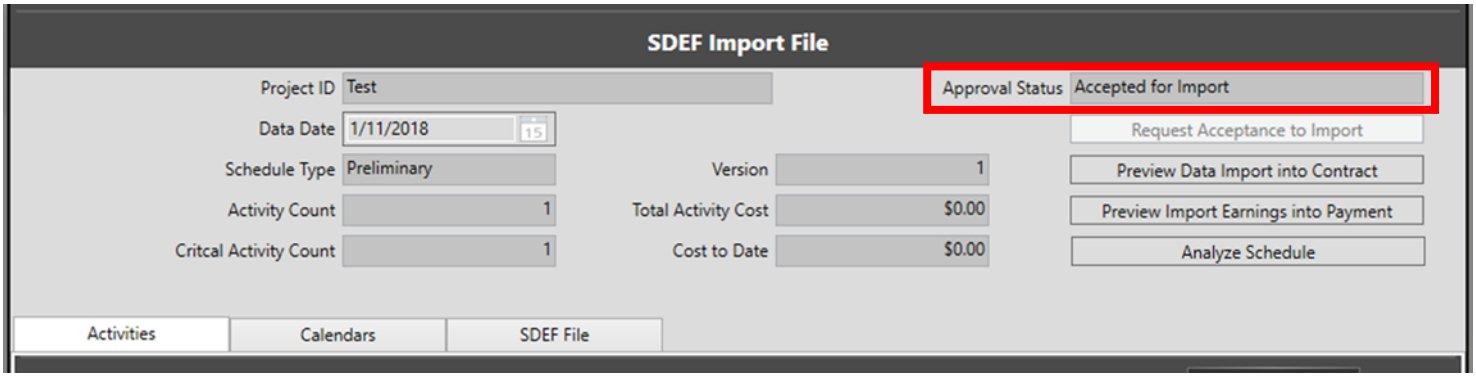
  Note: Check with the Government representative on the contract for further guidance on naming conventions.

Network Analysis Schedule (NAS)

RMS displays the contents of the file before the data can be imported into the contract. Click on the tabs at the bottom to review the data identified by the tab selected. Use the buttons of the right side of the screen to take action on the import file.



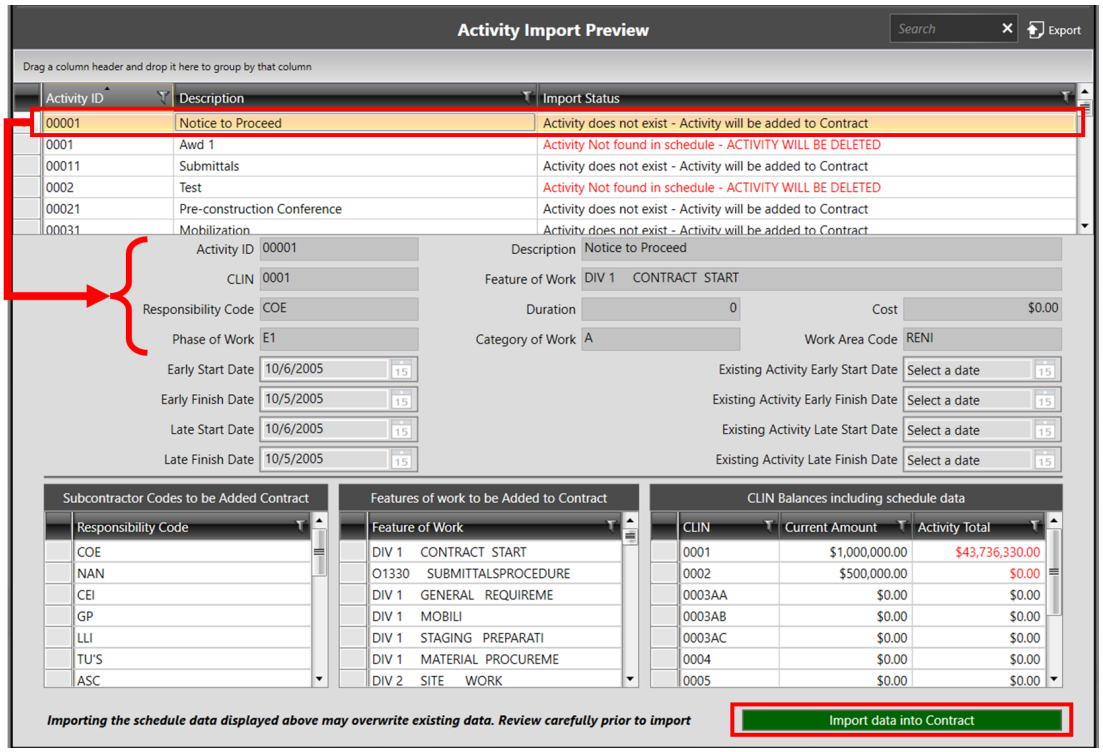
- *Request Acceptance to Import*: Click this button to request acceptance from the Government to import the file. This will transfer the next action to the Government.
- *Preview Data Import into Contract*: After the Government has accepted the request to import, Use this button to review the data and the indicated actions in the Import Preview.
- *Preview Import Earnings into Payment*: Use this feature to create a Progress Payment request with the data in the import file. This should be performed *after* importing data in to the contract.



Network Analysis Schedule (NAS)

The view below will be presented after selecting to *Preview Data Import into Contract*. At the top of the ***Activity Import Preview*** is a grid displaying the *Activity ID*, *Description*, and *Import Status* for each activity. This is the most important area of the preview as it will help with determining if there will be any issues if this data were to be imported into the contract. Use the *Import Status* column to see how this data differs from what is in RMS.

IMPORTANT: For all pay activities that exist within the contract but do not match the schedule (matched by Activity ID), the activity in the contract will be deleted and the activity in the imported schedule will be added. It is highly recommended that once an activity ID pattern is established, it is not changed for the duration of the contract.



Deleting existing pay activities can have an adverse effect on progress payments if earnings have previously been charged against the deleted pay activities. When the *Import Status* column indicates, "Activity Not found in schedule – ACTIVITY WILL BE DELETED" be sure to confirm this is an acceptable change prior to proceeding to "Import data into Contract".

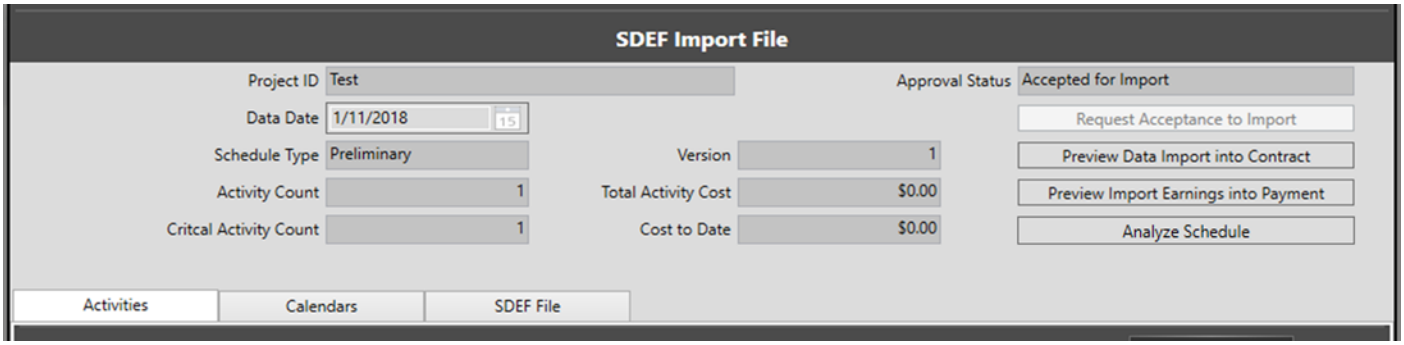
The middle section of this view displays a read-only view of the information associated with the pay activity that was extracted from the schedule.

> *Note:* Subcontractors included on the schedule with Responsibility Codes that do not match what currently exists in the contract will be added as new Subcontractors. The existing Subcontractors will remain.

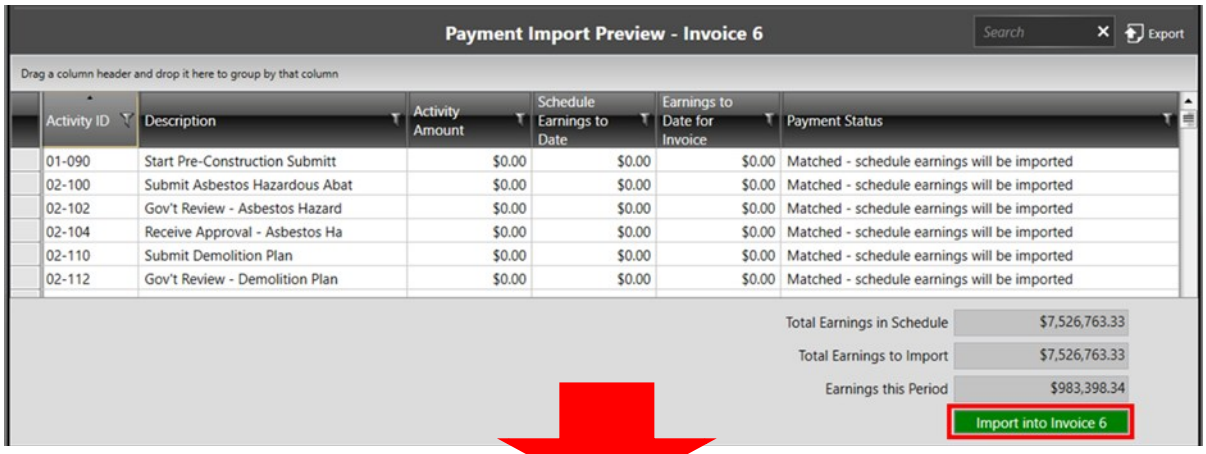
The bottom section of this view contains additional information about the data contained within the schedule

Network Analysis Schedule (NAS)

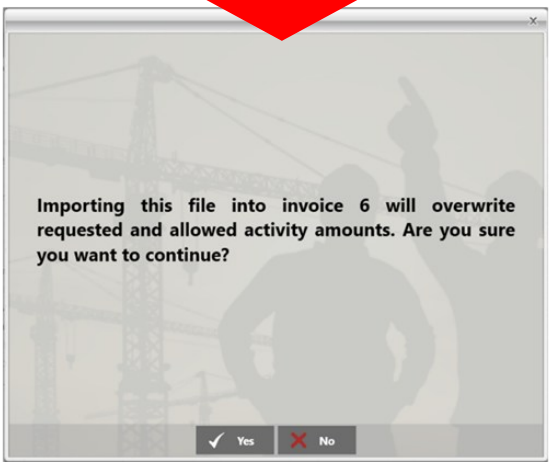
Preview Import Earnings into Payment: Use this feature to create a Progress Payment request. After Actual Start and Finish Dates and percent complete have been updated in the corresponding scheduling program, the import file can be used to create the next Progress Payment request.



There can only be one open invoice in RMS at any time. If a user attempts an import and the Government has not yet completed the previous Progress Payment, RMS will not allow the preview of this import to proceed.



Important: Clicking on the *Preview Import Earnings into Payment* button will create a new Progress Payment. If a draft Progress Payment is already in process, this button will overwrite any data already entered into the Progress Payment.

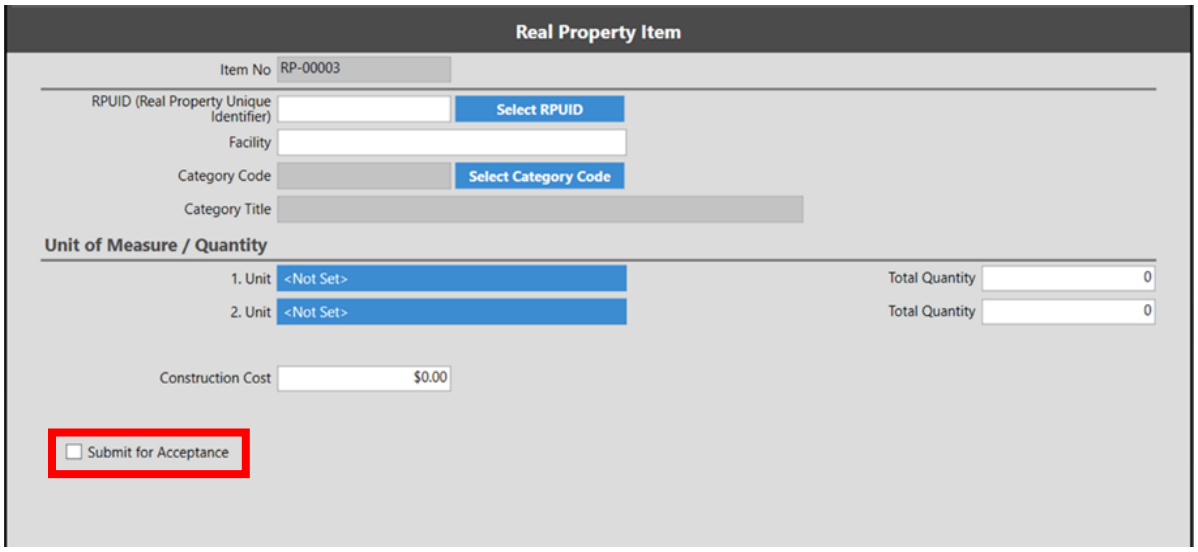


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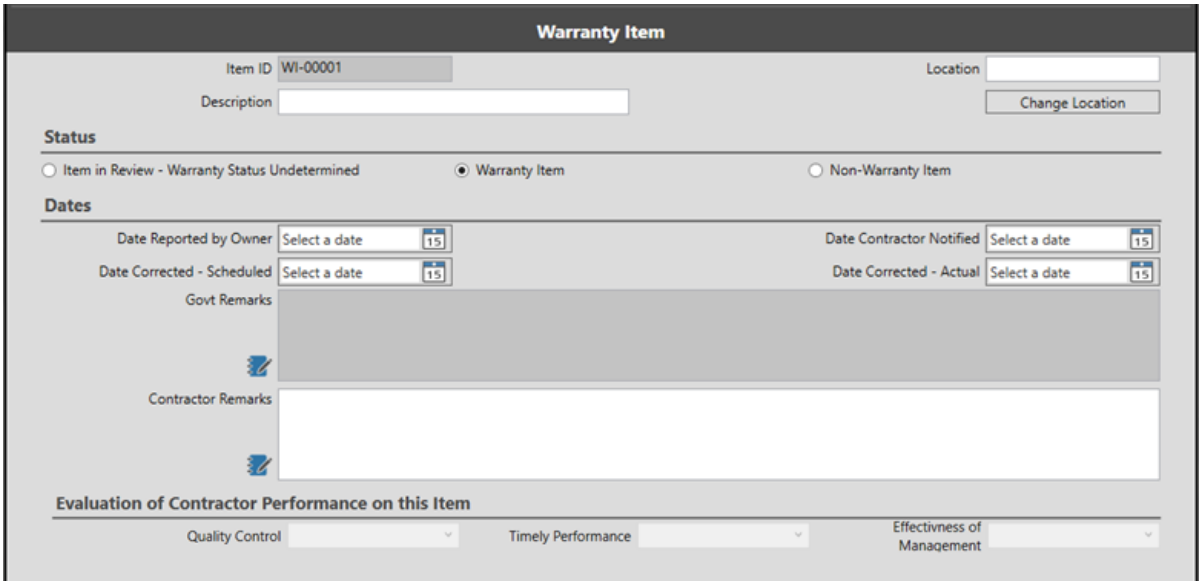
Contract Closeout



- ***Real Property***: Use this module to record Real Property items for Government review and acceptance. 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.



- ***Warranty Tracking***: Warranty items and the 4– and 9-month Warranty Inspections are found in this tab.

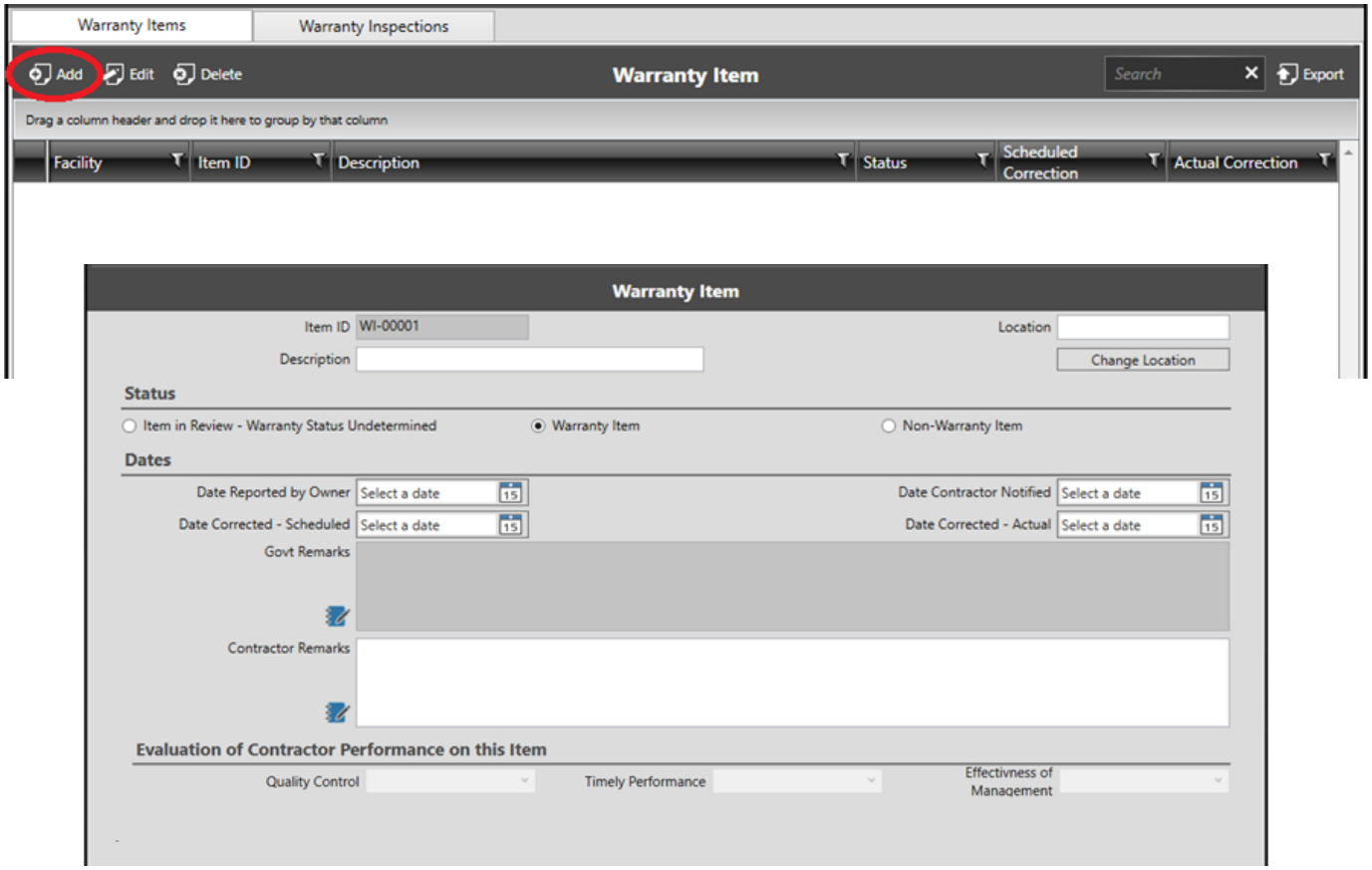


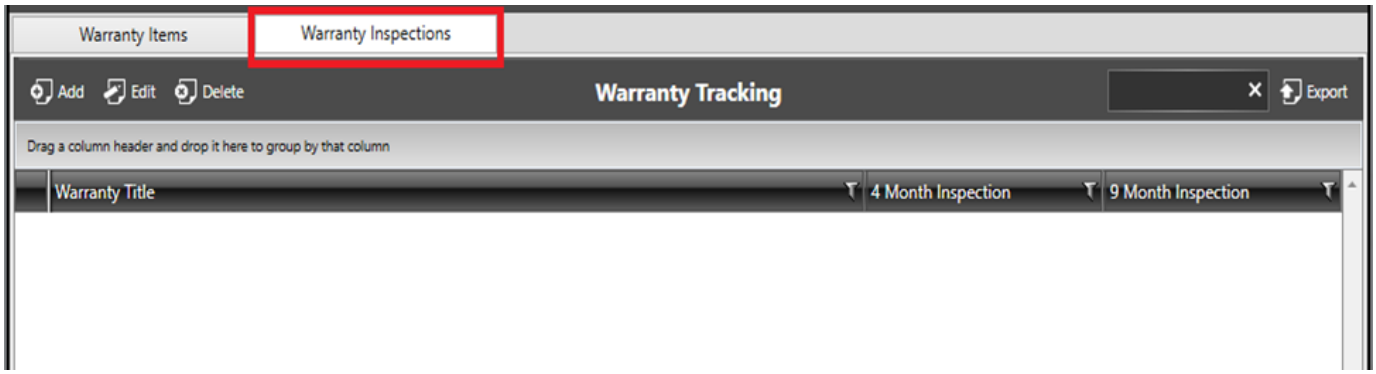
RMS Website: ***https://rms.usace.army.mil/***

Contract Closeout

Once a facility has been established by the Government, click the *Add* button and select the appropriate facility.

Navigate to the ***Warranty Inspections*** tab to enter inspection(s) for the Warranty Item(s).

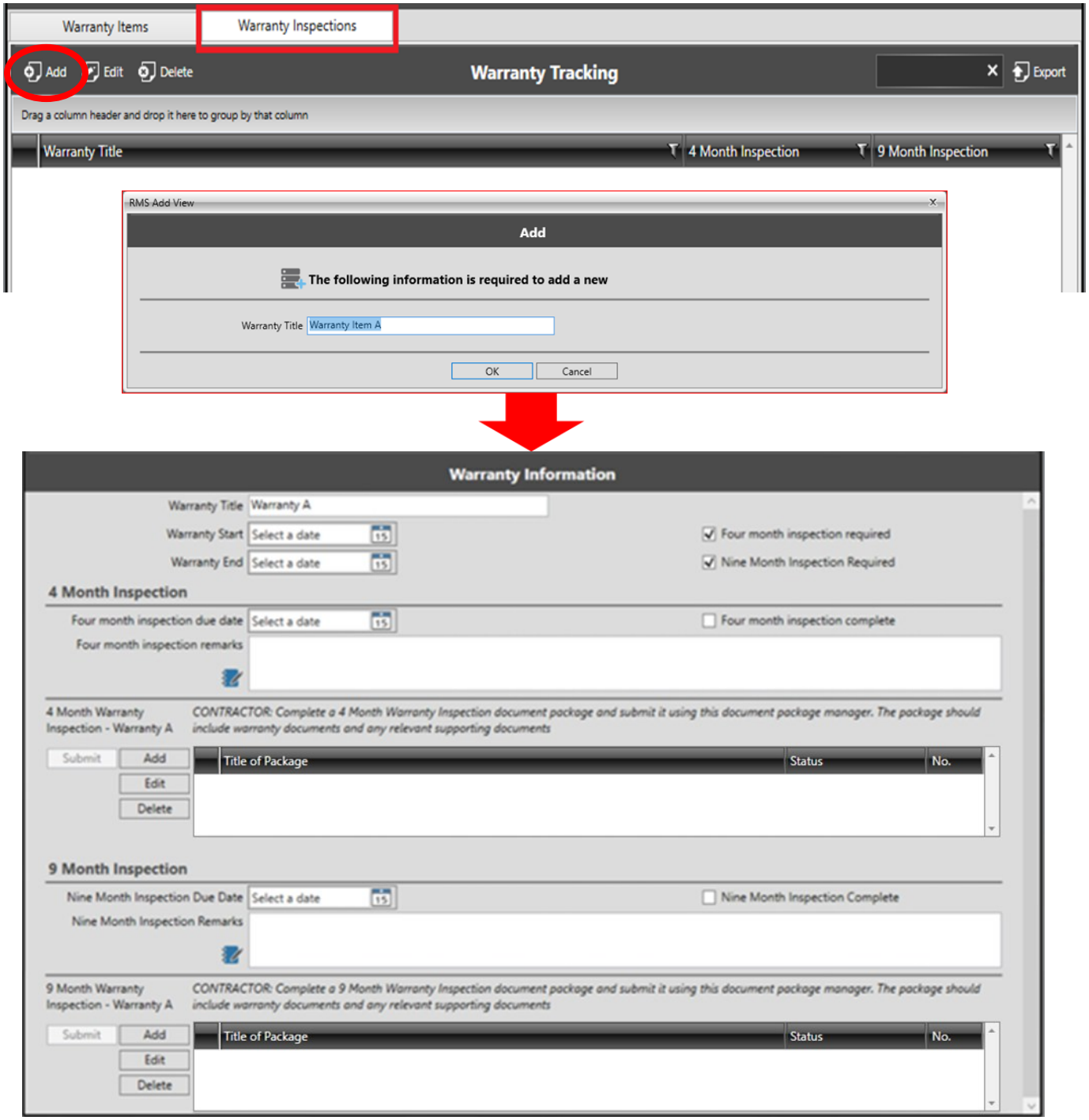




Contract Closeout

Navigate to the ***Warranty Inspections*** tab to enter inspection(s) for the Warranty Item(s).

Fields will be available for both the 4 Month and the 9 Month Inspection. If both inspections will be required, check the checkboxes for those requirements as shown below.



RMS Website: ***https://rms.usace.army.mil/***

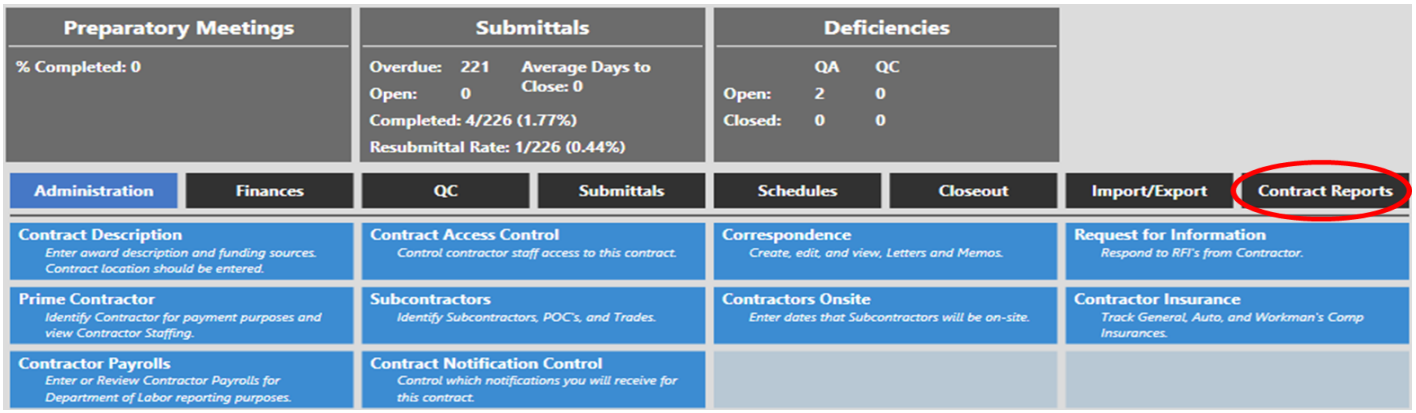
Contract Reports

The ***Contract Reports*** module provides the users with a report menu to review various data on a contract. Reports to compare data, review data, and determine status of the contract are available here. Unlike the other modules, Contract Reports opens a selection grid of reports available for the contract.

See the RMS YouTube video How to Preview Contract Reports: https://youtu.be/0iG1jmB_8vo

Contract Reports Layout

To start, navigate to the ***Contract Reports*** module.

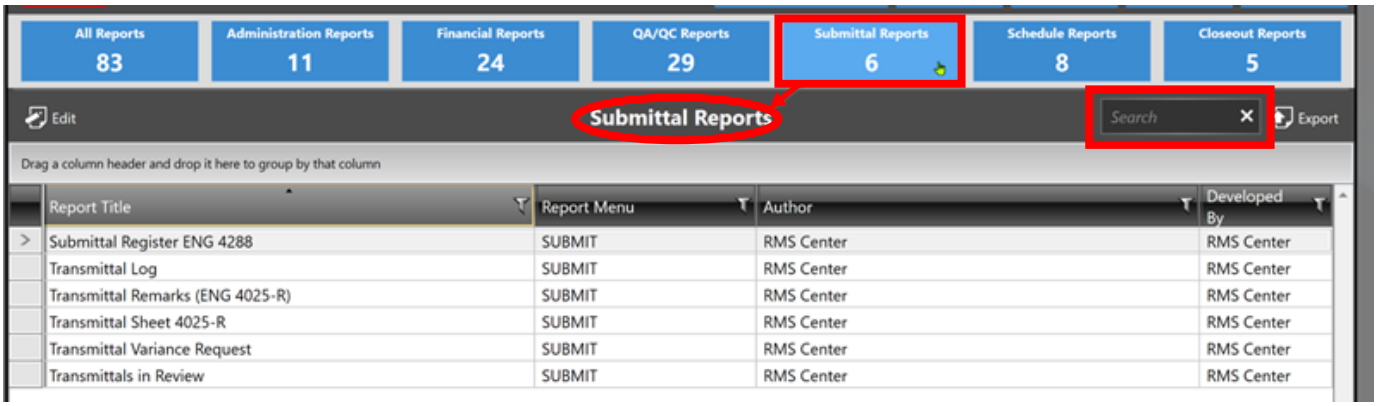


The image displayed below is the default view when entering the module. The blue tiles across the top, are filter tiles to reduce the number of reports displayed by topic.

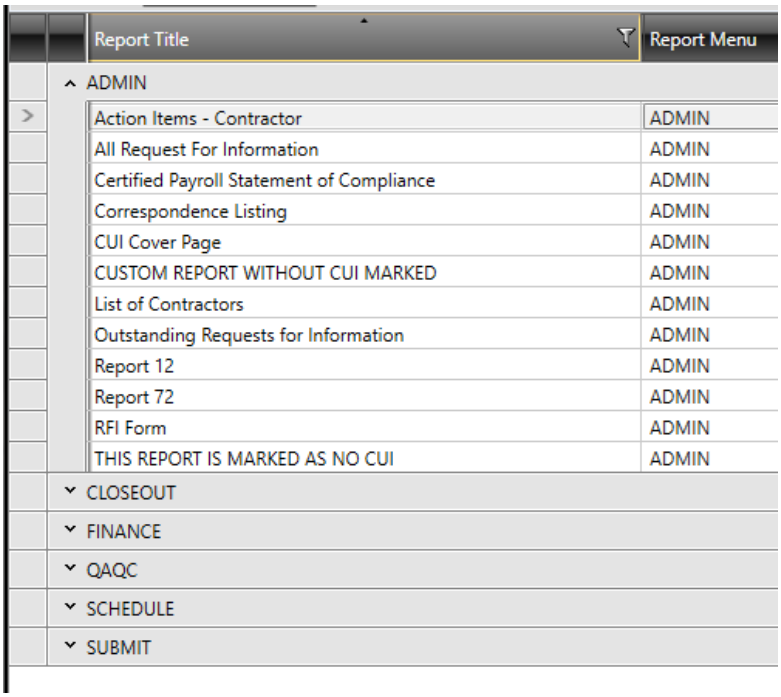


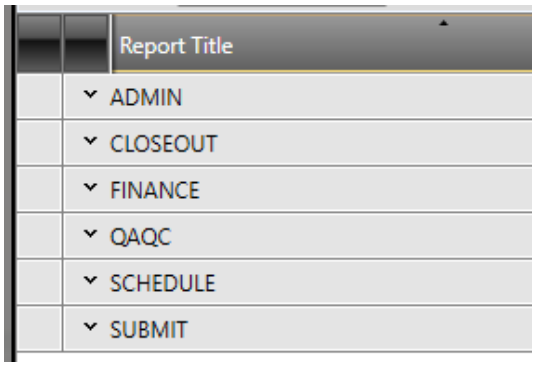
Contract Reports

The name displayed in the center of the search bar will show display the title of whichever filter tile was selected for viewing.



The *Search* box on the right side above the expandable categories provides a way to quickly locate a specific report. The report menus displayed in the ***All Reports*** tile can also be expanded or collapsed as shown below.

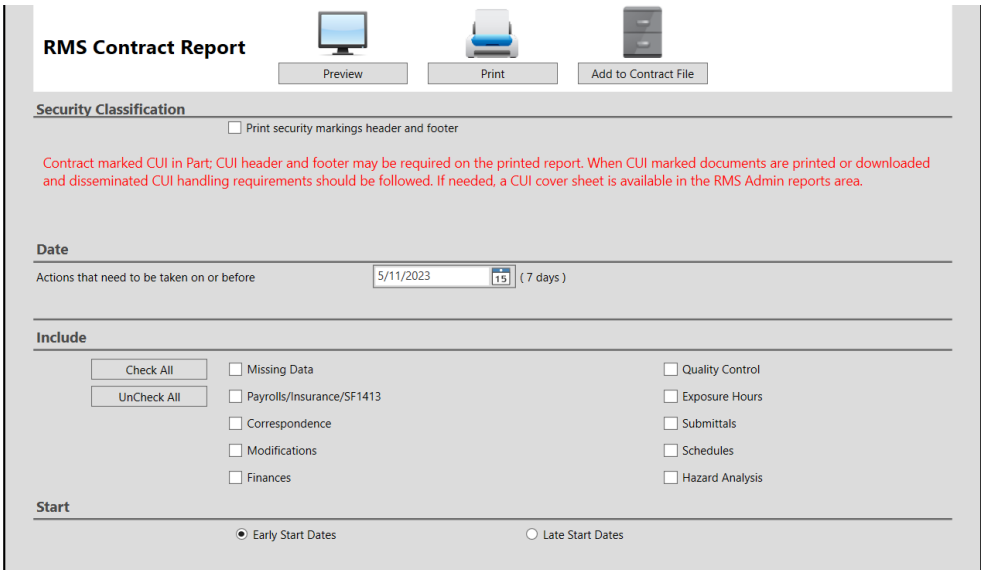




Contract Reports

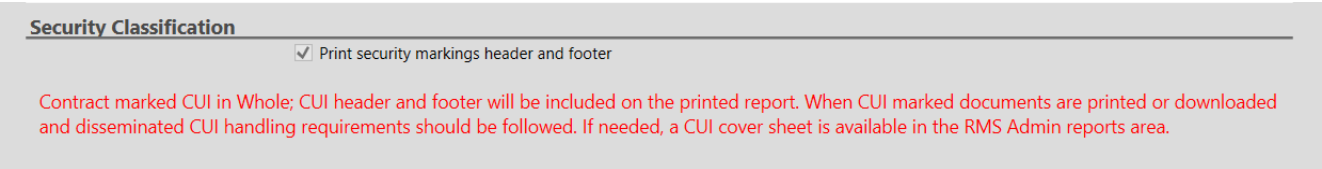
Running a Report:

To run a report, locate the report in the list and double click on it. Some reports have additional report parameters that may be selected. Next, make any necessary selection for required data inclusion. The example below shows the available options for the Action Items – Contractor Report under the Administration category. The options will differ based upon which report is being run.

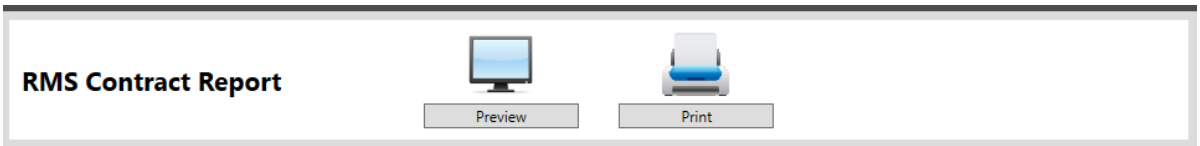


Security Classification

A selection is available for the printing of security markings on reports, as well. In the image above, the Contract is marked as CUI – In Part, therefore, the *Print security markings header and footer* checkbox will active for editing but not automatically selected. When the Contract is marked as CUI – Whole, this checkbox will be automatically selected and restricted for editing. All reports in a CUI in Whole Contract will print with the security markings header and footer specified in Contract Setup in Government Mode.



Once the options have been selected, the reports can be previewed, printed, or added directly to the contract file by choosing one of the gray boxes at the top of the screen.



RMS Website: ***https://rms.usace.army.mil/***

Resources

Help Desk Contact Information: .....(442) 333-1011

Help Desk Ticket Link: .....RMS Support Center - Jira Service Management (atlassian.net)

RMS Website: .....Government Home Page - Resident Management System (army.mil)

RMS YouTube Channel: .....RMS Support Center - YouTube