United States Corps of Engineers

RMS Quick Reference Guide for Government 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 Assurance
- Progress Payments
- 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, RMS provides everything the COR needs to properly review contract status and contract administration. This includes the collection of documentation needed for quality assurance/control.

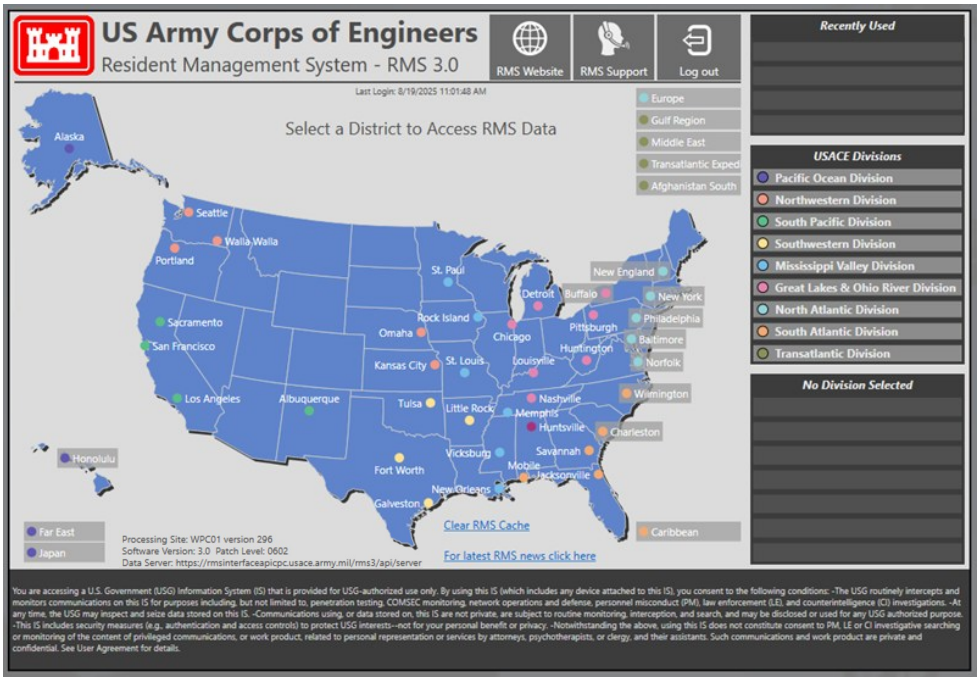
For the Contractor, RMS provides ease of contract administration, planning, scheduling, reporting, and corresponding with the Government.

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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 Government Mode

To gain access to RMS, the RMS Launcher must be installed on the laptop/computer. For Government users, there are two ways to get the RMS Launcher:

1. Request the software through USACE software request portal, also known as Service Catalog: https://usace.servicenowcloud.mil/sp or go directly to the App Portal: (https://app-portal.usace.army.mil/esd/Home) and search “Resident Management System”, then proceed through CEIT installation process.
2. Click on the *Download RMS For Government* 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 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 CAC record has been created 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 folder labeled “RMS3” on the user’s local machine.
It is recommended that the program be installed from the App Portal since this method sets all permissions automatically.

Helpful links:

- How to Install RMS through the App Portal: https://www.youtube.com/watch?v=X79--2JiUTI
- How to Reinstall RMS (GOV/KTR): https://www.youtube.com/watch?v=3gTgMn1eC_o

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 Reports - YouTube
- "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.

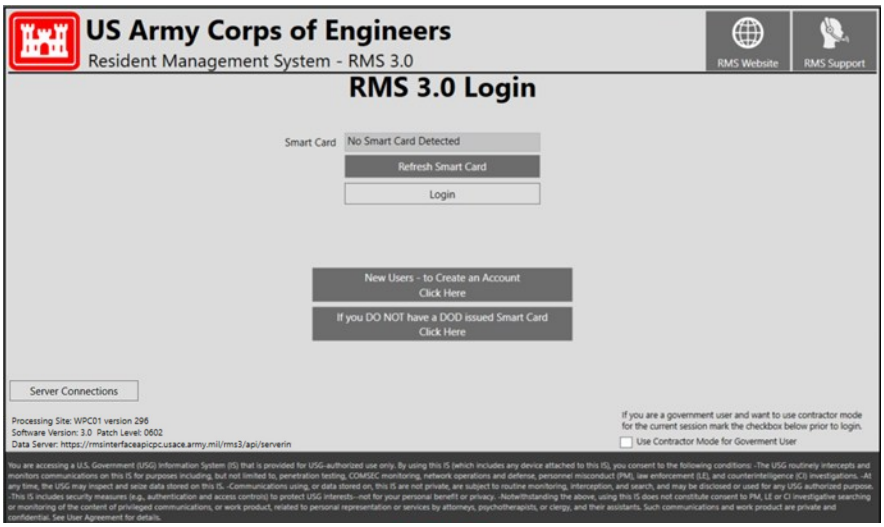
Becoming Familiar with the RMS Login Screen

If a CAC is inserted and username is not displayed on the login screen, click on the *Refresh Smart Card* 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

USACE Map and District Selection

Access to Districts will be based on what has been assigned to the user's single login.

On the USACE Map, the USACE District offices are color coded to match the respective USACE Division.

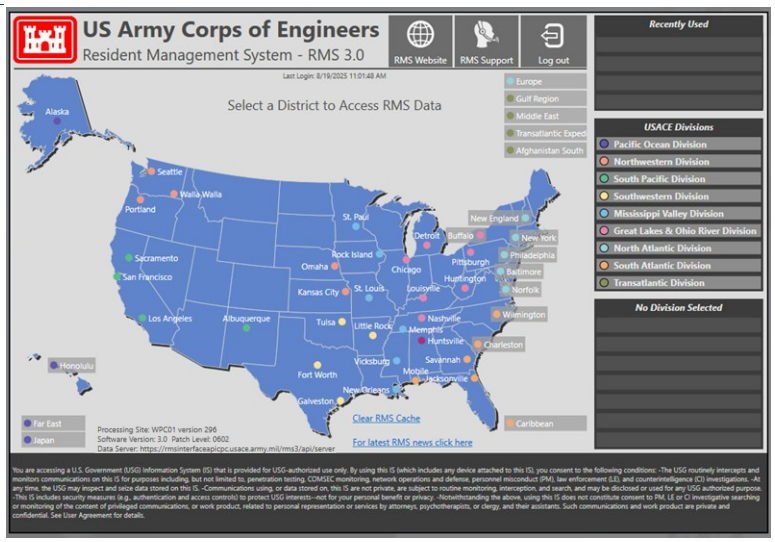
Click on a USACE Division to see which Districts are tied to the Division.

To find a contract in RMS GM, click on the District with which the contract is associated.

If access to a specific District is needed, contact the District's District Administrator.

If access has been granted to a District, but it is still inaccessible, please contact the Help Desk.

[RMS Support Center - Jira Service Management (atlassian.net)]



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:

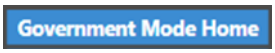
Refreshes data view. On occasion, screens may not immediately reflect entered data. When this occurs, click on the *Refresh* button to update data shown on the screen.

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 *Government 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.

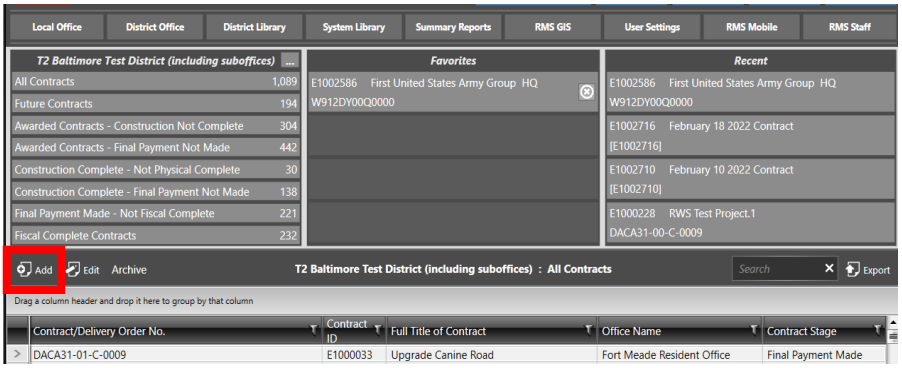


The *Log Out* Button:

Logs user out of RMS.

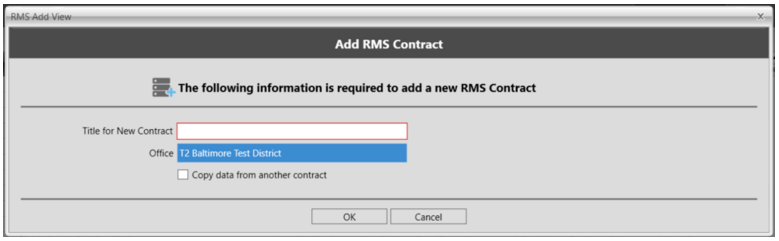
Contract Setup

To start, click on the *Add* button in the Contract Selection View to create a new contract.



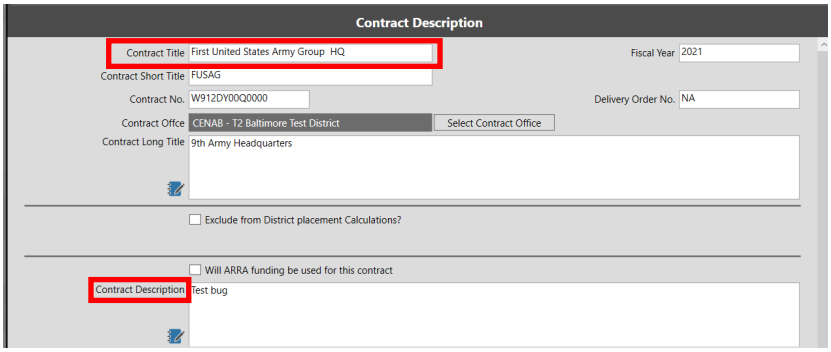
Enter the *Title for New Contract* and administering *Office*.

> *Note:* If data from an existing contract can be re-used in this contract, check *Copy data from another contract* checkbox.

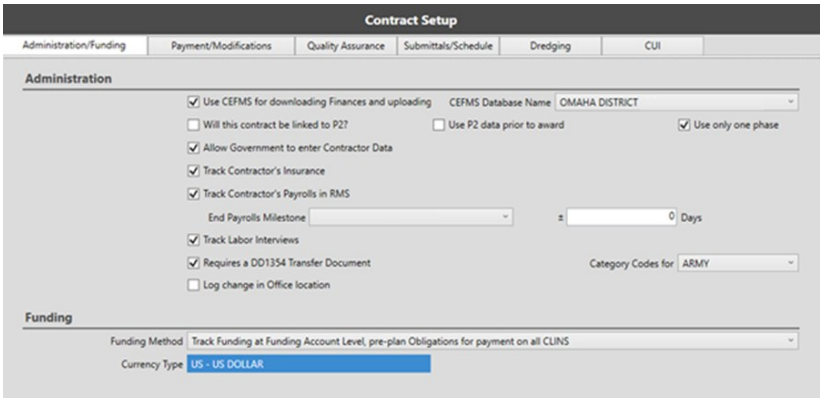


From the ***Contract Menu***, click on the ***Administration*** tab and then select the ***Contract Description*** module.

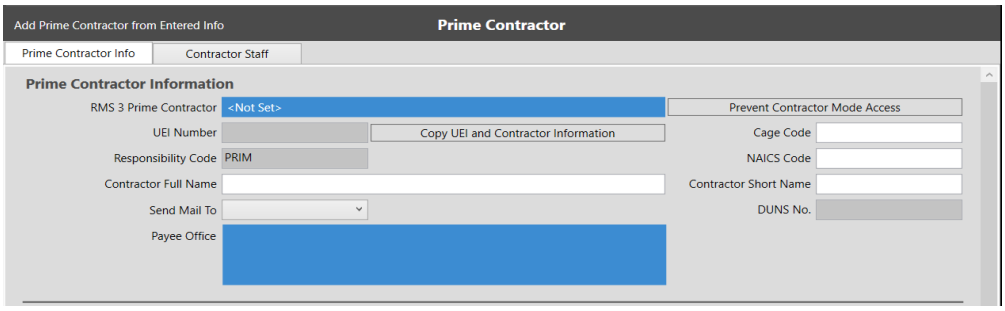
Enter *Contract Description* and all required fields.



Go to the ***Contract Setup*** module and enter required data for each tab.



Go to the ***Prime Contractor*** module and enter the Prime Contractor Information and Contractor Staff.

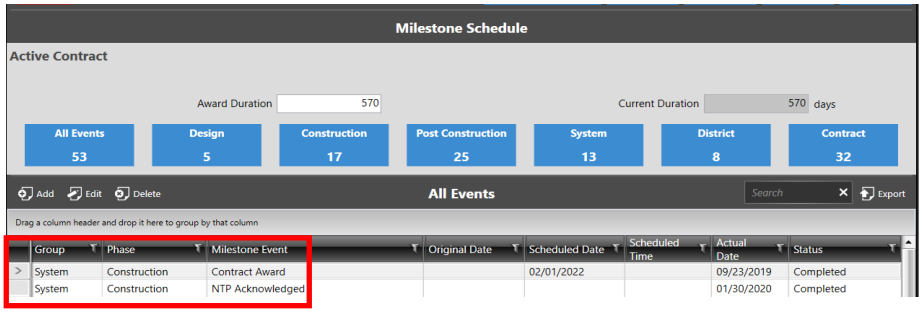


RMS Website: ***https://rms.usace.army.mil/***

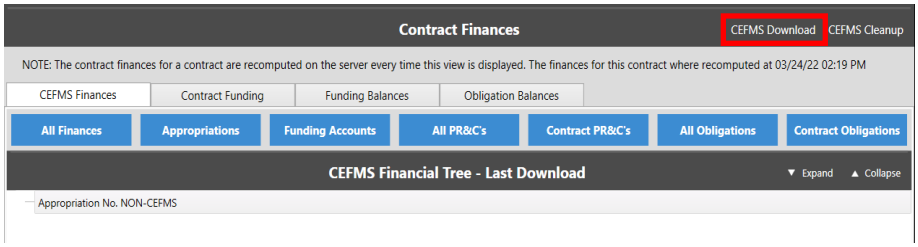
Contract Setup

Go to the ***Schedules*** tab, then go to the ***Milestone Schedule*** module.

Enter the date for *Contract Award*, *Award Duration*, and the date for *NTP Acknowledged*.

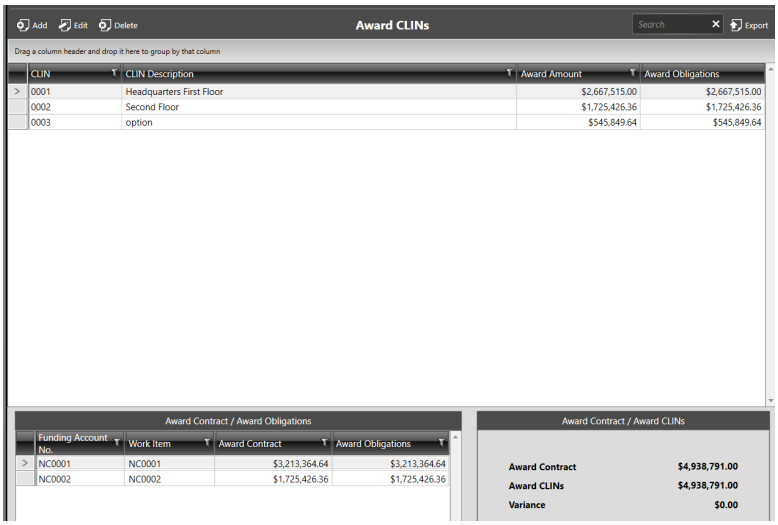


Go to the ***Finances*** tab, then go to the ***Contract Finances*** module and click on the *CEFMS Download* button to bring in financial information.



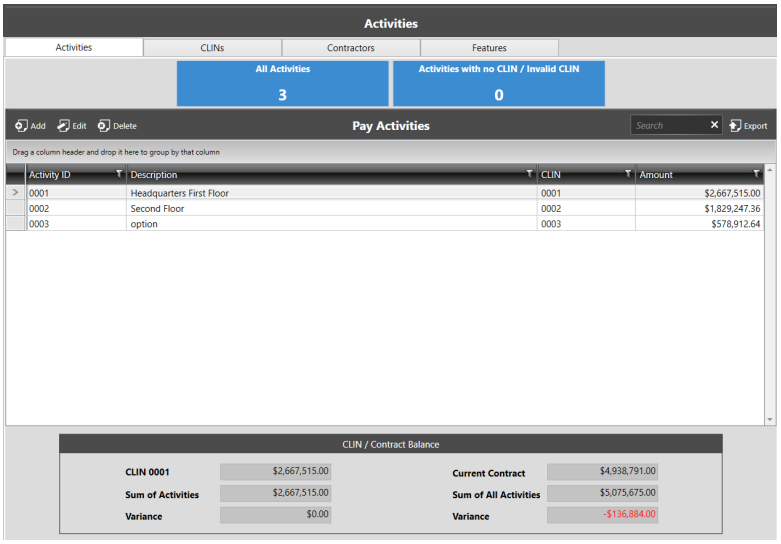
Go to the ***Award CLINs*** module and add Contract Line Item Numbers (CLINs), subCLINs, CLIN/subCLIN description, and award amount.

Select the appropriate Funding Account.



Go to the ***Pay Activities*** module.

All Pay Activities entered in the contract can be reviewed here. Using the tabs at the top of the screen, Pay Activities can be reviewed per CLIN, per Contractor, and/or per Feature, as well.



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

Milestone and Activity Schedule

All durations in RMS are in CALENDAR DAYS, not work days.

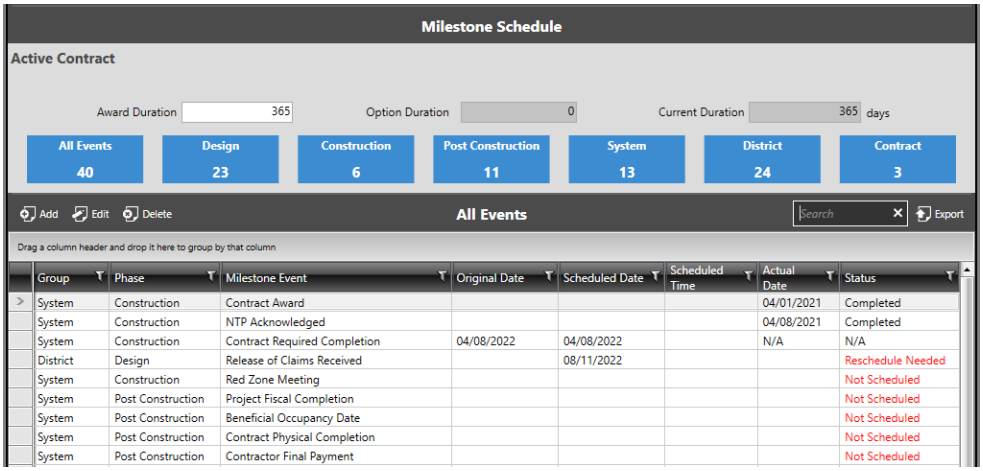
The *Original Date* (when available) is the anticipated date at the time of Contract Award, the *Scheduled Date* is the currently scheduled date, and the *Actual Date* is the actual date the event occurred.

Once entered, the *Original Date* is **never** changed.

An *Actual Date* **cannot** be in the future.

There is currently NO report within RMS that will print all milestones on a specific contract.

Navigate to the ***Schedules*** tab and select the ***Milestone Schedule*** module. The blue filter tiles at the top allow filtering of milestones by: *All Events*, *Design*, *Construction*, *Post Construction*, *System*, *District*, and *Contract*.



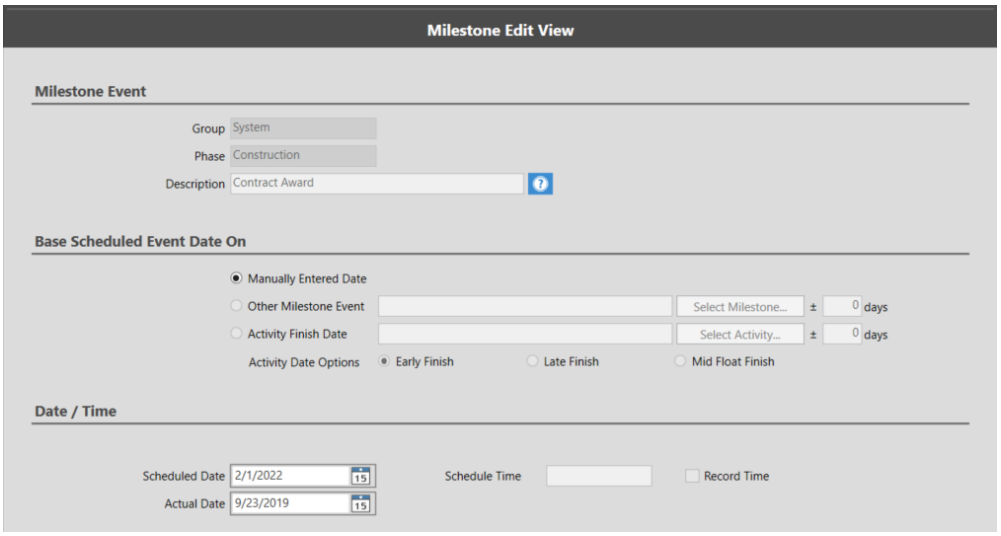
If the contract contains multiple phases, then a phase selection will be required before viewing the Milestone Schedule.

System and District milestones cannot be deleted.

Additional milestones for the contract may be added by clicking the *Add* button.

Milestone Information:

The *Phase* options include Design, Construction, or Post-Construction. This field is restricted for System milestones.



The *Description* is the name of the event.

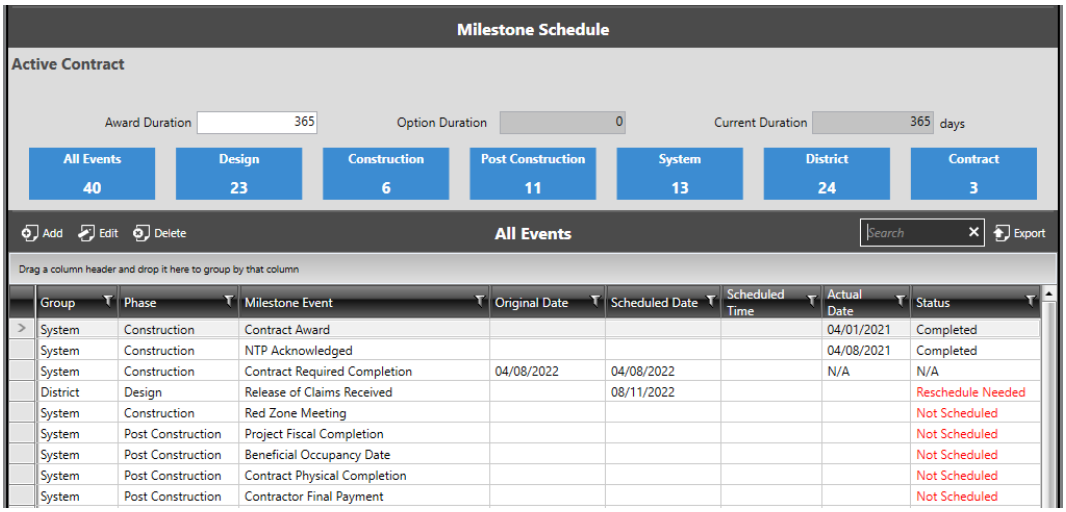
Scheduled Date/Time: The event's scheduled date/time can be set manually, or it can be based on activities or other milestones in the *Base Schedule Event Date On* section. Check the *Record Time* box to record the time of the event in the *Schedule Time* field.

Actual Date: Enter when the event occurs.

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

Milestone and Activity Schedule

Enter the *Award Duration* in calendar days. If a completion date rather than a duration is shown on the contract, this may take some additional effort.



However, if a Scheduled or Actual NTP Acknowledged Date is established, RMS can automatically calculate the Contract Required Completion Date by adding the duration to the NTP Acknowledged Actual Date. This will allow the user to iterate the duration to achieve the correct completion date.

The *Option Duration* will display the amount of days added or subtracted via Contract Modification. The *Current Duration* is calculated by adding time extensions in completed modifications to the Award Duration. This value cannot be manipulated manually.

The table below provides a brief description of each of the mandatory milestones and the entry for each.

Milestone Event	Original Date	Scheduled Date	Actual Date
Contract Award		Optional.	The date the government (Ordering/Contracting Officer) signs the DD1155, SF50, or the SF1442
Design NTP Acknowledged	**This milestone appears only on Design-Build Contracts.**		
		Optional.	NTP Date.
Construction NTP Acknowledged		Optional. If entered, RMS calculates the *Required Completion Date to allow for placement*	The date of the NTP letter issued by the Contracting Officer. A task order award (DD1155) may state the NTP date, and a separate letter is not issued.
Required Completion		RMS calculates by adding the *Original and Current Contract Duration (respectively) to the Construction NTP Acknowledged Date (Scheduled Date until the Actual Date is entered)*	
Construction Completion		Sometimes referred to as the "Substantial Completion Date"; the date the work is accepted by the Corps of Engineers. This should match the current Required Completion Date.	An actual date here without *BOD Actual* indicates the Corps has accepted the facility from the contractor and released the contractor from liability, but the user has not accepted the facility. The Corps of Engineers has full responsibility over anything that happens to the project.

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

Milestone and Activity Schedule

Milestone Event	Original Date	Scheduled Date	Actual Date
Design Approved	This milestone appears only on Design-Build Contracts.		
	RMS calculates by adding Original Design Duration to Design NTP Acknowledged	Self-explanatory	Actual date design was approved.
Beneficial Occupancy Date	The determination of *Original and Scheduled BOD* must be coordinated with the Project Manager. Once entered, does not change	When initiating a contract in RMS, the original and scheduled dates are the same.	The date the user physically takes possession of the project – the date the Transfer DD1354 was signed. If partial or phased BOD is taken, enter the date ONLY when the user accepts all of the work (the final partial). This can occur before, after, or simultaneously with the *Construction Completion* dates. Rarely should BOD *Actual* occur without an *Actual Construction Completion* date.
Construction Complete – Physical		Linked to *Construction Completion Date*.	Entering an *Actual date* changes the contract from "Active" to "Construction Complete – Physical". Do NOT enter without first entering the actual Construction Completion Date.
Construction Complete – Fiscal		Linked to *Construction Complete – Physical* as described in the district SOP.	Input by the District when the Contract is Fiscally Completed. Entering the *Actual* date changes the contract to "Construction Complete – Fiscal."
Transfer Document Date		Should match the current scheduled BOD.	The date the user/receiving agency signs the transfer document (DD1354).
AE Evaluation Date	This milestone may be disabled for a contract when an AE evaluation is not required		
		Linked to *Construction Completion Date* (see district SOP).	The date the AE Evaluation is completed and sent to the District AE branch.
Contractor Evaluation Date	This milestone may be disabled for a contract when an evaluation is not required.		
		Linked to *Construction Completion Date* (see district SOP).	The date the Contractor Evaluation is signed by the ACO or CO.

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.

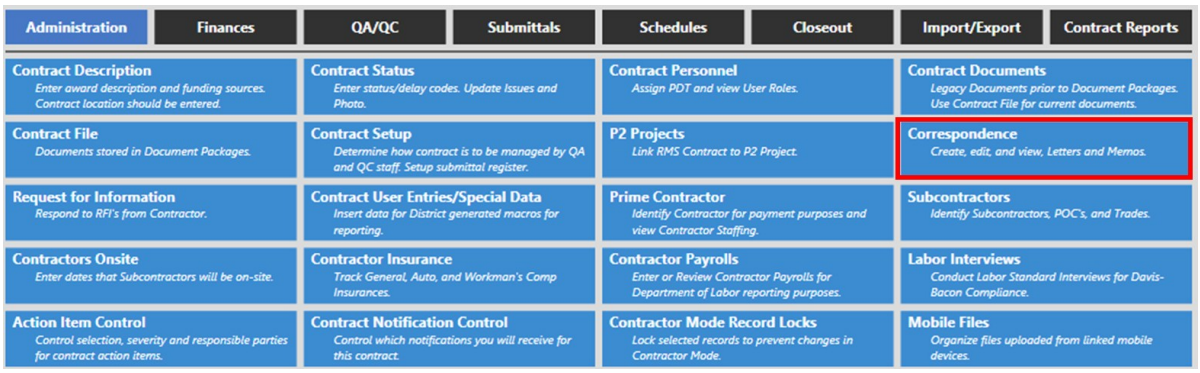
If multiple responses for the same correspondence are sent from the Contractor, only the first response to a particular correspondence is accepted. Subsequent responses are ignored. There is no priority placed on one office over another office.

Correspondence Phases:

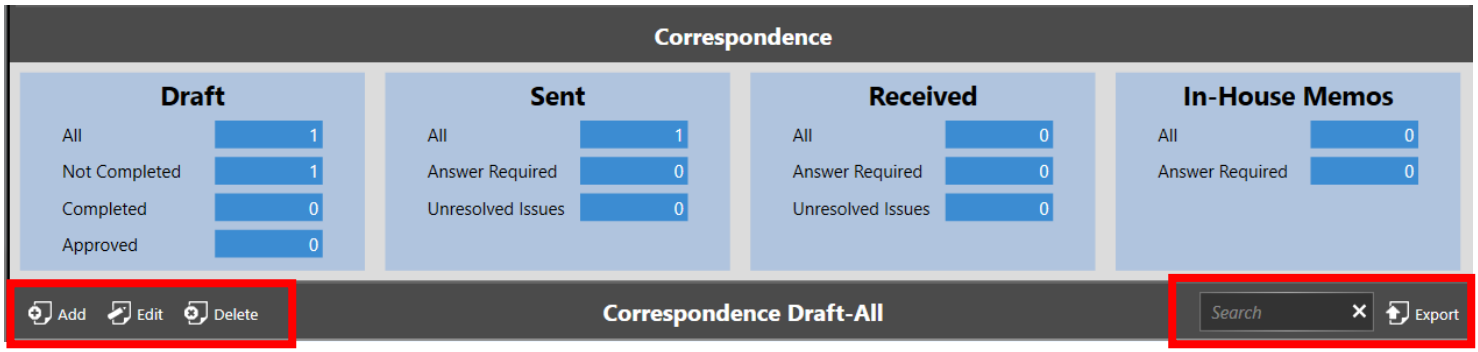
- *Draft* – Incomplete correspondence, not yet transmitted to recipient
- *Sent* – Completed correspondence, transmitted to recipient
- *Received* – Correspondence received from the sender
- *In-House Memos* – Memoranda sent to other offices in Corps of Engineers

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.



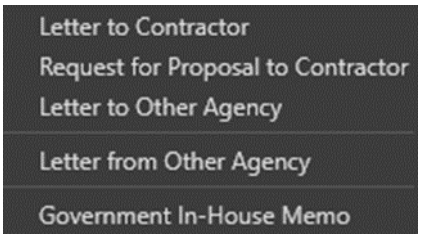
To add, edit or delete existing correspondence, click on the corresponding icons as indicated above. The *Search* field and *Export* button are located on the right side of the window. The *Export* button will generate either an Excel or PDF exported document.

RMS Correspondence

To Add Correspondence:

Click the *Add* icon 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 to the Contractor are serialized with C-####
- Request for Proposal is serialized with RFP-####
- Government In-House Memo is serialized wit MEM-####

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.

Notes:

- Request for Proposal – Before the Add Correspondence screen is displayed, a change request number must be selected. Select the change request and click *OK*.
- Letter to/from Other Agency – Before the Add Correspondence screen is displayed, a pop-up will automatically be displayed to select the agency. Select the agency and then click *OK*. Click *OK* on the following screen to generate the serialized tracking number.
- To finalize received correspondence, check the *Accept Letter* checkbox. To finalize Government-created correspondence, select the *Letter Sent* status from the *Sent Status* drop-down menu. These actions will complete any Document Packages with documents attached, and the contractor will be able to view those documents.
- Once a correspondence letter has been marked as accepted or *Letter Sent*, this action cannot be reversed.

To Edit Correspondence:

To edit a correspondence document, select (highlight with focus bar) the document of interest in the Correspondence Selection view and click *Edit* or double click 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 the Document Package.

Notes:

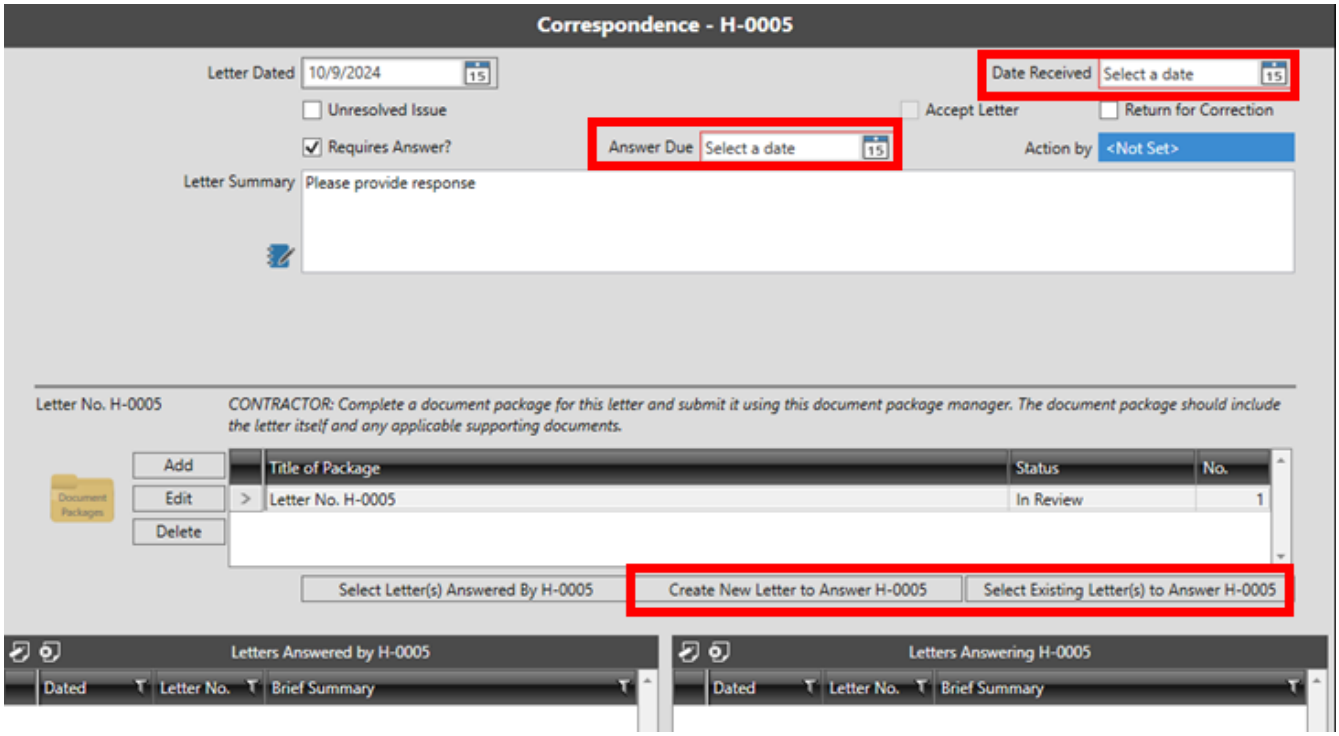
- Once a correspondence is sent by the Contractor to the Government, it is locked and cannot be edited.
- Once correspondence is approved by the Government, it cannot be edited.

RMS Correspondence

To Answer Correspondence

Navigate to one of the *Received* filter tiles to view correspondence received from the Contractor. If an answer was required, click on the *Answer Required* tile. Select the correspondence to open for review.

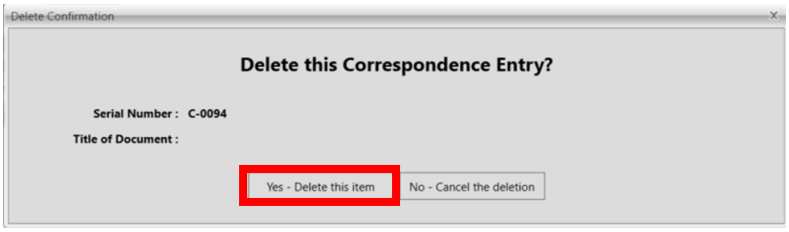
Enter the *Date Received* and *Answer Due* dates. A user can also be assigned to answer the correspondence by selecting a user from the lookup in the *Action by* field. Use the *Create New Letter to Answer…* button to create a new answering correspondence. Use the *Select Existing Letter(s) to Answer…* button to select an existing correspondence that can be used to answer the letter. Any letters created and/or linked to the correspondence will be listed in the *Letters Answering…* box.



Once all data has been determined corrected and additions added, check the *Accept Letter* checkbox to accept both the letter and all associated Document Packages that contain documents. Conversely, if something is missing or incorrect, check the *Return for Corrections* checkbox to return both the letter and all associated Document Packages that contain documents.

To Delete Correspondence:

To delete a correspondence document, select (highlight with focus bar) the document of interest and click the *Delete* icon. 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.

In order to keep construction contracts on schedule, it is best to provide complete and prompt responses in the event that the Contractor requests more information and/or clarification. If Contractors do not receive responses within a reasonable amount of time, this could lead to delays and conflicts, which could also lead to legal claims and extra expenses.

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.

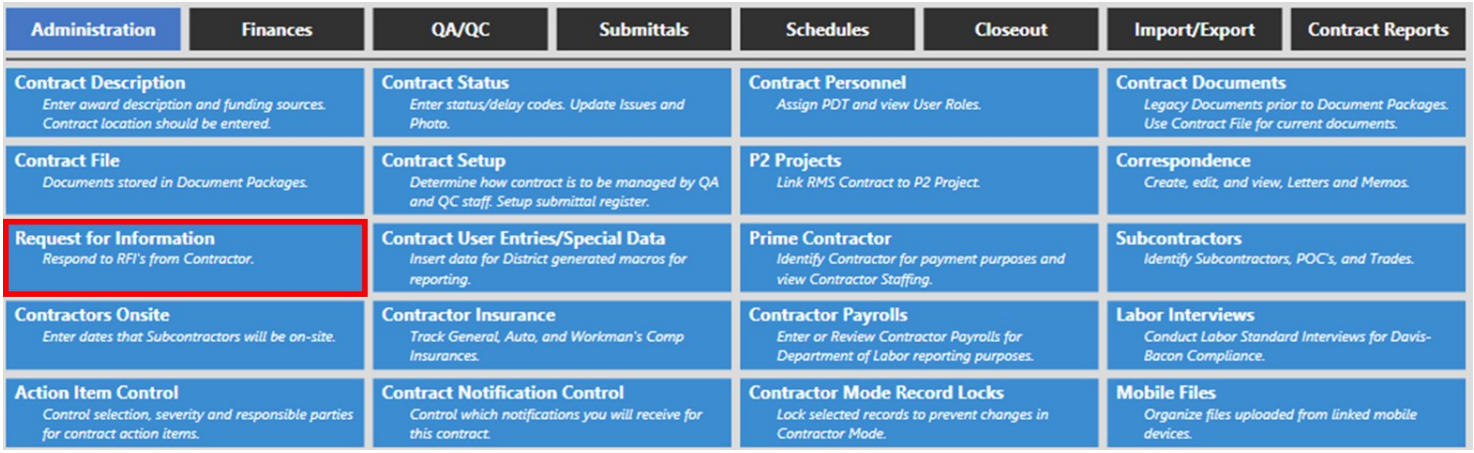
The ***Request for Information*** module allows documents to be loaded via the RMS Document Package Manager.

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 alternation is proposed



RMS Request For Information (RFI)

RFI Workflow:

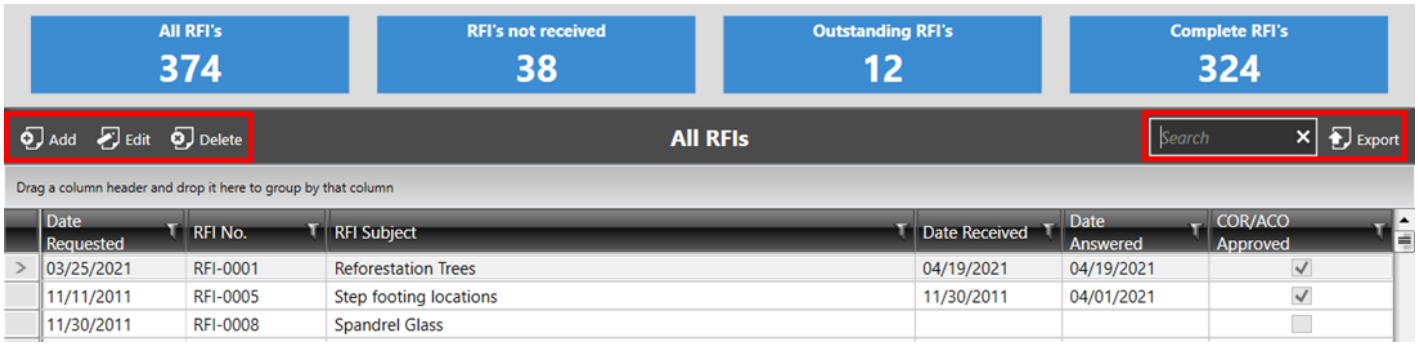
1. Contractor initiates RFI request from the Government.
2. The Government receives and reviews the RFI by required departments (Architect, Engineering, etc.).
3. The Government consolidates comments and sends RFI to Engineering Manager for additional review and response.
4. Once all reviews are collected, 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.

Once the Request for Information Selection view is displayed, all RFI requests for the selected contract will be displayed. 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 icons as indicated.
- Located on the right hand side is a Search field and an *Export* button.
  - The export window will allow the user to select to export the RFI to an Excel or PDF document.

The RFI Selection view screen is divided into three parts.

- Dashboard information
- List of all RFIs displayed
- RFI summary view panel for selected RFI



RMS Request For Information (RFI)

Entering RFI Response:

In most cases, the Government users are not allowed to add Contractor data. There may be rare cases where the Government user is allowed to add RFIs for the Contractor, however, this guide will address the required Government responses to RFIs that were created by the Contractor.



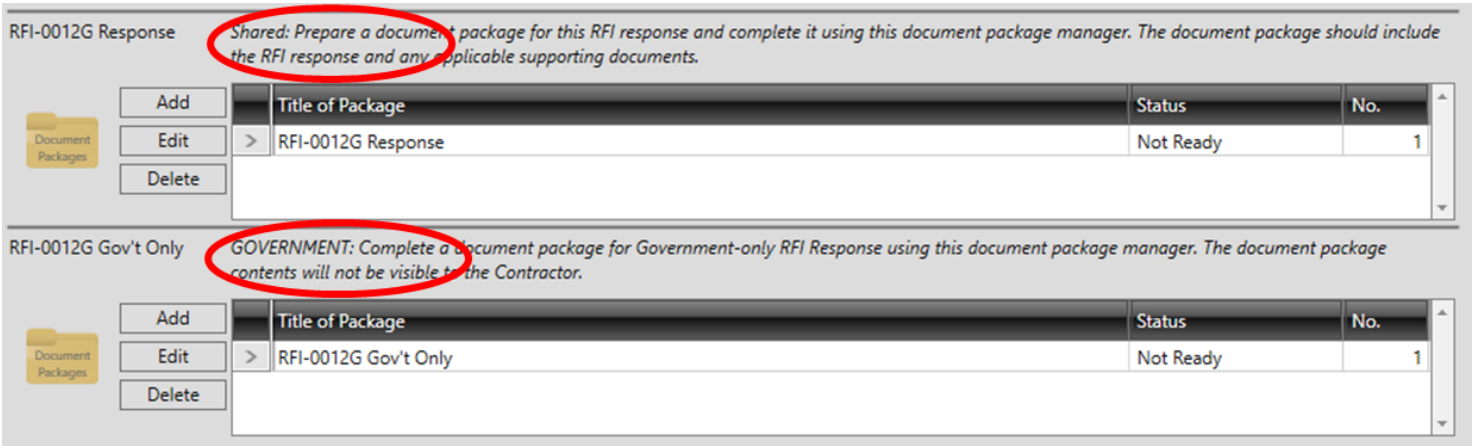
Contractor data is accessible on one tab, and the Government response is provided in a different tab as shown in the display above. The top banner will display the computer-generated identification number.

1. Click the ***Government Response*** tab.
2. Enter the information required.
3. Click the calendar icons to set the *Received Date* and *Answered Date*.

Although there are no application fields required, it is advised to enter enough information to provide a complete and coherent response to the RFI.

Documents loaded by the Contactor can be viewed by the Government.

Additionally, there is a section where documents shared between the Government and the Contactor may be loaded, and a section for Government only documents may be loaded. See below.

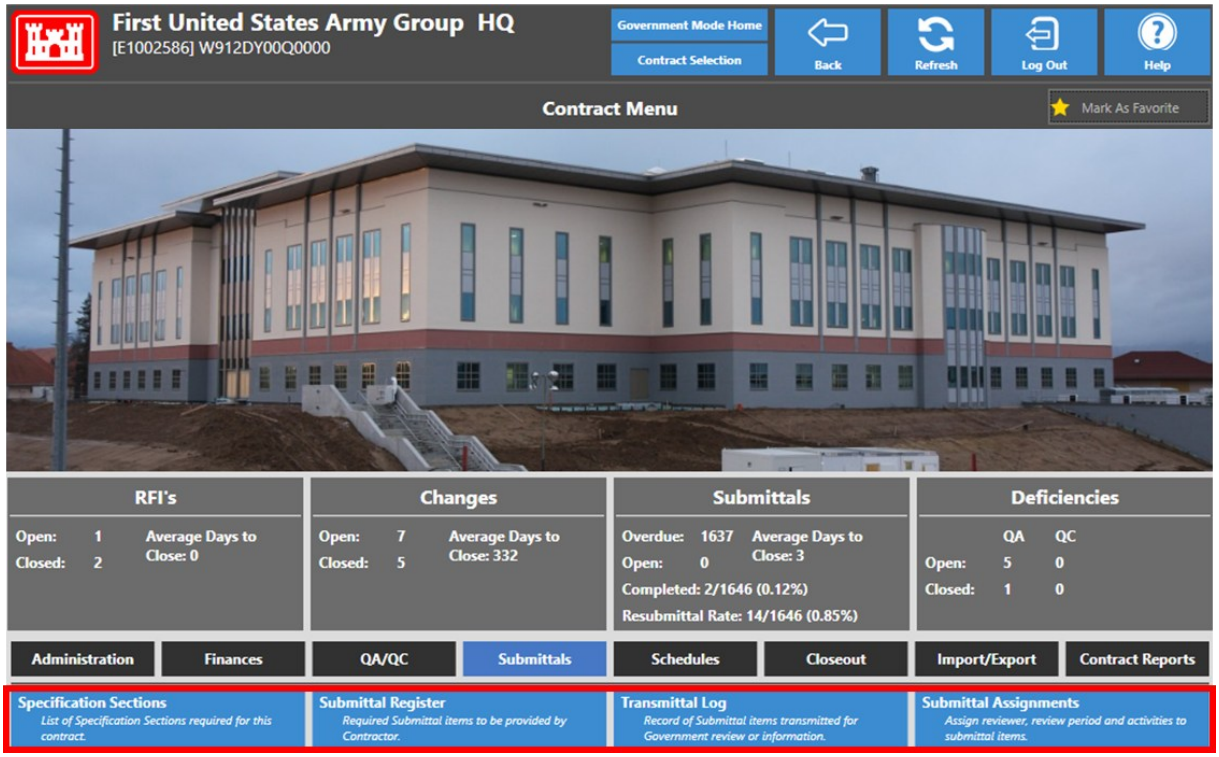


Submittals

Submittals are required by the contract to regulate the timely flow of materials to be incorporated into work. Submittals 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:

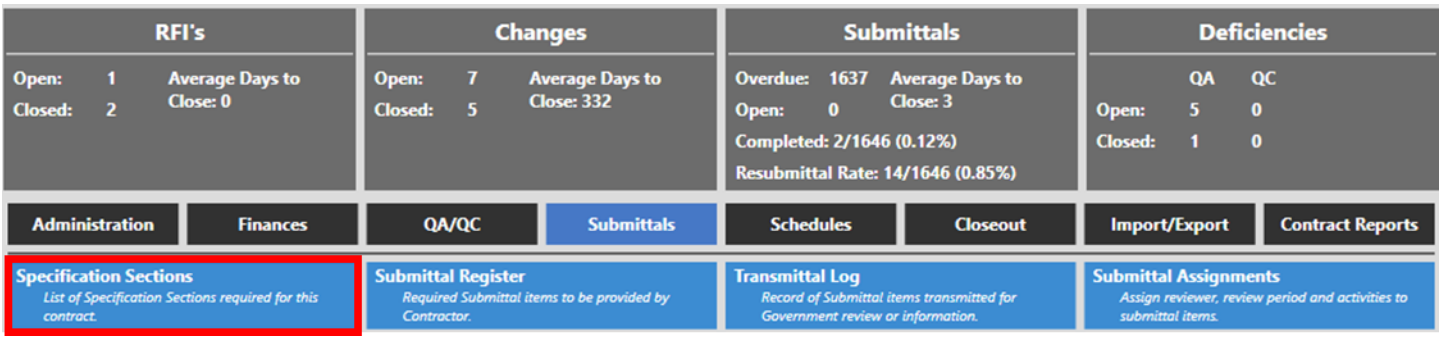
- ***Specifications Sections*** module – This is where users add or view the list of specification sections required for the contact.
- ***Submittal Register*** module – The Submittal Register is used to show all submittal items that the Government and Contractor agreed to use during the contract. This is where each individual item status, history, and due date(s) can be reviewed at a quick glance.
- ***Transmittal Log*** module – 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*** module – This allows the Government to quickly assign or change reviewers and set review periods or activities for multiple submittal items at once.



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

Specification Sections

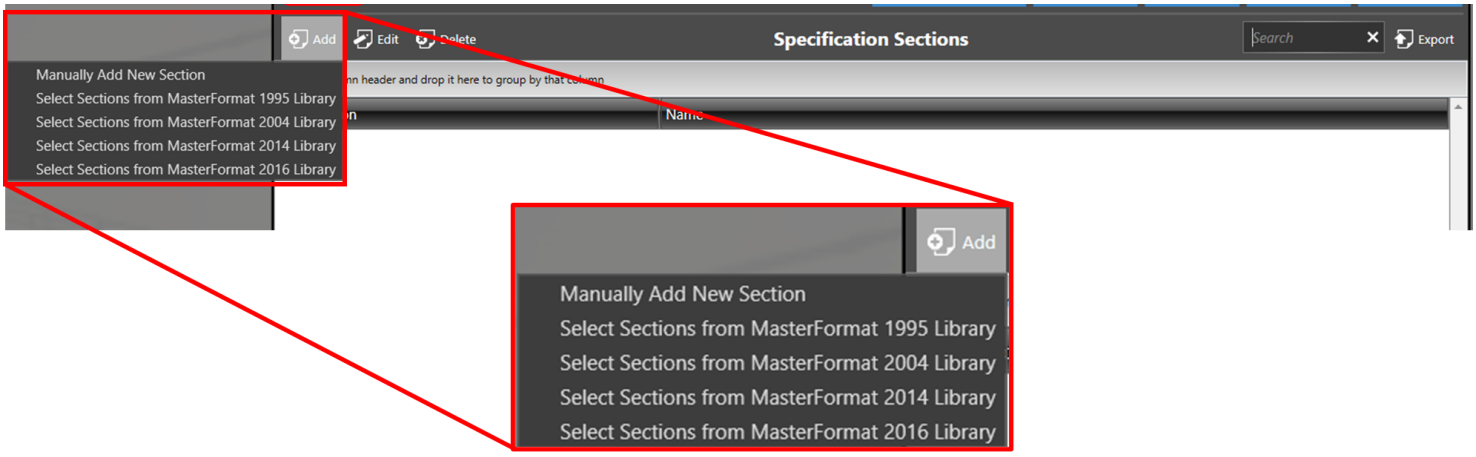
The first step to begin sending transmittals is to populate which specification sections will be required for this contract.



Normally, the Contractor adds the specification sections 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 three ways to add specification sections:

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



If the MasterFormat libraries available in RMS do not contain the desired specification(s), those can be manually added. It is recommended to consult the District's policies regarding manual specification section and submittal entry.

Submittal Register

The next step in preparing to send transmittals is setting up the Submittal Register.

This allows the user to see a summary of each submittal item and 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 one of the Import Submittals methods.

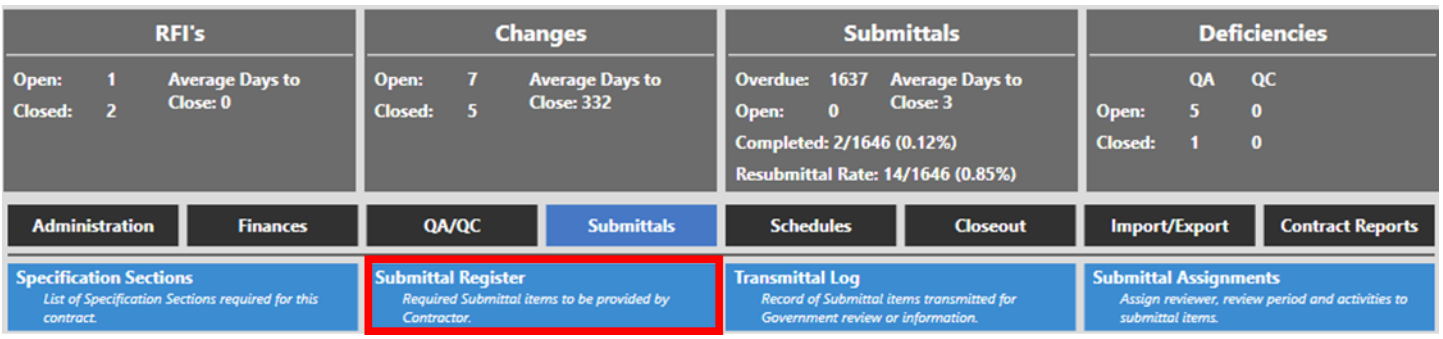
1. To add a new submittal item, click on the *Add* button and then select the section to which the submittal item is associated.

   Note: If the desired specification section is not showing in this list, the user or the Contractor will need to go back to the ***Specification Sections*** module to add it.
2. Then, click on the *Next* button to open the Submittal Item Edit view.
3. Here, the *Item Number* and *Item Number Extension* can be entered. Click on the *Finish* button.
4. Enter the *Description* for the submittal item and select the Activity for which the submittal is required.
5. Next, set the primary and one or more secondary reviewers for each submittal item.

Another way to edit multiple submittal items at a time is to use the *Grid Edit* button. The fields for a submittal item can be edited in one place here without opening the Submittal Item Edit view for each item.

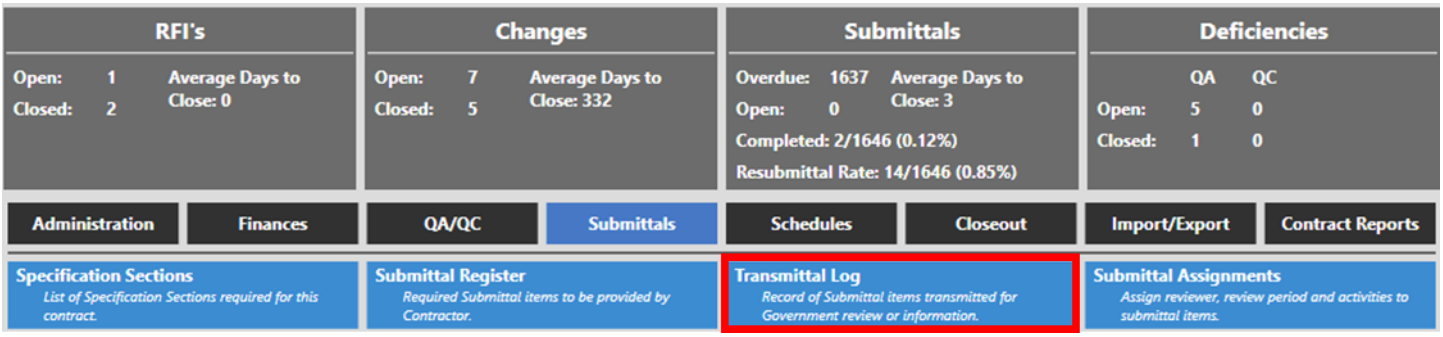
When finished, click on the *Back* button to save any changes and return to the Submittal Register.

Incorrect or duplicate item(s) can be deleted by using the *Delete* button.



Transmittal Log

The ***Transmittal Log*** module is located in the ***Submittals*** tab.



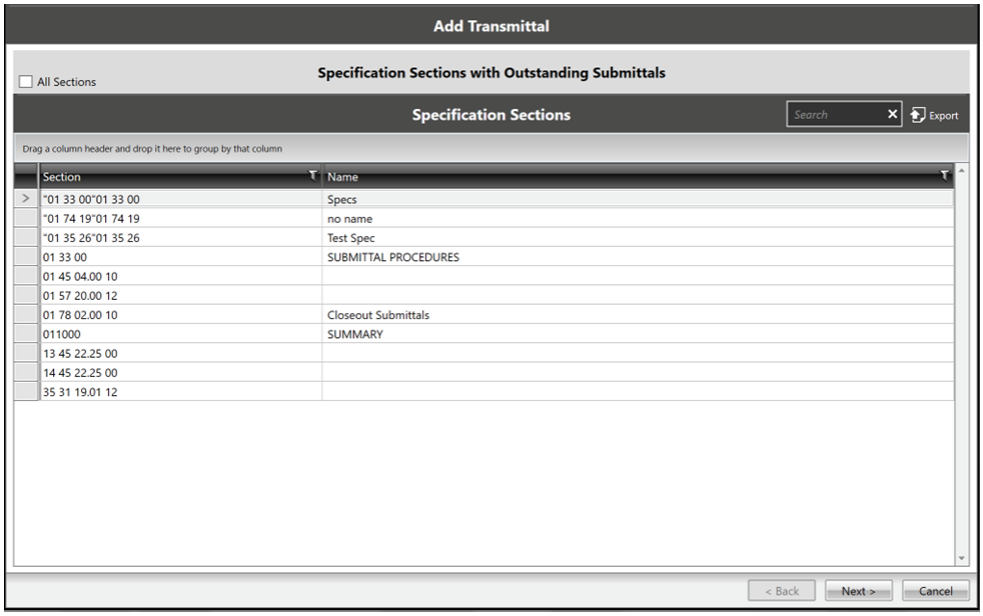
The Transmittal Log is the culmination of the work performed in the ***Specification Sections*** and ***Submittal Register*** modules. The specification sections must be set up before submittals can be created in the Submittal Register and then combined into like types for transmittals that are sent 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.

Creating a Transmittal:

There must be outstanding submittals for a transmittal to be created, and similarly, for submittals to be created, there must be outstanding specification sections.

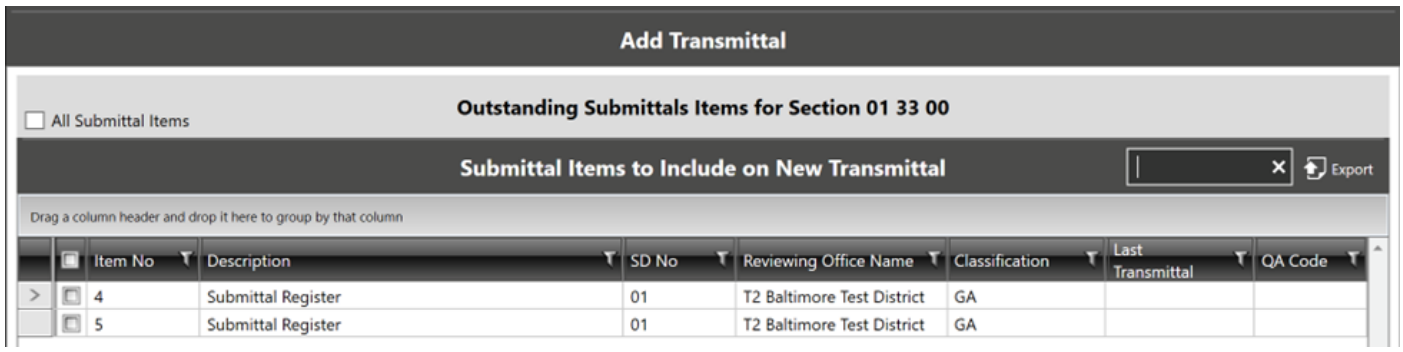
Since transmittals are usually created by the Contractor in RMS Contractor Mode, all Government Mode views will only have an *Edit* button by default.



Pictured above what the add screen looks like in RMS Contractor Mode. Only the specification sections with outstanding submittal items are shown. For the full transmittal process, see the **Transmittal Process Updates (July 2025)** video on the RMS YouTube channel.

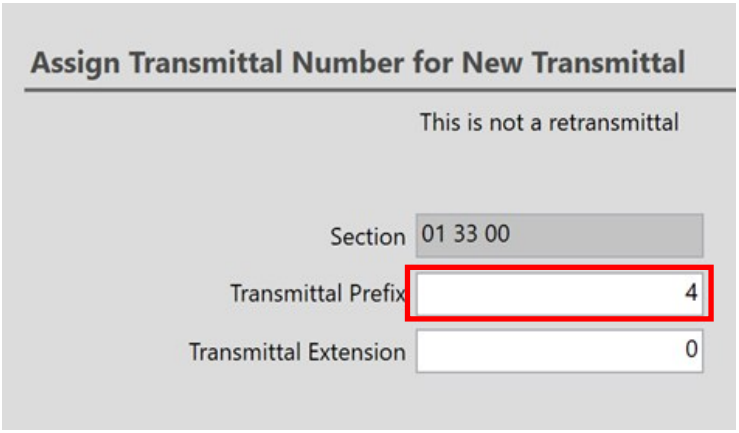
Transmittal Log

After clicking on 01 33 00, for example:

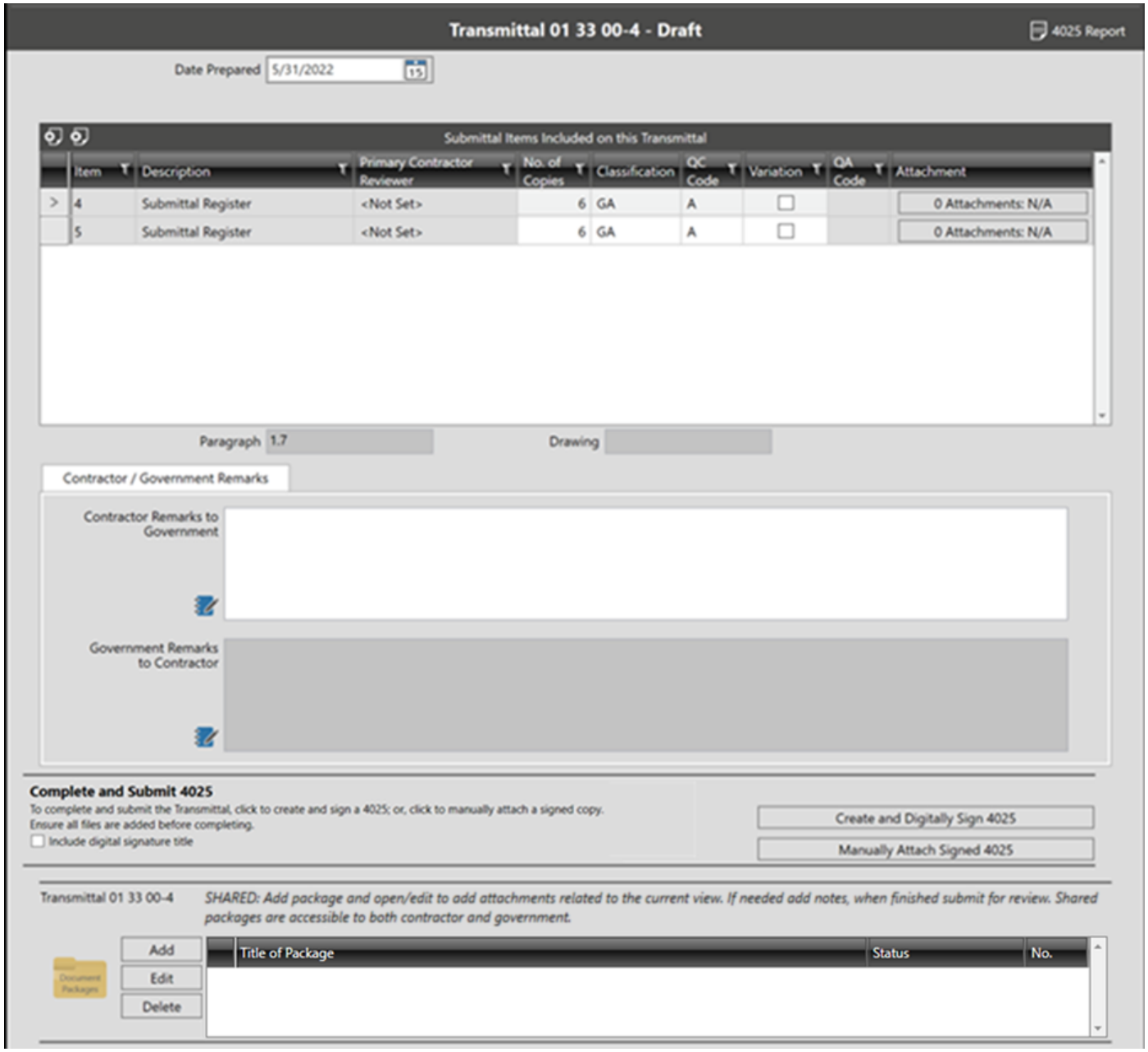


Only like classifications can be grouped into transmittals. For example, if there were FIO and GA classifications, once selecting a GA submittal item, only GA submittals can be chosen from that point forward. Only submittals with the same classification can be added to a single transmittal.

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



Transmittal Log

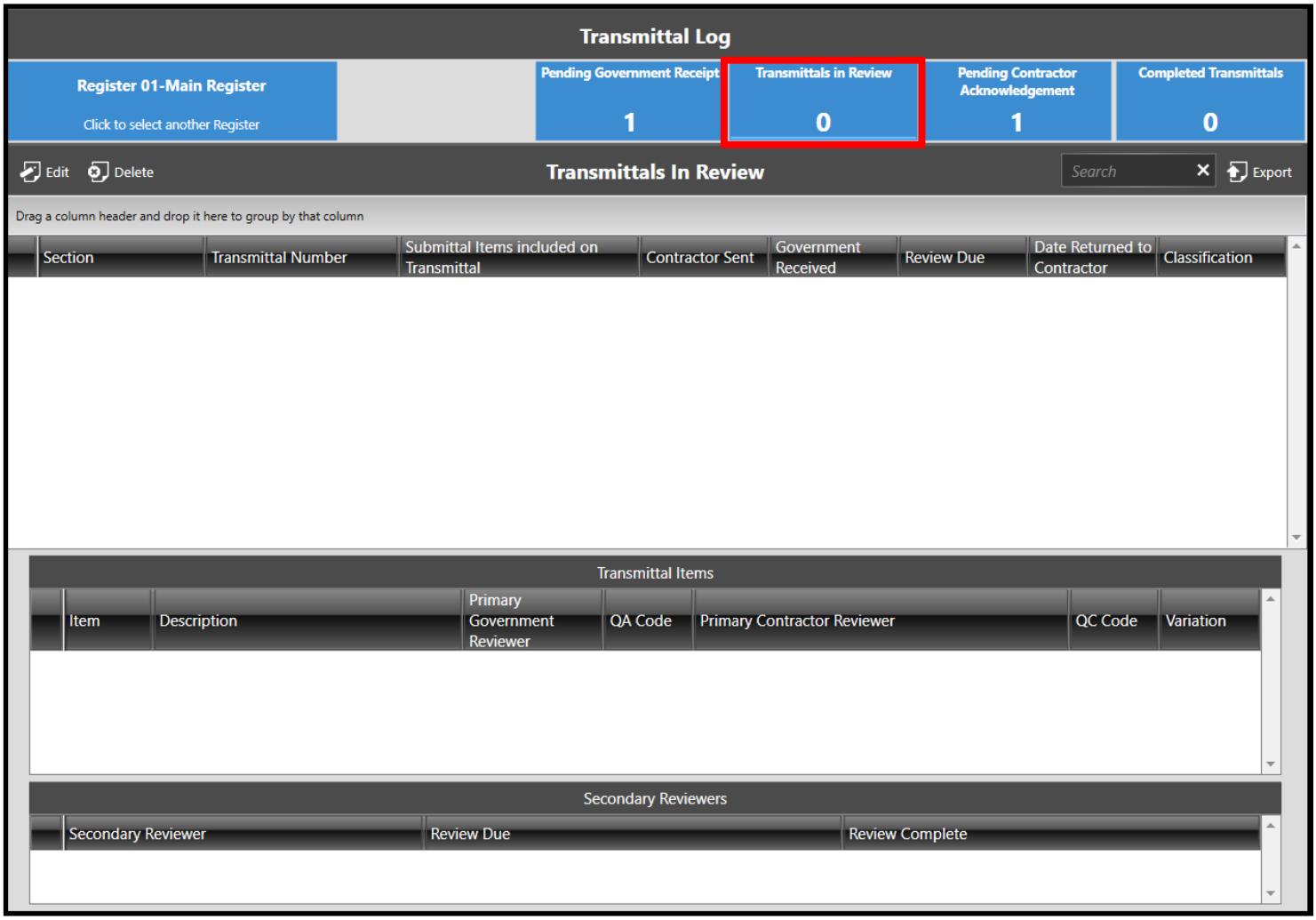


An example of a draft transmittal in Contractor Mode is depicted above.

Transmittal Log

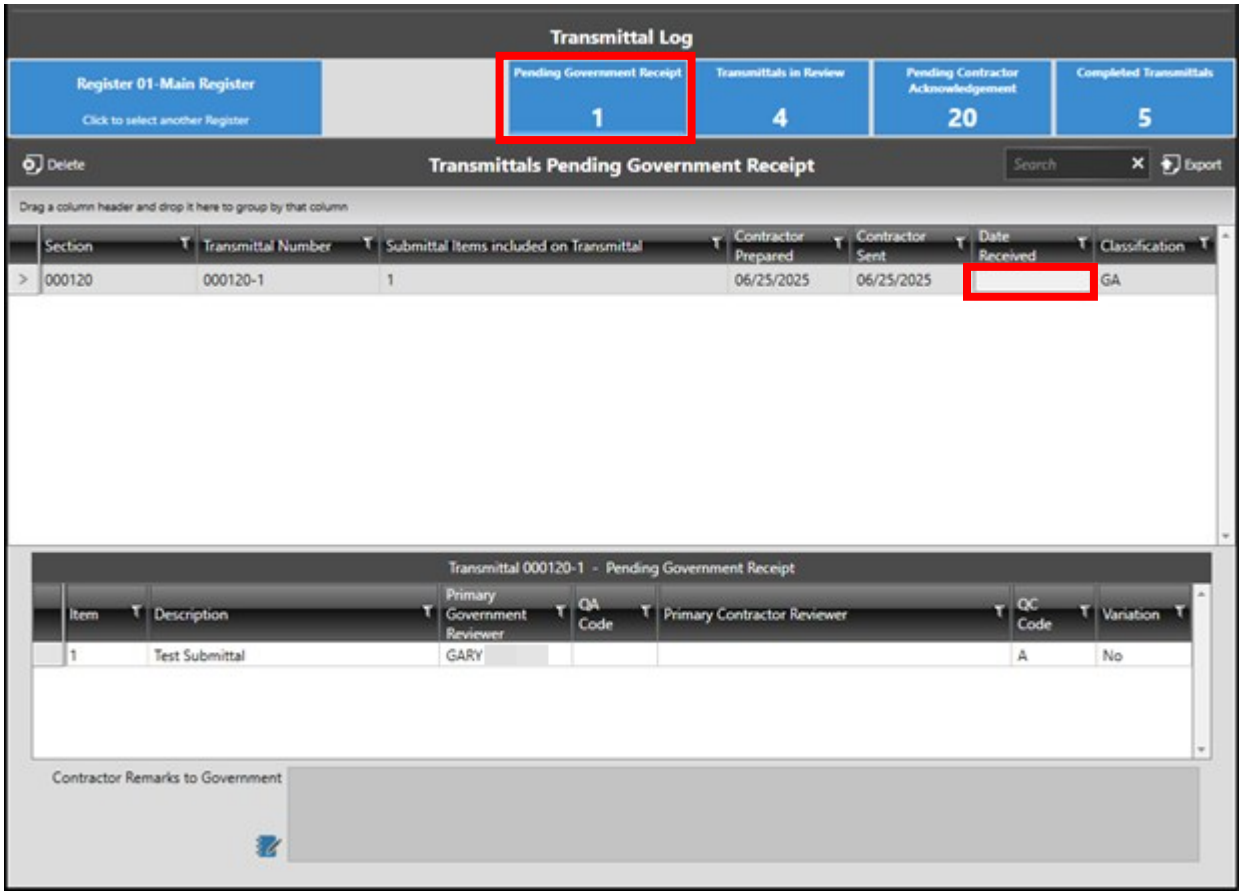
Receiving a Transmittal:

RMS Government Mode will default to the ***Transmittals in Review*** tile when opening the Transmittal Log as shown below:

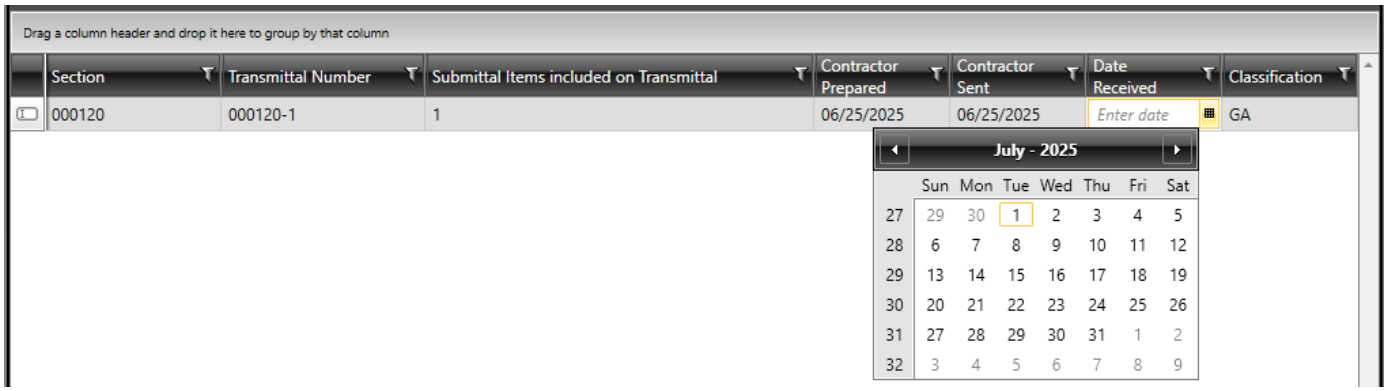


Transmittal Log

A light blue underline will display on the blue tabs to indicate the tile is active. In the screen displayed below, the user is on the ***Pending Government Receipt*** tile.

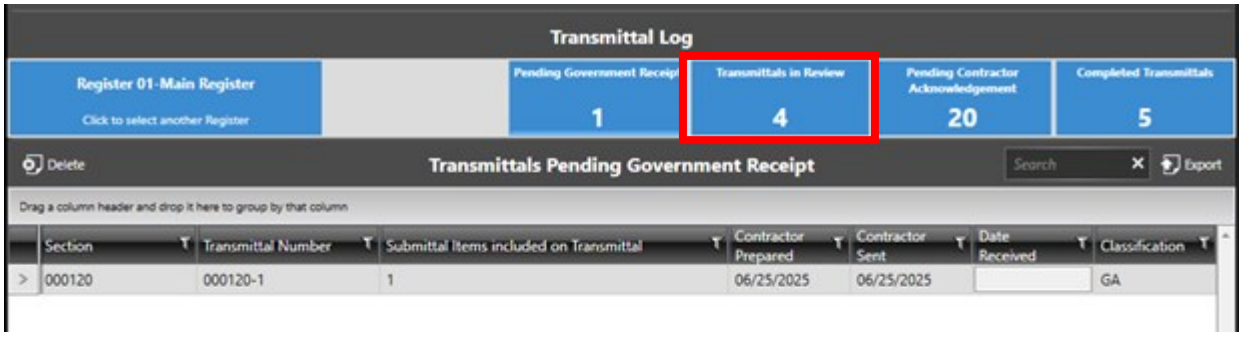


Click in the cells in the *Date Received* column to enter a date. This date cannot be in the future or prior to the *Contractor Sent Date*.

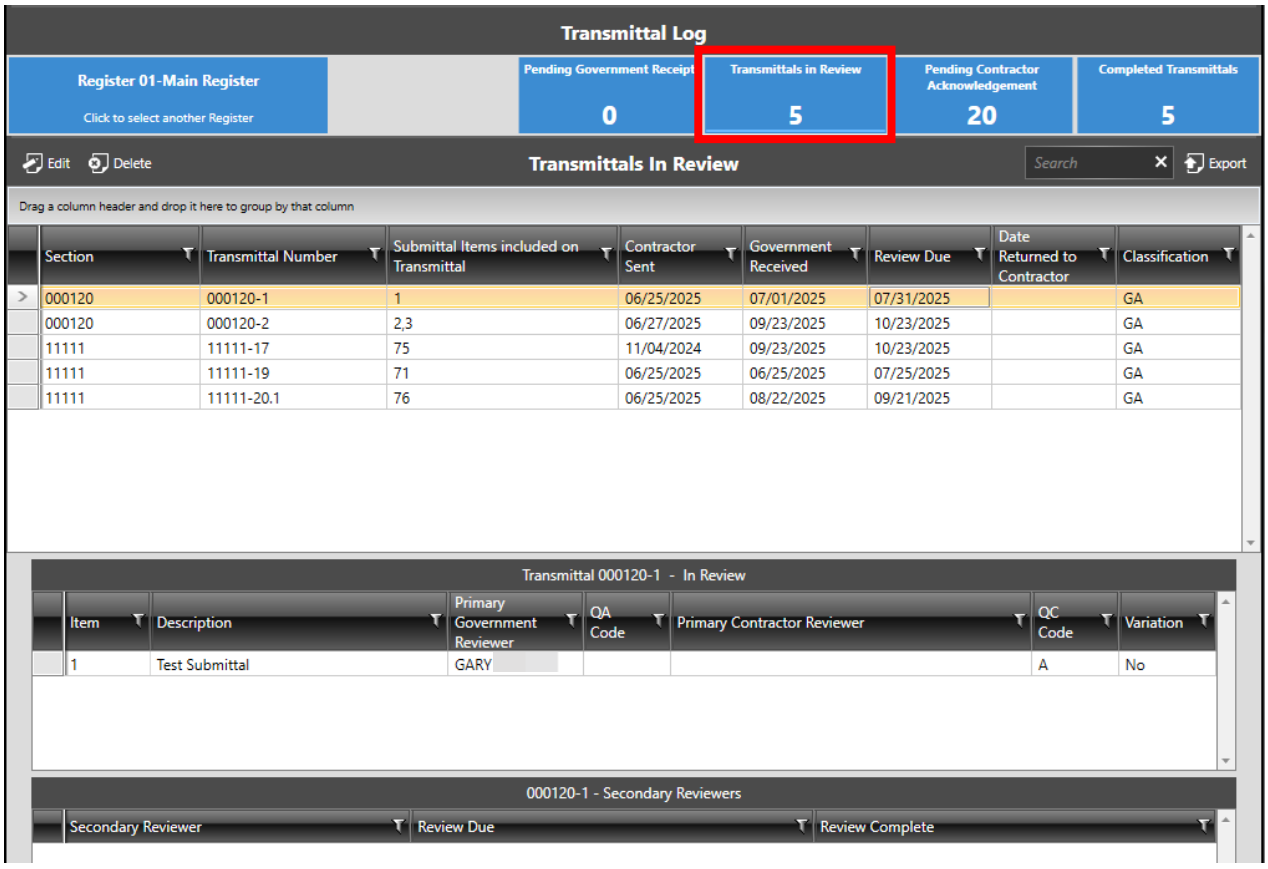


Transmittal Log

Once a *Date Received* has been entered, click out of the cell for the date to be saved in the cell (click off the transmittal). The transmittal will move to the ***Transmittals in Review*** tile:

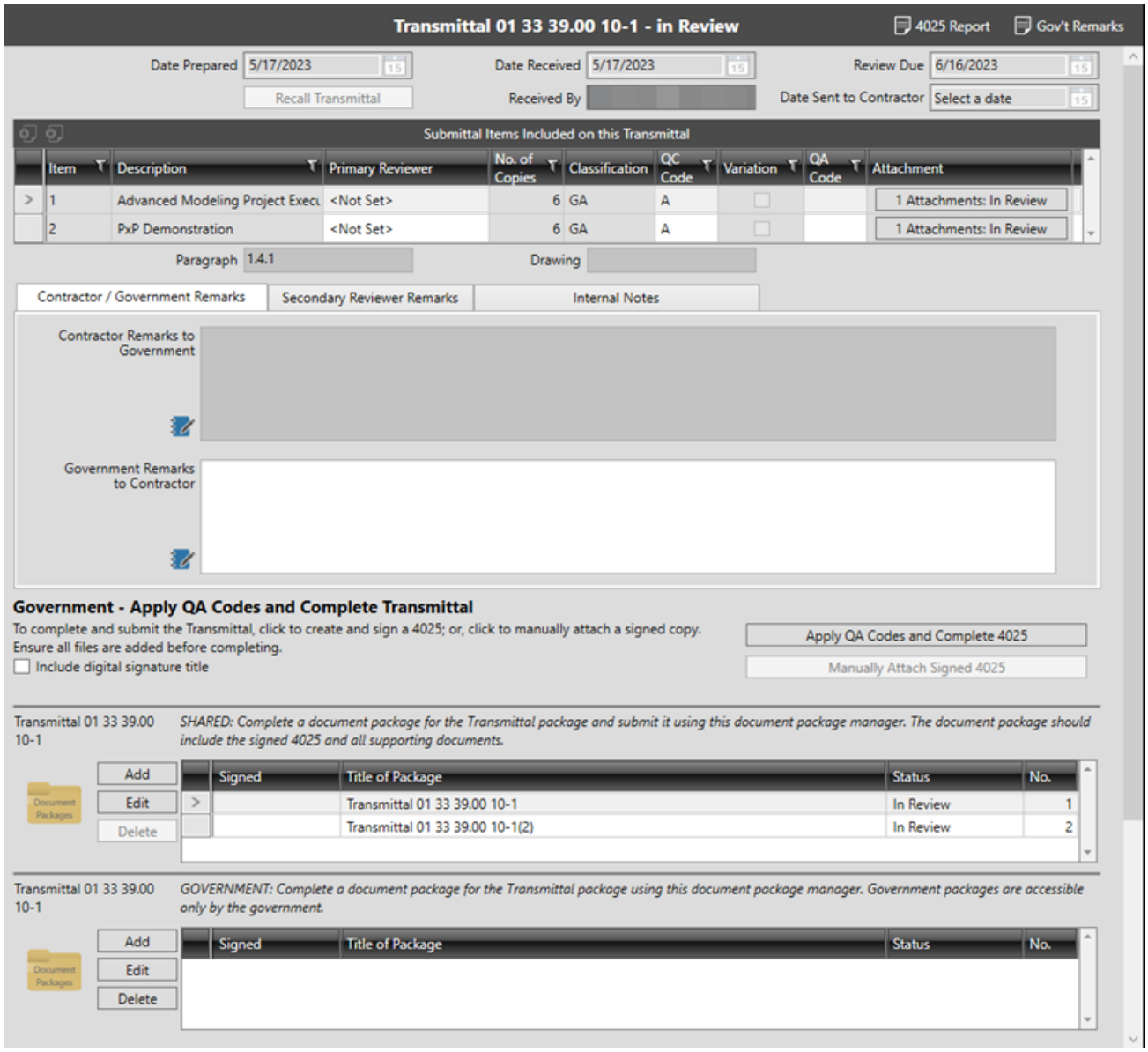


The transmittal is now considered a transmittal in review in RMS. The ***Transmittals in Review*** tile will be automatically updated. Click on the ***Transmittals in Review*** tile to review the information on a transmittal:



In the image above, the highlighted transmittal has one submittal awaiting review. Double click on the transmittal to open it.

Transmittal Log



The Government Transmittal in Review screen is displayed above. The *4025 Report* and *Gov't Remarks* button in the upper right hand corner of the screen will display previews of the 4025 and Government Remarks report prior to report completion. These are only previews of the report and will not contain signatures.

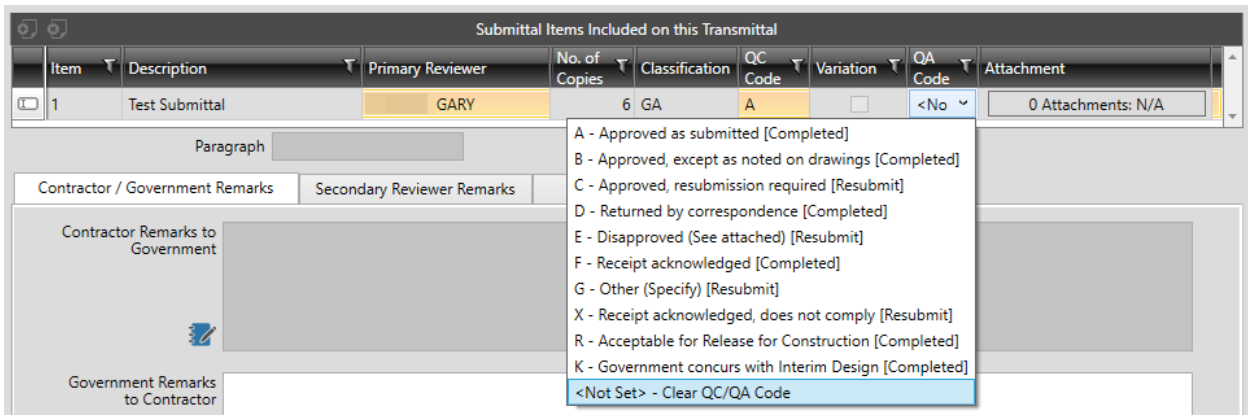
Document Packages:

There are two Document Packages at the bottom of this screen:

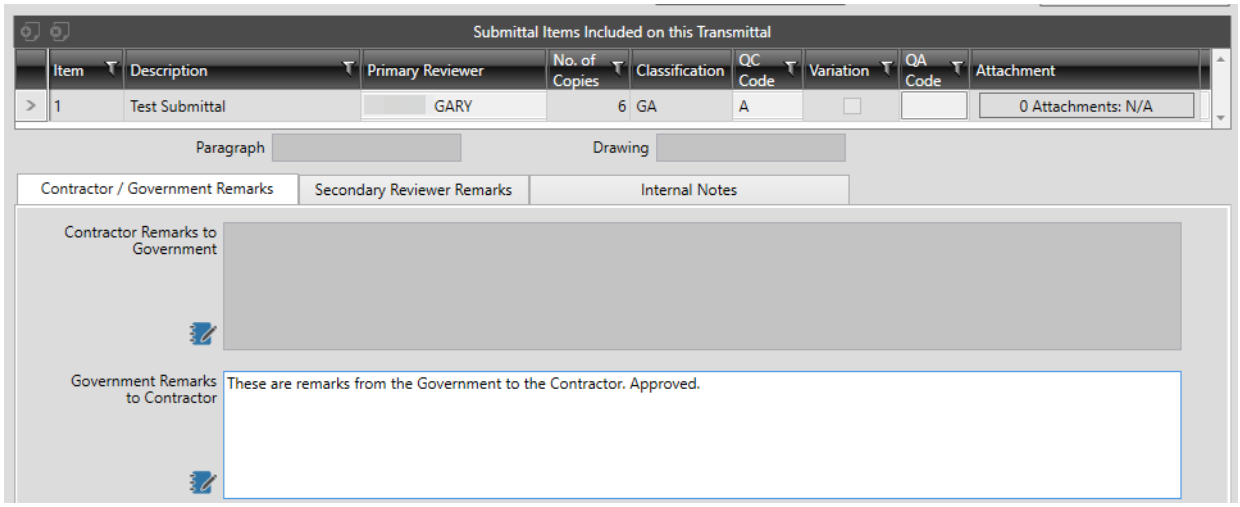
- The Shared Document Package is shared between the Government and the Contractor and contains the signed 4025 from the Contractor.
- The Government Document Package is only accessible to the Government.

Transmittal Log

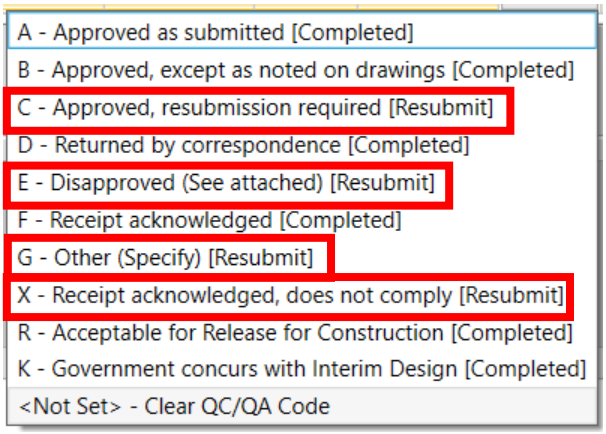
First, the QA Code must be assigned to each of the submittal items:



Next, add in *Government Remarks to Contractor*, *Secondary Reviewer Remarks*, and/or *Internal Notes*, if needed:

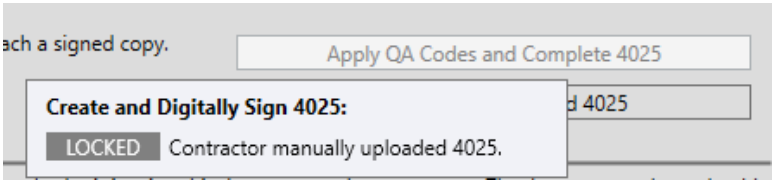


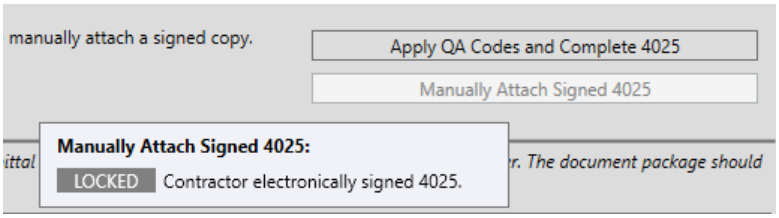
If corrections are needed, make sure to select the appropriate QA Code for resubmittal (shown below) and communicate the changes needed to the Contractor.



Transmittal Log

Finally, apply the QA code(s) and complete the 4025. The signing method used by the Contractor to submit the ENG 4025 will dictate how the Government can sign and complete ENG 4025. If the Contractor manually attached a signed ENG 4025, then only the *Manually Attach Signed 4025* button will be available for the Government. If the Contractor digitally created and signed the ENG 4025 at submission, then only the *Apply QA Codes and Complete 4025* button will be available.

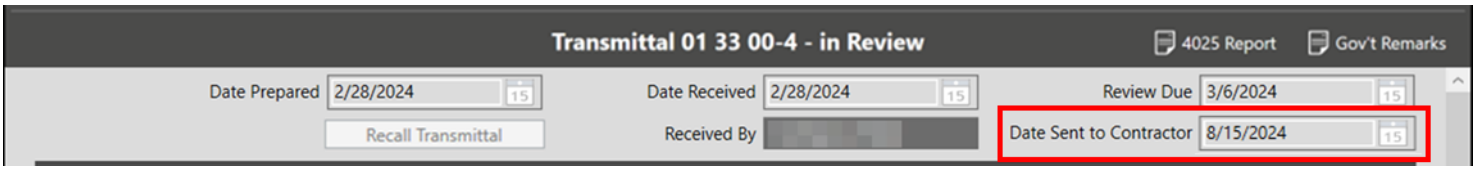


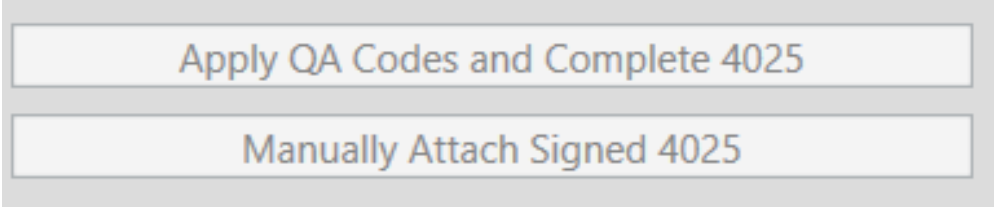


If using the *Apply QA Codes and Complete 4025* method, RMS will prompt the user to enter a PIN for CAC authentication.

> *Note:* If District policy does not advocate for digital signatures, a manual copy of the 4025 can be uploaded by both the Contractor and Government using the *Manually Attach Signed 4025* button.

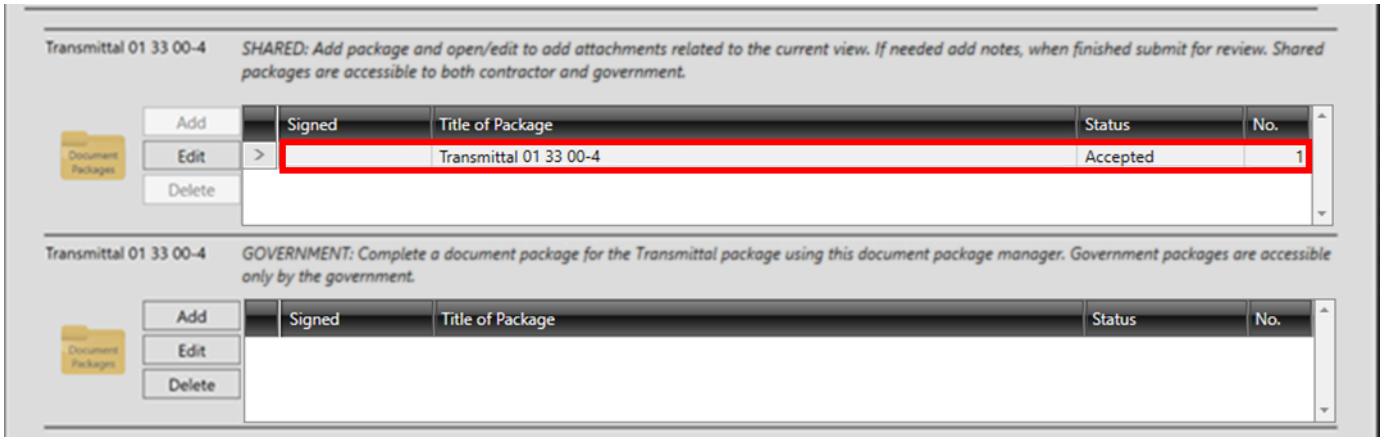
Once the ENG 4025 has been signed or a signed ENG 4025 has been manually attached, RMS will apply the selected QA Code(s) and complete the transmittal. During this action, all Document Packages will be accepted, and the transmittal will then be sent to the Contractor in one action. The *Date Sent to Contractor* will be auto-populated and the buttons will become inactive:





Transmittal Log

It is good practice to check the 4025 for the signature and the QA codes. Click on the Shared Document Package as indicated below to view the 4025. Double click on the document in the Document Package to view it:



U.S. Army Corps of Engineers (USACE)

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

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

DATE: 8/25/2025

TRANSMITTAL NO.: 26 05 19.00 10-1

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

TO: [redacted] Training Office, 123 Some Rd

FROM: PRIM [redacted]

CONTRACT NO.: CONTRACT-NUMBER DELIVERY-ORDER-NO

CHECK ONE: [x] THIS IS A NEW TRANSMITTAL; [ ] THIS IS A RESUBMITTAL OF TRANSMITTAL _____

SPECIFICATION SEC. NO. (Covers only one section with each transmittal): 26 05 19.00 10-INSULATED WIRE AND CABLE

PROJECT TITLE AND LOCATION: Transmittal Training,

THIS TRANSMITTAL IS FOR: (Check one) [ ] FIO [x] GA [ ] DA [ ] CR [ ] DA/CR [ ] DA/GA

ITEM NO. (See Note 3) a.	DESCRIPTION OF SUBMITTAL ITEM (Type size, model number/etc) b.	SUBMITTAL TYPE CODE (See Note 8) c.	NO. OF COPIES d.	CONTRACT DOCUMENT REFERENCE: SPEC. PARA. NO. e.	CONTRACT DOCUMENT REFERENCE: DRAWING SHEET NO. f.	CONTRACTOR REVIEW CODE g.	VARIATION Enter "V" if requesting a variation (See Note 6) h.	USACE ACTION CODE (Note 9) i.
2	Conductors	PRODUCT DATA	6	2.1.3.1		A	No	C

REMARKS

[redacted] specs sections

I certify that the above submitted items had been reviewed in detail and are correct and in strict conformance with the contract drawings and specifications except as otherwise stated.

NAME OF CONTRACTOR

SIGNATURE OF CONTRACTOR: Digitally signed by [redacted] Date: 2025.08.25 14:25:08 -07:00 Title: 4358

SECTION II - APPROVAL ACTION

ENCLOSURES RETURNED (List by Item No.)

NAME AND TITLE OF APPROVING AUTHORITY: [redacted]

SIGNATURE OF APPROVING AUTHORITY: [redacted] Date: 2025.09.02 09:16:20 -07:00 Title: 4358

DATE

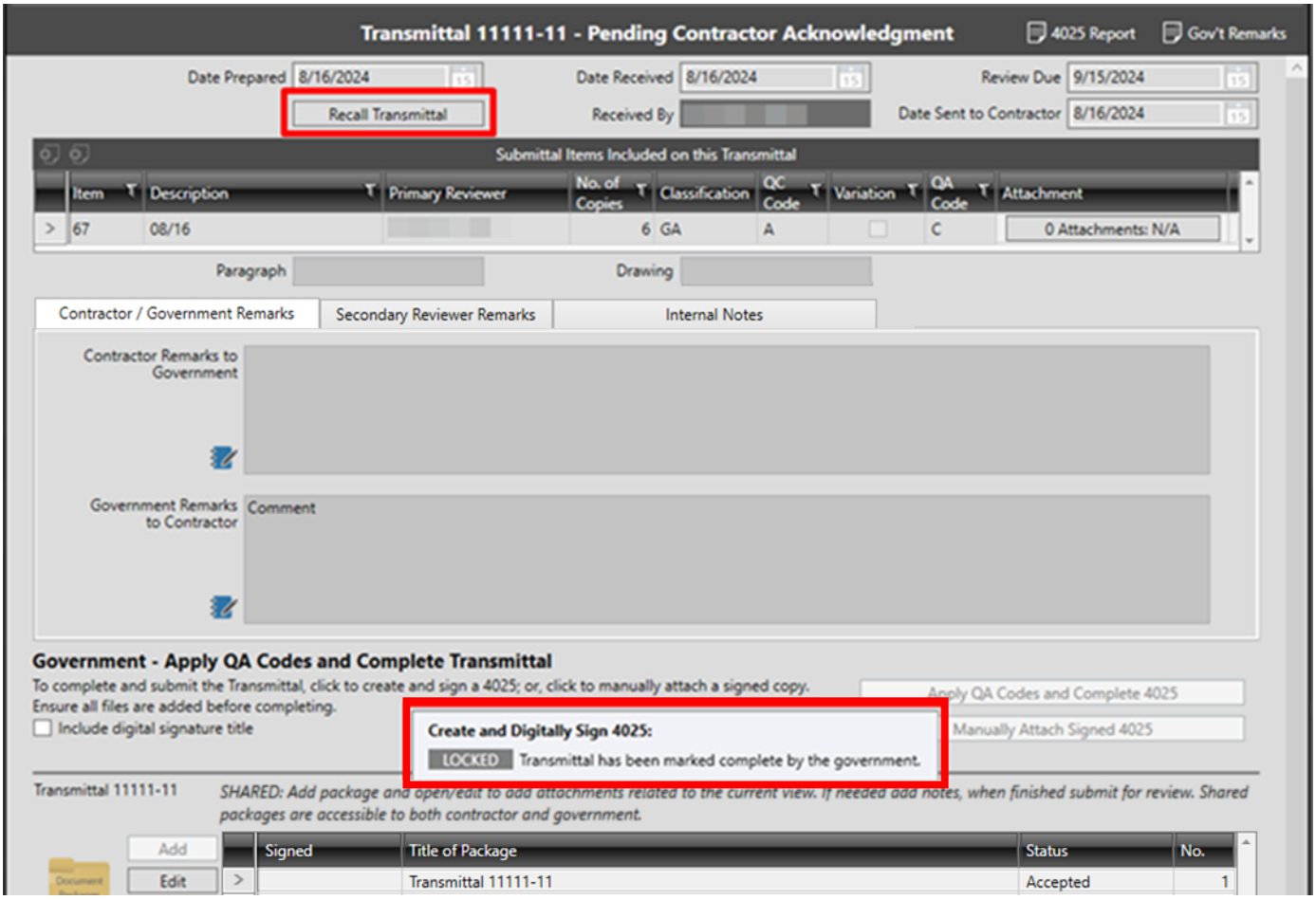
ENG FORM 4025, MAY 2017 PREVIOUS EDITIONS ARE OBSOLETE. Page 1 of 1

The QA Code(s) will be listed for each item, and the Government signature is shown in the bottom of the report.

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

Recall Transmittals

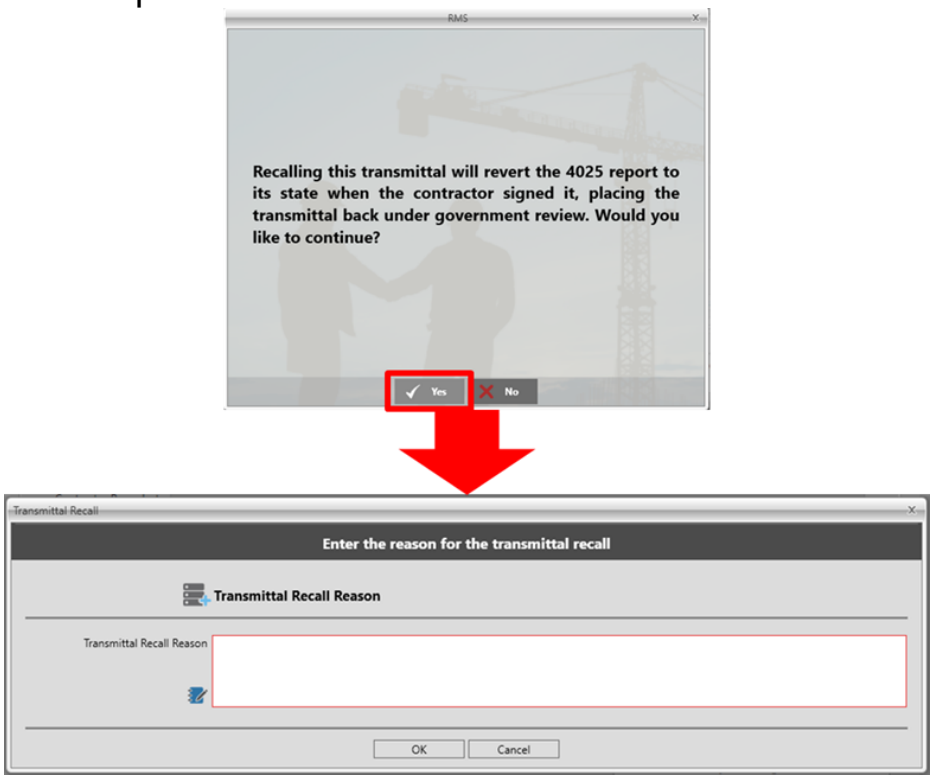
Once a transmittal has been reviewed and completed in GM, the *Recall Transmittal* button will become available to allow the Government to return the transmittal back to the *Transmittal in Review* status.



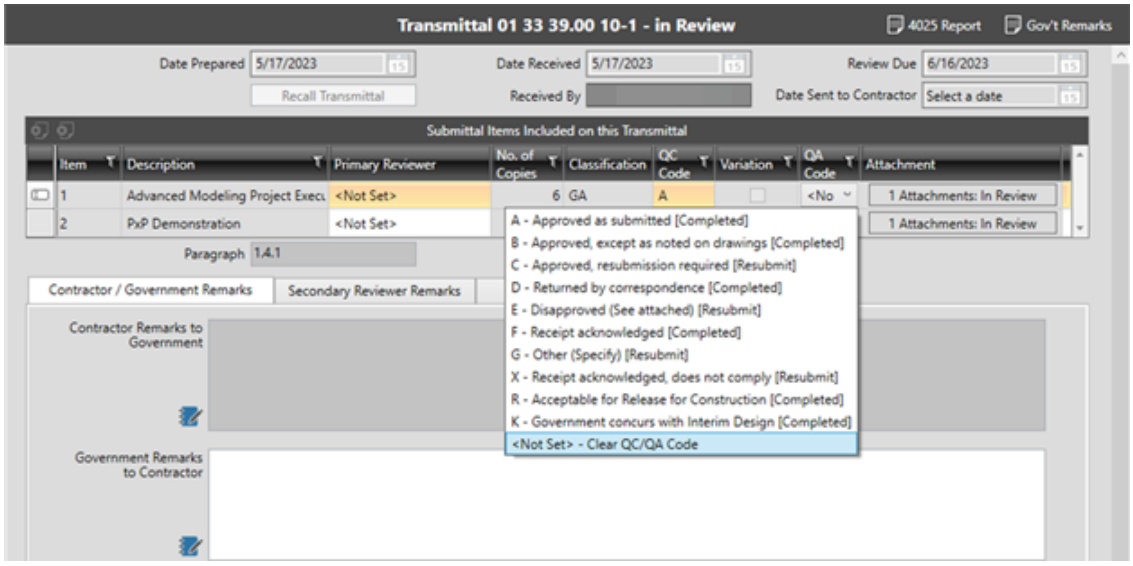
Note: Transmittal recall can only be performed on transmittals created after the release of patch 498.

Recall Transmittals

When the *Recall Transmittal* button is clicked, a *Transmittal Recall Reason* must also be entered to complete the recall.

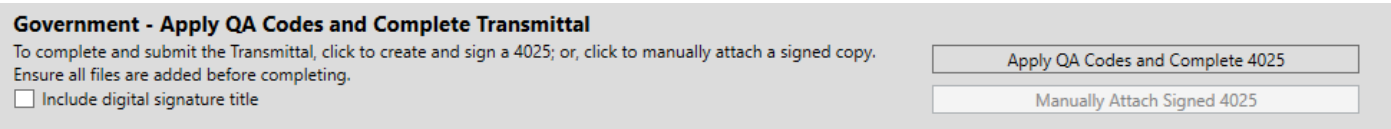


The transmittal will be placed back into the *Transmittal in Review* status. After clicking *OK*, the transmittal will return to the *Transmittals in Review* filter tile. Open and edit the recalled transmittal. Only the *QA Code* and *Government Remarks to Contractor* fields will reactivate for editing.

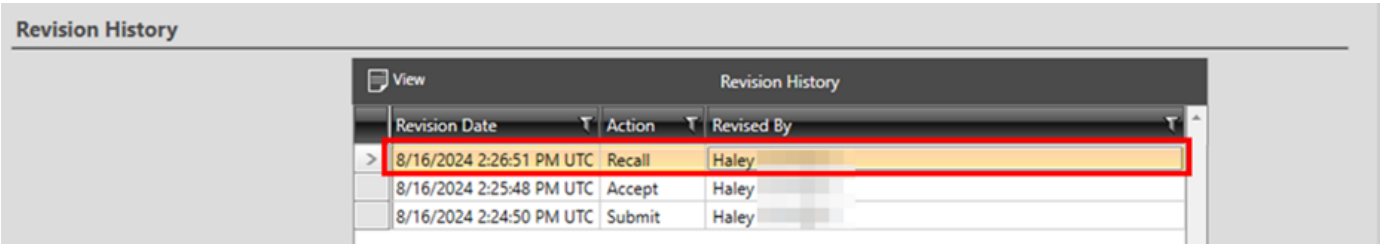


Recall Transmittals

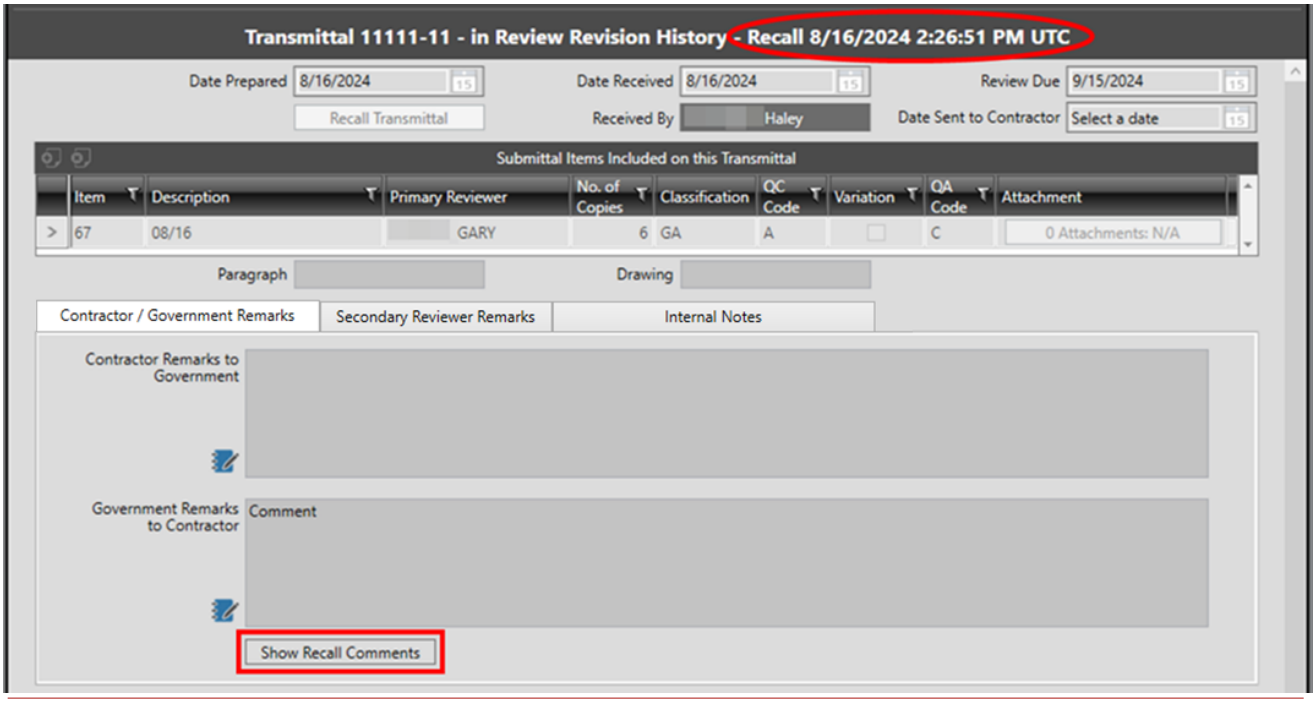
Once the necessary updates are made, the transmittal can be completed again by using the *Apply QA Codes and Complete 4025* or *Manually Attach Signed 4025* button.



A new Document Package will be created for each new completion of the transmittal. When a recall is performed, a new Recall revision entry will populate into the *Revision History* table.



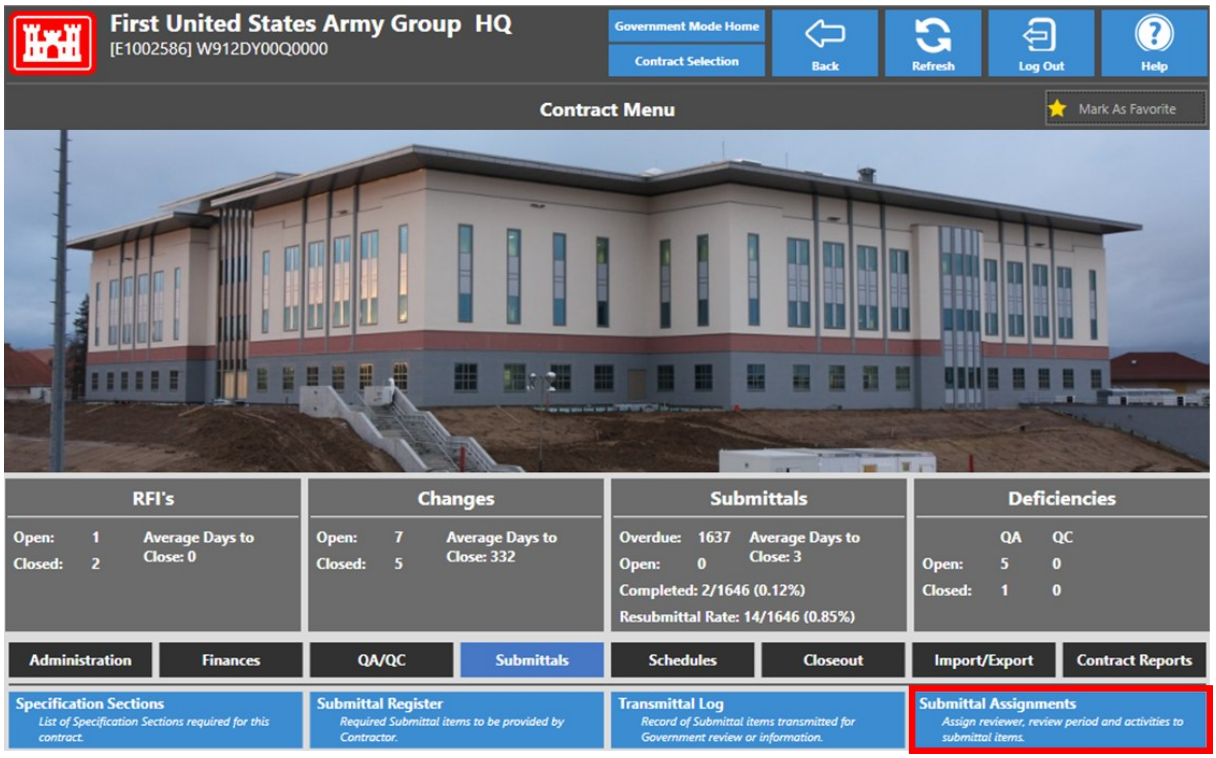
When viewing the revision history for the recalled transmittal, the *Show Recall Comments* button will be available below the *Government Remarks to Contractor* field. Clicking on the *Show Recall Comments* button will show the *Transmittal Recall Reason* entered along with the user who performed the recall and date the transmittal was recalled.



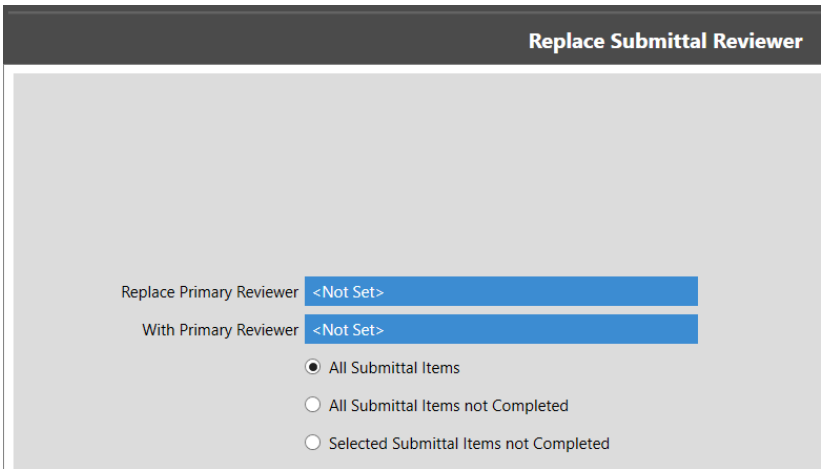
RMS Website: ***https://rms.usace.army.mil/***

Submittal Assignments

The ***Submittal Assignments*** module provides the capability to quickly and easily change different options related to multiple items at the same time.



This can be done by using the *Update* button after the desired changes have been made. An activity can be assigned, the review period can be set, and reviewers and offices for multiple items can be replaced at one time.



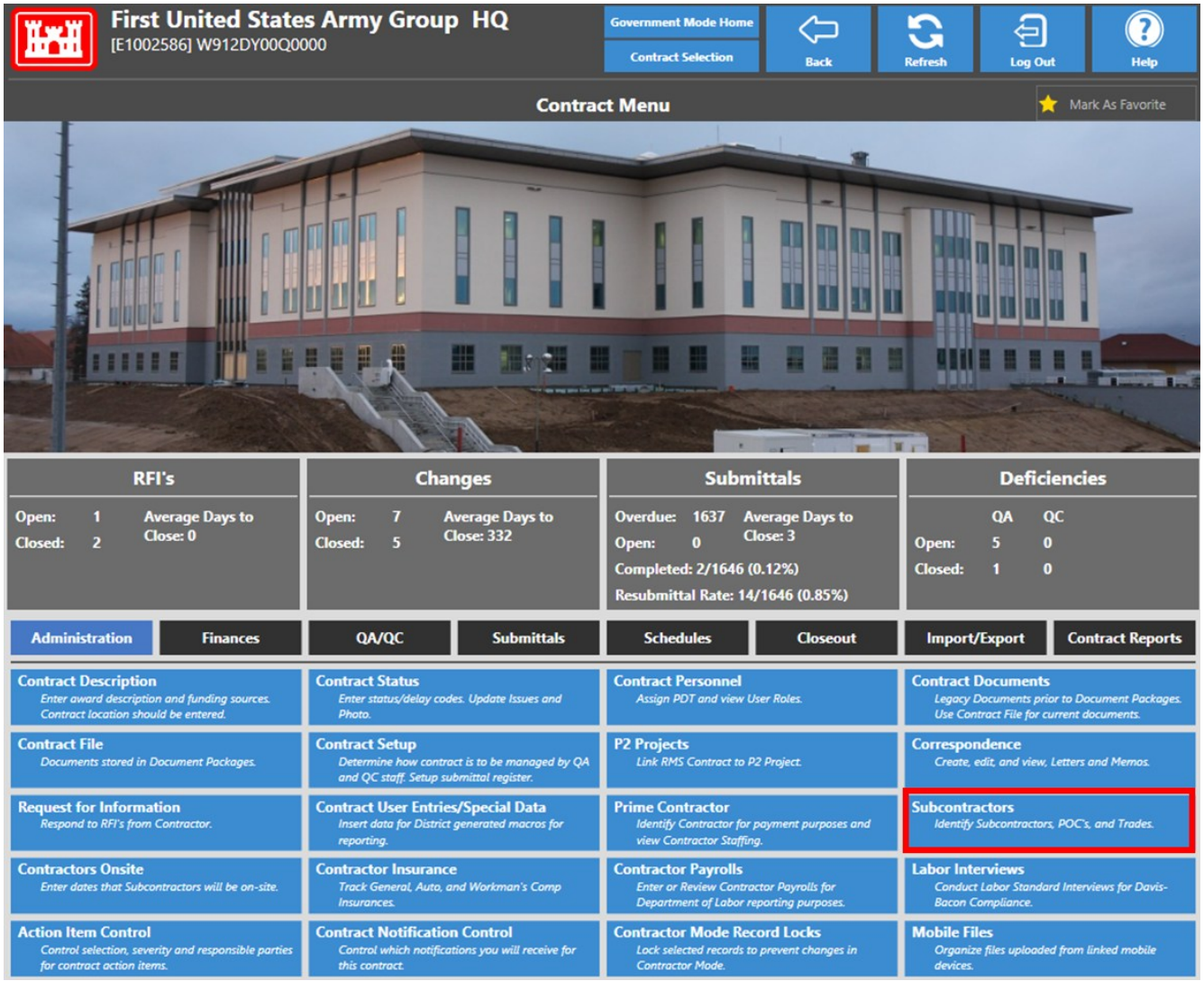
The primary reviewer or review days can be manually updated in this module, as well.

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.

Subcontractors can be associated to Pay Activities after the applicable Responsibility (RESP) codes have been added to RMS. 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 ***Network Analysis Schedule (NAS)*** module.



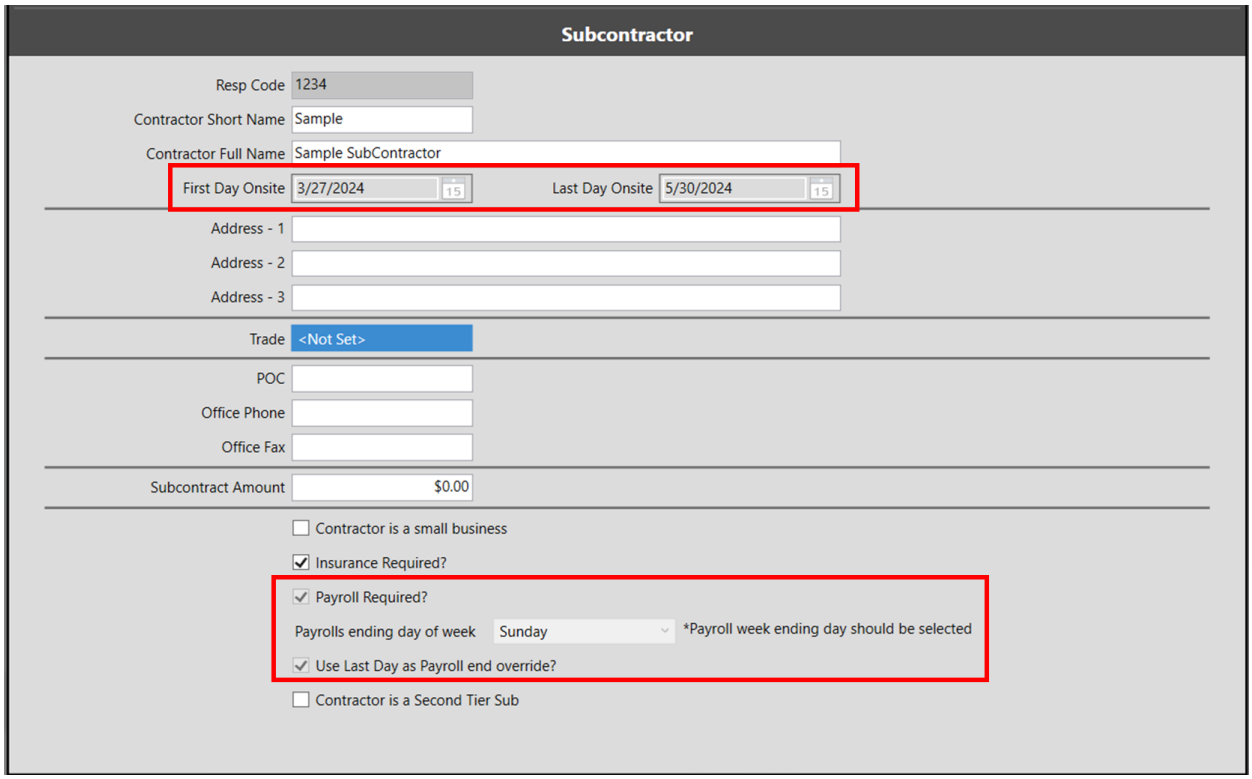
RMS Website: ***https://rms.usace.army.mil/***

Subcontractors



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

Date Entry for Subcontractors:

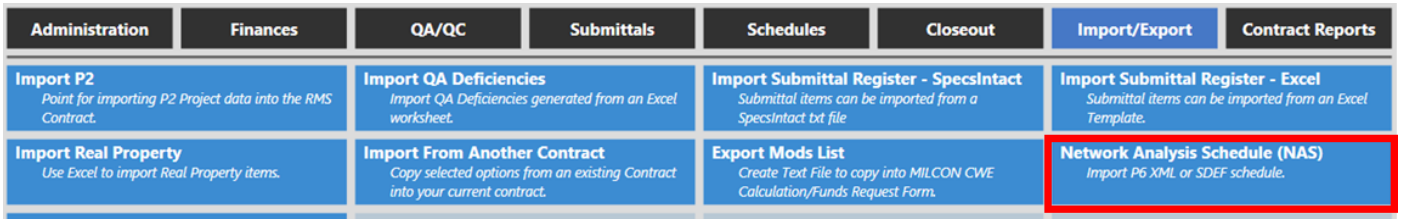


First Day and *Last Day Onsite* values and Payroll fields cannot be entered by the Government. These fields can only entered in Contractor Mode.

Common Errors:

When importing Subcontractor information, Subcontractor RESP codes can be duplicated. Verify all entries upon import. On preventing this issue see: How to Prevent Duplicate Subcontractors

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.

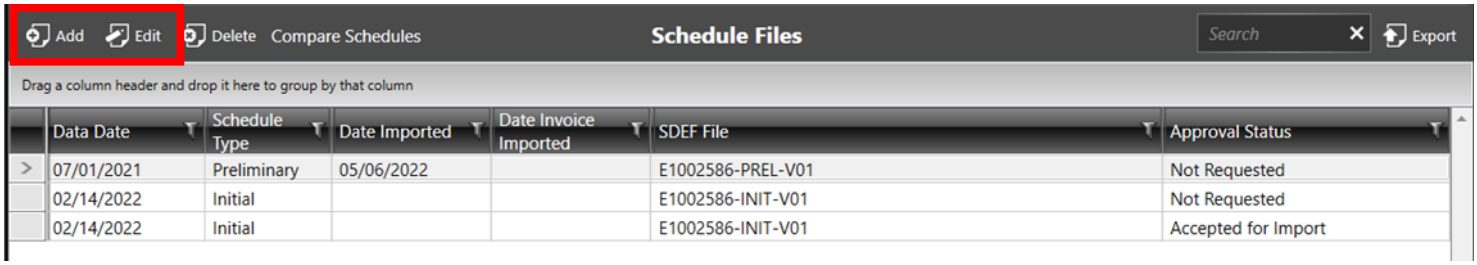
The schedule and the activities within play a very important role in RMS. Most actions associated with quality control and, more importantly, the progress payments rely on purposeful use and management of the schedule's activities. Use of schedule file import may not be mandatory, but it is the easiest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

> *Note:* 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.

Network Analysis Schedule (NAS)

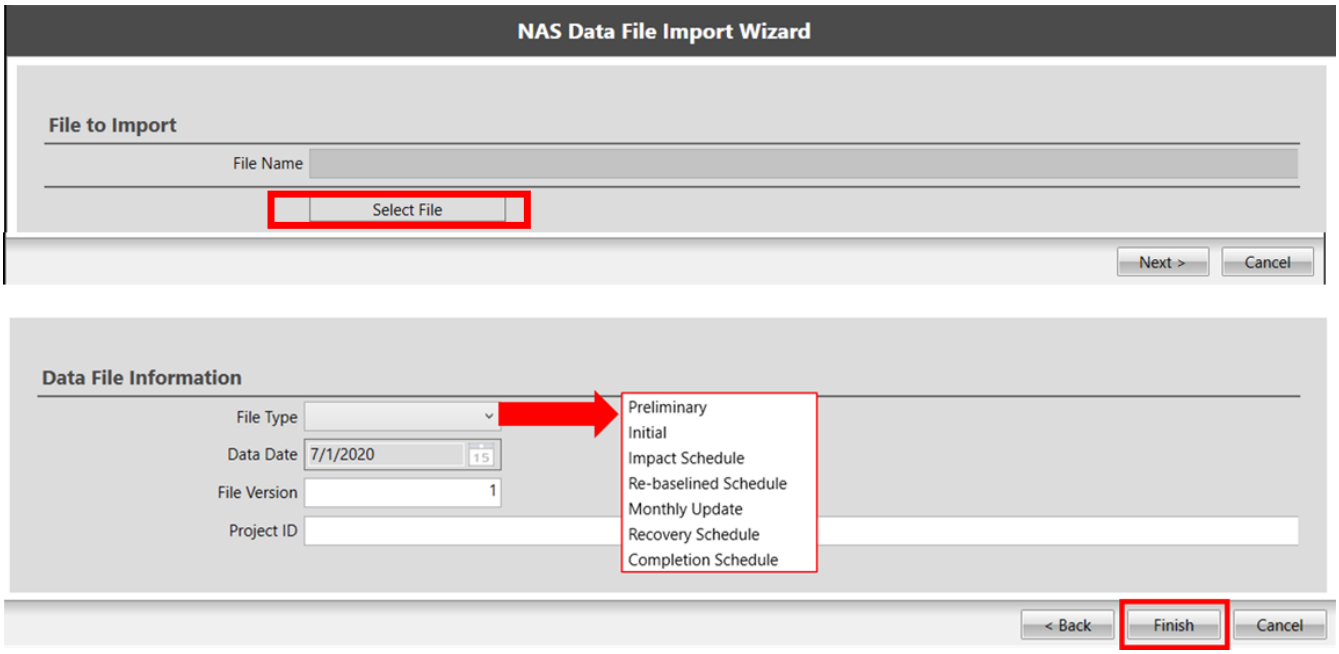
Since RMS retains a copy of all imported schedule files, click on *Edit* to access previously imported files. This action will allow the user to view and/or re-import the data, if needed. Click on *Add* to initiate a new schedule file upload.



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 click *Next*.

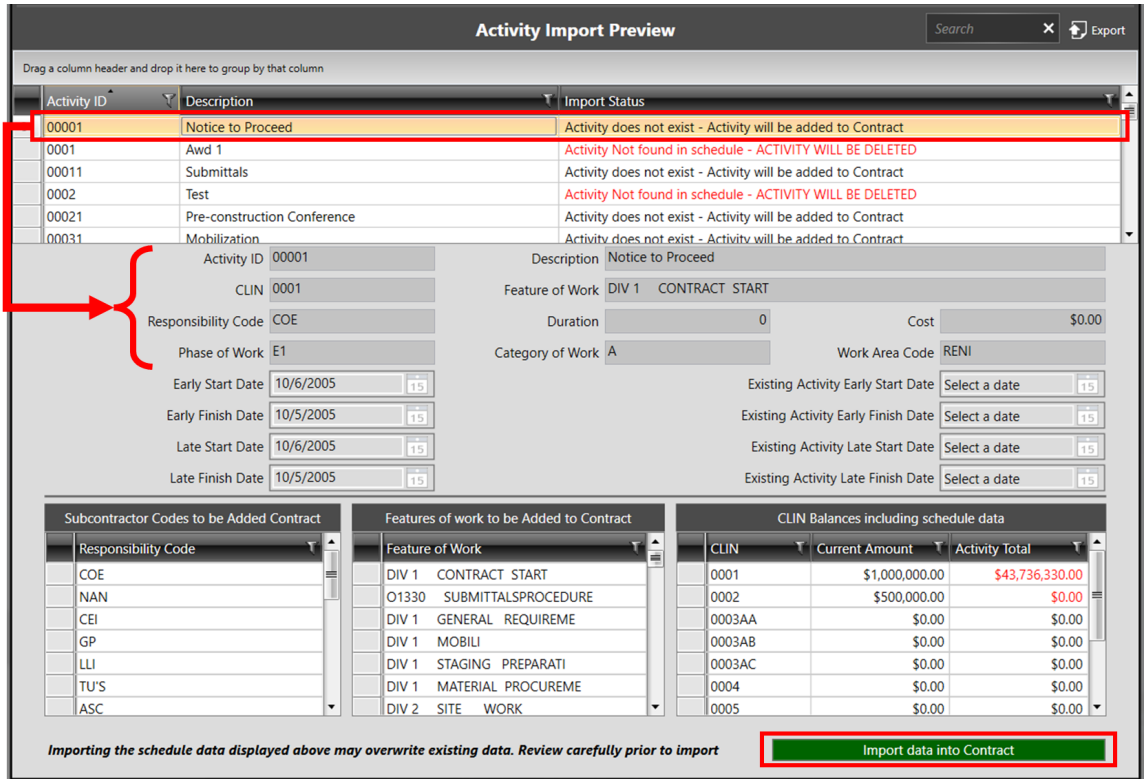
Note: The file should have a .txt, .xml, or .xer file extension.



- *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* – Also referred to as Contract ID. It is the 7-character alphanumeric shown in brackets found in the upper left corner of the RMS screen header, next to the contract number.

RMS displays the contents of the file before importing the data into the contract. Click on the tabs to review the data identified by the tab selected.

Network Analysis Schedule (NAS)



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*.

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.

***Preview Import Earnings into Payment*:**

Use this feature to create a Progress Payment Request. After Actual Start and Finish dates and Percentage Complete have all been updated in the scheduling program, the schedule file can be used to create the next Progress Payment Request.

Note: There can be only one open invoice in RMS at any time. If an import is attempted and the Government has not yet completed the previous Progress Payment, RMS will not allow the import to proceed. The payment does not have to be paid, it just needs to be marked completed in RMS to allow another invoice to be opened.

Click here to see a video with more details regarding the Activity Import Preview.

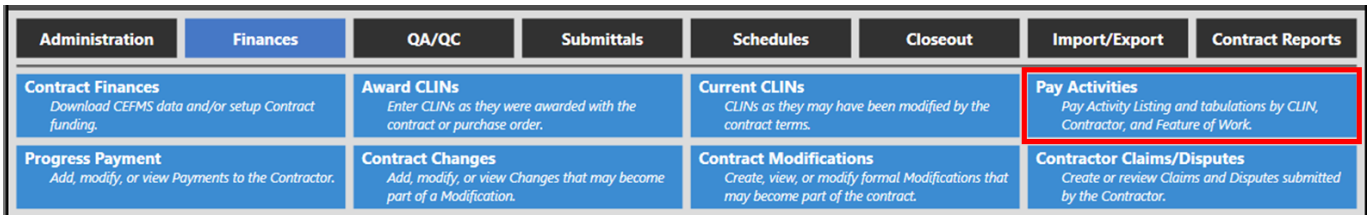
Pay Activities

Pay Activities YouTube video: https://youtu.be/xaclIJJyx5Q

Prerequisites: NTP Actual Date must be set and CLINs added to the contract.

There are two ways to add pay activities in RMS:

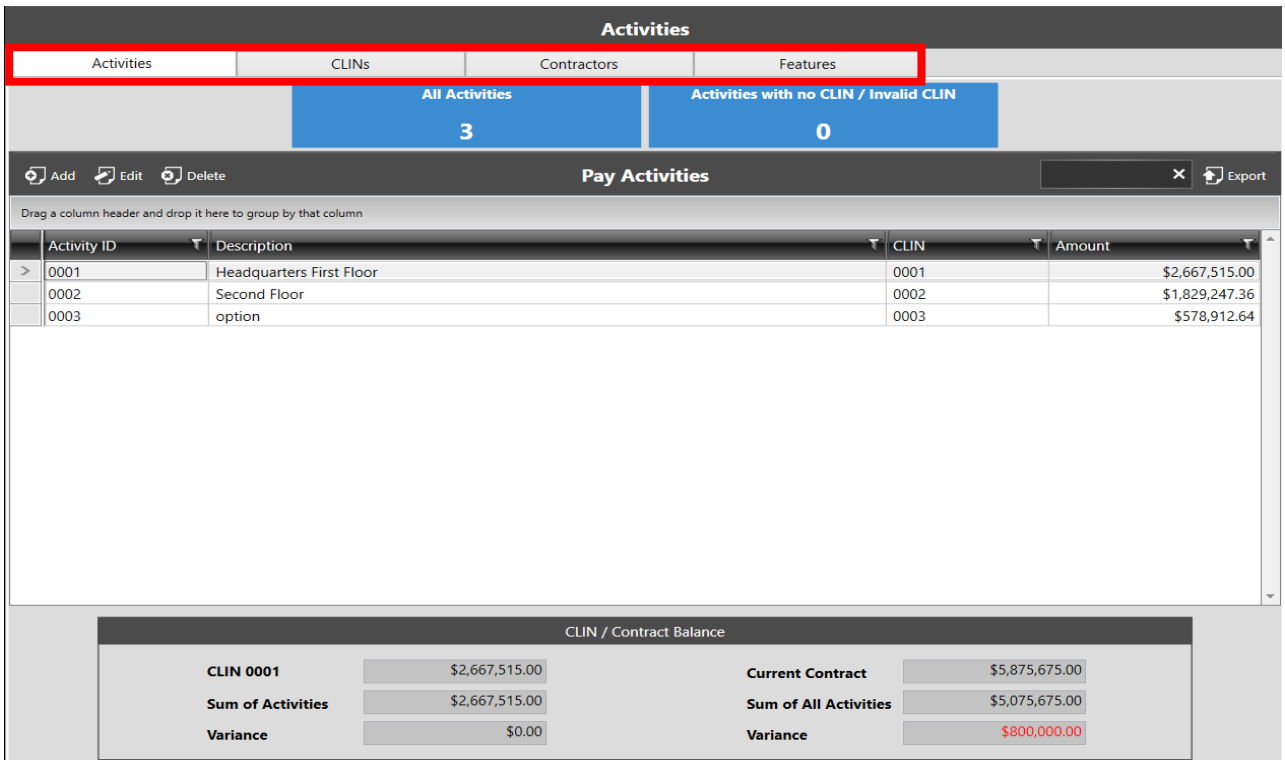
1. Manually add the activities.
2. Add the activities by importing a schedule file.



To start, navigate to the ***Pay Activities*** module within the ***Finances*** tab.

***Activities*:**

The ***Activities*** tab will show all the activities as well as activities not linked to a CLIN or activities linked to invalid CLINs based on the blue filter tile chosen. The bottom of the tab will show a summary of the activity selected. New activities can be manually added here, as well.



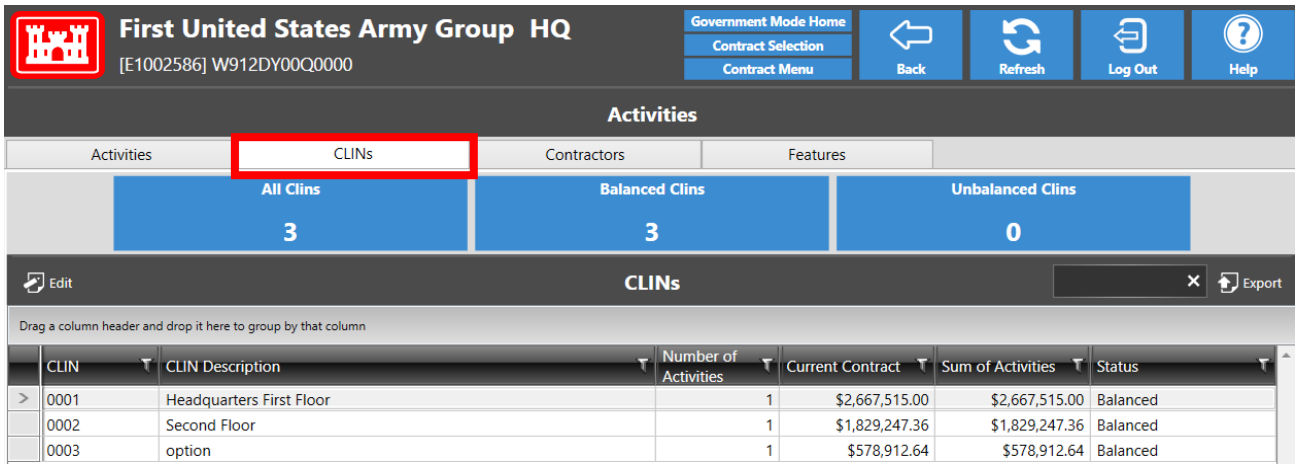
RMS Website: ***https://rms.usace.army.mil/***

Pay Activities

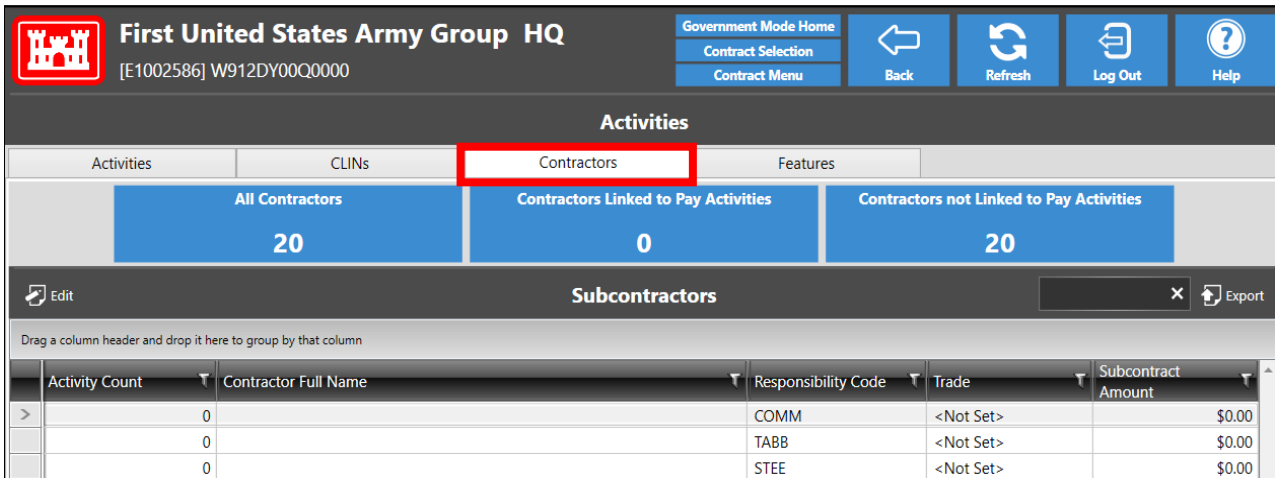
***CLINs*:**
This ***CLINs*** tab will show all the CLINs added to the contract.

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 in red is not linked to an activity.

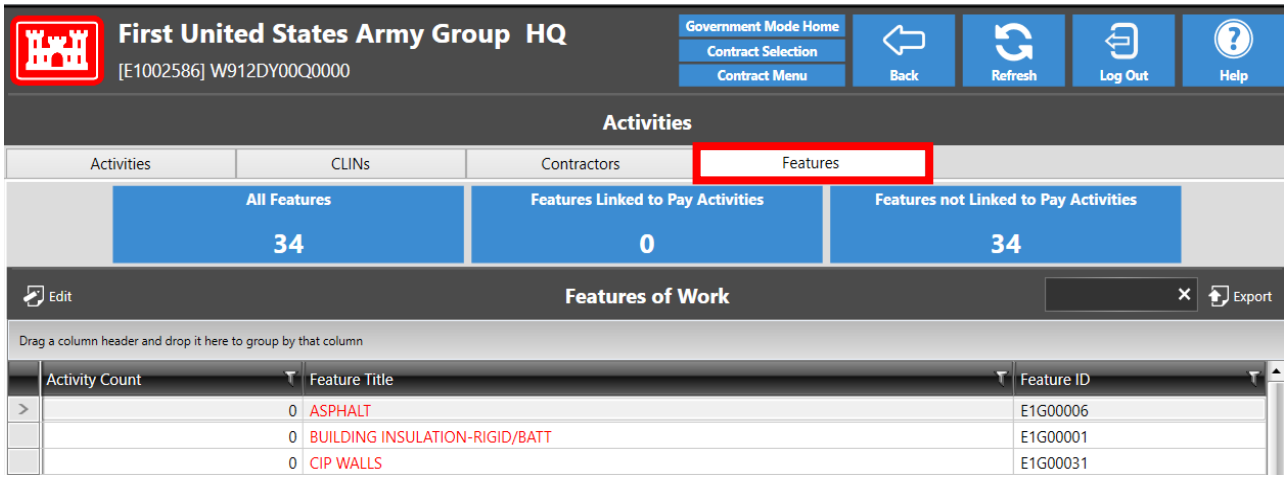


Pay Activities

***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.

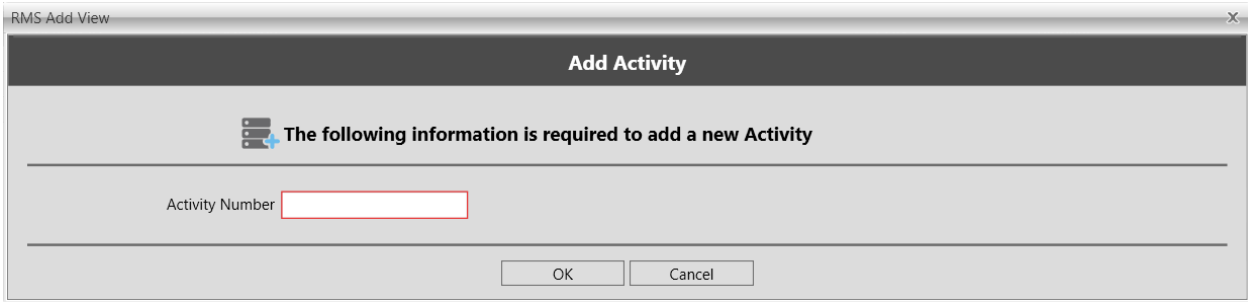
To see which activities are linked to which CLINs, Contractors, or Feature, click on the corresponding tab. Next, double click on the item to view the activities linked to the item.



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.



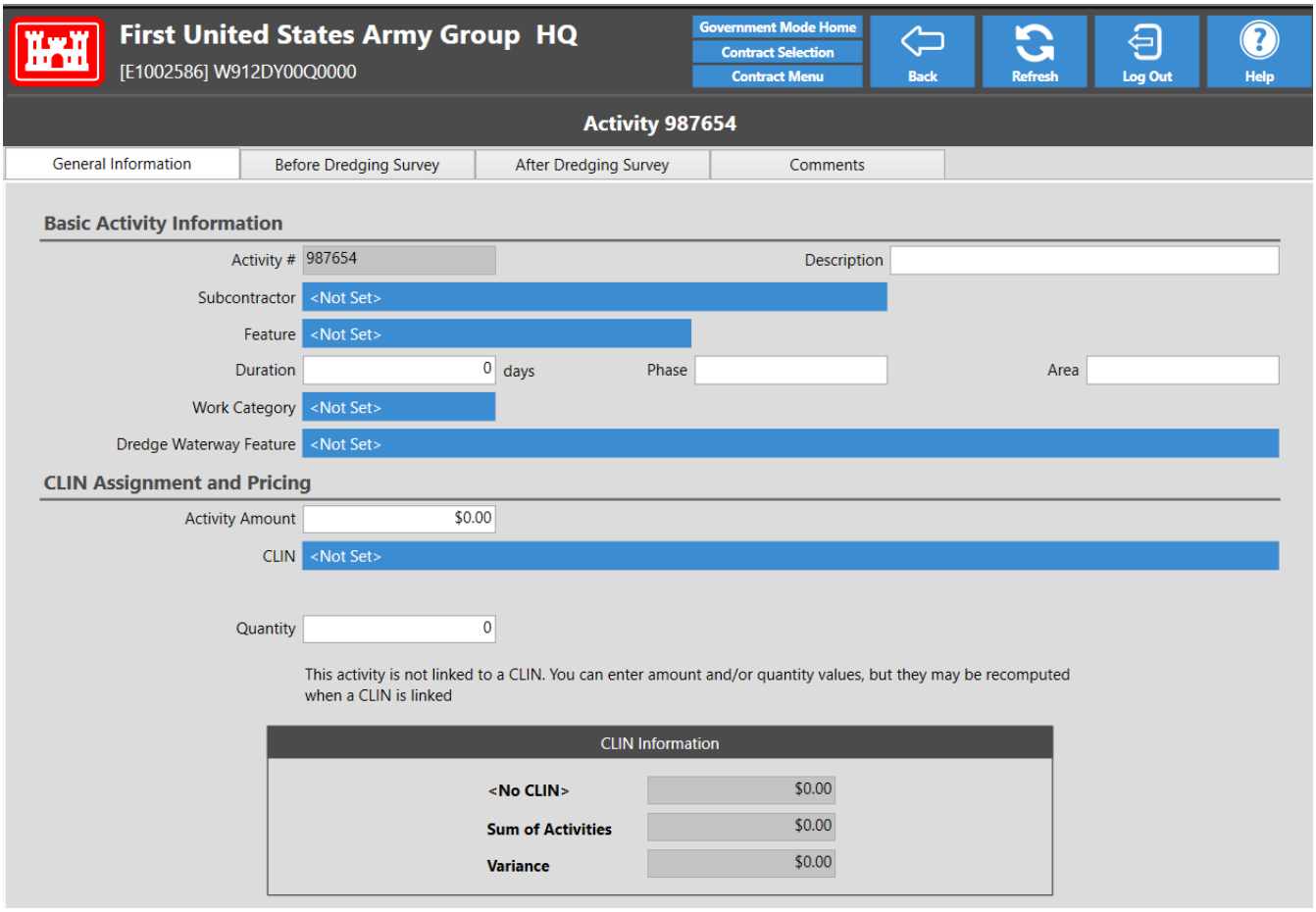
Pay Activities

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, an extra lookup field is available in the ***General Information*** tab to choose the *Dredge Waterway Feature* (waterways 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 the Contractor is unsure how to fill out the duration, phase or area sections, the Contractor will need to consult a USACE representative for the contract.



Note: The ***Before/After Dredging Survey*** tabs will only show in dredging contracts.

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, an .xml file, or an .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.

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.



Contractor Payrolls videos:

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

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
  - *Track Contractor's Payrolls in RMS* must be checked in ***Contract Setup***.
  - *End Payrolls Milestone* needs to be selected and no actual date should be entered into the *Actual Date* field.

Contractor Payrolls

Introduction to Payrolls (cont.):

- ***Milestone Schedule***
  - The NTP Acknowledged milestone must have an *Actual Date* entered.
  - 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**
- ***Contractors Onsite***
  - The Contractor's *First Day Onsite* field must have a date entered.
  - 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 selected.

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 Beginners Training webinar on the RMS YouTube here: https://www.youtube.com/watch?v=TS8nVP1EGWc&list=PLIN4_nh0qXdPRGZzYyGg7EoKEjDNd-4rC&index=3&t=163s

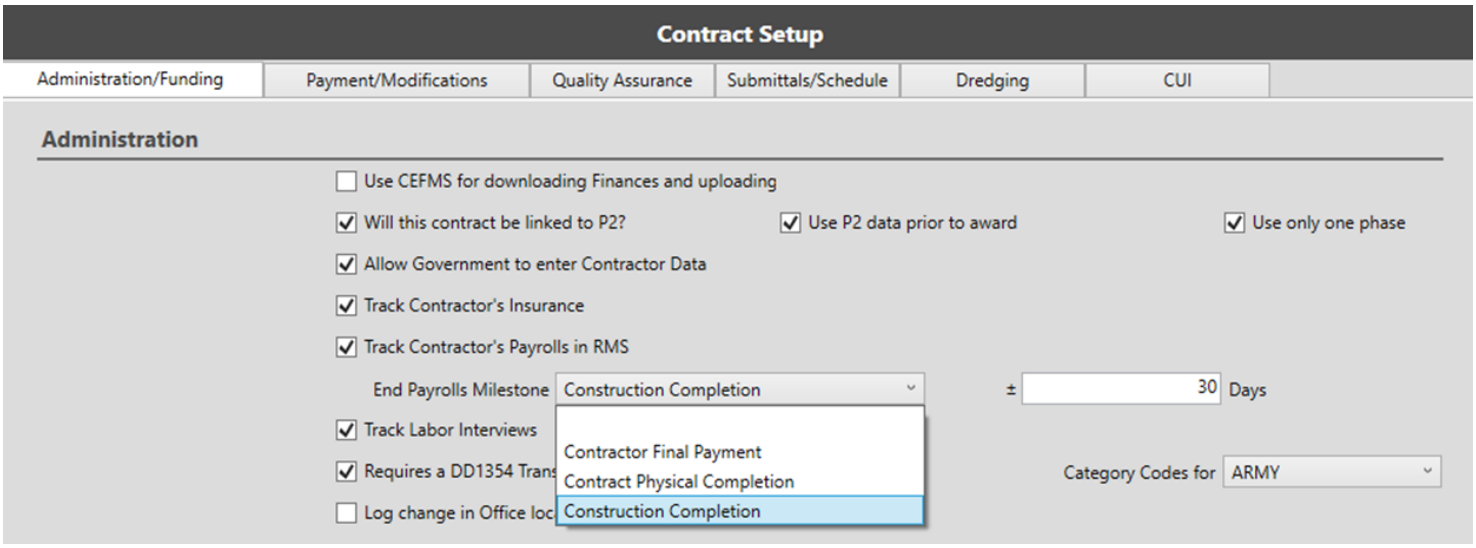


Contractor Payrolls

Contract Setup for Payrolls:

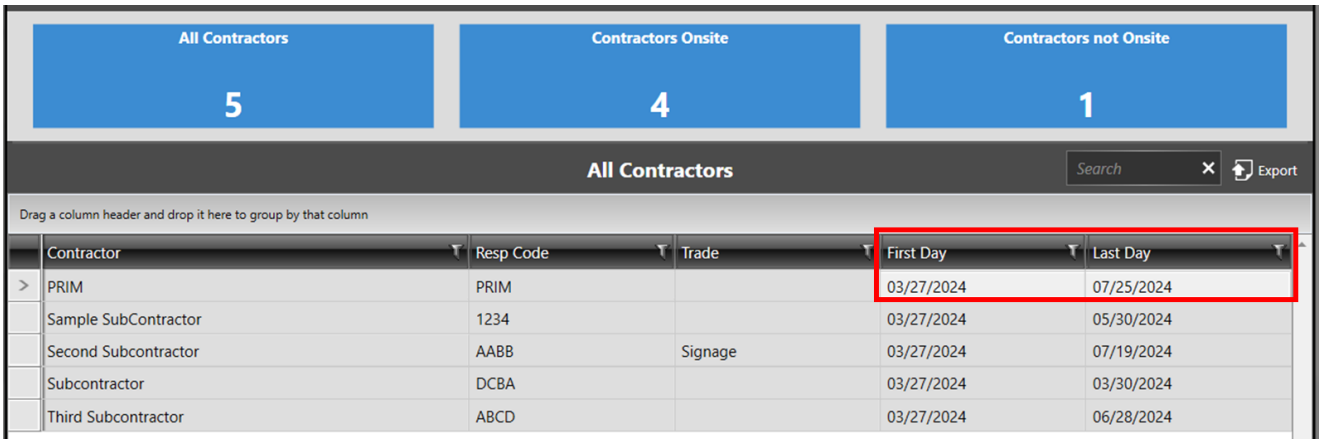
In the ***Contract Setup*** module within the ***Administration*** tab, a milestone can be set to mark the end of Contractor payrolls. The value in the *Days* field will be added to the date set for the selected milestone.

For example, if the selected milestone has an actual date of April 22, 2023 and the *Days* field has the value "30" entered, then the last day Contractor payrolls will generate will be 30 days *after* April 22, 2023.



***Contractors Onsite*:**

As stated in the previous page, 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.



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

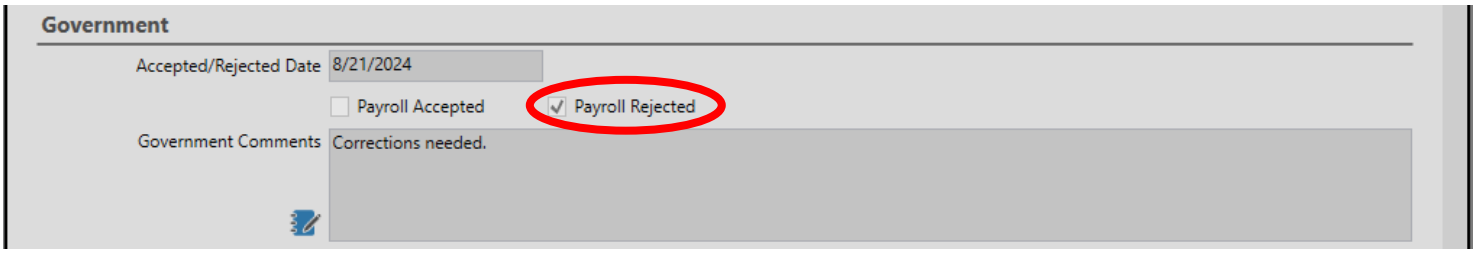
Reviewing Payrolls:

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 that no documents and/or requirements are missing.

> *Note:* District/Office/Contract policy will determine what is required and should be consulted before making a final decision on accepting or rejecting the payroll.

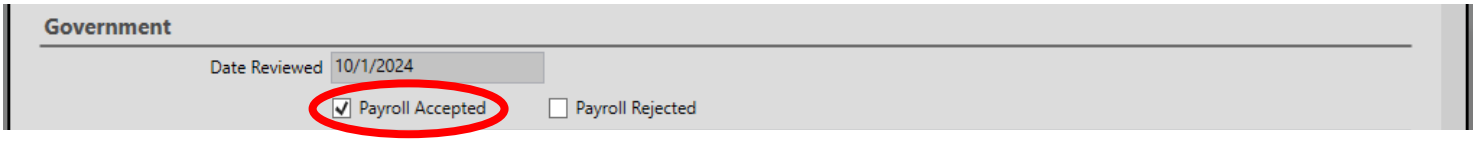
Returning Payroll for Corrections:

If the Government determines that the payroll does not meet the requirements, the Government can communicate the corrections needed in the *Government Comments* field or verbally, then check the *Payroll Rejected* checkbox. The payroll along with the existing Document Packages that contain documents will also be returned when this checkbox is checked. The payroll status will change to *Problem Payroll* and be available for editing by the Contractor in Contractor Mode.



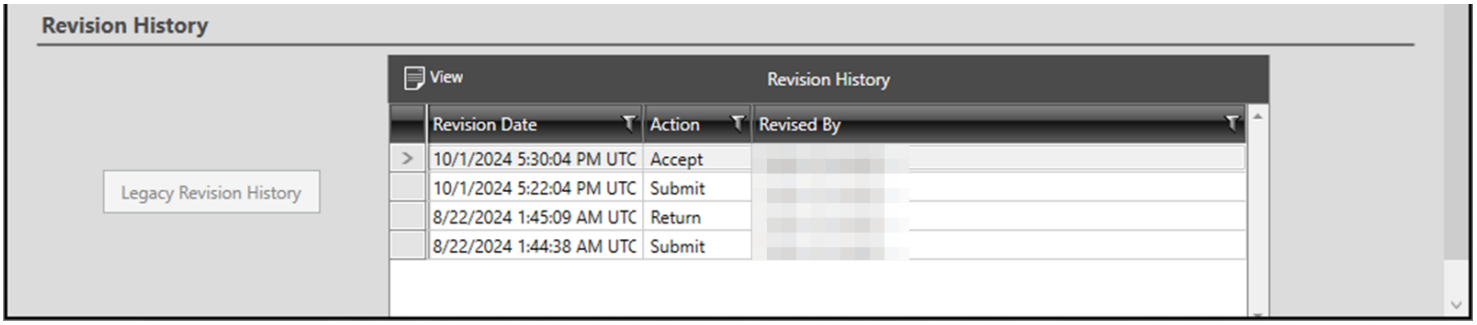
Accepting the Payroll:

If the Government determines that the payroll is correct and agrees with the submission, then the *Payroll Accepted* checkbox can be checked to accept the submission. Checking this box will accept both the payroll submission and any associated Document Packages that contain documents. The status of the payroll will change to *Accepted by Government*.



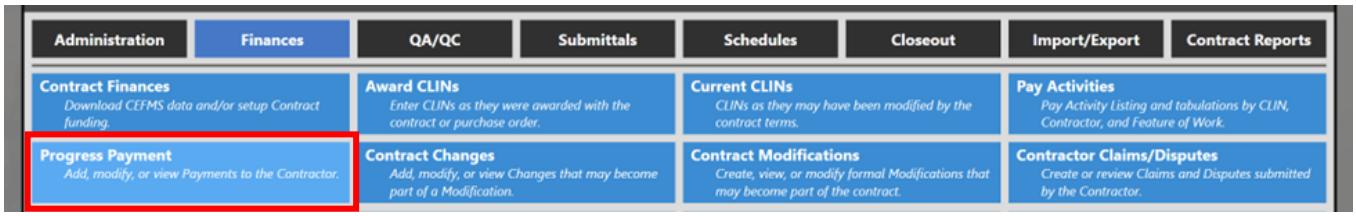
Revision History:

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



Progress Payments

The ***Progress Payments*** module in RMS 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.



The ***Progress Payments*** module can be found within the ***Finances*** tab.

> *Note:* If none of the modules appear as shown in the image above and a ***Future Contract*** module appears instead, 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 before any action is taken on the contract's finances.

To enable Government RMS user access to this module, a user role with permissions to Finances must be assigned. User roles can be reassigned to users in the ***Linked Staff*** module within the ***District Office*** menu. Alternatively, user roles can be set in a user's staff record in the ***RMS Staff*** module if no role has yet to be assigned.

Setting Up the Contract for Progress Payments:

Before adding the first Progress Payment:

- The Contract Finances must be set up.
- The Award CLINs must be completed.
- The Pay Activities must be entered and balanced with CLINs (usually by the Contractor).

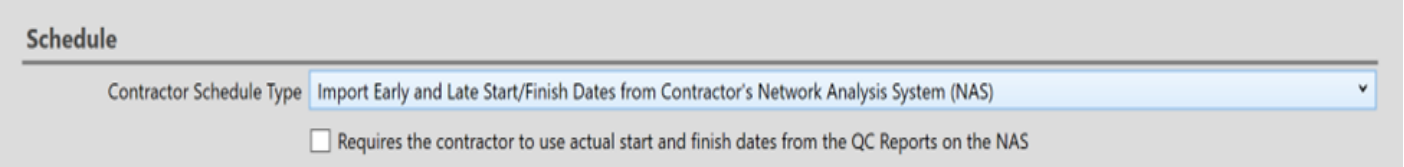
Once the Contractor has input a schedule, usually via a Network Analysis Schedule (NAS) import, then the Contractor will create the first invoice and send it to the Government via the ***Progress Payments*** module. However, the finances must be set up before this can begin. Following a left-to-right mentality, work first on the ***Contract Finances*** and move onto the right.

Click here to see a video with more details regarding invoices from the Contractor.

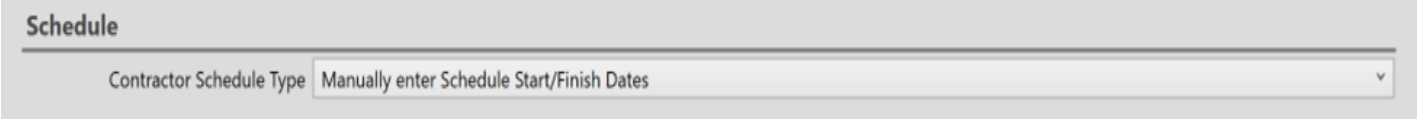
Progress Payments

Please note that the Contractor sends the invoice (Progress Payment) to the Government in RMS Contractor Mode. If no invoice appears when opening the Progress Payment, contact the Contractor and coordinate the generation of the pay request via the Contractor's RMS application in accordance with specific District policies.

Before the Contractor can submit an invoice, the Pay Activities need to be balanced with the CLINs. Usually when creating a contract, the Government will mirror the CLINs with the Pay Activities upon contract creation to simplify the start of the contract for the Contractor and avoid financial warnings.



Or

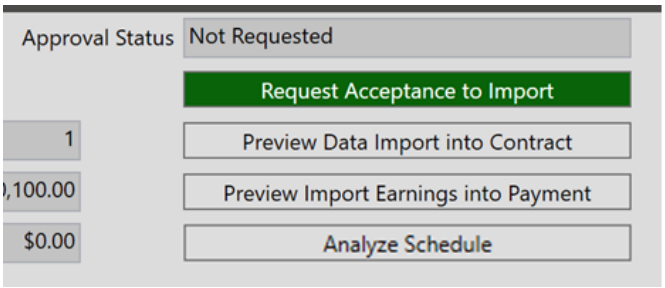


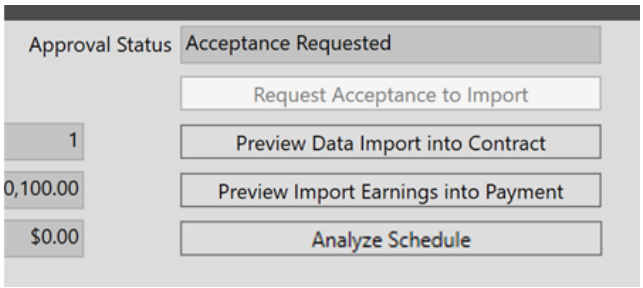
It is important to understand that if a Network Analysis System (like Primavera) is used, then that system will be considered the system of record for all schedule and financial information. Anything imported via the monthly schedule file will overwrite what is in RMS in those respective modules. Therefore, it is important that any corrections or changes be made inside *the scheduling software* rather than in RMS. The next schedule import will overwrite what is in RMS, undoing any manually updated Activities within RMS.

The Government must approve the schedule file for import after the Contractor requests permission to import. This is done in the ***Network Analysis Schedule (NAS)*** module within the ***Import/Export*** tab. Open the schedule file after the Contractor has chosen to Request Acceptance to Import. The Government can then approve the request to import.

The pictures below show the Network Analysis Schedule (NAS) options after a schedule has been requested for import but not yet accepted.

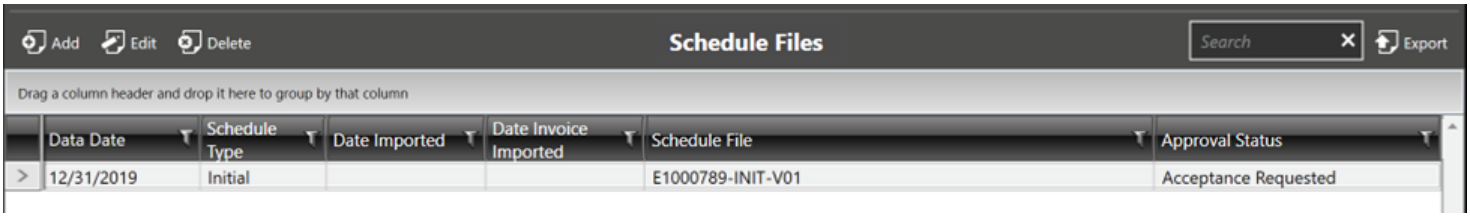
The Contractor's view:

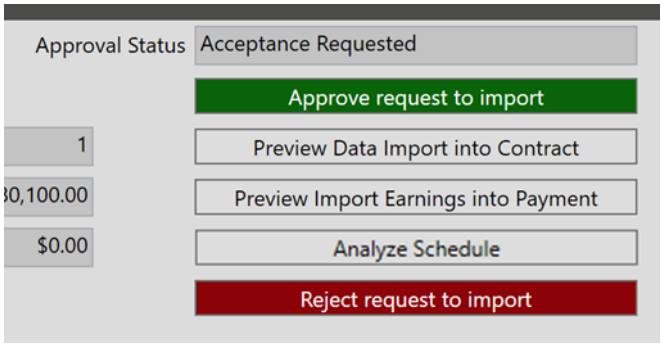




Progress Payments

The Government's View:





Before approving the request to import the schedule, the import file may be analyzed and/or reviewed. To analyze the schedule, click on the *Analyze Schedule* button. To preview the data import before approving, click the desired *Preview* button.

> *Note:* Schedule analysis performed in RMS is **NOT** a replacement for schedule analysis performed in Primavera P6.

Once the Government has approved a schedule file, the Contractor cannot delete the approved file. Also, note that after the Contractor requests acceptance for import into the contract, the schedule file cannot be deleted and becomes part of the contract record, even if the schedule is rejected.

Before the schedule file can be imported into the contract, it must be accepted by the Government. If a schedule import is not entirely correct, the file must be edited within the producing scheduling software and another import will need to be performed. This is a normal procedure to make the schedule is entirely accurate.

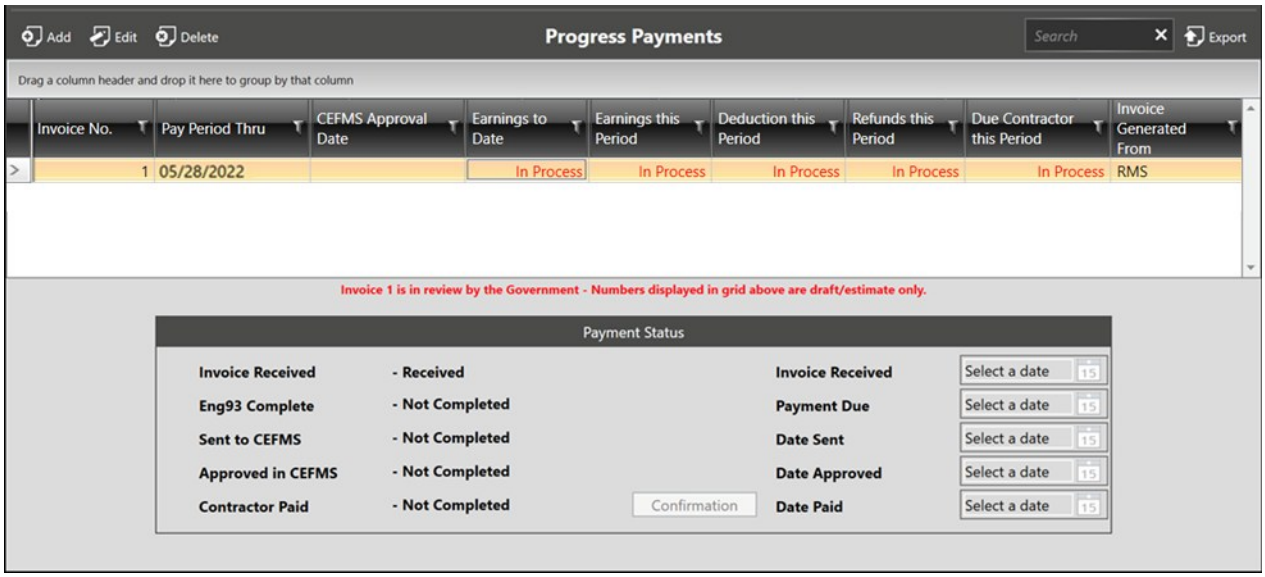
After a successful import, the Contractor can then proceed to submit a payment to the Government in the ***Progress Payments*** module.

Progress Payments

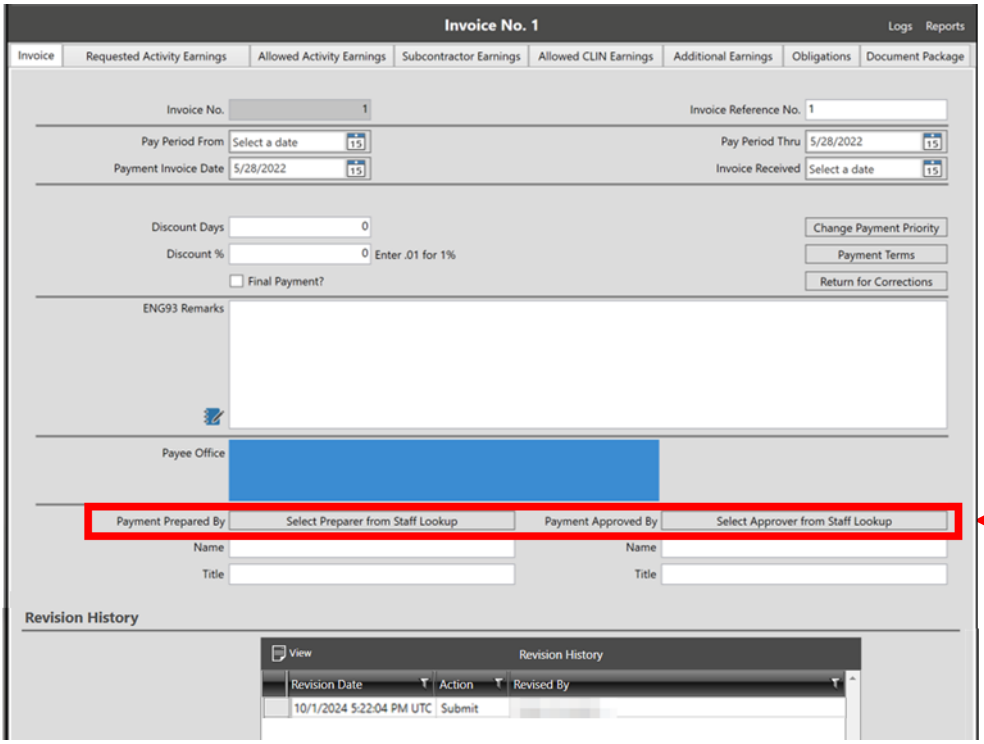
Processing a Progress Payment:

To receive a Progress Payment, go to the ***Progress Payments*** module. Receiving a Progress Payment from the Contractor is executed as indicated below.

Open the Progress Payment:



Once the Progress Payment is open, the view below will be displayed:

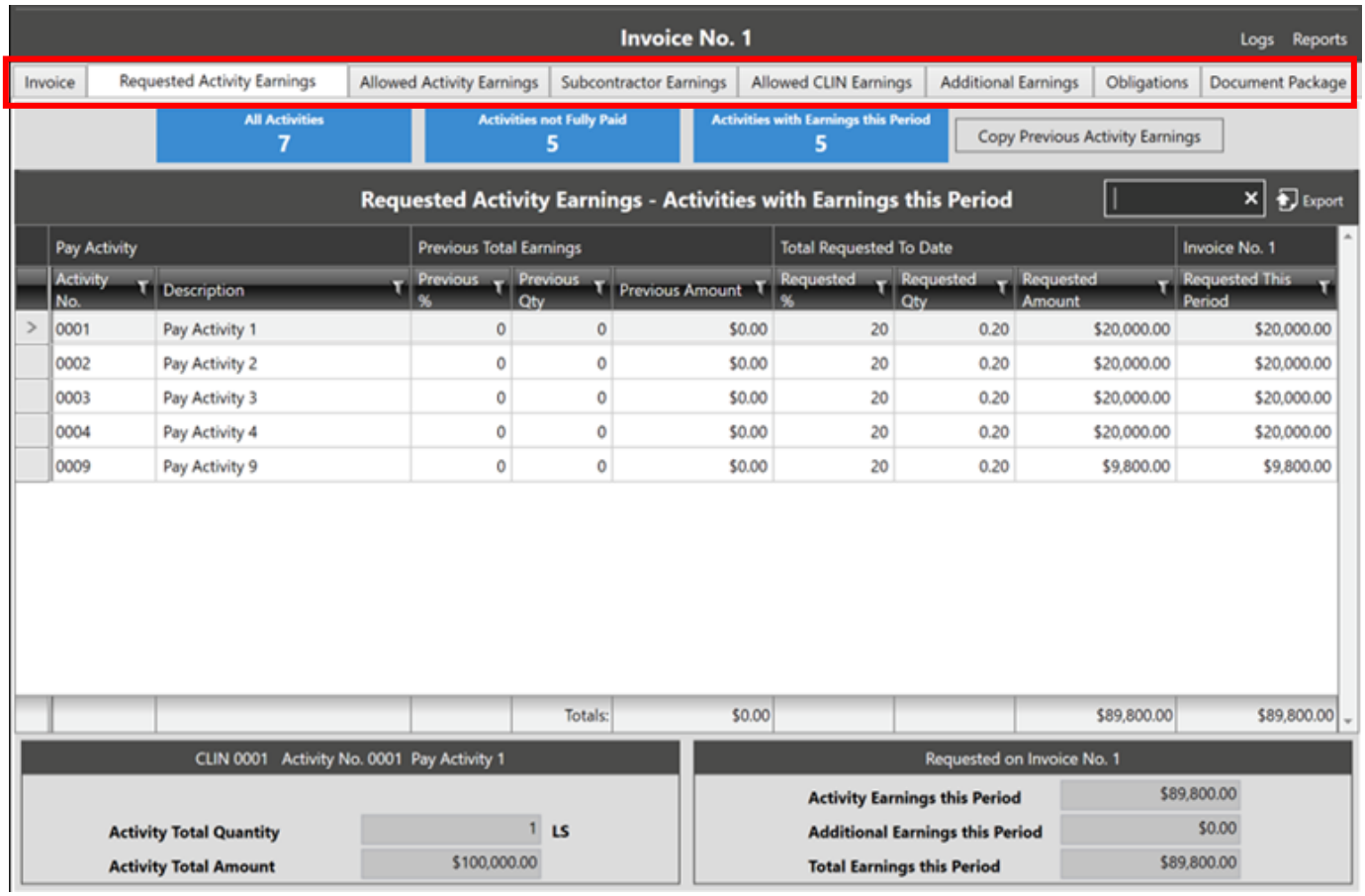


The names and titles listed at the bottom for *Payment Prepared By* and *Payment Approved By* come from the *Signature Blocks* section of a user's RMS Staff Record. Users can be found in ***RMS Staff*** module on the Contract Selection view.

Progress Payments

Instructions to Populate the Progress Payment Screen:

1. In the ***Invoice*** tab, set a *Pay Period From* date and an *Invoice Received* date.
2. Make sure the *Payee Office* is correct (this comes from CEFMS).
3. Enter the required information in each tab, working from left to right, starting with the ***Invoice*** tab.
4. Once in the ***Additional Earnings*** tab, the Progress Payment can be finalized by checking the *Total Allowed Earnings for this Pay Period Entered* checkbox.

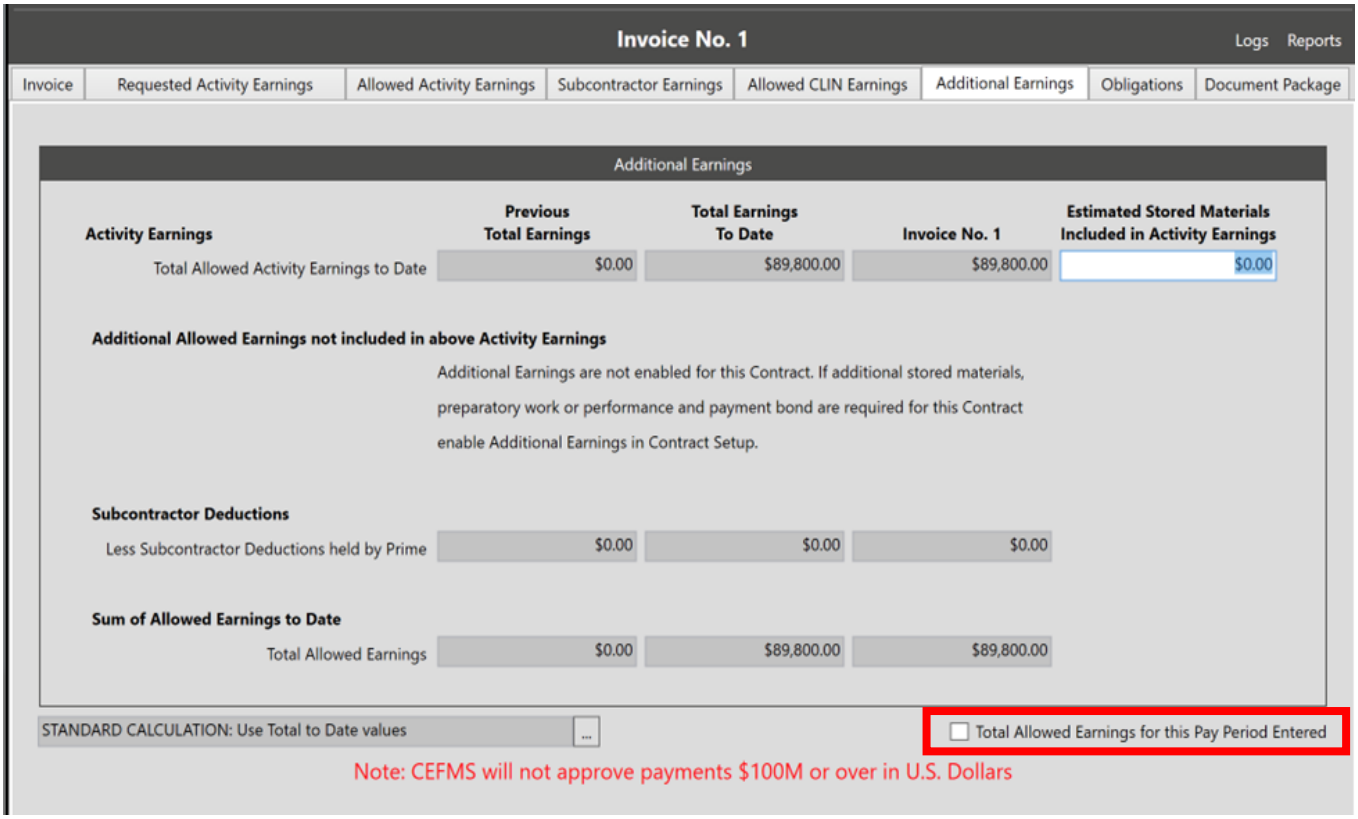


Progress Payments

Tab Descriptions:

- The ***Invoice*** tab is where pay period dates can be set and invoices can be returned to the contractor for correction.
- The ***Requested Activity Earnings*** tab provides the Government the capability to view the payment amount the Contractor is requesting. The blue tiles at the top can be used to filter the display view. The information in the bottom of the screen will change based on which activity is selected.
- The ***Allowed Activity Earnings*** tab gives the Government the ability to change these earning values if needed. The Government may choose to send the payment request back to the Contractor for corrections or accept the request. Each District has different polices and may have different review activities.
- The ***Subcontractor Earnings*** tab is where the administration costs for Subcontractors are recorded.
- The ***Allowed CLIN Earnings*** tab is a summary page detailing the CLINs and how much is being paid historically and currently on those CLINs.
- The ***Additional Earnings*** tab is the first step to finalizing the payment. RMS will not allow the user to move forward without the "Total Allowed Earnings for this Pay Period Entered" checkbox being checked. This will finalize the payment.
- The ***Obligations*** tab is where RMS will finalize the payment and report any warnings or errors that might have occurred. Once the Document Package has been completed, the payment can be sent to CEFMS.
- The ***Document Package*** tab is where the ENG 93 in the Government Document Package can be signed. Once the ENG 93 is signed and all other documents have been reviewed and signed as required, the Document Package can be completed. To complete the Progress Payment, click on the *Send Payment to CEFMS* button available on this tab.

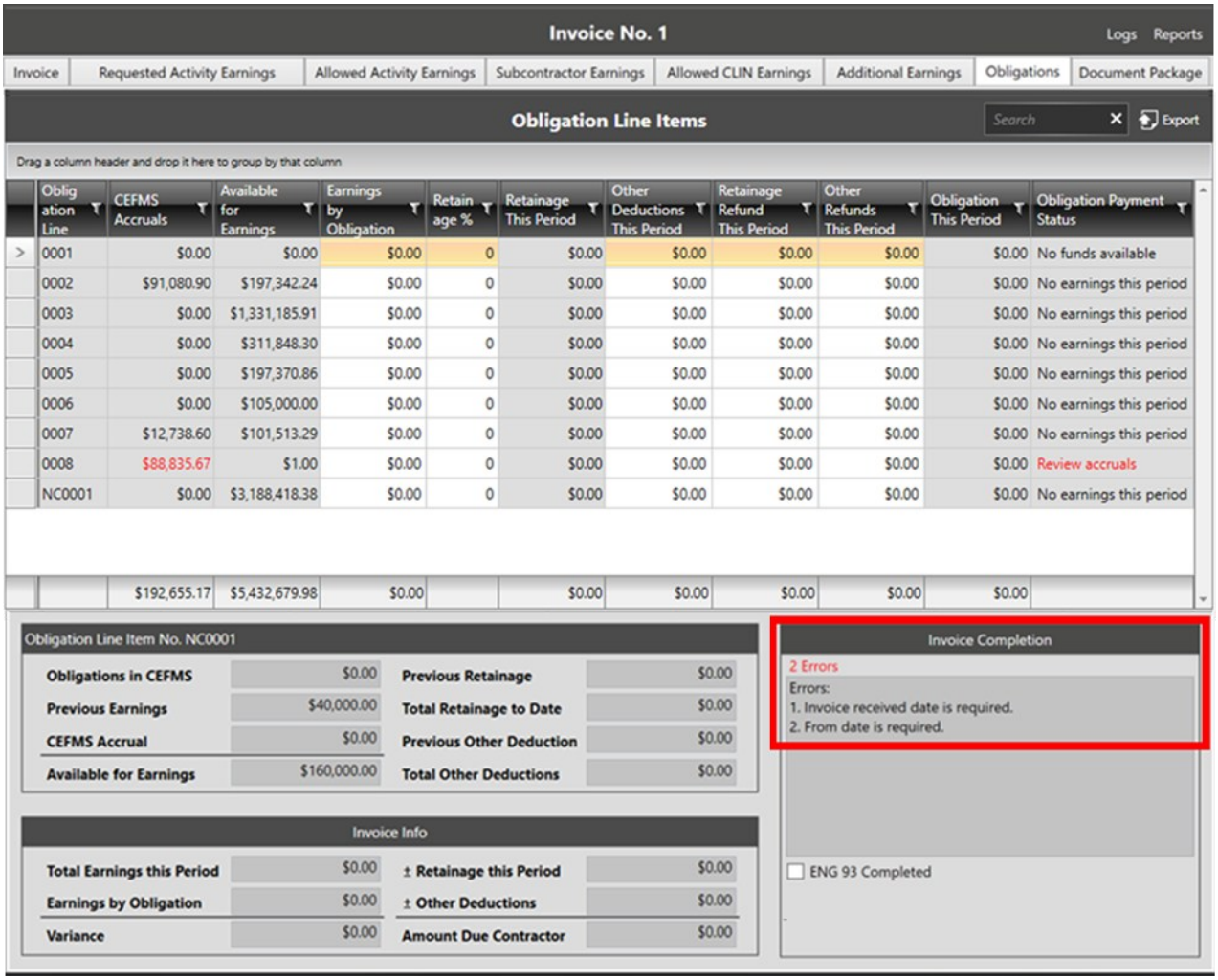
Progress Payments



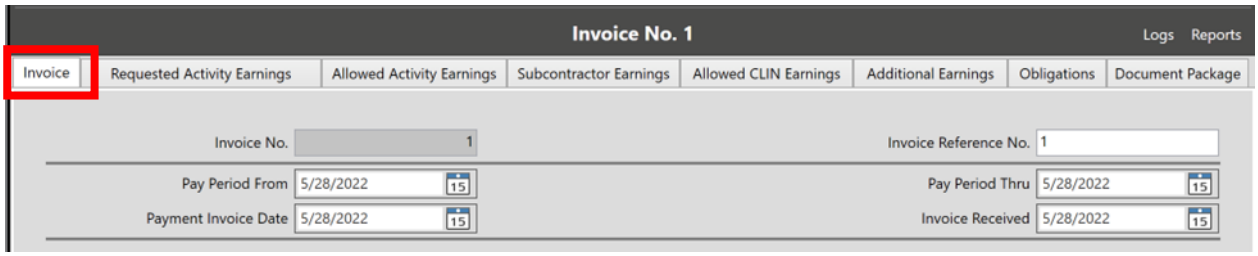
Once the *Total Allowed Earnings for this Pay Period Entered* checkbox is checked, RMS will finalize the payment on the Obligations screen and report any warnings/errors that may have occurred.

Progress Payments

See below for an example of some errors that can occur.

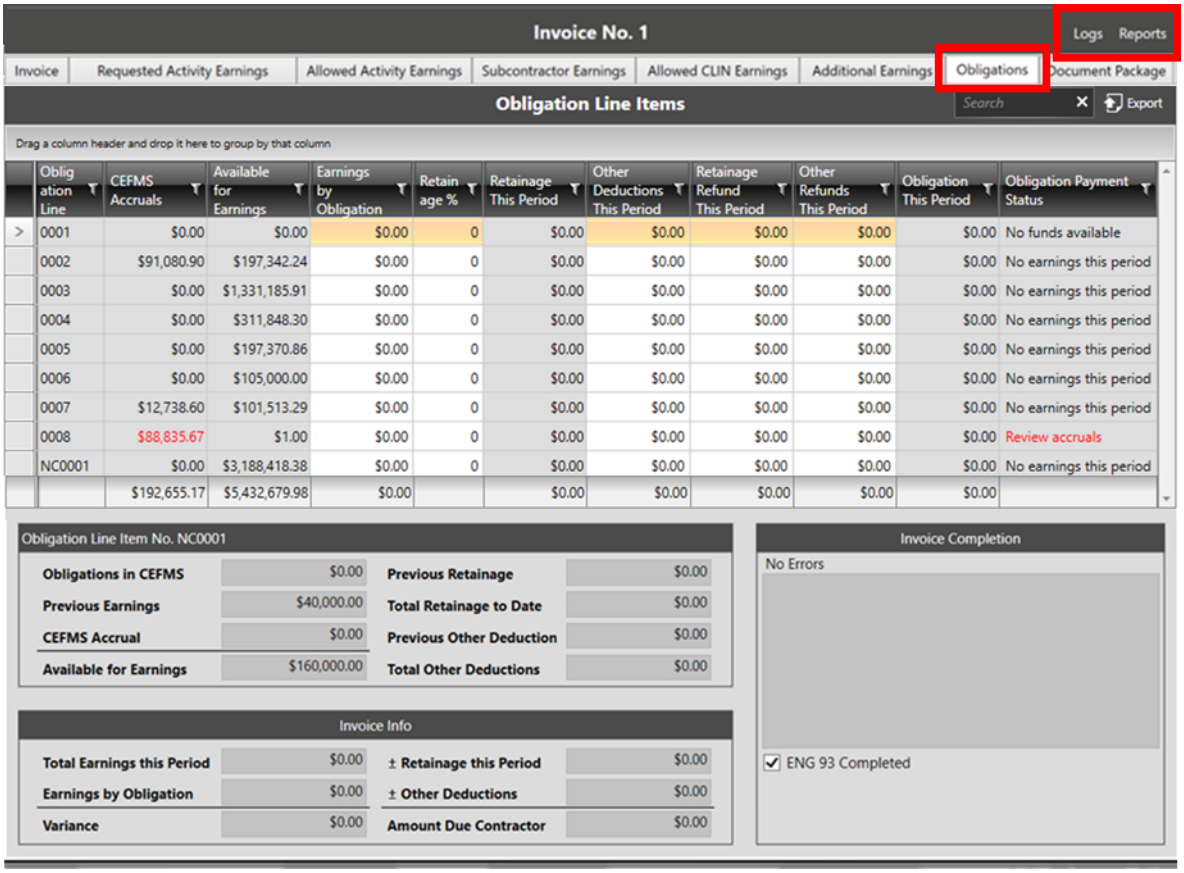


Before the ENG 93 can be completed, the *Invoice Completion* box reports that an *Invoice Date* is required and a *From Date* is required on the ***Invoice*** tab. Go back to the ***Invoice*** tab to set the dates and resolve these errors.

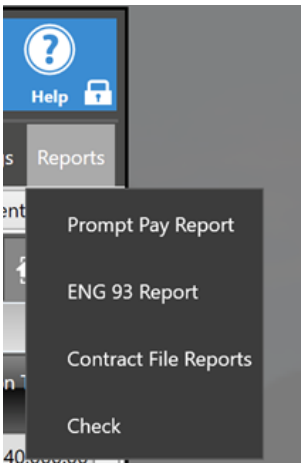


Progress Payments

After entering the required dates on the Invoice tab, return to the ***Obligations*** tab. The error messages are now removed.



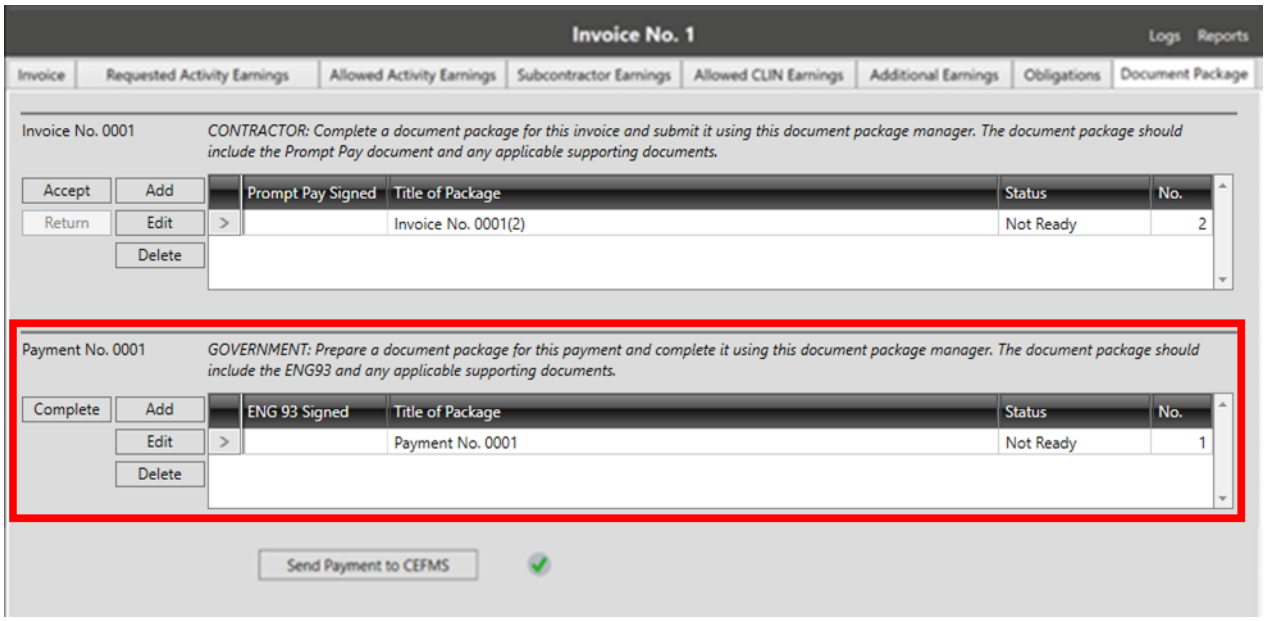
Now the ENG 93 can be completed if desired. To preview the ENG 93, click the *Reports* button in the top right corner and make a selection.

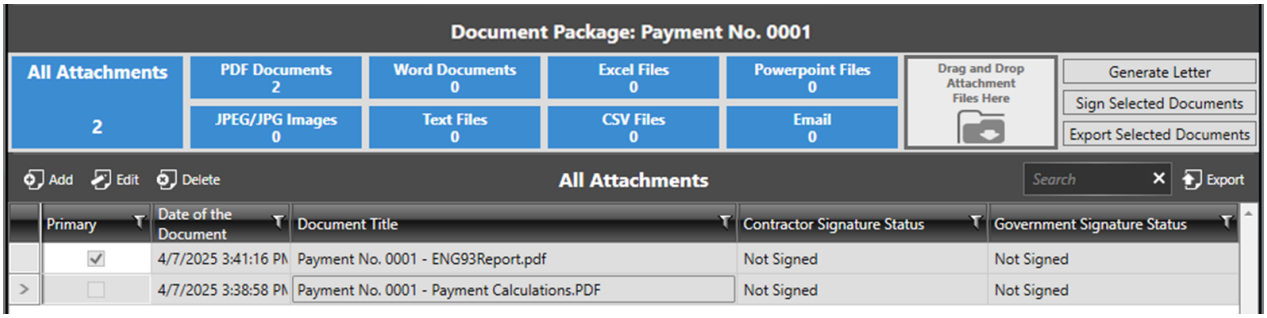


The *Reports* button at the top right corner of the screen does not show the final version of the reports. The pre-views provided by this button only provide an estimate of what the ENG 93 and Prompt Pay Report will look like once completed.

Progress Payments

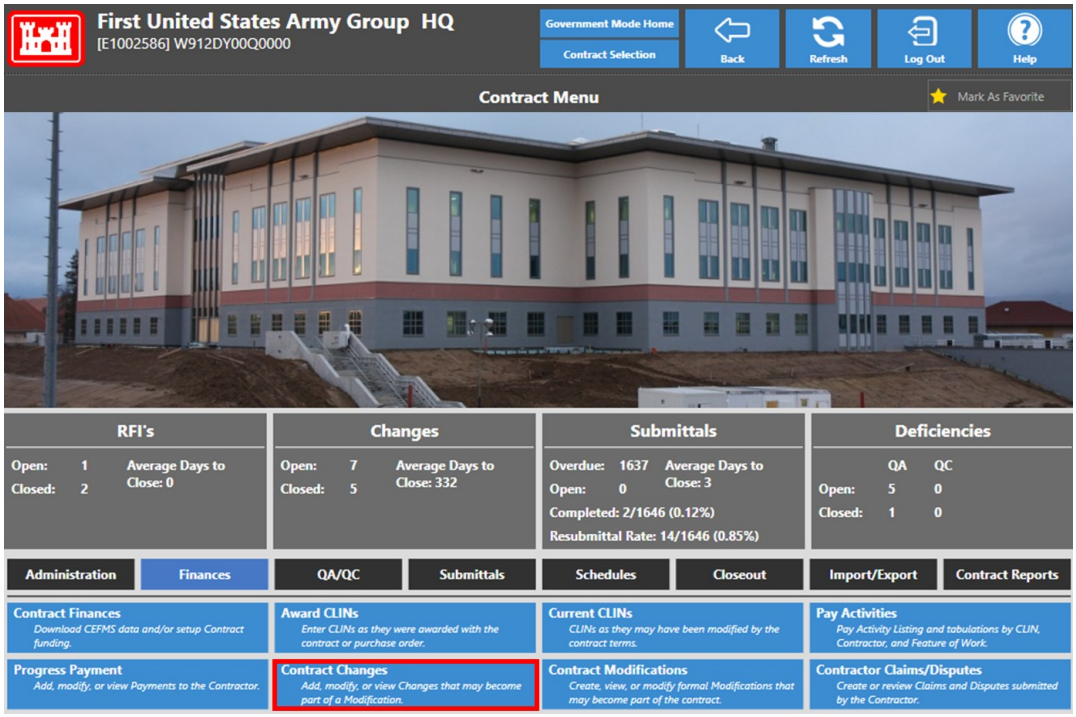
Once the *ENG 93 Completed* checkbox is checked in the ***Obligations*** tab, go to the ***Document Package*** tab and sign the ENG 93 in the Government Document Package.





Once signed, make sure to complete the Document Package. Then, go back to the ***Document Package*** tab and click on the *Send Payment to CEFMS* button. When clicking on this button, the user will be prompted to authorize and confirm by entering login credentials.

Contract Changes

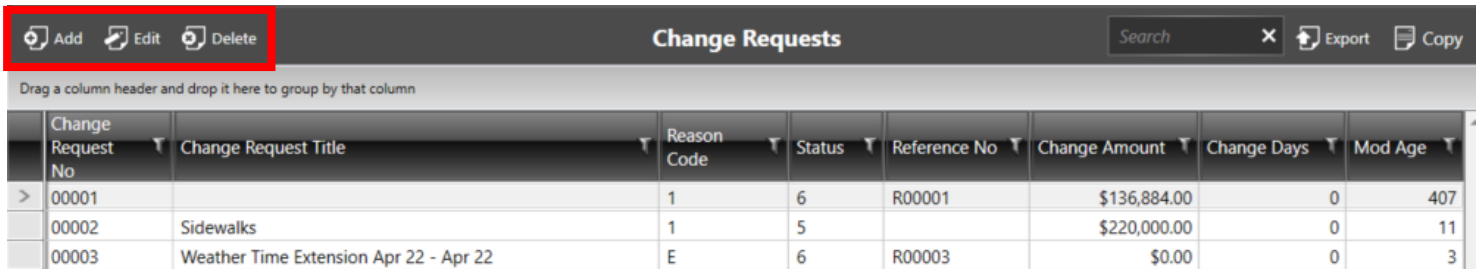


Throughout the course of a construction project, changes can be expected after the contract is awarded. These changes are made through modifications to a contract.

There are two basic kinds of changes: bilateral and unilateral.

In a bilateral change, both the Contractor and the Government COR sign off on the change.

A unilateral change is only signed by the Government COR.



Change Request No	Change Request Title	Reason Code	Status	Reference No	Change Amount	Change Days	Mod Age
00001		1	6	R00001	$136,884.00	0	407
00002	Sidewalks	1	5		$220,000.00	0	11
00003	Weather Time Extension Apr 22 - Apr 22	E	6	R00003	$0.00	0	3

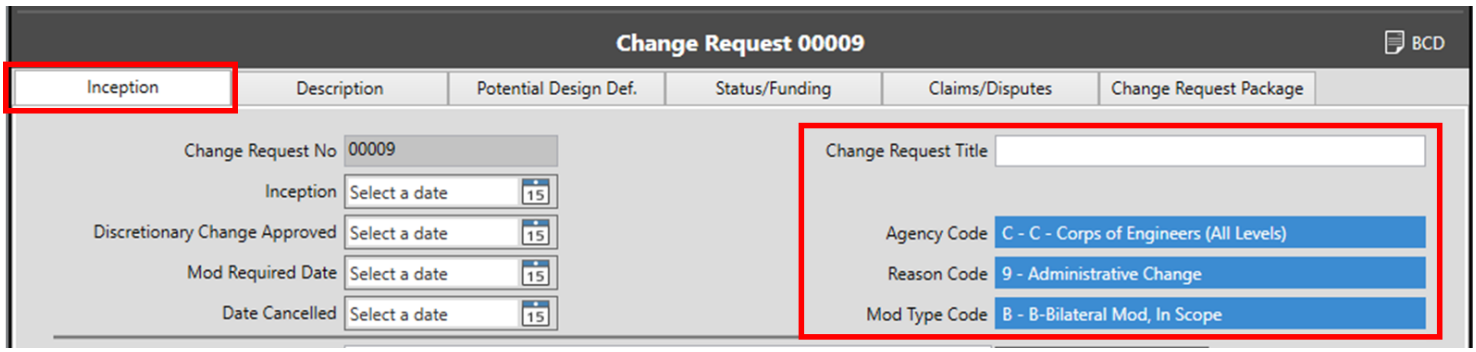
Go to the ***Contract Changes*** module within the ***Finances*** tab.

- Click on the *Add* button to create a new Change Request.
  - Select the type of Change Request. *Add new Single Part Change Request* is the default selection.
- Click on the *Edit* button to edit an existing Change Request.
- Click on the *Delete* button to delete an existing Change Request.
- Select appropriate *Reason Code* for Change Request.

Contract Changes

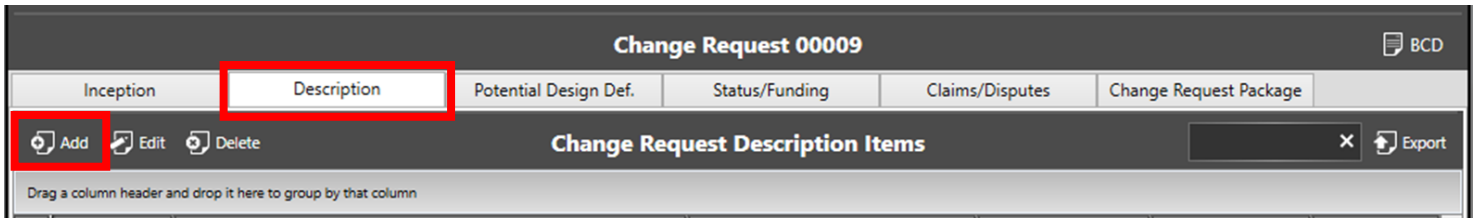
***Inception* tab:**

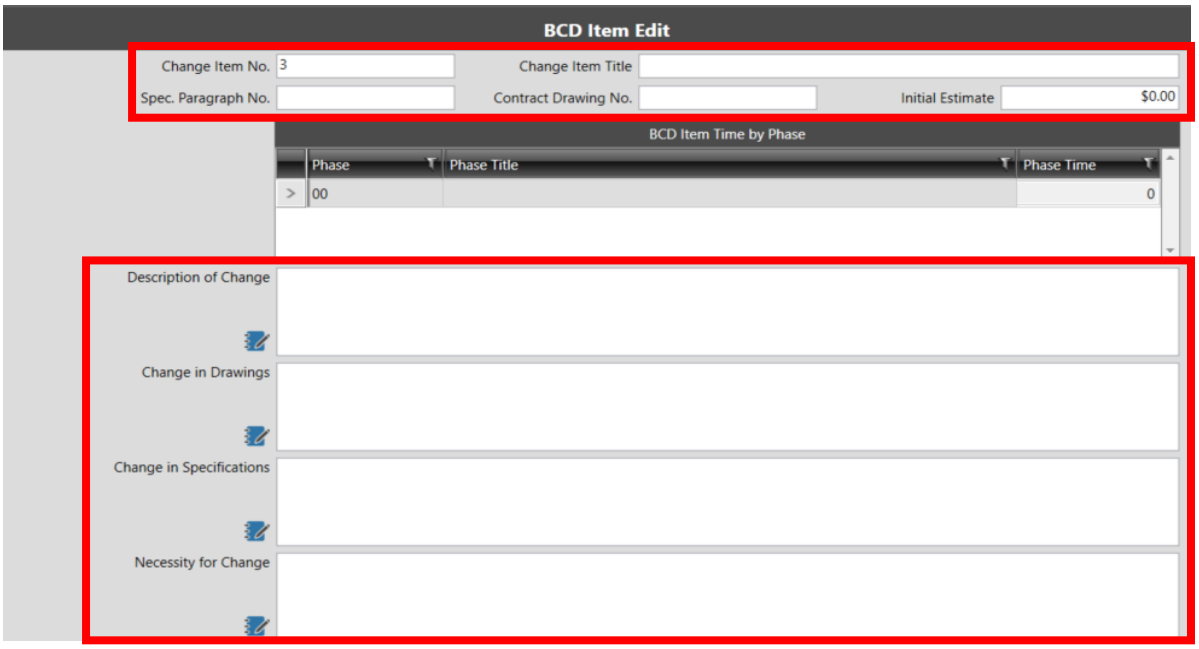
1. Enter *Change Request Title*
2. Select *Agency Code*, *Reason Code*, and *Mod Type Code*.



Description tab:

1. Click on the *Add* button.
2. Fill out information on the ***BCD Item Edit*** screen.

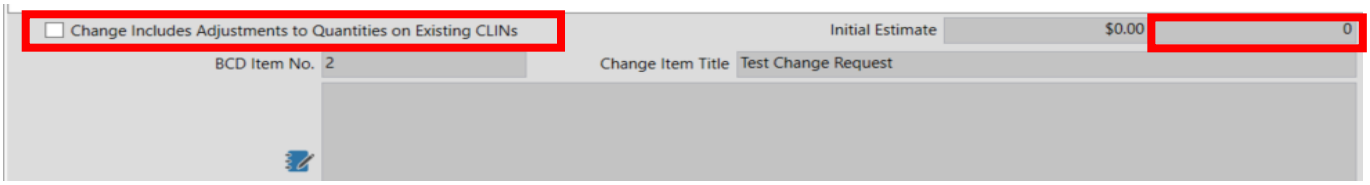




Contract Changes

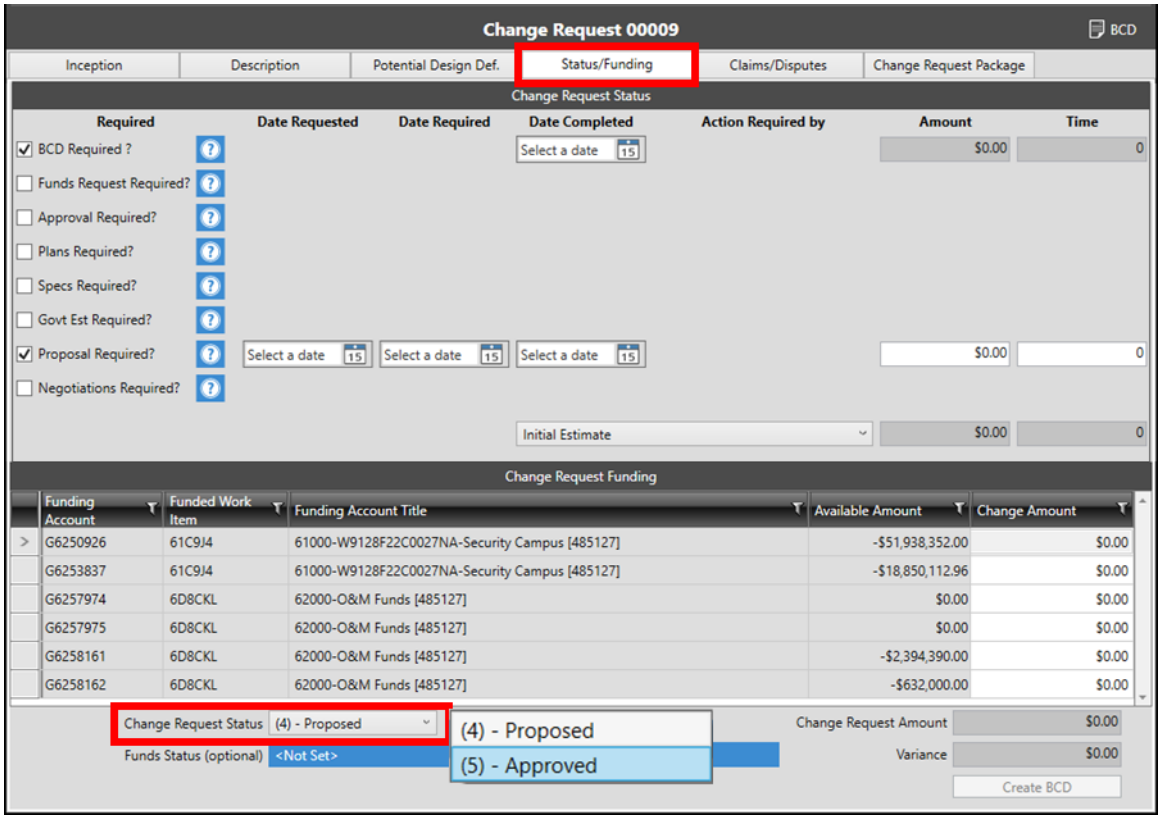
On the *Description* tab, at the bottom of the screen:

1. Check the *Change Includes Adjustments to Quantities on Existing CLINs* checkbox if the change item will include changing the quantity of an existing CLIN.
2. Enter the *Change in CLIN Quantity* by clicking the *Quantity Variation* button in the ***BCD Item Edit*** view.



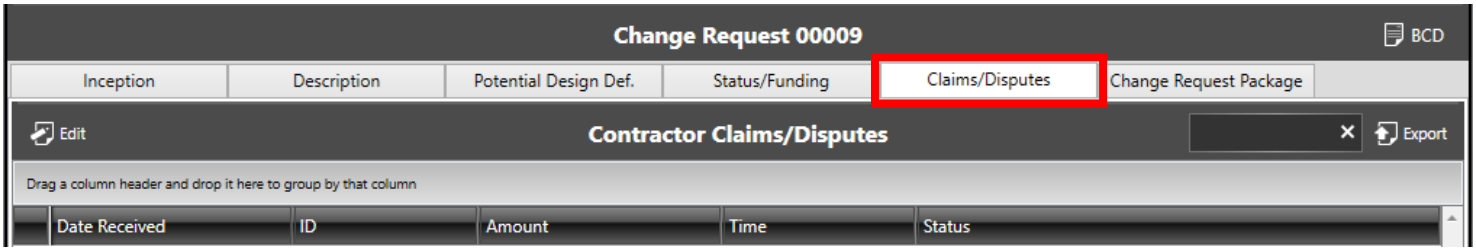
On the *Status/Funding* tab:

1. Enter dates for each checkbox that is checked.
2. If there is a funding impact, edit the change amount in the appropriate Funding Account in the ***Change Request Funding*** section.
3. At the bottom of the screen, change the status of the *Change Request Status* from *Proposed* to *Approved*.
4. The *Create BCD* button will become active once the *Date Completed* has been entered for the *BCD Required?* checkbox. Clicking this button will create a BCD with the information entered for the Change Request in the ***Supporting Documents*** tab.



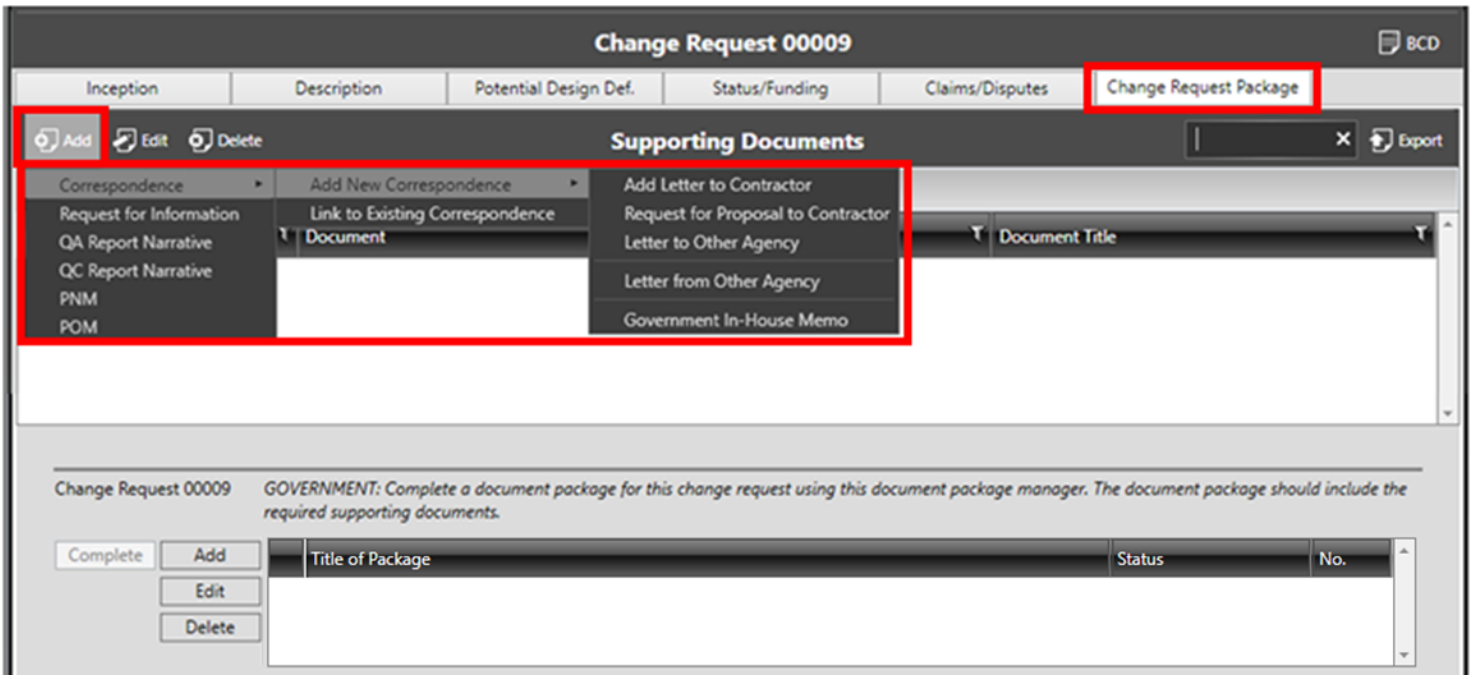
RMS Website: ***https://rms.usace.army.mil/***

Contract Changes



***Claims/Disputes* tab:**

Contract Claims will be displayed here. Claims or disputes can be selected or linked to Change Requests.

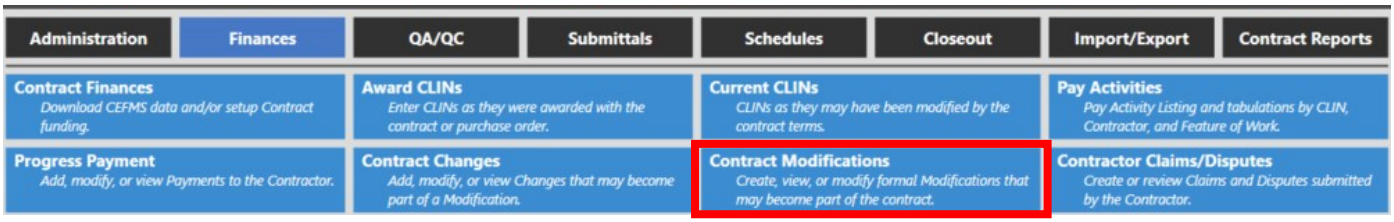


***Change Request Package* tab:**

This tab contains a grid to add supporting documents to the Change Request and an area to add a Document Package. Click on the *Add* button and select the document(s) to be added to the Change Request as supporting documents. The documents that can be created are limited to items already in RMS from the Correspondence, RFIs, and QA/QC Narratives. All other document will be added in a Document Package at the bottom of the view. When the *Create BCD* button is clicked on the ***Status/ Funding*** tab, any BCD version created will automatically be stored in a Document Package.

> *Note:* To preview the Basic Change Document (BCD), click on the *BCD* button in the top right corner of the Change Request screen at anytime. This preview can be viewed, printed, and/or exported.

Contract Modifications



When a Change Request is ready to be linked to a Modification, go to the ***Contract Modifications*** module in the ***Finances*** tab. It is recommended that users review and follow the guidelines as prescribed in the associated District. If a procedure or recommendation herein conflicts with the District policies, please be sure to follow the District's policies in completing the task.

Adding a Contract Modification:

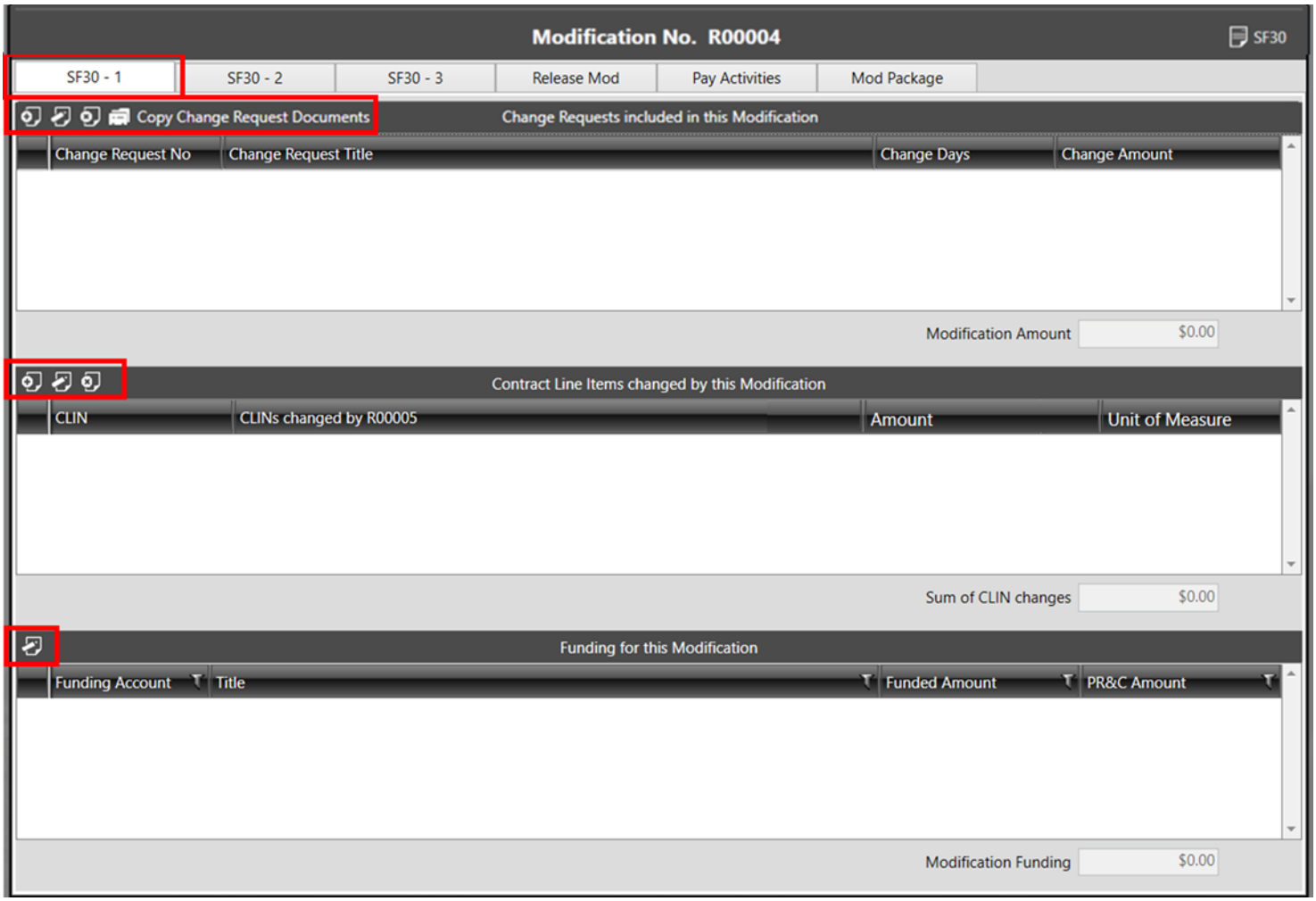
The Change Request should already be completed prior to creating a Contract Modification.

Click on the *Add* button to create a new Contract Modification or click on the *Edit* button to edit an existing Contract Modification.



Ref No.	Mod No.	Title	Mod/Sign Date	Mod Amount	Mod Days	Completed in RMS
R00001	p00001		03/17/2022	$136,884.00	0	Yes
R00002				$0.00	0	No
R00003		Weather Time Extension Apr 22 - Apr 22	05/09/2022	$0.00	0	Yes

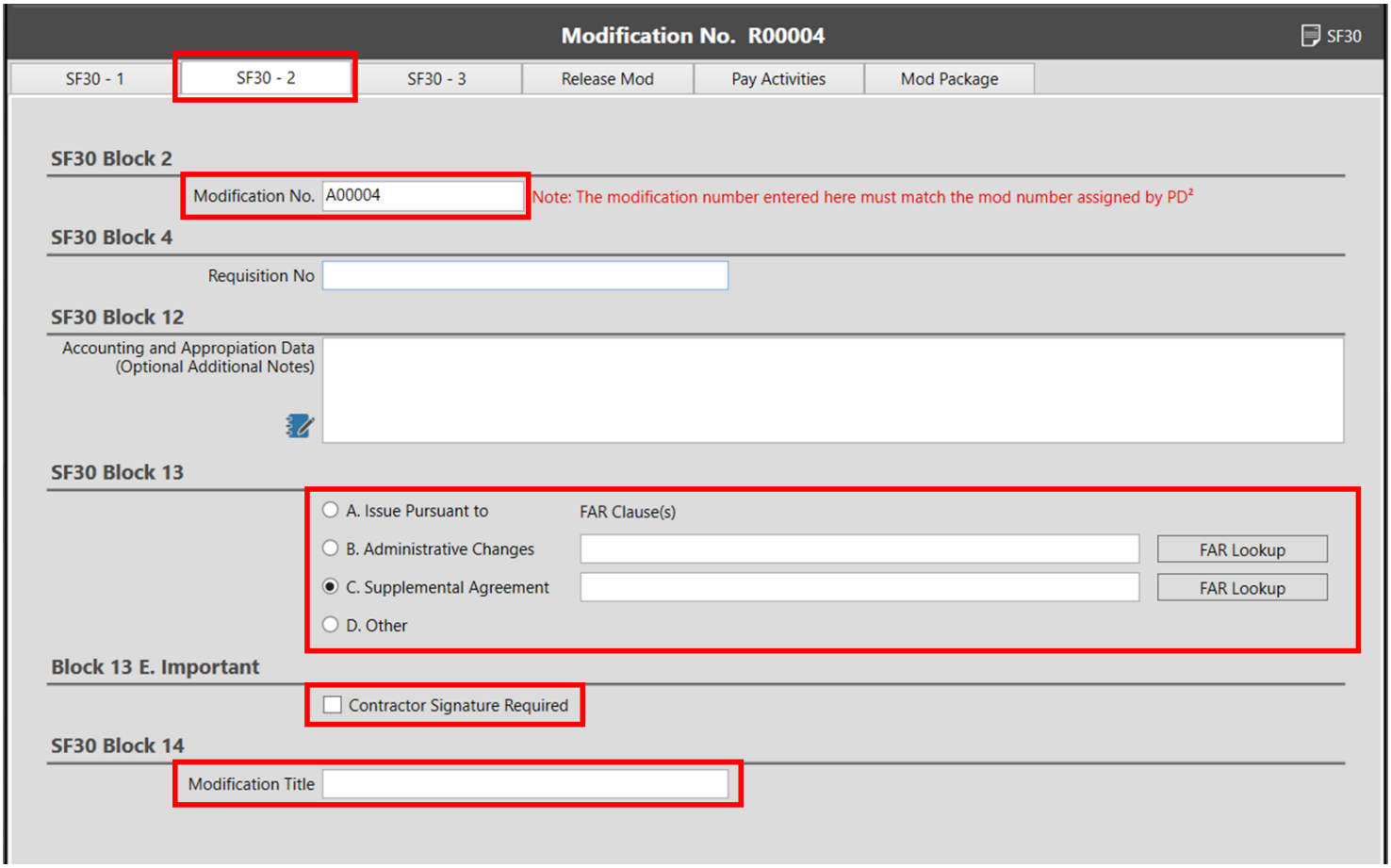
Contract Modifications



SF30-1 tab:

1. Add a new Change Request or edit an existing Change Request included in this Modification.
   a. When adding a new Change Request, documents from the Change Request will automatically be copied into the ***Mod Package***, as well.
2. Add a new or edit an existing CLIN changed by this Modification.
3. Edit funding accounts for this Modification.

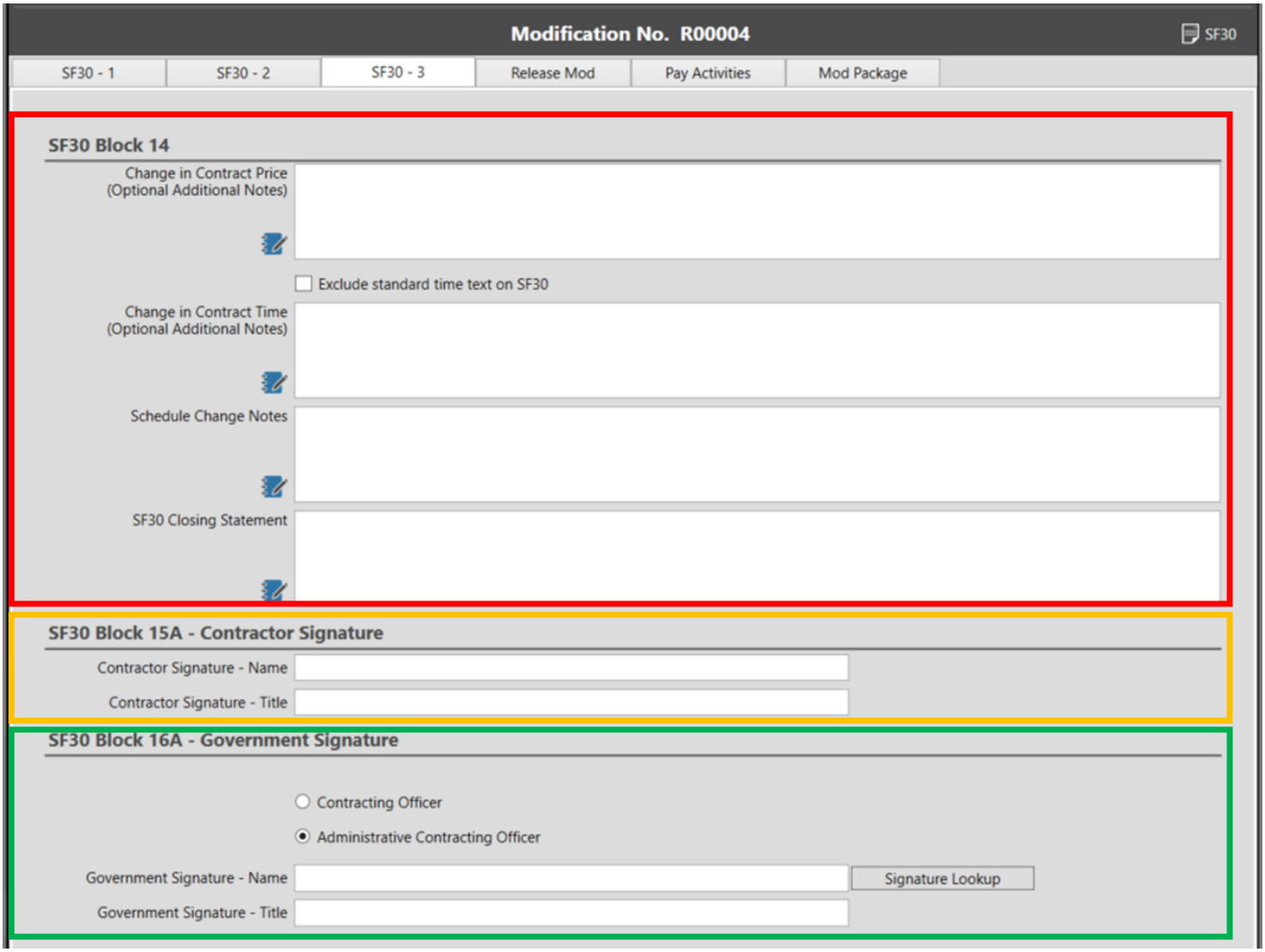
Contract Modifications



***SF30-2* tab:**

1. Manually add the *Modification No.*
2. The *Requisition No.* is typically the PR&C number and will be automatically populated by RMS in most cases.
3. The *Accounting and Appropriation Data* memo field is an optional field if required by the District or this Modification.
4. Select how the Modification is issued in the ***SF30 Block 13*** section.
3. If required, select the appropriate FAR clause(s) using the *FAR Lookup* fields.
4. If required, check the *Contractor Signature Required* checkbox.
5. Enter the *Modification Title*.

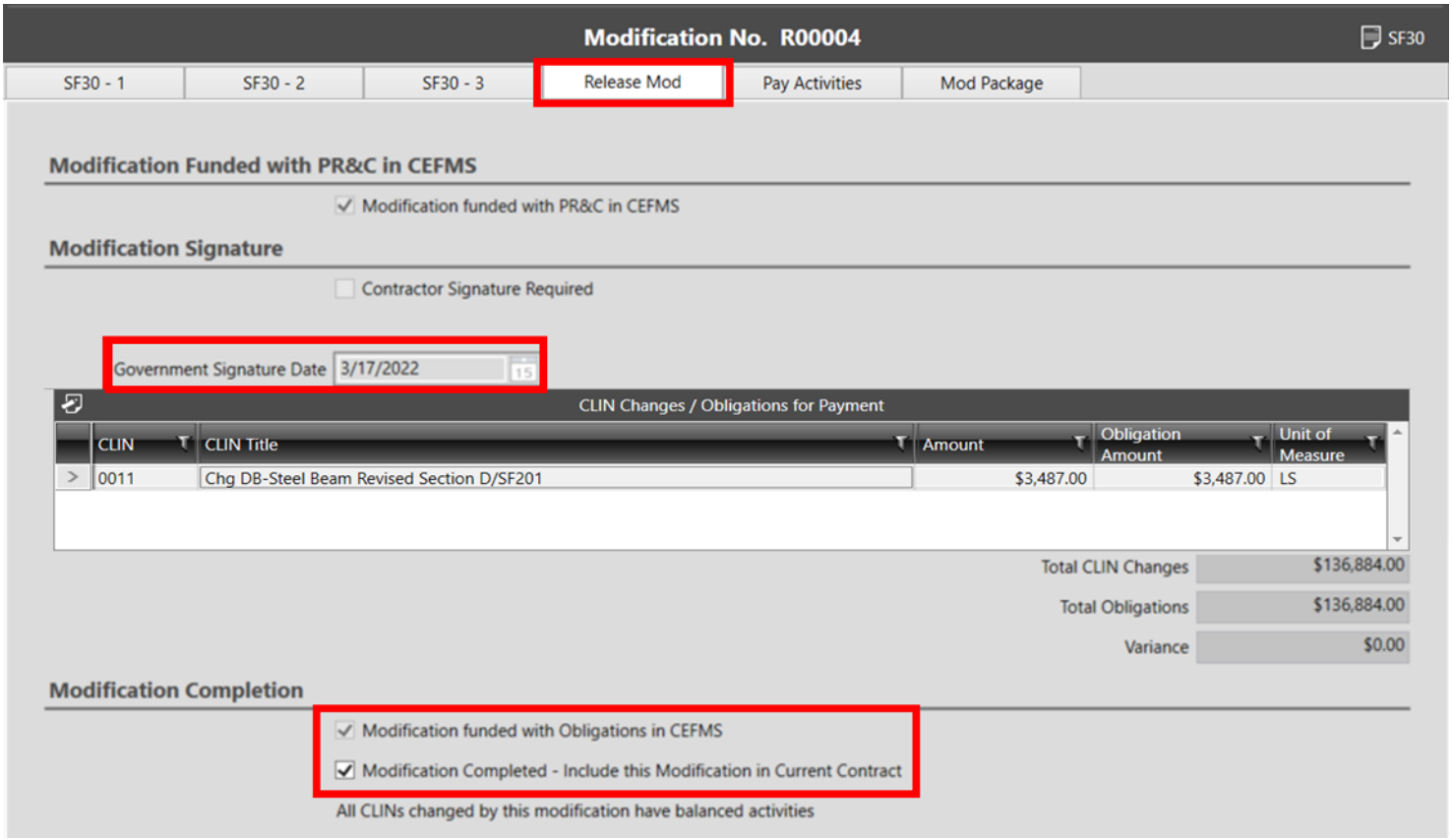
Contract Modifications



***SF30-3* tab:**

1. Enter comments for *Change in Contract Price*, *Change in Contract Time*, *Schedule Change Notes*, and *SF30 Closing Statement*.
2. Enter signature blocks for both the Contractor and the Government.

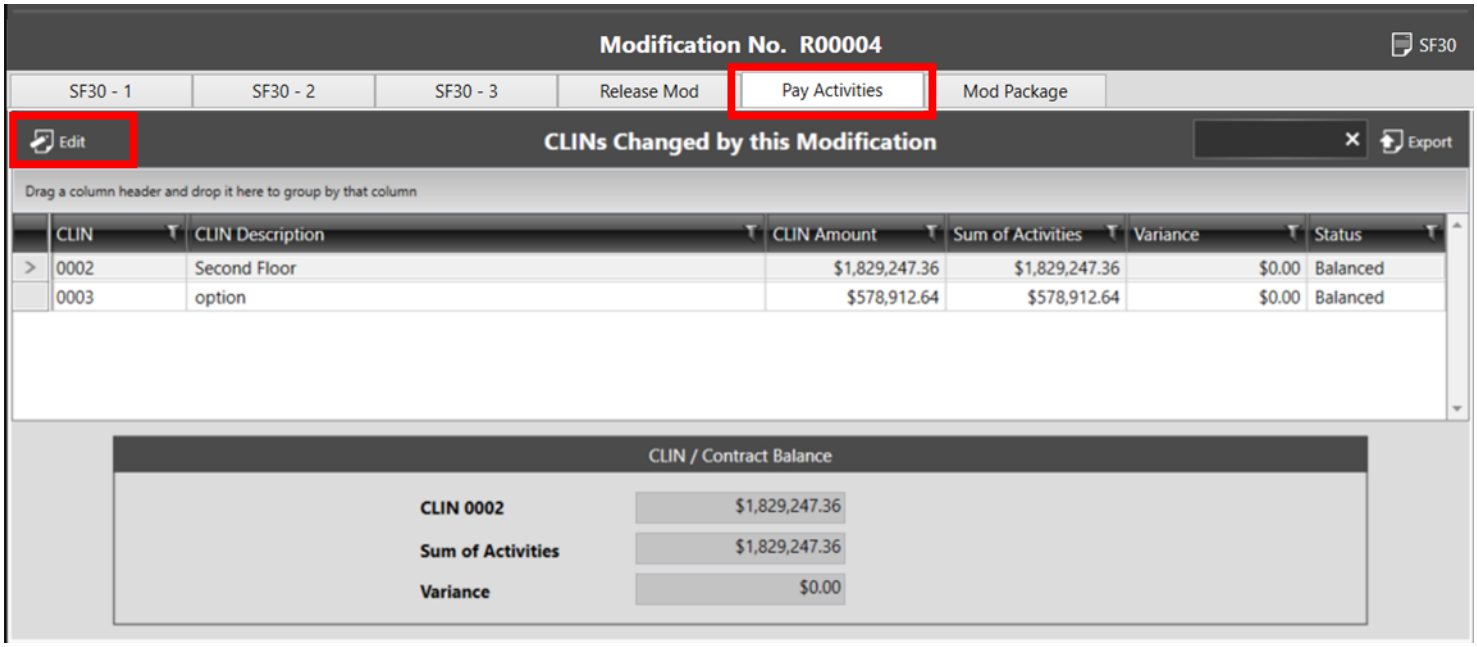
Contract Modifications



***Release Mod* tab:**

1. The *Sent to Contractor* date will equal the date the SF30 is sent to the Contractor when a Contractor signature is required.
2. The *Government Signature Date* equals the date the Administrative Contracting Officer (ACO) signs the SF30.
3. Obligation approval in CEFMS is done after ACO signs the Modification.
4. Enter Obligation amount and check the *Modification funded with Obligations in CEFMS* checkbox.
5. Check the *Modification Completed - Include this Modification in Current Contract* checkbox when the SF30 is signed by ACO or COR.

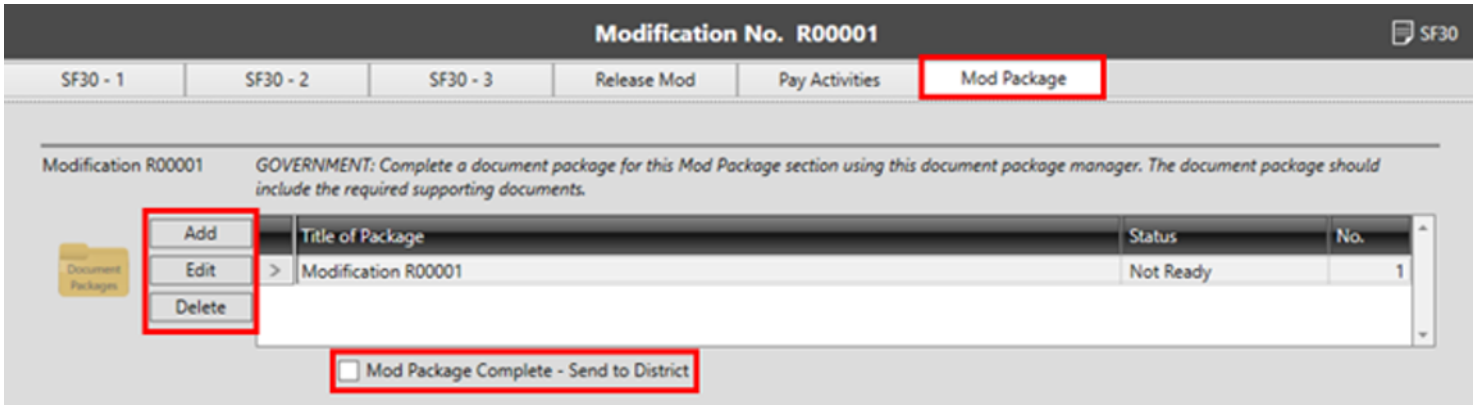
Contract Modifications

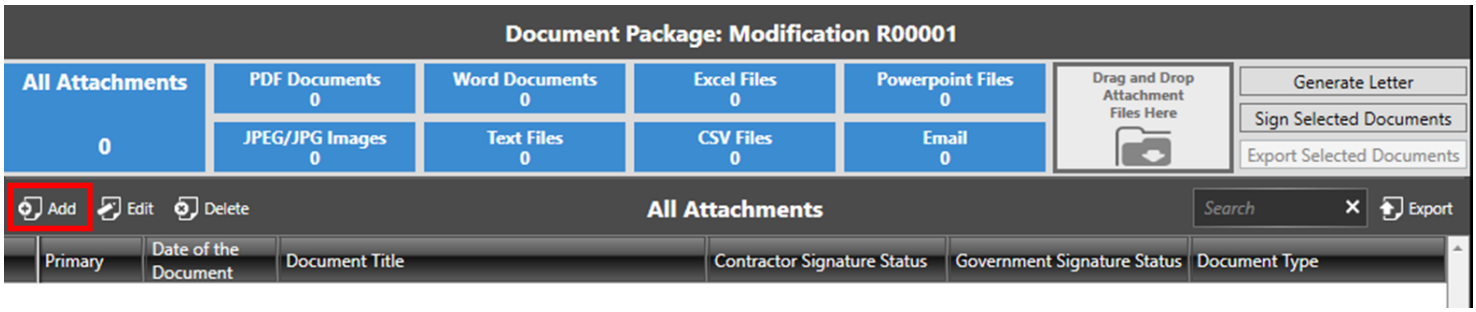


***Pay Activities* tab:**

1. If using a manual schedule, click on the *Edit* button to update an Activity due to a Modification.
2. For an imported NAS, it is recommended that no edits to the ***Pay Activities*** tab is made. Instead, the Government should request the Contractor to submit an updated schedule file to balance the new CLIN.
3. The Contractor will update the schedule to either modify existing Pay Activities or add new ones to account for the new or modified CLIN and Pay Activity, export the schedule to an SDEF or XML file, and import the schedule file into RMS.

Contract Modifications





***Mod Package* tab:**

1. Click on the *Add* button to add a new Document Package. Click the ***Edit*** button to edit to an existing Document Package.
2. Click on the *Add* button to select documents to add to the Document Package.
3. After a file is added, click on the *Document Type* drop-down menu and make a selection based on each document added.
4. Once all documents have been added, click on the *Back* button to return to the ***Mod Package*** tab.
5. Click on the *Mod Package Complete - Send to District* checkbox.

   Note: If the Document Package is not completed, a pop up box will appear to warn users that the Document Package needs to be completed to check this checkbox.

Exposure Hours

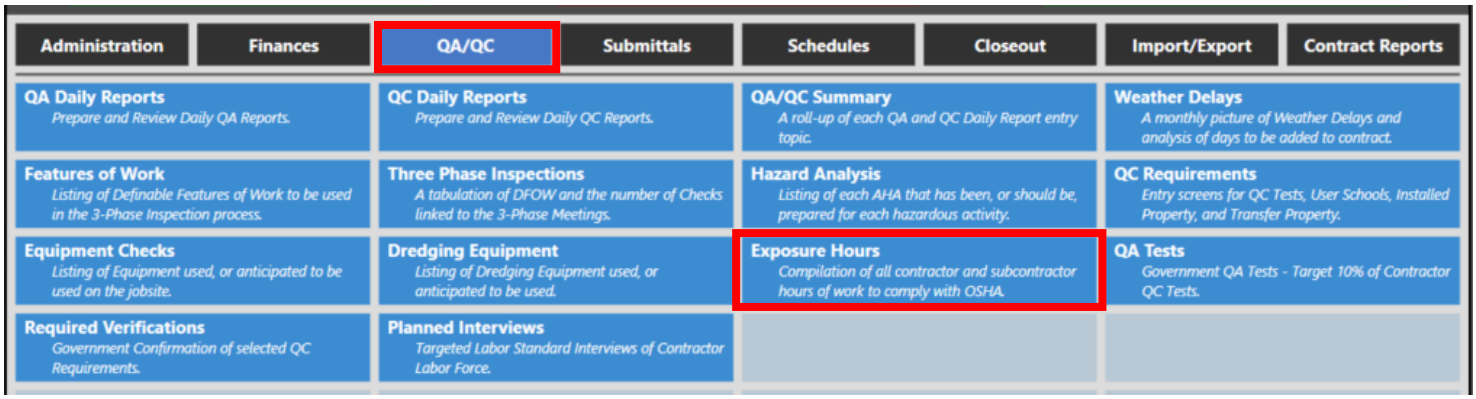
Exposure Hours are the number of paid duty hours of all Prime Contractor and Subcontractor employees while on the worksite. Unpaid hours count as exposure when employees are living or staying onsite.

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.

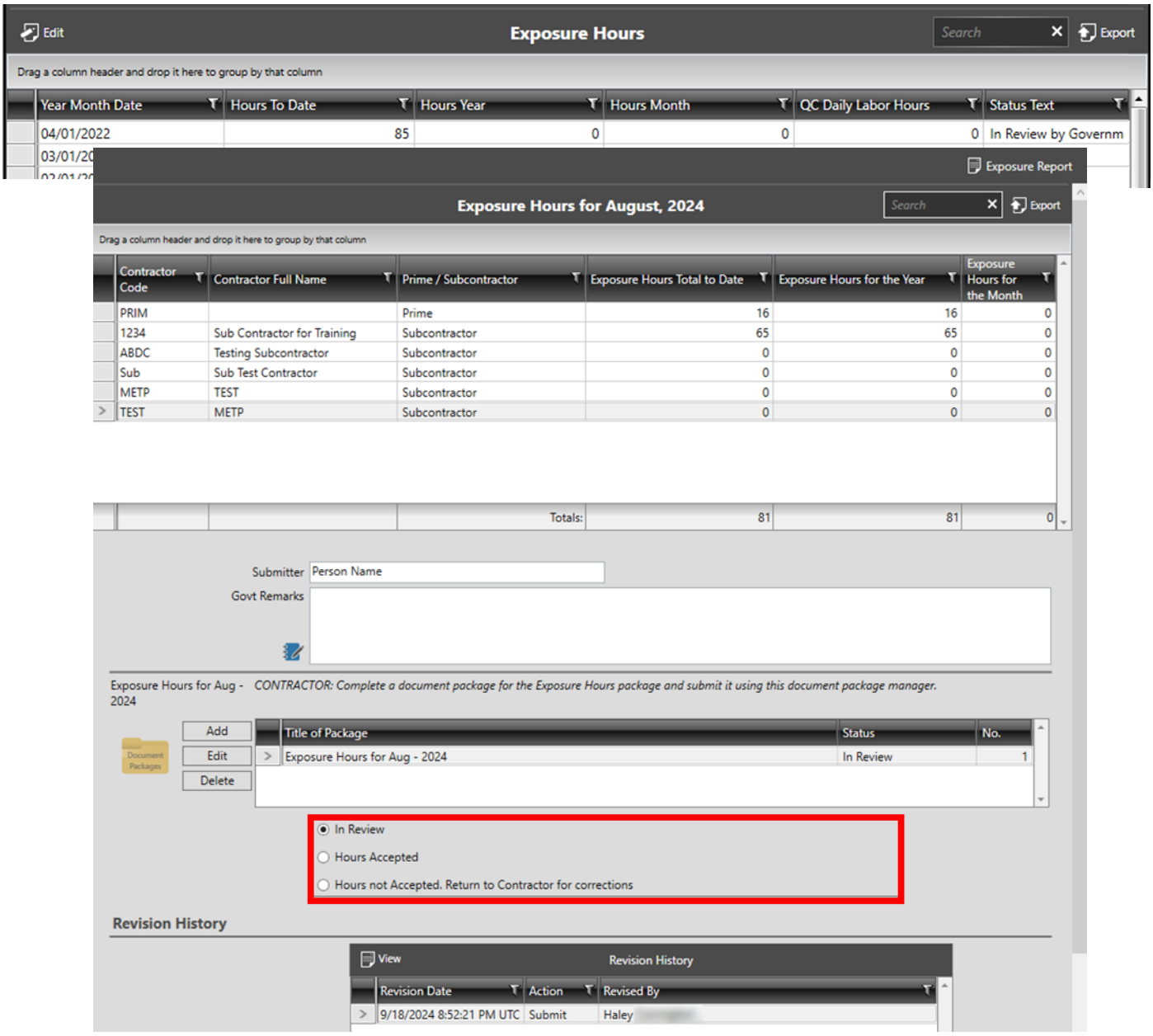
For instructions on completing the Exposure Hour Report in RMS Contractor Mode: https://www.youtube.com/watch?v=kPA0DnV1pOM

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 continue without completing the QC Daily Reports.



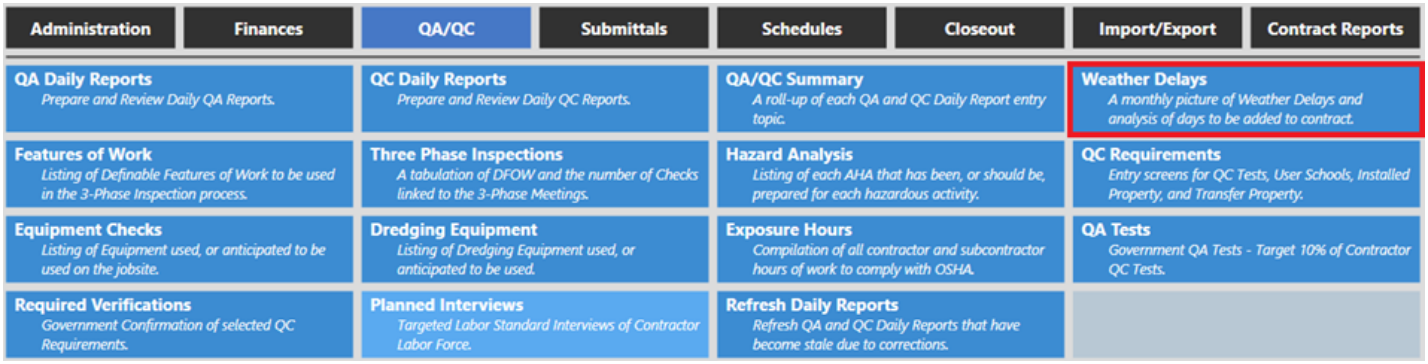
Exposure Hours



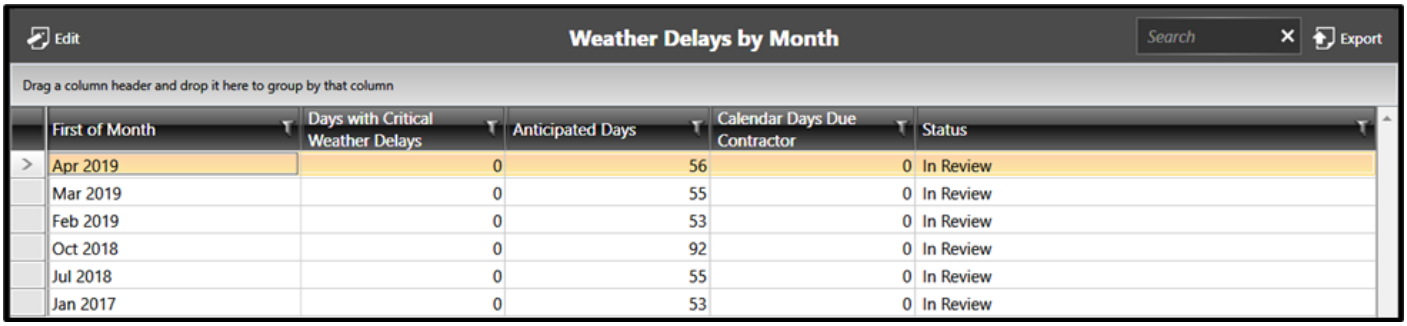
The contract's USACE Representative must report exposure hour metrics to safety offices, therefore it is recommended that the Exposure Hours Report submittal timelines be coordinated with the Contract Representative. This will help avoid any retainage of funds from the Progress Payment request. The Exposure Hours Report must have been signed by the Contractor when submitted to the Government.

Use the radio buttons highlighted above to accept or return the Exposure Hours Report.

Weather Delays



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



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

- *Days with Critical Weather Delays* - The number of days work was not completed due to weather.
- *Anticipated Days* - The number of days where it was anticipated that work would be delayed due to previous weather impacts.
- *Calendar Days Due to Contractor* - A calculated number based on the anticipated versus critical weather delays. It is the number of days the Contractor is due back because of unanticipated weather.

Weather Delays

Status:

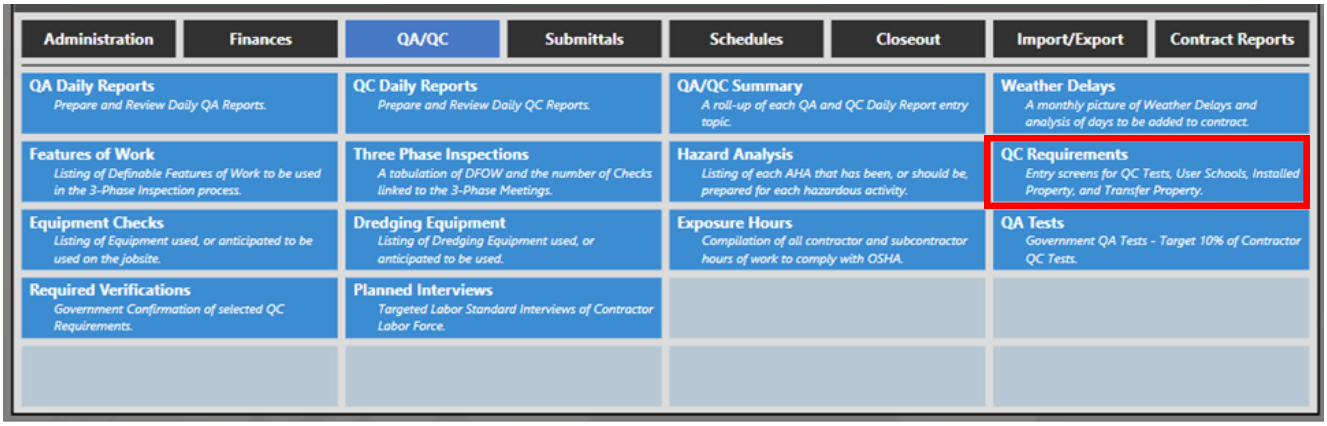
- *In Review* - When the Government is still analyzing or has yet to analyze the month, the status will remain *In Review*.
- *Review Complete* - Once the Government has completed analysis and marked the month complete, the status changes to *Review Complete*.

See Section 7.4 in Volume III of the Government User Manual for further details regarding weather delays.

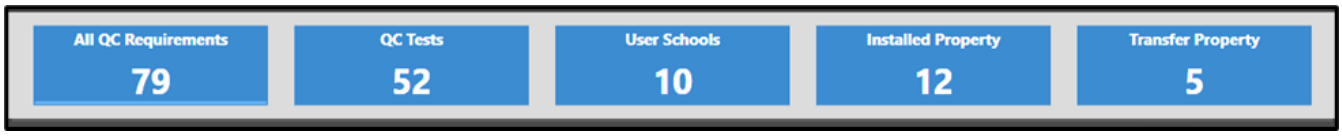
Helpful Videos

- How to Resolve Conflicts with Weather Delays: https://www.youtube.com/watch?v=A3GYqpYhAsA
- How to Complete a Weather Modification: https://www.youtube.com/watch?v=Ib2DBFaU2WI

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.

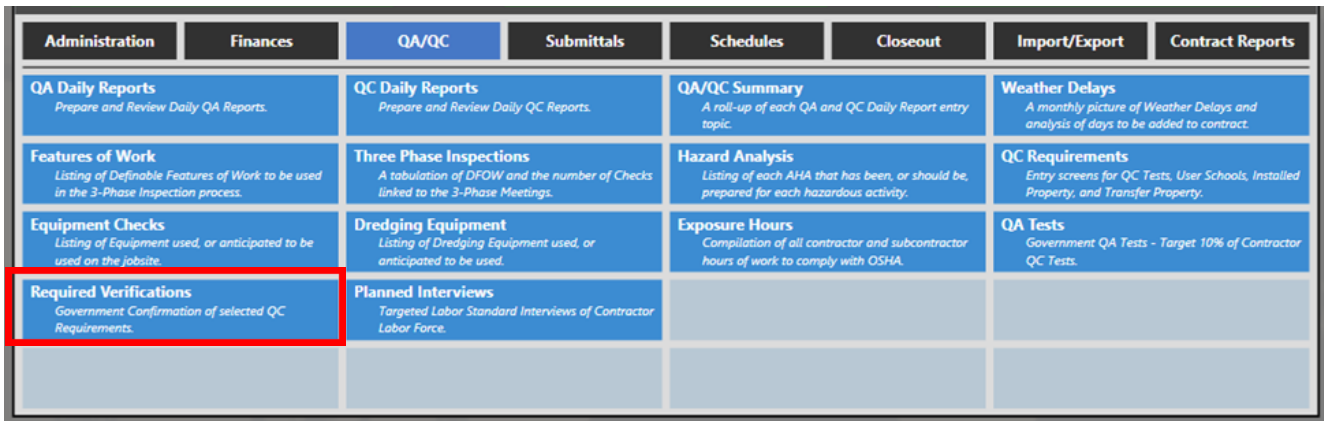


- QC Tests are numbered CT-##### - The need for specific QC Tests is identified in the specifications.
    - QC Retests are numbered CT-#####.##. The number will be replicated from the original QC Test and decimal points will be appended to represent the retest iteration. For example, the first QC Retest 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

***Required Verifications*:**

RMS titles this group of actions or contract requirements as QC Requirements.



Th ***Required Verifications*** module is intended to provide a quick overview for the Manager to see the number and the percentage of each item that will be verified.

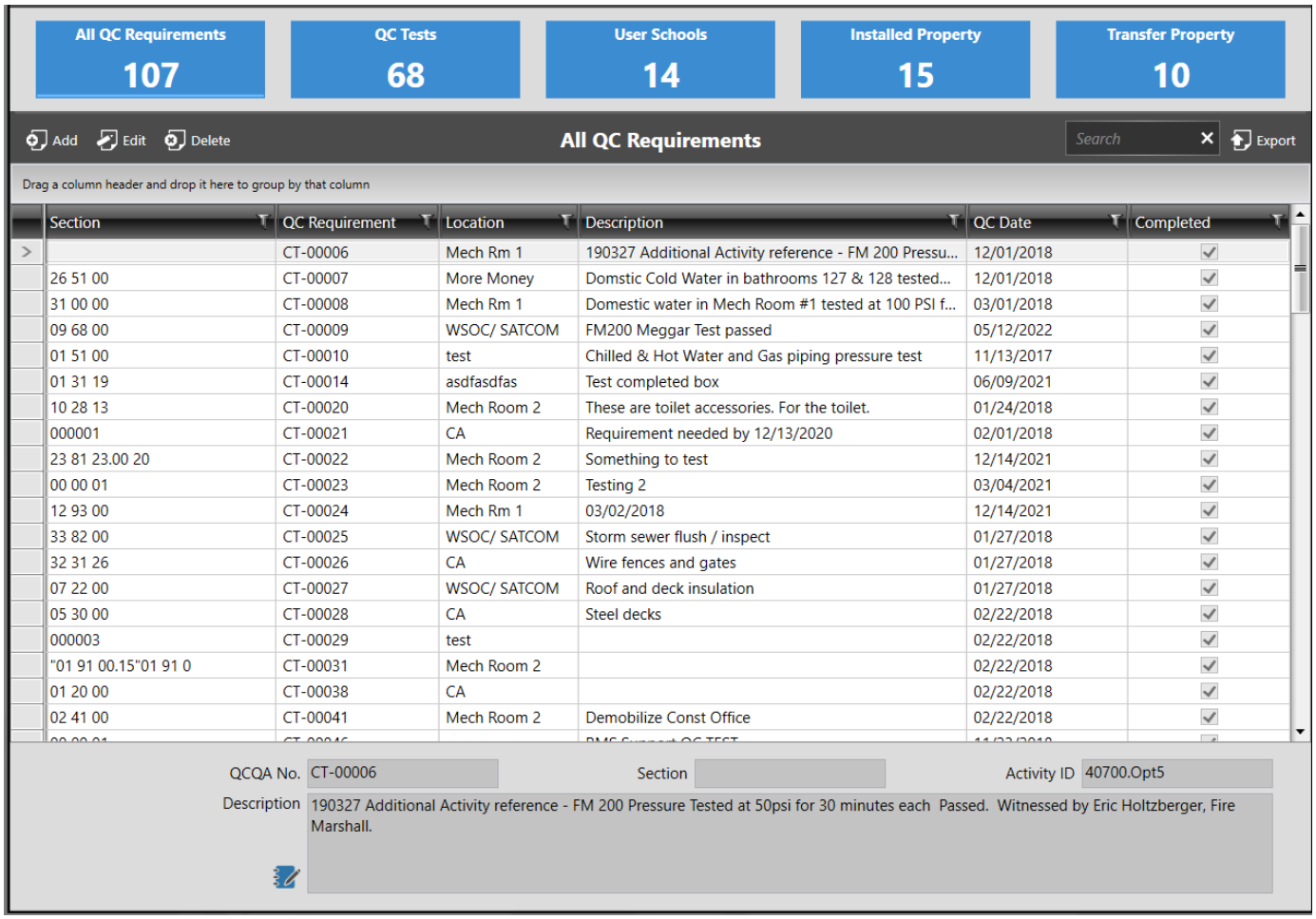


RMS Website: ***https://rms.usace.army.mil/***

QC Requirements

It is not feasible to expect the Government QA Staff to verify 100% of the QC actions. Therefore, only a representative number is selected from each of the categories as requiring specific verification from the QA Staff. This selection should take place during the initial planning stages of the contract after the requirements are identified and coordinated with the Contractor's QC Plan.

The QC Requirements appear in the Contractor's QC Daily Report screens until the requirements are updated and reported as complete (with a passing grade if the requirement is a test). 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.



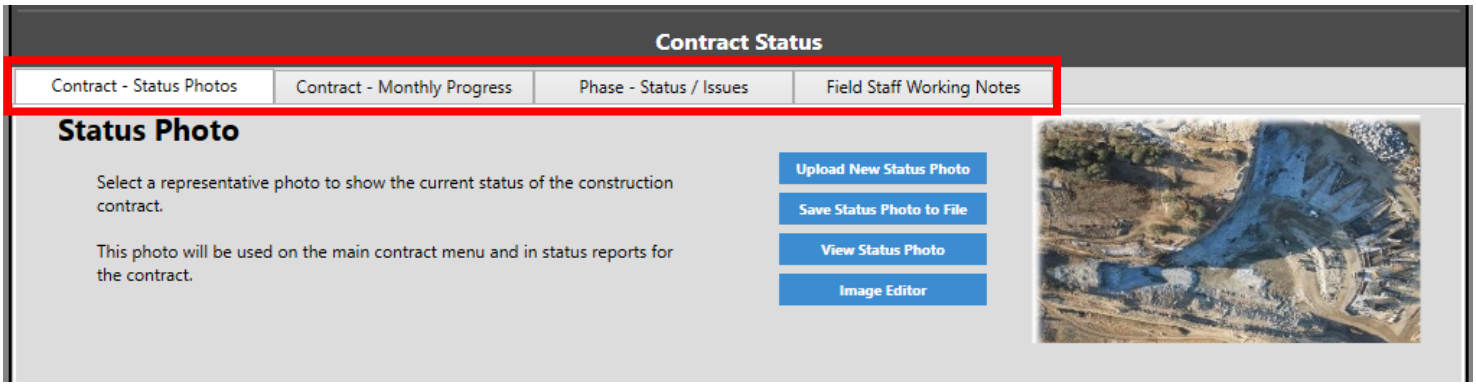
Contract Status



The ***Contract Status*** module is used to provide photographic, graphical, and programmatic view of the Actual Contract Progress compared to the Planned Contract Progress.

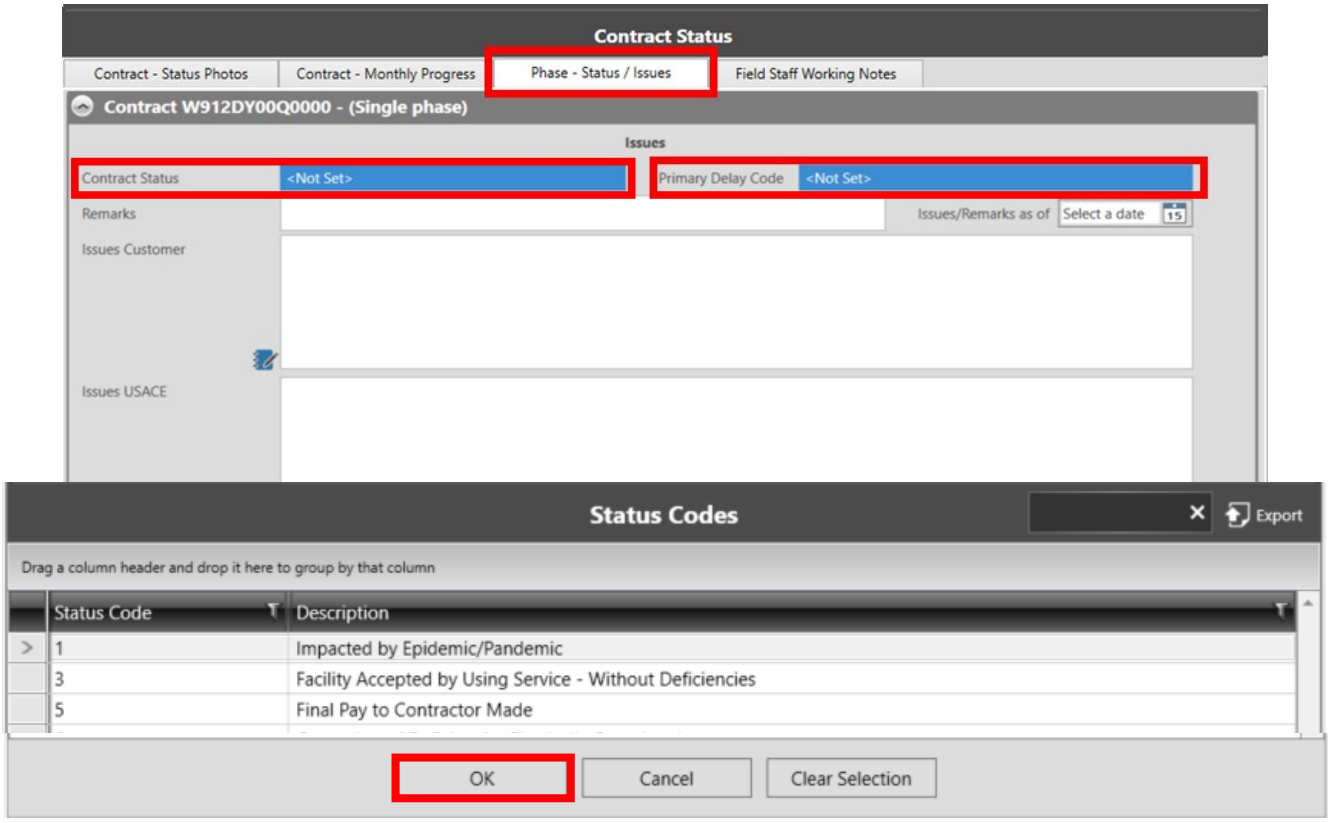
It is the Government's expectation that the Contract Status information should be updated at least once a month.

From the ***Contract Menu***, select the ***Administration*** tab, then click on the ***Contract Status*** module. This will display the Contract Status screen where four types of data can be entered to document the status of the contract.

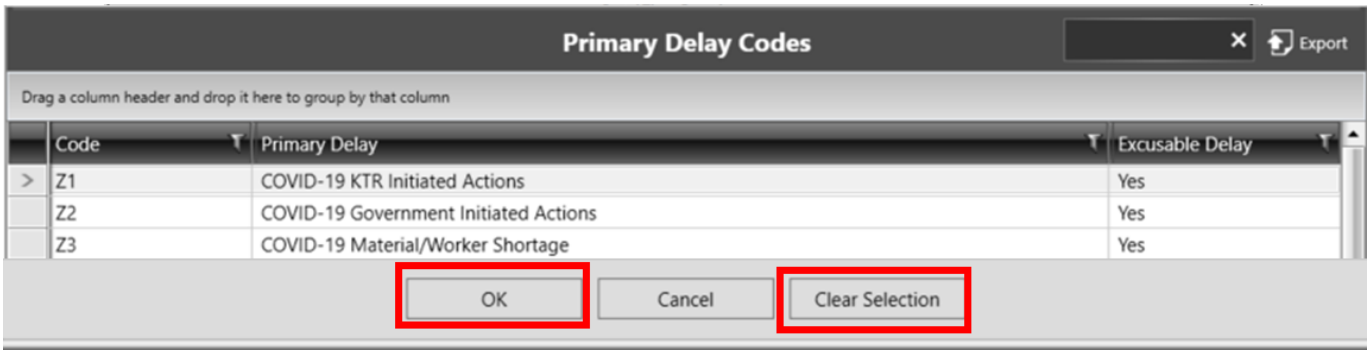


1. ***Contract - Status Photos***: Photos to reflect current status of construction can be uploaded.
2. ***Contract - Monthly Progress***: This tab keeps track of the Monthly Progress (scheduled and actual) for a contract. The actual progress can be calculated based on Progress Payments, Earnings, or manually entered values by the user. The schedule progress can be pulled from the activity schedule, actual/projected % placement, or the user can manually enter the values for each month.
3. ***Phase - Status/Issues***: Status code can be selected to reflect the current status of the project. In addition, the primary delay code can also be selected to accurately reflect the status of the project.
4. ***Field Staff Working Notes***: Add notes for reporting on the status of the contract with as much or as little text as needed. The field in this tab is a text box with free entry that can be viewed and exported into a report.

Contract Status

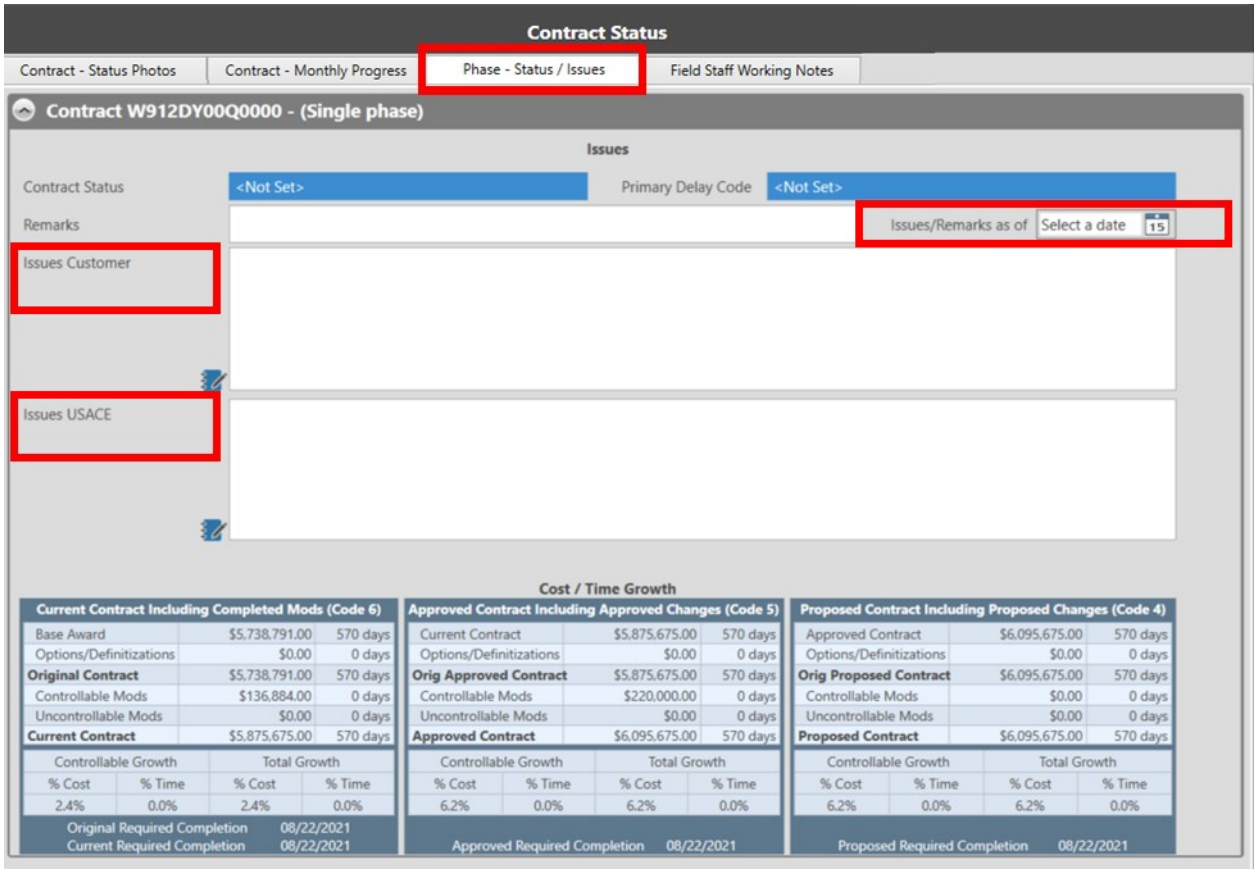


1. Click on the blue *Contract Status* field to bring up the Status Codes lookup screen.
2. Click on the status code that accurately reflects the status of the project. Once selected, click on the *OK* button.
3. Click on the blue *Primary Delay Code* field to bring up the Primary Delay Codes lookup. If the project is not delayed, a delay code does not need to be added.



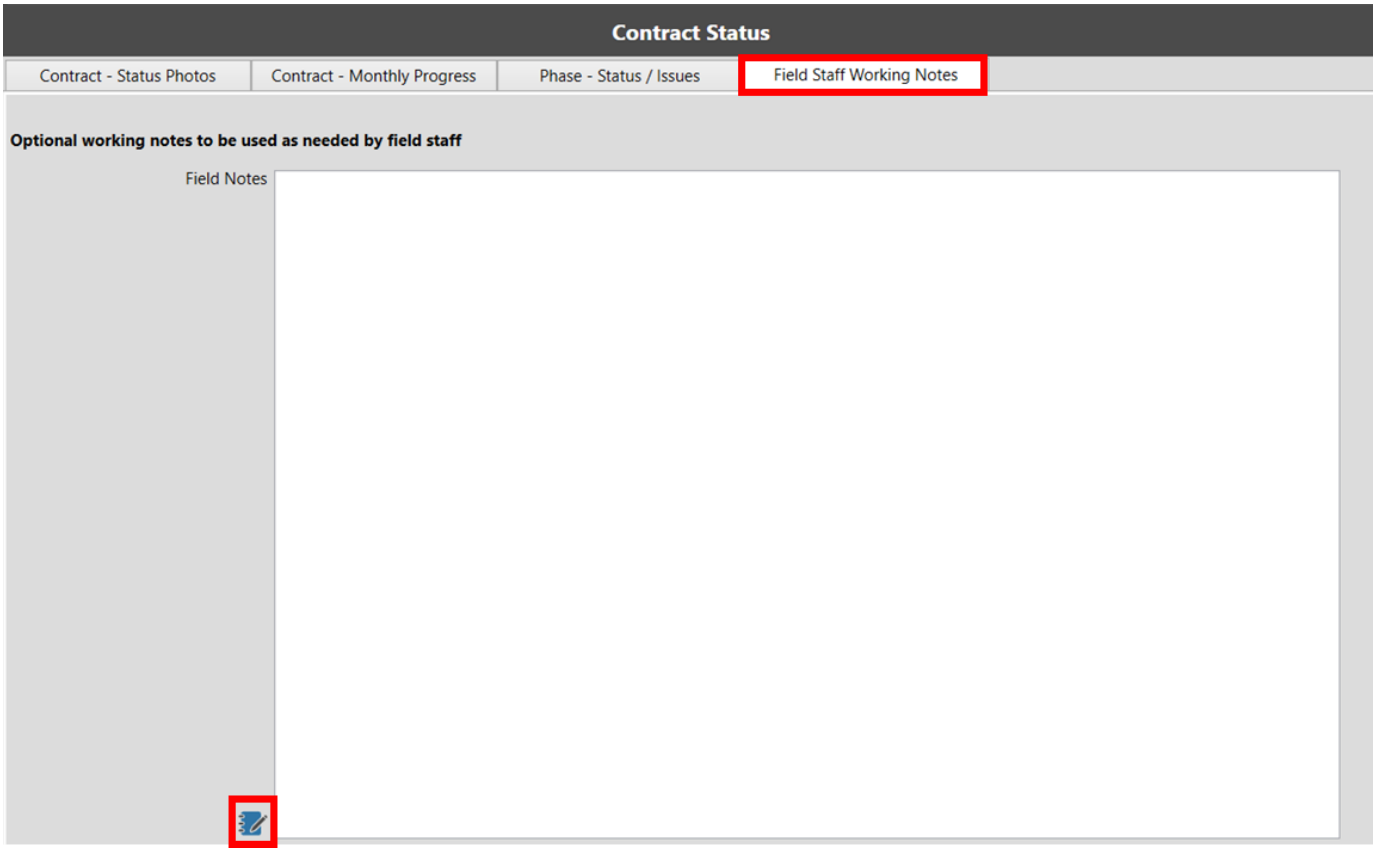
4. Click on the Primary Delay Code that accurately reflects the status of the project. Once selected, click on the *OK* button.

Contract Status



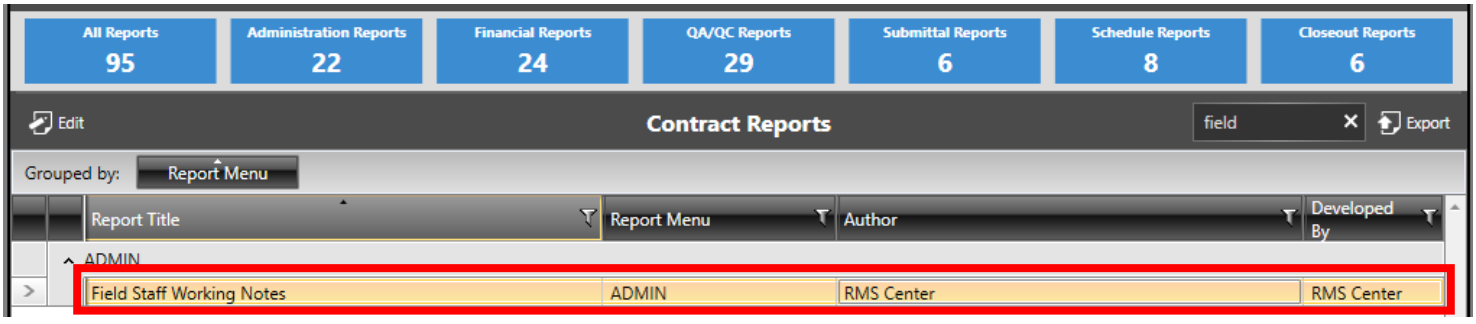
1. Click on the calendar and enter the current date in the *Issues/Remarks as of* date field.
2. Copy the comments from the *Issues USACE* text field and paste those into the *Issues Customer* text field to keep a running log of all comments entered for the project.
3. Enter the comments required for the current reporting period into the *Issues USACE* text field using the current date in order to keep the comments in order by date.
4. Click on the *Back* button to save changes and return to the ***Contract Menu*** screen.

Contract Status



The ***Field Staff Working Notes*** tab can be used to add notes and comments on the status of the contract. This text field is free text entry. Click on the notebook icon in the lower left corner of the field to display a pop-up of the text box.

This field can be viewed and exported into the Field Staff Working Notes report available in the ***Contract Reports*** module.



QA/QC Daily Reports

RMS QA/QC Daily Reports

The ***QA/QC***, or Quality Assurance/Quality Control tab is used to serve both the Government COR and the Contractor to validate contract compliance and quality. This tab provides the Government with documentation to help ensure the Government is obtaining quality construction output.

Where and How to Define Daily Report Types

There are several different types of daily reports. Each report is designed to address the specific concerns of work and possible work issues that may be encouraged. The daily report types are defined in the ***District Library*** menu.

Daily report types are controlled at a district level. The list of daily report types may differ among contracts. To add/edit/view the daily report types follow the instructions below:

1. Go to ***District Library*** Menu.



2. Select the ***QA/QC Reports*** module.

   The *Report Type* and *Report Title* list will be displayed. Click the appropriate icon to Add/Edit/ Delete. Double clicking the item of choice will also invoke the edit screens. When adding report types and report titles, RMS allows defining a template for entering a narrative or description of the day's events for each report type.

3. To add a narrative, click the *Add* button and follow the prompts. The requirement for narrative templates varies from district to district.

   Note: Not all users will have access to the ***District Library***.

Using the *QA/QC* Tab:

The ***QA/QC*** tab is used from the Government standpoint to manage and review quality aspects of the construction contract. The Government typically reviews and substantiates the workmanship of the Contractor. The Quality Control actions are the responsibility of the Contractor. The Quality Assurance process is the Government's review of the plans, specification, construction, operability, etc.

QA/QC Daily Reports

Accessing QA Daily Reports:

QA Daily Reports are added by the Government to validate the quality and to make sure construction requirements are met. To add a QA Daily Report:

1. Select the contract.
2. Navigate to ***QA/QC*** tab.
3. Select the ***QA Daily Reports*** module.

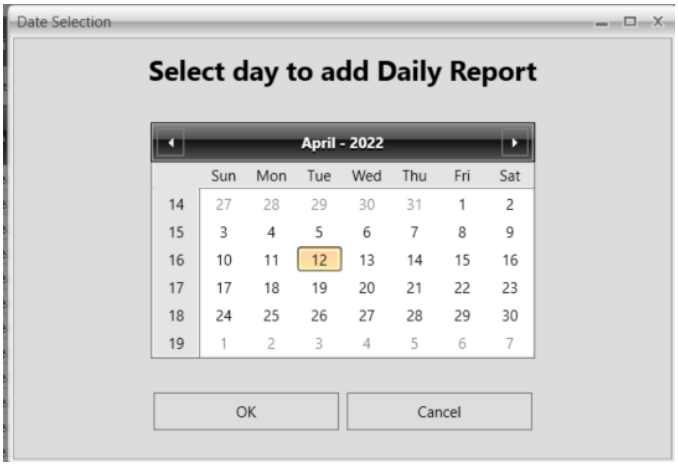
Once the ***QA Daily Reports*** module is opened, a list of all QA reports for the contract will be displayed. Both the QA and the QC reports can be viewed, as well, to determine if QA reports are ready or have been completed.



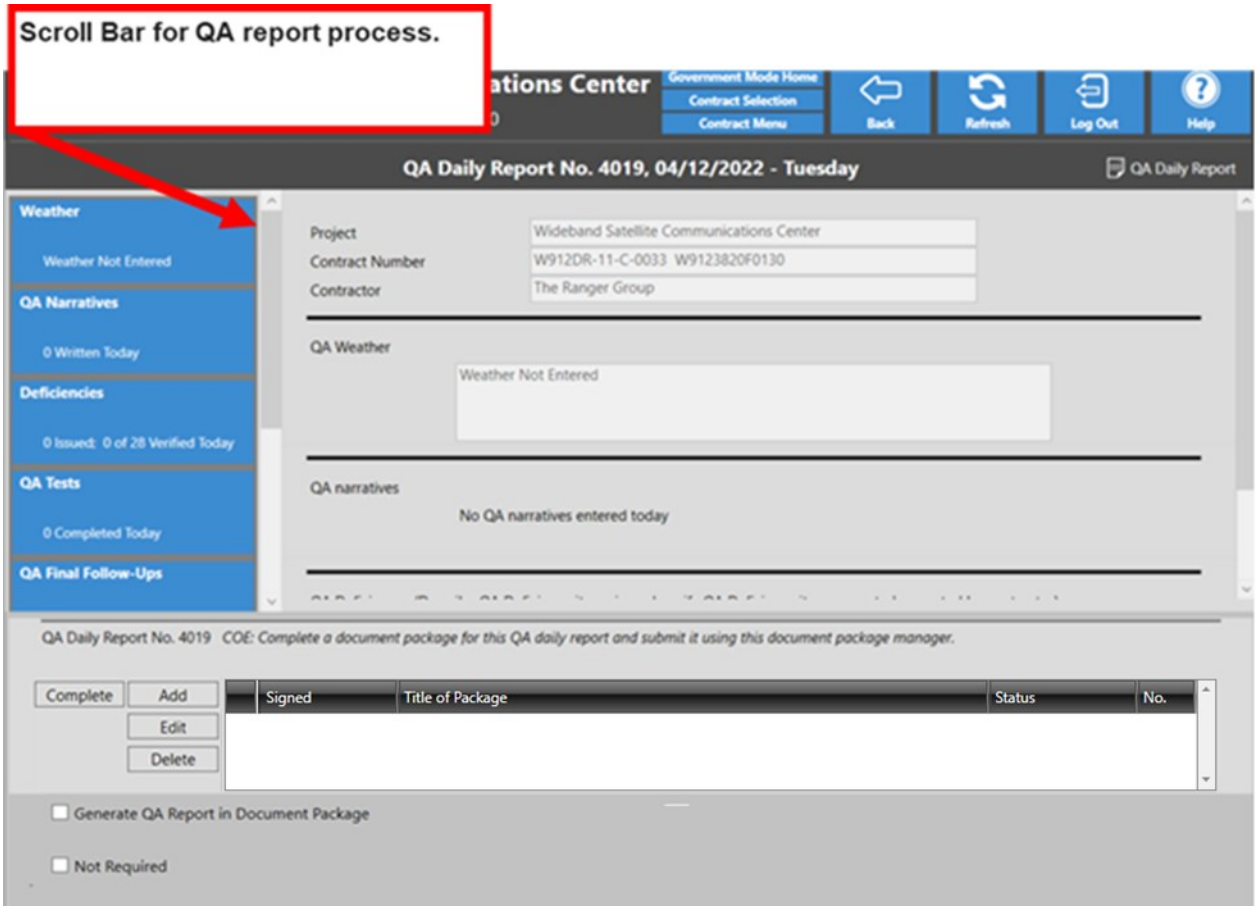
Adding QA Daily Reports:

To add a QA Daily Report, click the *Add* button and proceed. If there are incomplete reports, a notice will be displayed. To proceed with adding a new QA Report, select the report date and click *OK*.

The next screen that is displayed will allow the creation and completion of the QA Daily Report.



QA/QC Daily Reports



The submodules listed on the left side in blue, are the list of QA actions.

1. Enter ***Weather Delay***, if required.
2. Enter ***QA Narratives***. QA Narratives can be added manually or copied from prior QA Daily Report.
3. Document any ***Deficiencies***.
4. Review of ***QA Tests***.
5. ***QA Final Follow-Ups***.
6. ***Verify QC Requirements***.
7. Complete ***Labor Interview*** review.
8. Document any mishaps in ***Mishap Reporting***, if required.

QA/QC Daily Reports

Editing QA Daily Reports:

To edit a QA Daily Report once the report list is displayed, double click the item to be edited. Any items that are not greyed out can be edited in the edit view.

Click the *Back* button to save any changes.

Deleting QA Daily Reports:

To delete a QA report, click the item to be deleted and click the *Delete* button. A dialogue box will be displayed to confirm the deletion. Any items that are not greyed out can be deleted in the edit view.

Click the *Back* button to save any changes.

Basic Tips on QA/QC Daily Reports:

1. A narrative is a textual description of the item of interest, such as “medical equipment reviews”, or “controversial product used”. Narratives are normally formed based on the District’s standards and policies.
2. The ***District Library*** contains narratives that can be used.
3. Narratives can be manually added.
4. Read the RMS dialogue screens carefully as additional instructions may be provided.
5. Once a QA/QC report has been completed, the report cannot be edited. However, the Document Package within the report can be edited as long as it has not been completed.
6. Document Packages must be marked completed or accepted to finalize the report.

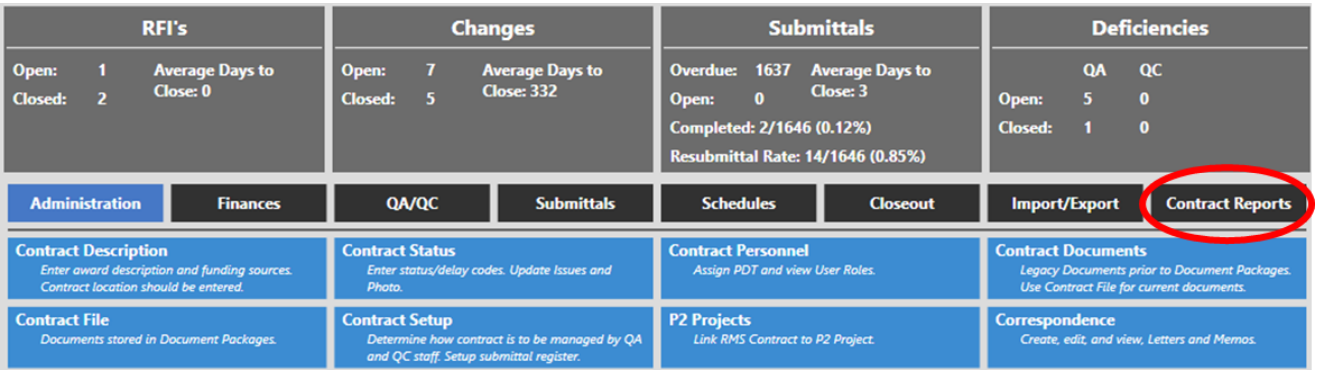
Contract Reports

The ***Contract Reports*** module provides 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 in this module. 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 within a contract.



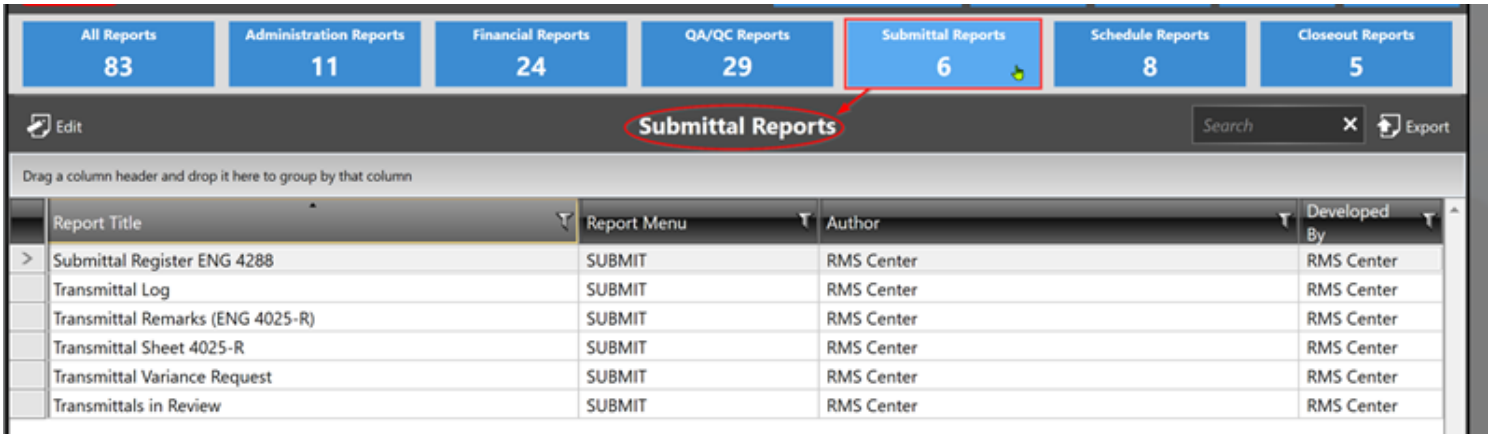
The image displayed below is the default view when entering the ***Contract Reports*** module.

The blue tiles across the top, are filter tiles to reduce the number of reports displayed by topic.

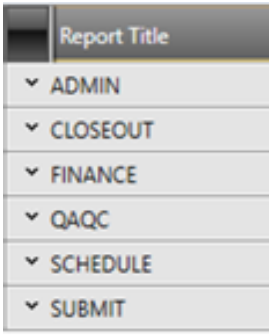


Contract Reports

The name displayed in the center of the data grid header will show which filter tile was selected.



The report menu display can be expanded or collapsed as shown below.



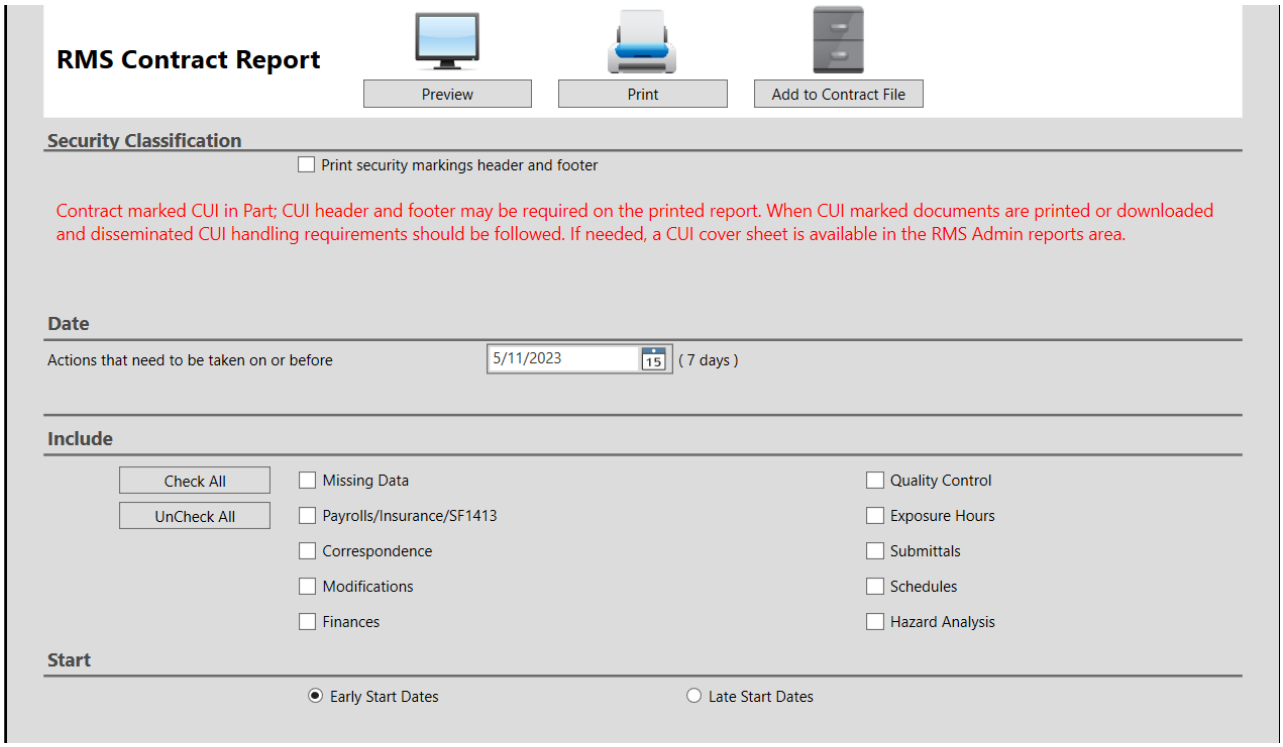
The search box in the top right corner above the expandable categories provides a way to quickly locate a specific report. Search for keywords to find the desired report.

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.

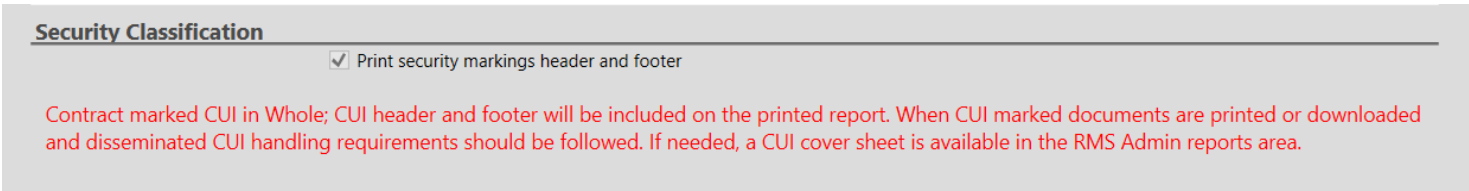
Contract Reports

The example below shows the available options for the Action Items – Contractor Report under the *ADMIN* category. The options will differ based upon which report is being run.



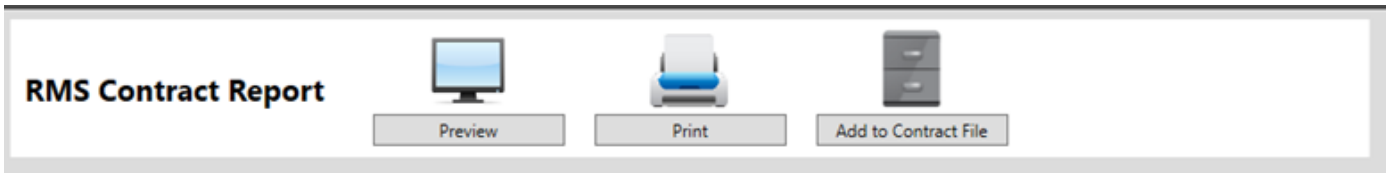
Security Classification

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* can edited but is 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***.



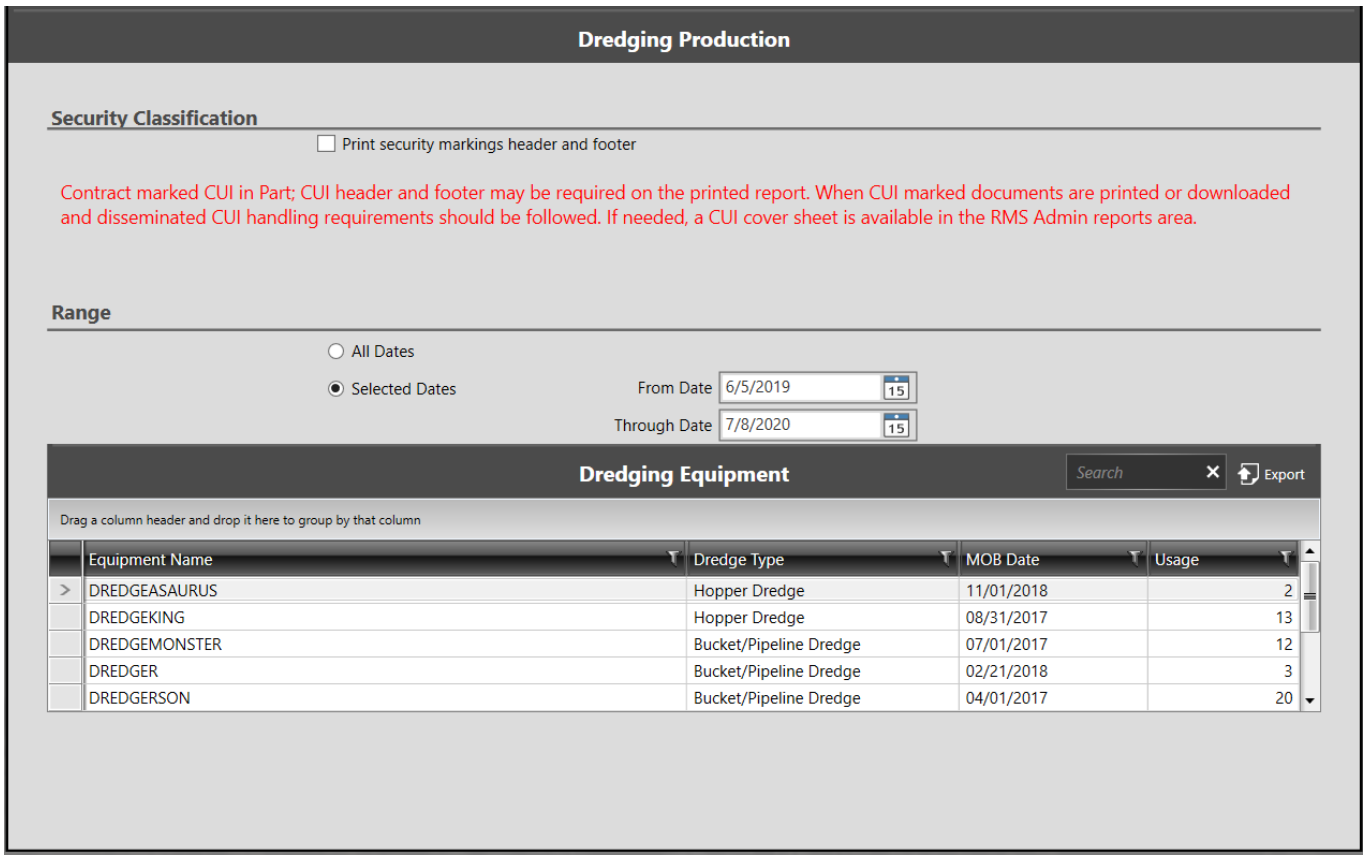
Contract Reports

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



Note: The options to *Preview* and *Print* are available on all reports *except* the Dredging Production Report. *Add to Contract File* is only available on specific reports, as well.

The Dredging Production Report is an Excel file that can only be opened by double clicking on the name of the dredging equipment to be viewed.



To return to RMS, close the report.

Resources

Help Desk Contact Information:	(442) 333-1011
Help Desk Ticket Link:	RMS Support Center - Jira Service Management (atlassian.net)
RMS Website:	Resident Management System (army.mil)
RMS YouTube Channel:	RMS Support Center - YouTube
TMO Contact Information:	cm_tmo@usace.army.mil
Construction Management Innovation (CMA^2) Home Page	https://usace.dps.mil/sites/KMP-EC/SitePages/RMS.aspx
Construction Management Innovation (CMA^2) RMS Page	https://usace.dps.mil/sites/TDL-CECW-EC-CMA/SitePages/RMS_cmi.aspx