

**US Army Corps  
of Engineers ®**

# **RESIDENT MANAGEMENT SYSTEM USER MANUAL**

## **Contractor Manual**

**RMS 3.0**

**Version 4.5**

# US Army Corps of Engineers

RMS Center

Kansas City, Kansas, USA

July 2023

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## 1.0 INTRODUCTION

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



Contractor Mode tiles in gold



Government Mode tiles in blue

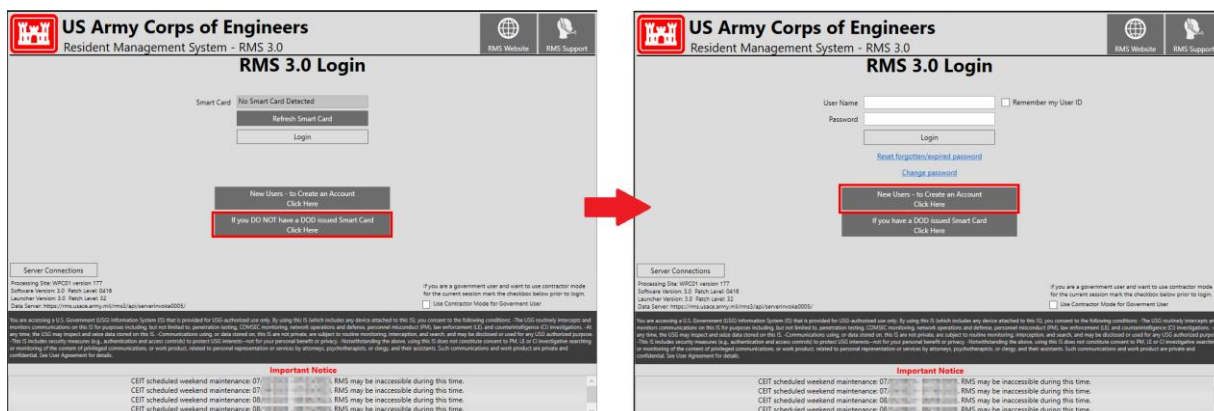
This document serves as both the User Manual and Training Guide for the Resident Management System (RMS) and is designed to provide detailed, easy to understand instructions on how to use the RMS 3.0 Contractor Mode (RMS 3.0/CM) program. It assumes that the reader understands any related USACE policy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

The chapters follow a common management workflow sequence of a typical job. They begin with planning and end with briefing reports. Reading individual sections will assist in providing an understanding of how to use RMS 3.0/CM in those sections. Since information integration is a major feature of the system, it is recommended that all chapters be read to have a comprehensive understanding of the application's capabilities.

For instructions on installation of RMS 3.0/CM see [Download and Install the RMS3 Launcher](#).

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

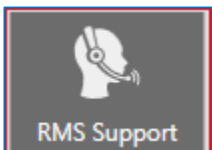
The maintenance schedule is displayed in the "Important Notice" section at the bottom of the login view.



Help can be found for users by clicking on either the RMS Website button or the RMS Support buttons found in the upper right corner of the login screen.



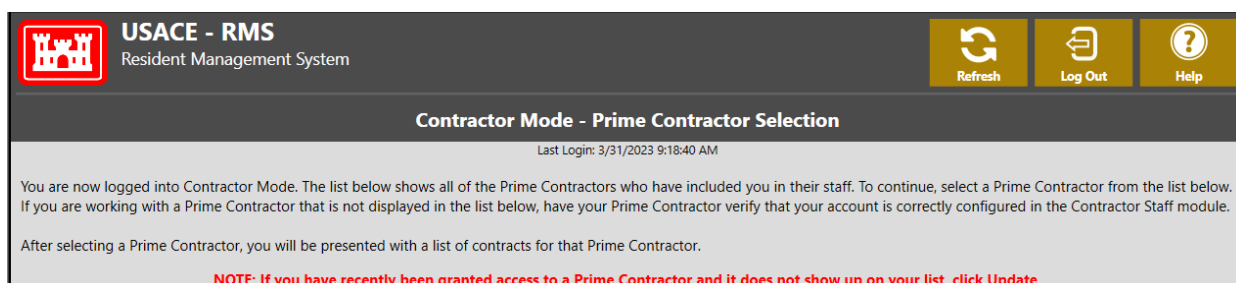
The **RMS Website** button will take users to the RMS website where users can download RMS 3.0 software and access various User Guides, Guide Specs, Help Files, Import Templates, RMS Documentation files, YouTube training videos, and the Support Ticket submittal website.



The **RMS Support** button will allow users to check for software updates and to open a support ticket by sending users to the Jira website. Below the table, click on "[Click here to submit a Support Ticket](#)" to send a request for assistance to the RMS Support Desk.

**Note:** The RMS Center Helpdesk is available Monday through Friday 6 am Eastern Time until 10 pm Eastern time and Saturday and Sunday from 12 am Eastern Time to 8 am Eastern Time to support the various time zones between User Districts. However, due to the thousands of customers that use RMS, it is advised that the User contact their local USACE Project Office Team for POC regarding RMS questions before contacting the RMS Support Center. This POC can often provide solutions to the District with established processes and procedures that are specific to a given District and thereby minimizing unnecessary confusion.

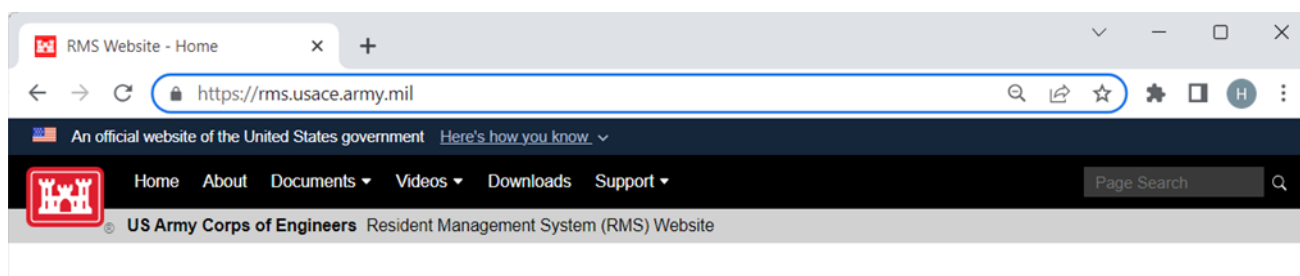
After the User has successfully logged in, the screen shown below will be presented and help is always just a click away. From this opening screen, to get assistance, click on the **Help** button.



Under the help button, users can choose from getting the Online User Guide, going to the RMS Support website, opening a Support Ticket, or checking for updates to the program.

## 1.1 RMS Website

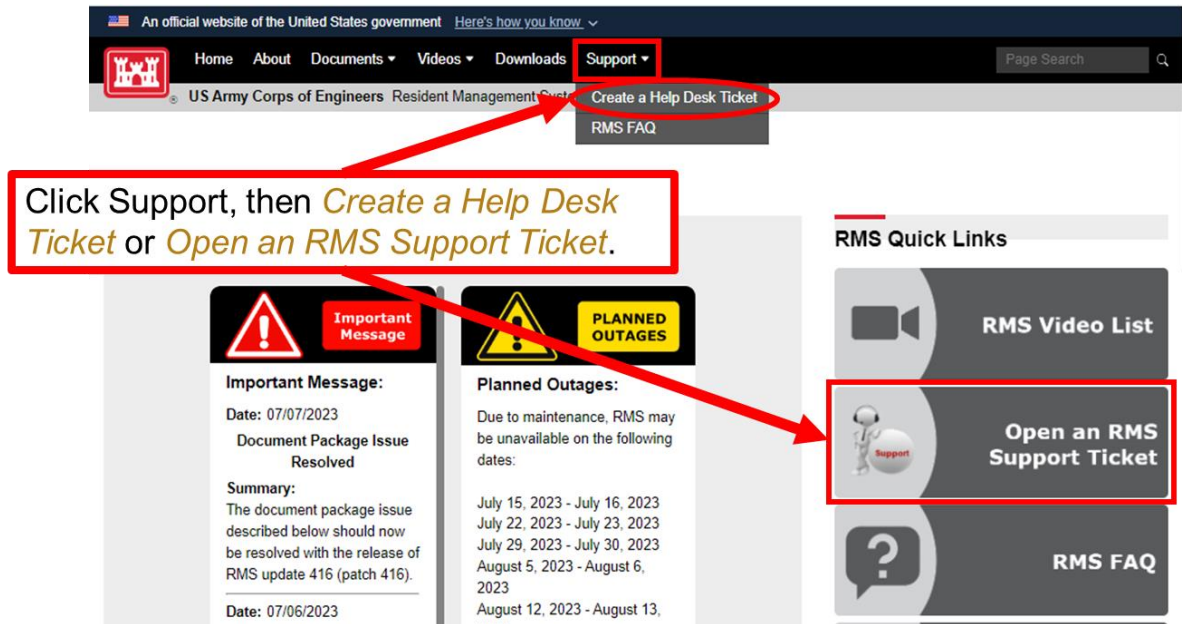
The RMS website can be reached by entering <https://rms.usace.army.mil> into any web browser. Internet Explorer is not recommended for use, as some features may not work with that browser. Below is a view of the top of the website using the Firefox web browser:



## 1.2 Getting Help

### 1.2.1 On the Website

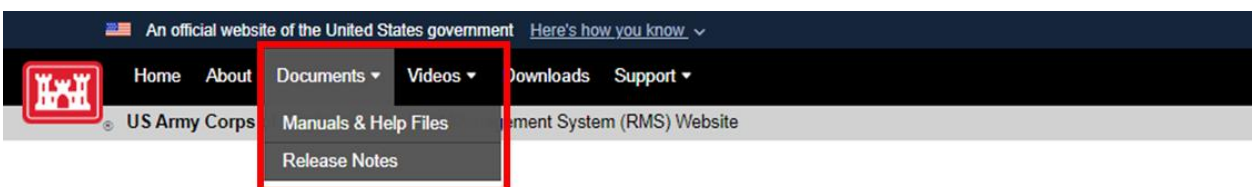
On the website, there are multiple places where users can receive help with using RMS. As seen in the image below, there are links available on the homepage of the website for [submitting a ticket](#) through the RMS Support Center.



There are also other helpful resources that can be found on the taskbar of the RMS website.

In the *Documents* tab, User Manuals for both the Government and Contractor Mode of RMS can be found as well as various other helpful links for training, templates, or installation files.

Release Notes from each patch release can also be accessed from this *Documents* tab menu.





An official website of the United States government [Here's how you know](#) ▾

Home About Documents ▾ Videos ▾ Downloads Support ▾

US Army Corps of Engineers Resident Management System (RMS) Website

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### RMS Manuals

**Government**

[RMS Quick Reference Guide for Government Users](#)

- Overview
- RMS AIS Access
- Prime Contractor Selection
- Contract View and Setup
- Pay Activity and Work Quality (Quality Control - QC)
- Contract Submittals
- Contract Schedules
- Contract Closeout
- RMS Reports

[RMS Government User Manual Vol 1](#)

- 1.0 Introduction
- 2.0 Getting Started
- 3.0 Library Mode
- 4.0 Contract Mode
- 5.0 Administration

[RMS Government User Manual Vol 2](#)

- 6.0 Finances

[RMS Government User Manual Vol 3](#)

- 7.0 QA/QC (Quality Assurance/Quality Control)
- 8.0 Submittals
- 9.0 Schedules
- 10.0 Closeout
- 11.0 Import/Export
- 12.0 Contract Reports

**Contractor**

[RMS Quick Reference Guide for Contractors](#)

- Overview
- RMS AIS Access
- Prime Contractor Selection
- Contract View and Setup
- Pay Activity and Work Quality (Quality Control)

### Government Help Files

**PDF Documents**

[Installing RMS](#)

[Out-processing a Transmittal](#)

**PowerPoint Presentations**

[Capturing Error Messages](#)

[Creating a non-DoD CAC Account](#)

[Adding a Change Order](#)

[Adding Submittal Reviewers](#)

[Entering an Option Modification](#)

[Adding Priced subClins](#)

[How to Add non-DoD Staff](#)

[How to Remove a P2 Link](#)

[How to Unlink RMS from P2](#)

[Government Launcher](#)

[Out-processing Transmittals](#)

[Receiving a Payment](#)

[Receiving Transmittals from a Contractor](#)

[Setting up a New Contract](#)

[Signing a Pay Estimate](#)

[Signing QAR Daily Reports](#)

[Transmittal Review](#)

[Updating Phase Status Issues](#)

### Contractor Help Files

**PDF Documents**

[Installing RMS](#)

[How to Create an RMS Account](#)

**PowerPoint Presentations**

[Capturing Error Messages](#)

[Creating a non-DoD CAC Account](#)

[Creating a Transmittal](#)

[Importing Transmittals Using Excel](#)

[Manually Entering Pay Estimates](#)

[Entering Test Results for QC Requirements Contractor Mode](#)

[Updating Status Photos](#)

[Updating System Milestones](#)

In the **Videos** tab, helpful tutorial videos and recordings of hosted training sessions available in the **RMS Support Center YouTube** channel are listed.

An official website of the United States government [Here's how you know](#) ▾

Home About Documents ▾ Videos ▾ Downloads Support ▾

US Army Corps of Engineers Resident Management System (RMS) Website

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### RMS News

### Video-list

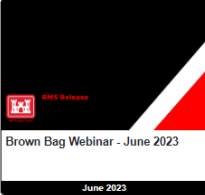
**Brown Bag Sessions**

- [RMS Release 414](#)
- [RMS Release 407](#)
- [RMS Release 396](#)
- [RMS Release 392](#)
- [RMS Release 388](#)
- [RMS Releases 374 & 383](#)
- [Controlled Unclassified Information \(CUI\)](#)
- [Import/Export](#)
- [Closeout](#)
- [Schedules](#)
- [Change Requests & Modifications](#)
- [Submittals/Transmittals](#)
- [QA/QC - Video Unavailable](#)
- [Setting Up a Contract](#)
- [Receiving Pay Invoice From KTR](#)
- [DD1354 Updates](#)

**Most Recent Webinars**

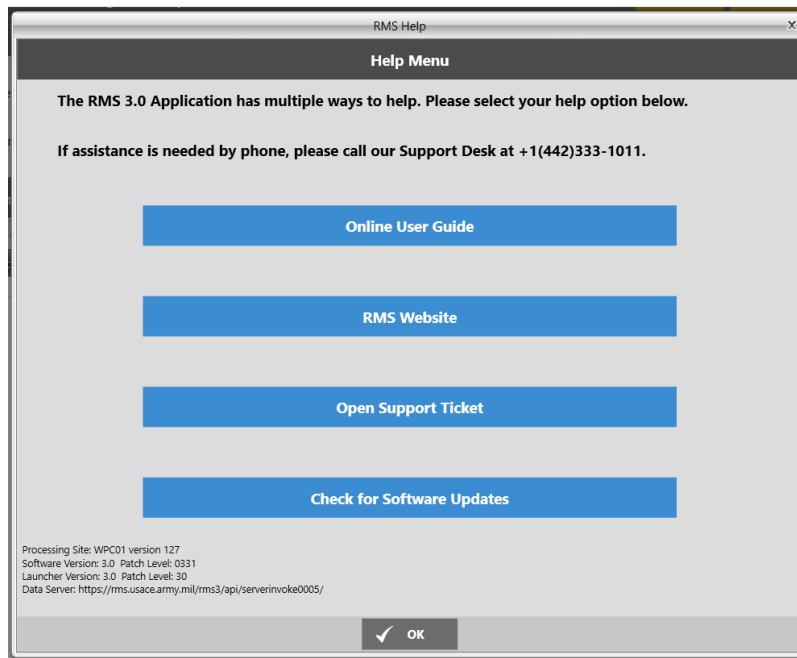
[Brown Bag Webinar - June 2023](#)

### RMS Videos

|                                                                                                                                   |                                                                                                                                   |                                                                                                                     |                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <br>Brown Bag Webinar - June 2023<br>June 2023 | <br>Train the Trainer - June 2023<br>June 2023 | <br>RMS Release 407<br>May 2023 | <br>RMS Release 396<br>March 2023 |
| <br>RMS Release 392                            | <br>RMS Release 388                            | <br>RMS Release 374/383         | <br>Controlled Unclassified       |



## 1.2.2 Help Menu in RMS



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

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

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

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

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

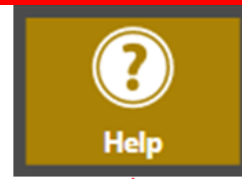
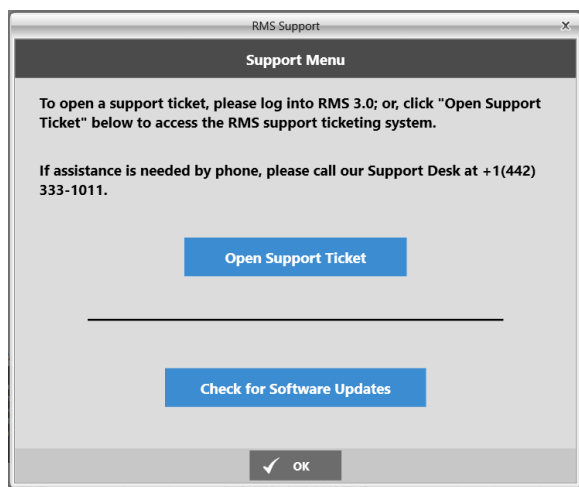
## 1.2.3 RMS Helpdesk Support Tickets

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



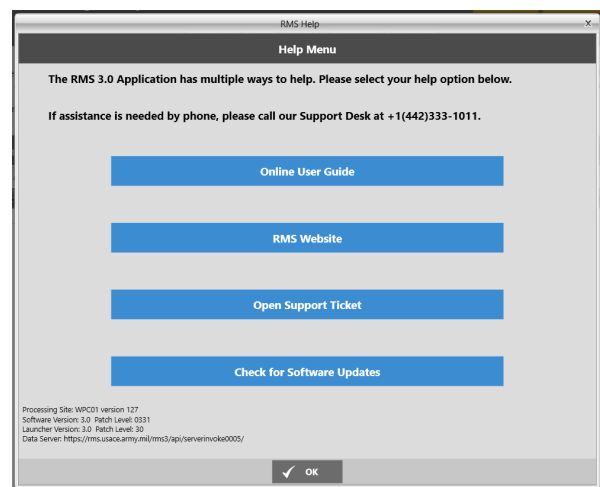
From the Login screen, click this button

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



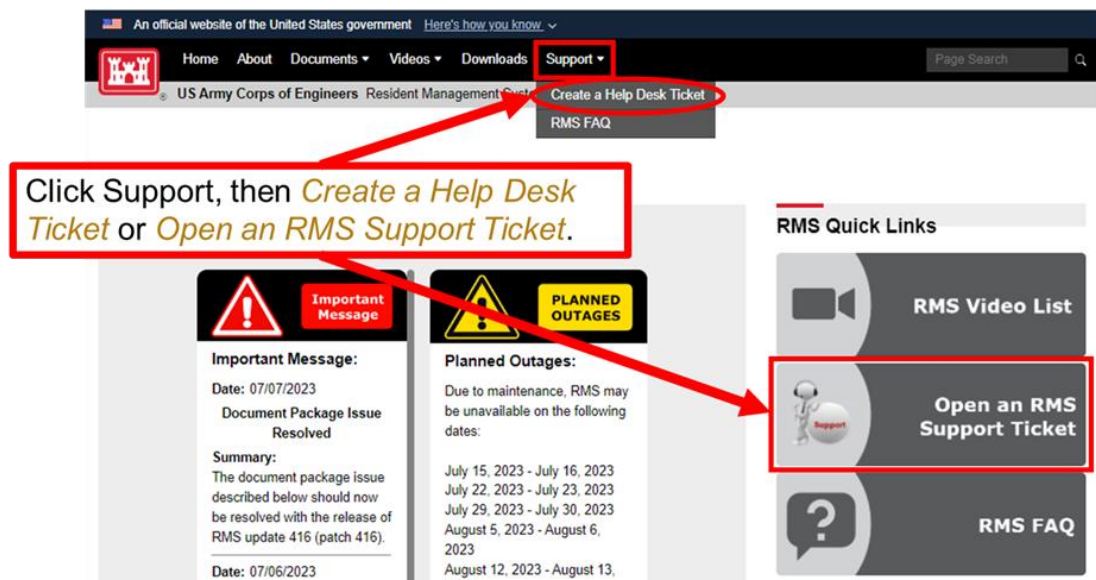
From within a contract, click this button

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

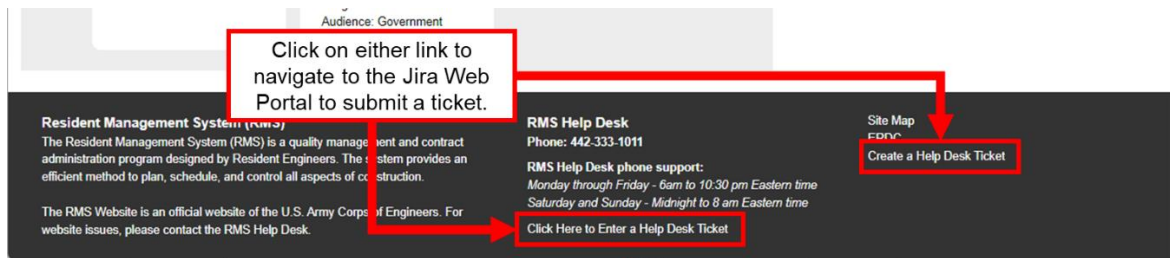


For either option, click on the *Open Support Ticket* button to open the [Jira Web Portal](#).

Another way to access the web portal is from the RMS Support Center Webpage (<https://rms.usace.army.mil/>), where there are multiple places that will direct users to the Jira website to submit a support ticket. Click on the Support drop-down at the top of the page to reach *Create a Help Desk Ticket* or click on the *Open an RMS Support Ticket* button.



Links are available at the bottom of the page, as well:



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

### 1.2.3.1 Log into Jira

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

**Note:** The Username and Password for the Jira Web Portal are not the same as the User's RMS Username and Password. This Username and Password must be set by the User, either through the Jira Web Portal or by calling in a ticket with the RMS Support Center. (The RMS Support Center does not create or set a password for this account, only the email address. Please see the section on [Changing/Setting the Jira Account Password](#) for how to set the password if an RMS Support Technician creates the account for the User).

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

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

### 1.2.3.2 Create a Jira Account

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

When entering Jira for the first time, enter an email address to receive communications about the RMS Support Ticket in the field provided and click **Next**. In the following window, click **Sign up with password**.

Enter your email to log in or sign up

Email address

Next



← Back

RMS Support Center

Sign up to continue

Email address

Sign up with password

Next, check the email for a link to finish signing up. If the signup link never arrives, click the *Resend signup link* button.

← Back

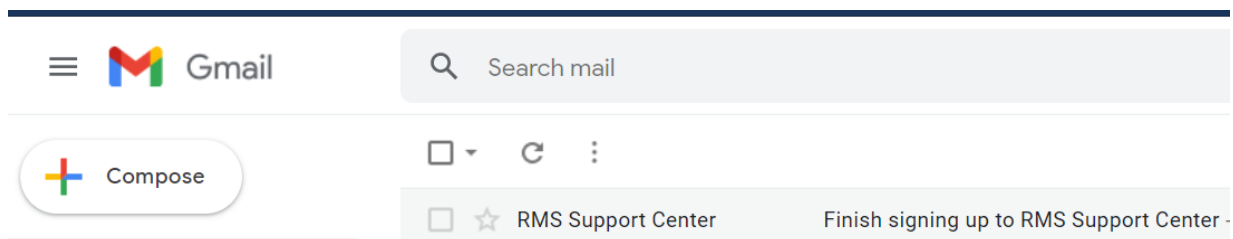
RMS Support Center

Check your email to finish signup

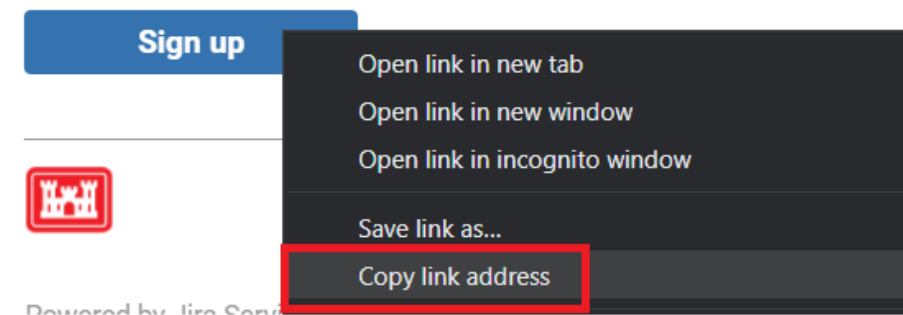
We've sent a private signup link to @email.com.

Resend signup link

The email will show in the inbox as shown below:



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



Next, open Google Chrome (or other supported web browser, **not** Internet Explorer) and paste the link into the address bar before pressing the enter key on the keyboard.

Next, enter the User's name as it is to appear in Jira and enter/create a password.

Finally, click *Sign up* to finish the process as shown to the right.

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

### 1.2.3.3 Change/Set Jira Account Password

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



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

Log in to RMS Support Center

User email displayed here

Password

Log in

Forgot your password?

Need an account? Sign up

Click on Forgot your password to set/change the account password

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

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

RMS Support Center

Reset your password - Hi, You requested a new password for...

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

Reset my password

Copy

Select Hyperlink

Open Hyperlink

Copy Hyperlink

Who Is...

Create new password

Email

User email will show here

Password

Confirm

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

#### 1.2.3.4 Submit a Support Ticket

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

Click here to view all open tickets.

Requests

Click here to view Account information and log out

## Welcome to the RMS Support Center

Find help and services

CE-IT Maintenance Schedule, all times are in central time

CE-IT scheduled weekend maintenance: 6/12/2021 - 6/13/2021. RMS may be inaccessible during this time.  
 CE-IT scheduled weekend maintenance: 6/19/2021 - 6/20/2021. RMS may be inaccessible during this time.  
 CE-IT scheduled weekend maintenance: 7/17/2021 - 7/18/2021. RMS may be inaccessible during this time.  
 CE-IT scheduled weekend maintenance: 7/24/2021 - 7/25/2021. RMS may be inaccessible during this time.

Notifications will display here in peach

Welcome to the RMS Support Center to create a support ticket click on the option down below "RMS Support Ticket"

What can we help you with?

**RMS Support Ticket**

Click here to open a new support ticket.

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

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



**RMS Support Ticket**

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

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

Raise this request on behalf of \*

Logged in User's name will display here.

Summary \*

Enter a brief description of the issue in the Summary box

Contract ID

If the issue is related to a contract, enter the Contract ID here. The Contract ID can be found in RMS in the [ ] in the upper left corner of the screen.

Phone Number

Districts \*

Choose the District from the drop-down list. This information is required for any ticket.

Attachment

Drag and drop files, paste screenshots, or browse

Browse

Use the Browse button to add any attachments to the ticket.

Remember: Please do not upload any PII or CUI when entering tickets

Description

Enter a detailed description of the issue or question for which this ticket is being created. Add any details, steps taken prior to error message appearing, or description of the error message in question. The more information provided, the faster the RMS Support Center can provide an answer.

Software Application

Enter the RMS version being run by the User. 3.0 Gov or Contractor Mode.

Send

When all information is entered, click on Send to submit the ticket.

### 1.2.3.5 Viewing previously entered Support Tickets

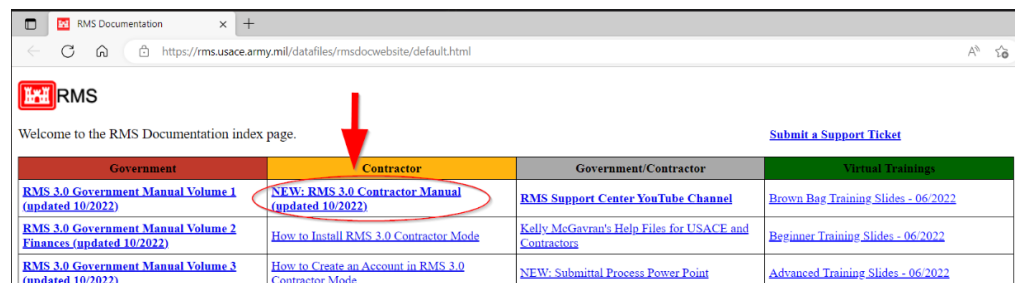
To view tickets after submission, click on the **Requests** button in the top right corner of the web portal. There are two options available:

**Created by me** which shows tickets submitted by the logged in User or

**All**, which shows tickets created by the User and tickets for which the User is a Requested Participant. A Requested Participant is the User that has been added to the ticket either by the RMS Support Staff or the User that initiated the ticket.

## 1.2.4 Online User Guides

The User Guides are available online on the RMS Documentation Website, which can be found here:



<https://rms.usace.army.mil/datafiles/rmsdocwebsite/default.html>.

## 1.3 Operational Basics

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

### 1.3.1 Library Mode



The first mode that is encountered after logging into RMS and selecting the Prime Contractor, is the Library Mode. When RMS3 does not have a Contract open, it is running in Library Mode. Access to information that impacts all Contracts is accessible in the Library Mode. The Library Mode provides the following functions:

**User Setting:** Manage local cache settings and User preferences

**Government Library:** View Government Library entries

**User Roles:** Define User Roles

**Contractor Staff:** Manage Contractor Staff

### 1.3.2 Contract Mode

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





## 1.4 Screen Layout

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

### 1.4.1 Screen Header

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



When the Contract has been marked as containing Controlled Unclassified Information (CUI) by the Government, the statement “THIS CONTRACT CONTAINS CUI; REQUIRED CUI CONTROLS MUST BE FOLLOWED.” will be included in the screen header as shown below. For specific guidance regarding the Contract’s CUI status, contact the Contract’s Contracting Officer, Administrative Contracting Officer, Contracting Officer Representative, and/or Project Manager.



**Note:** Refer to the DoD’s official CUI implementation policy [DoD Instruction 5200.48](#) Controlled Unclassified Information (CUI) for more information.



Return to Prime Contractor Selection list.

Return to Contract Selection list.

Return to Contract Menu screen.



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

**Note:** Exiting RMS without clicking the **BACK** Button will result in loss of data.



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

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



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



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

### 1.4.2 Table Customization

Table views are provided to assist with data review. These table views are easily customized using the drag-and-drop technique. Views can be customized using several different methods:

- Clicking the column header and dragging the column header to the desired position in the table to view data in a desired configuration.
- Dragging the column header into the grey row above the table to group data according to column values in the table.
- Clicking on the funnel widget in the column header and selecting the desired data filters from the drop-down selection box to filter the data displayed.
- Clicking on a column header to order the data according to the column's values.

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

| Contract/Delivery Order No. | Contract ID | Full Title of Contract                  | Office Name                   | Contract Stage |
|-----------------------------|-------------|-----------------------------------------|-------------------------------|----------------|
| [E1002899]                  | E1002899    | test                                    | T2 Baltimore Test District    | Future         |
| [E1002898]                  | E1002898    | Test 3278                               | Bethesda Resident Office      | Future         |
| [E1002897]                  | E1002897    | SERVICE-68066 Example - Final Follow-up | NWO Project Office un... ea A | Active         |
| [E1002896]                  | E1002896    | New Contract Test - MDC                 | T2 Baltimore Test Di...       | Future         |
| W9128F-16-D-0050            |             | RMSDEV-3690 2nd Test - No copy          | NWO Area Office               | Active         |

Drag the column header to change column order.

Drag and drop column header here to group.

Click the funnel to filter by values.

Click column header to change order by values.

#### Dragging column

headers: Notice below that the Contract ID column is now the first column instead of the second column.

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

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

| Contract ID | Contract/Delivery Order No. | Full Title of Contract                | Office Name                | Contract Stage |
|-------------|-----------------------------|---------------------------------------|----------------------------|----------------|
| E1002502    | W9128F-16-D-0050            | Financial Test Contract               | Jenn's Office              | Future         |
| E1002596    | [E1002596]                  | PAYEE OFFICE ID TEST                  | T2 Baltimore Test District | Future         |
| E1002592    | W912DR-07-D-0038 0002       | Frankford HTRW Interim Removal Action | EMDC Engineering           | Active         |

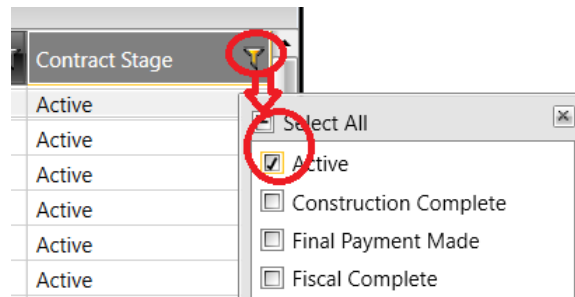
### Grouping column headers:

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

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



### Filtering columns:



### 1.4.3 Action Items Summary

| Contractor Action Items |        |     | My Action Items |        |     |
|-------------------------|--------|-----|-----------------|--------|-----|
| 133                     | 144    | 0   | 0               | 0      | 0   |
| High                    | Medium | Low | High            | Medium | Low |

Action Items are tasks that the Government has identified critical to Contract performance. The Action Item levels of High, Medium, and Low, are also identified by the Government. The numbers in the boxes show the number of items that have not been completed. Click on a box to view the detailed list.

**Contractor Action Items** are the total of all items requiring completion by the Prime Contractor and its Subcontractors. **My Action Items** are the number of items requiring completion by the logged in User. The Actions Item Dashboards have four colors associated with them and are described below.

- A red box indicates there is at least one High action item that is past due, with the possibility that there may also be medium and low action items past due as well.

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

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

| Submittal Items                                               |         |             |       |           |                  |             |
|---------------------------------------------------------------|---------|-------------|-------|-----------|------------------|-------------|
| UPDATE                                                        |         |             |       |           |                  |             |
| Drag a column header and drop it here to group by that column |         |             |       |           |                  |             |
| Section                                                       | Item No | Description | SD No | Info Only | Primary Reviewer | Review Days |
| > '01 33 00'01 33 00                                          | 1       |             | 99    | GA        | User name        | 0           |

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

**RED** = One or more High Action Items

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

**GREEN** = No High or Medium Action Items

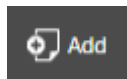
| Government Action Items |     |        |      | Contractor Action Items |     |        |       | My Action Items |     |        |      |
|-------------------------|-----|--------|------|-------------------------|-----|--------|-------|-----------------|-----|--------|------|
| All                 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

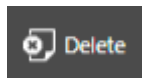
| Contractor Action Items - All                                 |                                     |                                                      |             |                        |  |  |
|---------------------------------------------------------------|-------------------------------------|------------------------------------------------------|-------------|------------------------|--|--|
| Drag a column header and drop it here to group by that column |                                     |                                                      |             |                        |  |  |
| Item Type                                                     | Item Title                          | Action                                               | Alert Level | Responsible Party Name |  |  |
| CLIN                                                          | CLIN Activities not Balanced        | Balance CLIN Activities for: Priced Parent CLIN 0001 | Medium      |                        |  |  |
| Equipment                                                     | Equipment missing safety check date | Assign safety check date to: asdfasdf                | High        |                        |  |  |
| Feature                                                       | Feature has no activities assigned  | Assign Activities to: ENVIRONMENTAL PROTECTION       | High        |                        |  |  |

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

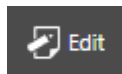
#### 1.4.4 Button Operations Explained



Add/create a new item.



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



Edit/revise/modify an existing item.



▼ Expand

Expand the associated list of items.



▲ Collapse

Collapse the associated list of item(s).



Export

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



Mark As Favorite

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

Search



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



Select

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



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



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



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



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

OK

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

Cancel

Voids the selected entry/action.



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

## 1.5 Document Packages

Letter No. H-0003 *CONTRACTOR: Complete a document package for this letter and submit it using this document package manager. The document package should include the letter itself and any applicable supporting documents.*

Document Packages
Add
Edit
Delete

| Title of Package  | No. | Status    |
|-------------------|-----|-----------|
| Letter No. H-0003 | 1   | Not Ready |

Document Packages are used throughout RMS3 to facilitate signing, routing, approval and filing of supporting electronic documents. Document Packages are typically created after completion of the data entry of a record. For example, when a User clicks on the **Report Complete** checkbox within a QC Daily Report, the system will create a new package or utilize an existing Document Package, if the package has not been submitted to the Government for review. Then RMS will add a PDF copy of the report form to that Document Package for the User to sign and submit to the Government. Once generated, Document Packages have the date set and can no longer be edited. There can be multiple packages per item and multiple files within each package. For example, a Document Package for a Correspondence Letter log entry contains both a PDF of the actual letter and a PDF with an enclosure. Another example, a QC Report with a package containing an electronically signed QC Report, PDF test results and site photos. Document Packages can be shared packages for Transmittals. One package contains the signed ENG 4025 required to submit the Transmittal and a second package added after review that contains expanded Government remarks.

There are no limits to the number of attachments in a package. However, the maximum file size for any one attachment is 500MB. There is no limit to the number of Document Packages that can be associated with an action.

**Add:** Add/create a new package.

**Edit:** Edit/modify an existing package.

**Delete:** Delete/remove an existing package.

### 1.5.1 Working with Document Packages

**Document Package: Letter No. H-0003**

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

Add
Edit
Delete

**All Attachments** Search Export

| Primary | Date of the Document | Document Title               | Contractor Signature Status | Government Signature Status |
|---------|----------------------|------------------------------|-----------------------------|-----------------------------|
| >       | 6/8/2023 1:41:23 PM  | Letter No. H-0003 - Test.pdf | Not Signed                  | Not Signed                  |

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

the list of files of that file type that have been included in the Document Package.

**Note:** For a full list of accepted file types in RMS, see [Accepted File Types](#) in [Appendix B – General Information](#).

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

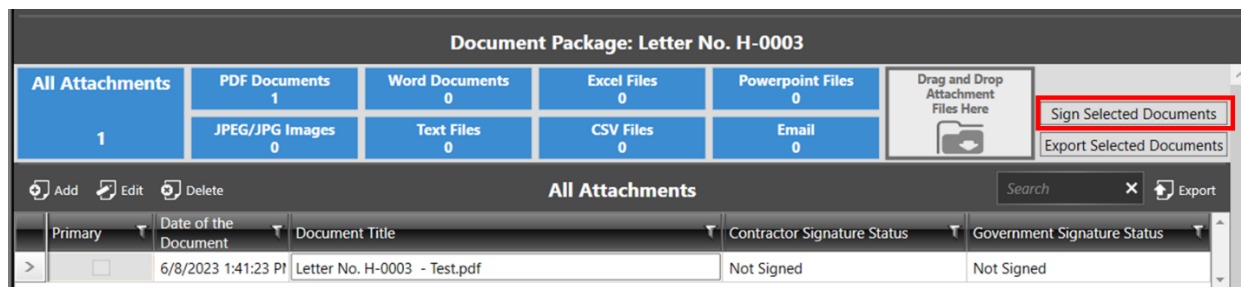
**Sign Selected Documents:** Attached .doc/.docx (Word) and .pdf documents can be electronically signed in RMS3. A Common Access Card (CAC) is not needed to perform this action. Click on this button, then select the documents to be signed from the list that is shown.

**Export Selected Documents:** To save attached documents outside of RMS3, click on this button, then select the applicable documents from the list that is shown.

**Note:** The Government cannot see Contractor documents that are in a draft state, and the Contractor cannot see Government documents that are in a draft state until they are marked complete.

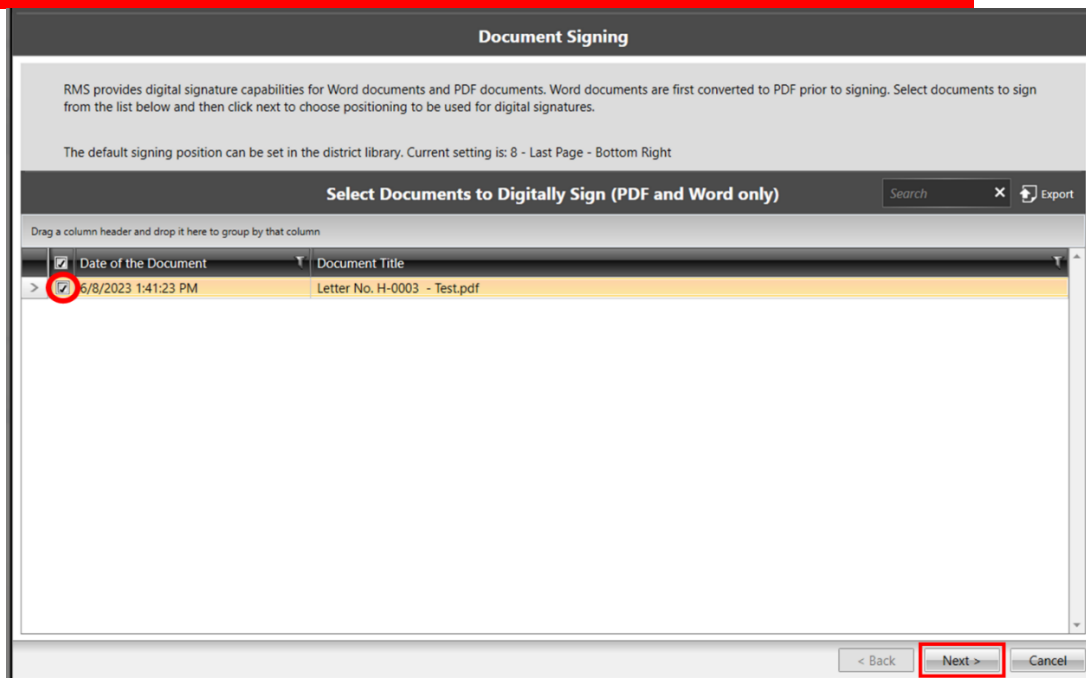
## 1.5.2 Signing Documents

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



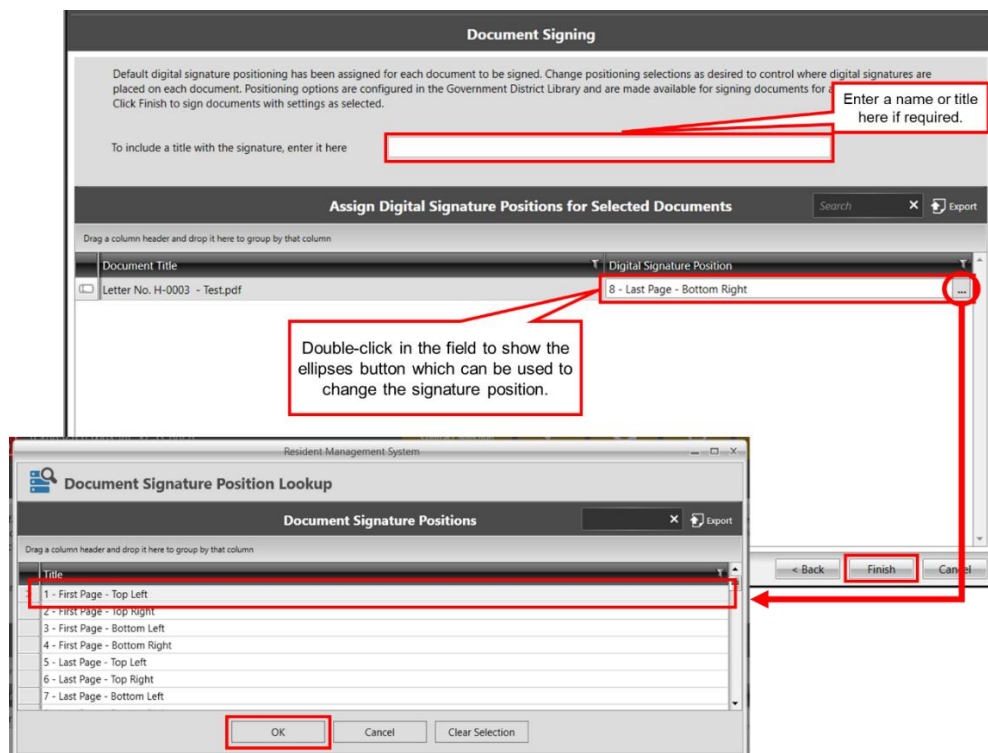
Next, select one or more documents to be signed by placing a check in the box of all documents to be electronically signed in RMS3. Then click on the **Next** button. This action needs to be performed by the person whose signature will be added to the document. Once initiated, there is no means to change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





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

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



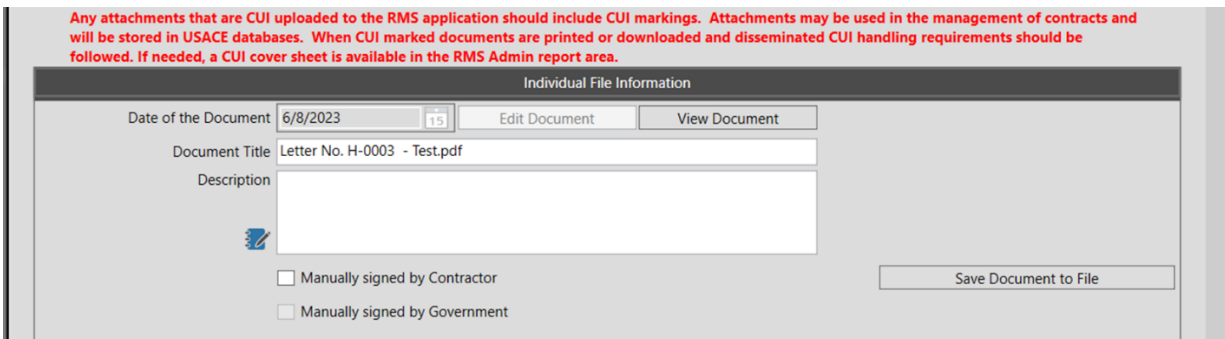
**Note:** Once a document is signed, it can no longer be edited.



### 1.5.3 Document Details

Please note that any attachments that contain CUI uploaded to RMS should include CUI markings in the header and footer of the document as the Contract requires. Attachments may be used in the management of contracts and will be stored in the database. When CUI-marked documents are printed or downloaded and disseminated, CUI handling requirements should be followed. A CUI cover sheet is available for use in the RMS Admin reports area as well as in the **Contract Reports** module.

Contact the Contract's USACE Representative and project leadership for guidance regarding CUI.



Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in the management of contracts and will be stored in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin report area.

**Individual File Information**

Date of the Document: 6/8/2023 [Calendar Icon] [Edit Document] [View Document]

Document Title: Letter No. H-0003 - Test.pdf

Description: [Text Area]

☐ Manually signed by Contractor

☐ Manually signed by Government

[Save Document to File]

The **Individual File Information** section contains options and fields that refer only to the file selected.

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

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

**View Document:** Select this button to open the document as read-only.

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

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

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

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

**Save Document to File:** Select this button to save the document to a location of the User's local file system.

Document Package

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

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

Submit for Review

Contractor Notes to Government

The **Document Package** section contains options and fields that refer to the entire Document Package. The Status of the Document Package is also displayed here.

**Contractor Notes to Government:** Enter any additional notes to provide to the Government.

### 1.5.4 Submit for Review

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

Document Package

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

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

Submit for Review

Contractor Notes to Government



RMS

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

Click on YES to continue or NO to cancel.

Yes No

RMS

If no documents were signed, the following warning will display

No Documents are signed in this document package. Are you sure you want to proceed?

Click on YES to continue or NO to cancel.

Yes No

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

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

## 2.0 GETTING STARTED

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

Next, identify an RMS Contract Administrator for the appropriate Contract/organization to get started with RMS 3.0/CM. The RMS Contract Administrator is the person who will be responsible for managing users' access and assisting users with downloading the application. Provide the determined Administrator's name and email address to the designated USACE Representative. Once the RMS Contract Administrator is identified, the User can proceed to download and install RMS 3.0, and subsequently provide access to additional users assigned to the Contract.

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

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

The minimum system requirements are:

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

Document Viewing  
Software

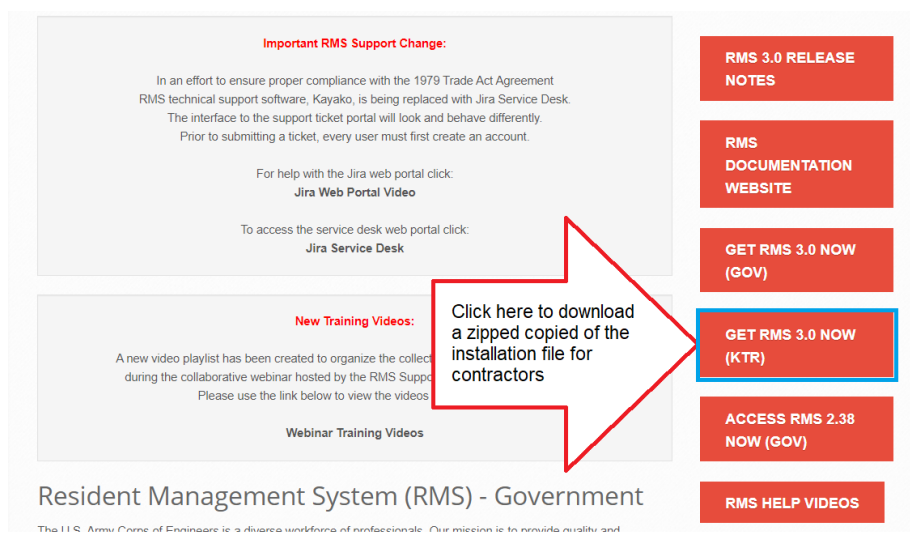
Viewer for MS Word 2013, MS  
Excel 2013 or newer  
(REQUIRED)

**Note:** There may be instances when this specification was not included, either intentionally or by oversight. When this occurs, consult with the designated USACE Representative, as serious consideration to using RMS 3.0/CM for Contract management should be discussed. RMS 3.0/CM was developed specifically for use on USACE Contracts. The use of RMS 3.0/CM application provides a tremendous benefit in assisting with Contract compliance, especially the Contract's Quality Control requirements. The use of RMS 3.0/CM will save time and money and can be implemented with no additional cost to the Contract.

## 2.1 Download and Install the RMS 3.0 Launcher

### 2.1.1 What is RMS3 Launcher?

RMS Launcher is the first program that runs when the "RMS3" desktop icon is clicked. The RMS 3.0 Launcher will automatically install RMS 3.0. The Launcher checks the RMS servers for the latest application updates and automatically updates software to the latest patch. The Launcher can be downloaded from the website at <https://rms.usace.army.mil/> by clicking on the red box that says **GET RMS 3.0 NOW (KTR)**, or download the Launcher from the following link <https://rms.usace.army.mil/datafiles/rmsdocwebsite/files/RMSLauncherSetupKtr29.zip>

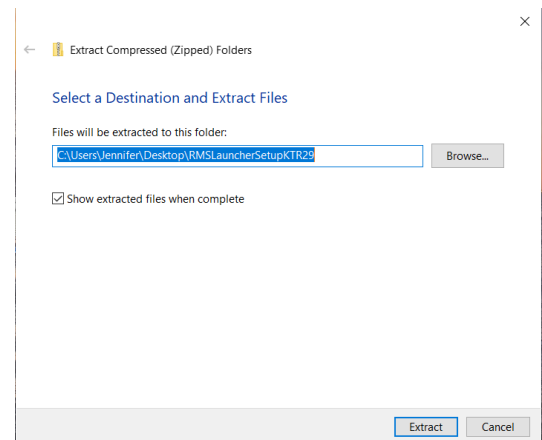
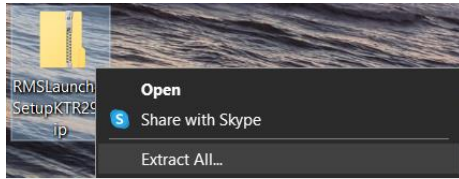


Contractors do not need to wait for the Government to set up a Prime Contractor for a Contract before installing and registering an account in RMS 3.0/CM.

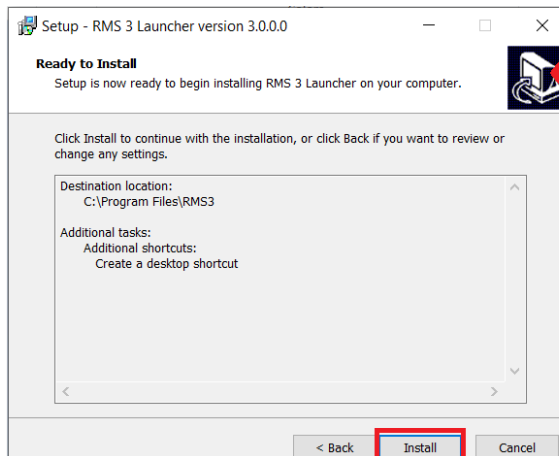
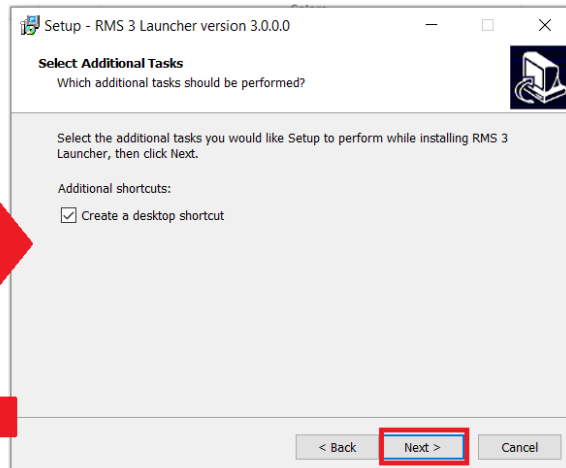
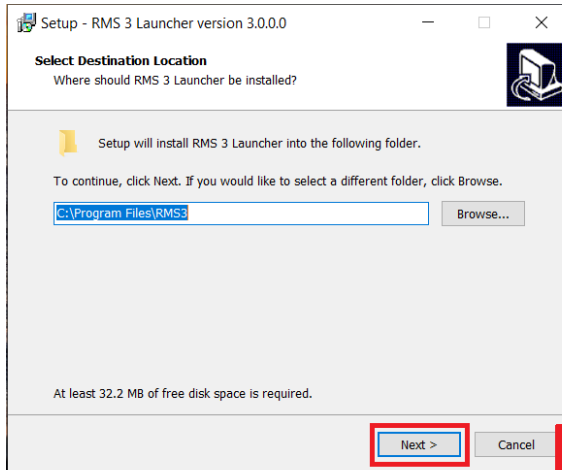
**Note:** Copy and paste the above link into a web browser (chrome, edge, etc.) and press enter. This link will download a zipped copy of the RMS Launcher for contractors, save it somewhere that is easily found. (If it does not ask where to save it, it should save to the downloads folder).

After saving the file, navigate to the file location. Right-click on it, then choose extract all (extract

the files to the desktop or documents folder for convenience)

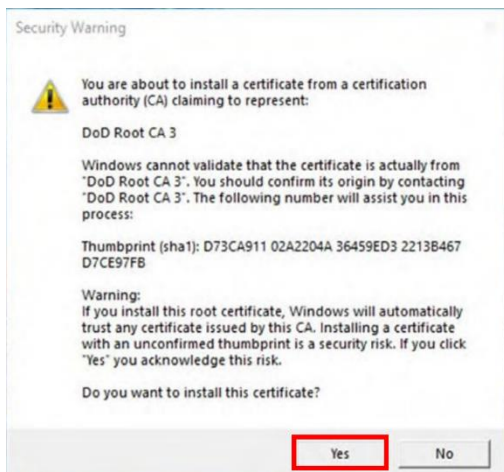
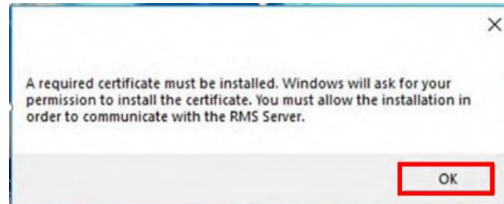


Navigate to the extracted folder and run the RMSLauncherSetupKtr29.exe file, by double clicking on it. During the installation, accept all the default options, and click *finish* when done.



**Note:** Installation will require Administrator privileges on the computer to execute. Follow these steps to install RMS 3.0 on all computers on which RMS 3.0 will be used.

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



After clicking

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

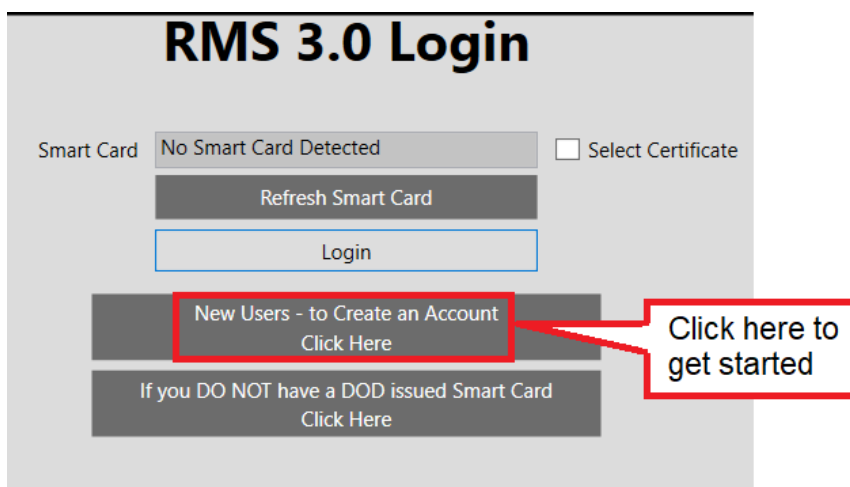
## 2.2 Create Account



Look for the “RMS3” icon on the desktop and double-click on it. This will complete the installation of RMS 3.0. If prompted with certificate or security warnings, reply **OK** or **Yes** to allow the installation to continue.

**Step 1.** Create an account login and password. All new users will need to follow these steps to set up a user account. This only needs to be done once. Once the User has created an account login and password, the new User will be able to run RMS 3.0 on any computer that RMS 3.0 has been installed.

**Note:** The email address entered is used to create the account login and the email that is used to access RMS while logging in. RMS 3.0 uses the email address for registration, as well as subsequent account verification.



### New User Registration

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

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

First Name

Last Name

Email Address

Password

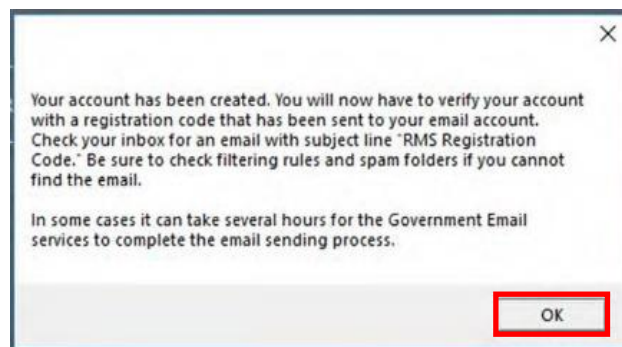
Password Confirmation

Passwords require the following complexity requirements:

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

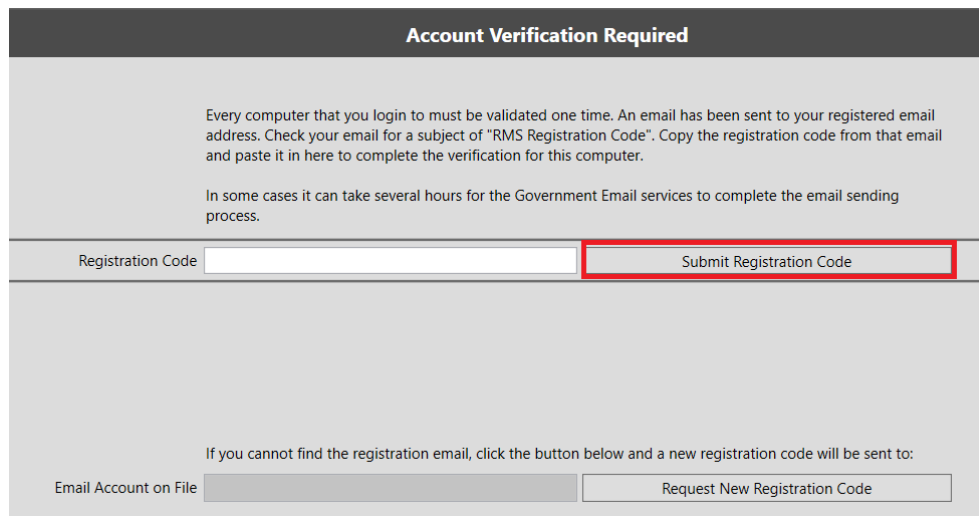
The below randomly generated passwords are valid and can be used as a new password. (Close and reopen this window to receive a new set of password examples.)

|           |                 |           |                 |
|-----------|-----------------|-----------|-----------------|
| Example 1 | Vb^kY^Gtp7bqC5t | Example 2 | vj3 tv6nWm8Jkq_ |
| Example 3 | nh-AM6E_Uv4m7db | Example 4 | wd_cPH4aq8v=6rN |
| Example 5 | KJ2v8 ZCX^VM7Ad | Example 6 | PHu2F_h3Bw6W-Jn |



**Step 2.** Verify the newly created account. A Registration Code will be sent to the email address entered at new user registration.

Copy and submit the Registration Code in the *Registration Code* field as shown below.



**Account Verification Required**

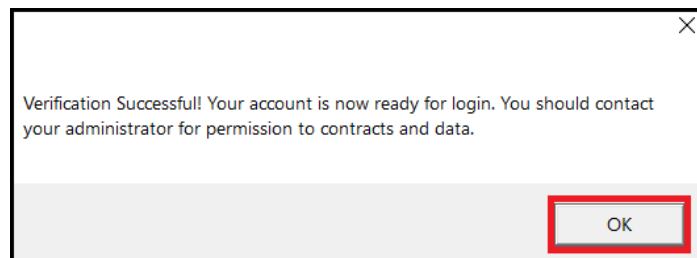
Every computer that you login to must be validated one time. An email has been sent to your registered email address. Check your email for a subject of "RMS Registration Code". Copy the registration code from that email and paste it in here to complete the verification for this computer.

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

Registration Code

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

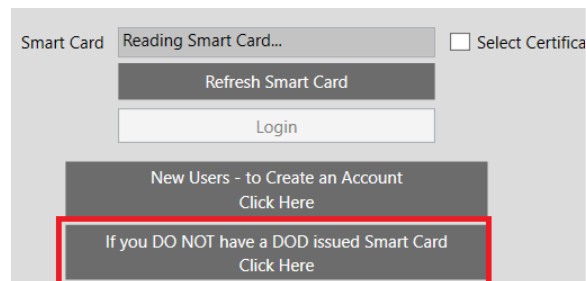
Email Account on File



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

## 2.3 Log into RMS 3.0/CM

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



Smart Card  ☐ Select Certificate

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



**US Army Corps of Engineers**  
Resident Management System - RMS 3.0

**RMS 3.0 Login**

Enter the email address used to create the account as the User Name.

User Name  ☐ Remember my User ID

Password

Login

Click here to change a password.

[Reset forgotten/expired password](#)

[Change password](#)

Click here to reset a **forgotten** or **expired** password.

New Users - to Create an Account  
Click Here

If you have a DOD issued Smart Card  
Click Here

Server Connections

Processing Site: WPC01 version 160  
Software Version: 3.0 Patch Level: 0390  
Launcher Version: 3.0 Patch Level: 31  
Data Server: https://rms.usace.army.mil/rms3/api/serverinvoke0005/

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

RMS sessions terminate after six hours of inactivity. This session termination will log the User out of the system automatically. Inactivity as defined by RMS, occurs when the User's computer is in one of the following states for more than six hours while running RMS:

- Running but idle with no mouse movement or keystrokes
- Locked
- Logged off
- Sleep mode
- Hibernation

Log out details will be recorded on the Login View when the session expires, and the User is logged out of the application.

**US Army Corps of Engineers**  
Resident Management System - RMS 3.0

**RMS 3.0 Login**

Log out Successful 1/27/2023 1:39:05 PM

User Name  ☒ Remember my User ID

Password

Login

If the User's server connection has been lost or the computer was in hibernation mode when the RMS session expires, a "Session terminated..." message will be displayed on the Login screen with the current timestamp.

### 2.3.1 Account Lockout

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

**Note:** Passwords can only be changed once in a 24-hour period.

### 2.3.2 Reset Forgotten/Expired Password

From the login screen, click on [Reset forgotten/expired password](#) to start the process of changing a *forgotten* or *expired* password. If the password that needs to be change is still functional, please use the [Change password](#) option.

Next, click on [Request Password Reset Code](#).

The User will then need to check the email account listed in the [Email Address](#) textbox to get the Password Reset Code. Copy that code into the [Password Reset Code](#) field (see figure below).

**Forgotten Password**

To reset your forgotten password you will need a password reset code. You can use this page to request that a password reset code be sent to the email address on file. Once you receive the password reset code, enter it here, then create a new password for your account.

**Step 1.** Email Address:

**Step 2. Copy code from email** Password Reset Code:

**Step 3. Copy suggested password** New Password:  **Step 4. Click Submit for Password Reset button**

**Or, create a new one** Confirm New Password:

Passwords must meet the following complexity and security requirements:

|                                                       |                                                                                   |
|-------------------------------------------------------|-----------------------------------------------------------------------------------|
| 15 characters or longer                               | Must start with an uppercase or lowercase letter                                  |
| 2 uppercase letters                                   | Cannot contain four consecutive alphabetic characters in any order (Eeee or ThAt) |
| 2 lowercase letters                                   | Cannot contain repetitive characters (AA, ==, bb, 44)                             |
| 2 numeric characters                                  | Do not use a dash (-) as the last character of the password                       |
| 2 Special Characters                                  | Only contains these special characters - _ = ^   :                                |
| Cannot reuse last 5 passwords                         |                                                                                   |
| Cannot change password within 24 hours of last change |                                                                                   |

The below randomly generated passwords are valid and can be used as a new password.

|                                                        |                                                        |
|--------------------------------------------------------|--------------------------------------------------------|
| Example 1 <input type="text" value="ry5HGv_uf6cn7hj"/> | Example 2 <input type="text" value="HC8wP4d^X64hxe "/> |
| Example 3 <input type="text" value="Umj8rTq_P2x_8AZ"/> | Example 4 <input type="text" value="bX7Glf6k_Kj7t4G"/> |
| Example 5 <input type="text" value="l0xY_3fq6YnK-PH"/> | Example 6 <input type="text" value="rx2vQ8CF4Ha-_h5"/> |

After the Password Reset Code has been copied, create, or copy a suggested password in the password boxes.

**Note:** If the Password Reset Code is incorrectly copied three times, the account is locked for 15 minutes. After 15 minutes has elapsed, users must request a new Password Reset Code.

**Note:** If either the *New Password* or *Confirm New Password* boxes are outlined in red, the passwords either do not match or do not meet the complexity requirements.

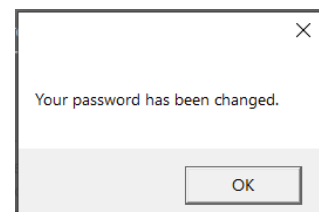
Passwords must meet the following complexity and security requirements:

- |                                                       |                                                                                   |
|-------------------------------------------------------|-----------------------------------------------------------------------------------|
| 15 characters or longer                               | Must start with an uppercase or lowercase letter                                  |
| 2 uppercase letters                                   | Cannot contain four consecutive alphabetic characters in any order (Eeee or ThAt) |
| 2 lowercase letters                                   | Cannot contain repetitive characters (AA, ==, bb, 44)                             |
| 2 numeric characters                                  | Do not use a dash (-) as the last character of the password                       |
| 2 Special Characters                                  | Only contains these special characters - _ = ^   :                                |
| Cannot reuse last 5 passwords                         |                                                                                   |
| Cannot change password within 24 hours of last change |                                                                                   |

**Note:** Password complexity must follow these standards EXACTLY; see image above.

Once the passwords match and the complexity is met, the *Submit Password for Reset* button will become selectable. Click the *Submit for Password Reset* button to complete the password change process. Then, proceed to log in using the new password.

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



## 2.3.3 Change Password

User Name:  ☒ Remember my User ID

Password:

Login

[Reset forgotten/expired password](#)

[Change password](#)

New Users - to Create an Account  
Click Here

If you have a DOD issued Smart Card  
Click Here

RMS passwords must be changed every 90 days. Users are not allowed to reuse any of the last 5 previously used passwords. To change a password prior to the 90 days, click on *Change Password* in the Login view.

Next, click on *Request Password Reset Code* in the Change Password view.

The User will then need to check the email account listed in the Email Address textbox to get the Password Reset Code. Copy that code into the box for the *Password Reset Code* (see figure below).

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

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

OK

**Change Password**

To change your password you will need a password reset code. You can use this page to request that a password reset code be sent to the email address on file. Once you receive the password reset code, enter it here and complete the steps to change your password.

**Step 1.** Email Address:  [Request Password Reset Code](#)

**Step 2. Copy code from email** Password Reset Code:

**Step 3. Enter the current password** Current Password:

**Step 4. Copy suggested password, or create a new one.** New Password:

**Step 5. Click Submit Password Change button** Confirm New Password:  [Submit Password Change](#)

Passwords must meet the following complexity and security requirements:

- 15 characters or longer
- 2 uppercase letters
- 2 lowercase letters
- 2 numeric characters
- 2 Special Characters
- Cannot reuse last 5 passwords
- Cannot change password within 24 hours of last change
- Must start with an uppercase or lowercase letter
- Cannot contain four consecutive alphabetic characters in any order (Eee or ThAt)
- Cannot contain repetitive characters (AA, ==, bb, 44)
- Do not use a dash (-) as the last character of the password
- Only contains these special characters - \_ = ^ | :
- New password must be different from current password by at least 8 characters

The below randomly generated passwords are valid and can be used as a new password.

|           |                 |           |                 |
|-----------|-----------------|-----------|-----------------|
| Example 1 | Ke_H-eN7Te5uru8 | Example 2 | KF8hX8eY3a2y_=T |
| Example 3 | JG4uEjW3-7PZ2Hx | Example 4 | YJb6AW3Q4jZ-EmP |
| Example 5 | x6-N5Vy4rY8Y-gB | Example 6 | ZA-F4Dr2thZ3-nk |

[Refresh Sample Passwords](#)

After the Password Reset Code has been copied into correct field, enter the Current Password used for login that needs to be changed.

Then, copy a suggested password or create a new one in the password boxes.

**Note:** If the Password Reset Code is incorrectly copied three times, the account is locked for 15 minutes. After 15 minutes has elapsed, users must request a new Password Reset

Code.

**Note:** If either the *New Password* or *Confirm New Password* boxes are outlined in red, the passwords either do not match or do not meet the complexity requirements.

Passwords must meet the following complexity and security requirements:

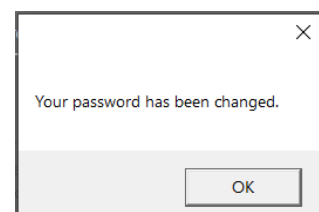
- |                                                       |                                                                                   |
|-------------------------------------------------------|-----------------------------------------------------------------------------------|
| 15 characters or longer                               | Must start with an uppercase or lowercase letter                                  |
| 2 uppercase letters                                   | Cannot contain four consecutive alphabetic characters in any order (Eeee or ThAt) |
| 2 lowercase letters                                   | Cannot contain repetitive characters (AA, ==, bb, 44)                             |
| 2 numeric characters                                  | Do not use a dash (-) as the last character of the password                       |
| 2 Special Characters                                  | Only contains these special characters - _ = ^   :                                |
| Cannot reuse last 5 passwords                         |                                                                                   |
| Cannot change password within 24 hours of last change |                                                                                   |

**Note:** Password complexity must follow these standards EXACTLY; see image above.

Once the passwords match and the complexity requirements are met, the *Submit Password Change* button will become selectable. Click the button to complete the password change process.

Then, proceed to log in using the new password.

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



## 2.4 Prime Contractor Selection

After logging in, users will see a list of available Prime Contractors from which to choose. If the User has been assigned access to more than one contract, the number of Prime Contractors will vary based on the District and Contractor that contract falls under. If a Prime Contractor is not displayed on the list, click on *Update* to refresh the screen. This action may take a few minutes to update.

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

**Note:** If the Prime Contractor is not showing in the User's list, then there are three possible causes for this issue. First, the User has not "Updated" the list by clicking on the *Update* button (above screenshot). Second, the User's email added in Contractor Staff does not match the email used to log into RMS (for example, the email has extra or missing letters/numbers in the Contractor Staff, or it is a different email entirely). Last, the User's



email has not been added to Contractor Staff. For instructions on how to add users to Contractor Staff, please see the section on [Adding Staff to a Contract](#).

### 3.0 LIBRARY MODE

After logging in and selecting the Prime Contractor, the screen then displays the Library Mode. Library Mode displays actions for all the Contracts for that specific User. Use the modules in this area to view the Government Library, create User Settings, and identify Contractor Staff.

**The Ranger Group, LLC**  
E1000118

Contractor Mode Home Back Refresh Log Out Help

User Settings Government Library User Roles Contractor Staff

**Favorites**

|          |                                          |                                |
|----------|------------------------------------------|--------------------------------|
| E1001660 | Wideband Satellite Communications Center | W912DR-11-C-0033 W9123820F0130 |
|----------|------------------------------------------|--------------------------------|

**Recent**

|          |                                          |                                |
|----------|------------------------------------------|--------------------------------|
| E1001660 | Wideband Satellite Communications Center | W912DR-11-C-0033 W9123820F0130 |
| E1000789 | Havertown Superfund Site                 | DACA31-96-D-0026 0014          |
| E1002642 | Correcting Wrong Obligations Tutorial    | W9128F-16-C-0034               |
| E1002603 | Finance's - obli based on avail funds    | W912DS00K1234                  |

Edit Contract Selection Export

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

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

The *Library Mode* modules are:

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

**Government Library:** This area contains data sets that are used in all Contracts set by the Government to ensure consistency in both RMS 3.0/CM and RMS3/GM. This module is read-only in RMS 3.0/CM.

**User Roles:** Use this area to define the type and extent of access to RMS 3.0/CM modules. Only users identified as Administrator have access to this module.

**Contractor Staff:** This area is used to identify all users with access to RMS 3.0/CM. The Government's District Administrator also has access to this module. Only users identified as Administrator have access to this module.

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

### 3.1 User Settings

 **The Ranger Group, LLC**  
E1000118

 Contractor Mode Home  Back  Refresh  Log Out  Help

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

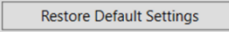
 **RMS User Settings**

The RMS User Settings menu contains various user settings for the RMS 3.0 application.

**User Settings**  
Local cache settings and other preferences for the logged in user.

**User Settings**

**Local Data Cache Settings**

 ☒ Unlimited Cache 

Current Cache Size  GB Available Cache Space  GB

**User Preferences**

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

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

Uncheck this box to limit cache size.

Enter desired local cache size.

Check the desired user preferences.

### 3.2 Government Library

 **The Ranger Group, LLC**  
E1000118

 Contractor Mode Home  Back  Refresh  Log Out  Help

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

 **Government Library**

|                                                                                     |                                                         |                                                                                                               |                                                                               |
|-------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Work Categories</b><br>A District level collection of Work Category Codes.       | <b>Specification Sections</b><br>Specification Sections | <b>Submittal Types</b><br>District level collection of Submittal types, their abbreviations, and full titles. | <b>Contractor Trades</b><br>A District level collection of Contractor Trades. |
| <b>Labor Classifications</b><br>Labor Classifications and their Occupational Codes. |                                                         |                                                                                                               |                                                                               |

The 5 modules in this area represent data sets that are common to both RMS 3.0/CM and RMS 3.0/GM. They are editable only in RMS3/GM. If data needed is not included in the library, contact the designated USACE Representative to request an addition to the library.

The *Government Library* module consists of:

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

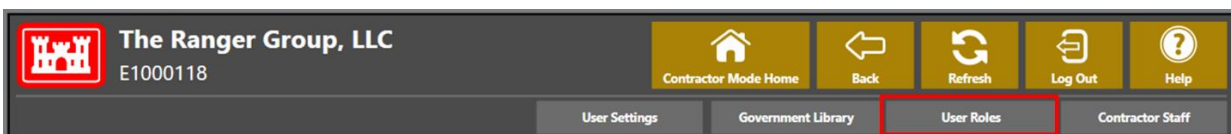
*Specification Sections:* This module contains lists of the Specification Sections found in the Unified Facilities Guide Specifications (UFGS). Since the format of the Specification number has changed over time, there are four lists representing the numbering formats: MasterFormat 1995, MasterFormat 2004, MasterFormat 2014, and MasterFormat 2016. If a Specification Section is used or created (Design-Build Contracts) that is not found in one of the lists, notify the Contract's USACE Representative and provide the information to be added to the library.

*Submittal Types:* The 11 types of submittals (SD No.) as defined in [Section 01 33 00 Submittal Procedures](#) are listed here. Types 01 thru 11 are not editable in either RMS 3.0/CM or RMS3/GM. When creating a submittal section from scratch (Design-Build Contracts), assign it to one of the types found in the library. Types other than these may also be added by the District Office and are exclusive to the District. Consult with the designated USACE Representative before using these or if a type not listed is needed.

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

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

### 3.3 User Roles



User Roles are used to identify the areas within RMS 3.0 to which an individual has access and the extent of the access allowed. Every User on every Contract must be assigned a User Role. The User may have different User Roles on different Contracts. There are 3 levels from which to choose:

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

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

*Read/Write Access*—The User has unlimited access to the data, including edit capability.

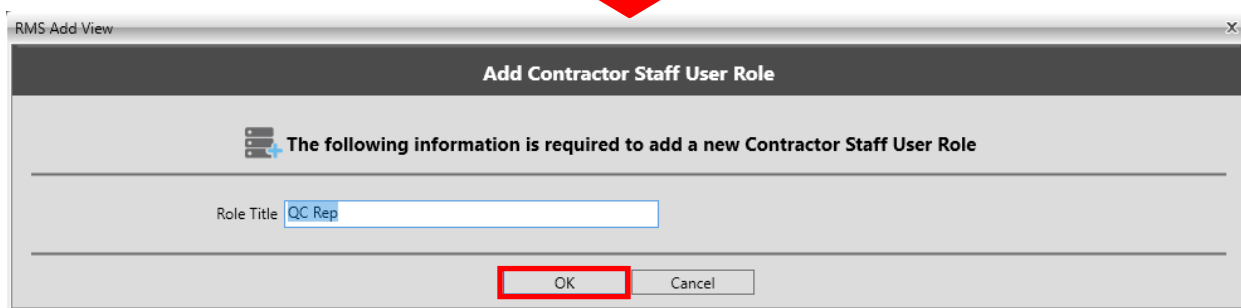
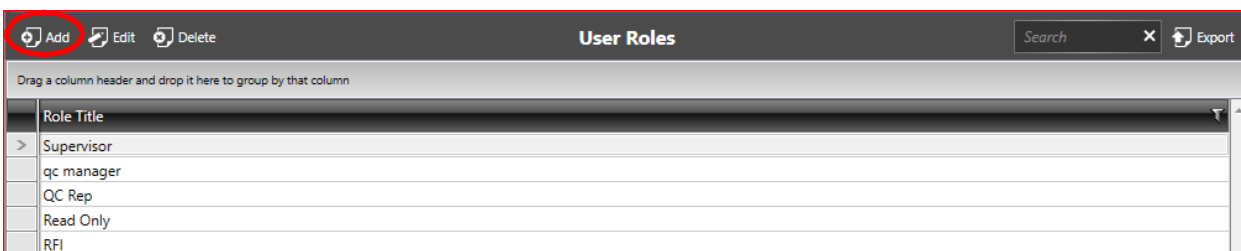


Individuals identified as an Administrator need not be assigned any other role. However, all other staff members must be assigned a User Role. Assignment of a User Role to a staff member is Contract-specific. See the section on [Administration | Contract Access Control](#) for directions on how to add User Roles for specific users. There is no limit to the number of roles that can be added to the User Role library.

### 3.3.1 Add User Roles

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

**Recommendation:** Assign titles to the User Roles that provide sufficient description of the function that User Role will have on the Contract.



Assigning a single access level to all areas is simplified by using one of the buttons at the top. Otherwise, accessibility can be customized for each User Role that is created. Click on the down arrow in each selection box and pick the desired level of access for that User Role. Access levels to the various areas in RMS 3.0 may be assigned in any combination.

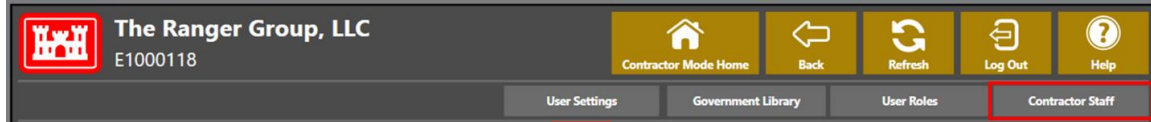
Once the level of access is selected, accessibility is also graphically identified by a yellow or green checkmark, or a red X as seen on the right.

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

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

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

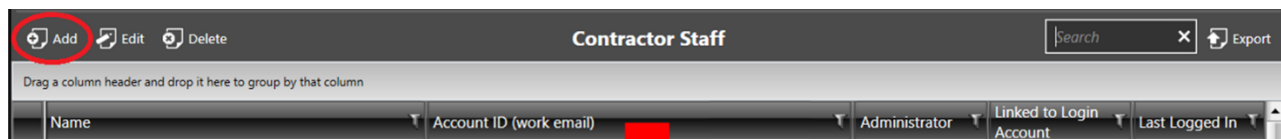
## 3.4 Contractor Staff



The Government must add the first Contractor Staff member to RMS 3.0 for the Contractors. Provide the designated USACE Representative with the name and email of the person who will be a Contractor “Administrator”. Once an Administrator is added and has successfully linked to an account, the Administrator can add other contractor staff, create User Roles, and assign roles to staff. While there may be more than one Administrator, an Administrator will have unlimited access to all areas within RMS 3.0/CM so the assignment of this role should be limited and carefully considered. It might be favorable to have a secondary Administrator if the Primary Administrator is unavailable.

### 3.4.1 Add Contractor Staff

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



**Add Contractor Staff Member**

The following information is required to add a new Contractor Staff Member

To add a staff member, enter an email address

Account ID (work email)

Enter registered email of new staff.

**OK** Cancel

**Contractor Staff**

---

**Staff Information**

Account ID (work email) test@test.com

First Name

Last Name

**Administrator Rights**

☒ Has Administrator Rights

Administrator rights for Contractor Staff grants ALL permissions to the user. This includes the ability to set permissions for other users and to create other administrators.

**Inactive Staff**

☒ Inactive staff member

**Complete the staff member's name.**

**The first staff member added must be an Administrator.**

Click on the **BACK** button when done. Every RMS 3.0 User must have his/her own Username and password. New staff can be added at any time. After a new User is added, the User can load the application onto their computer, then login and register as described in [Download and Install the RMS 3.0 Launcher](#).

### 3.5 Contract Selection

While still in **Library Mode**, select a Contract to move to **Contract Mode**.

**The Ranger Group, LLC**  
E1000118

**Contractor Mode Home** **Back** **Refresh** **Log Out** **Help**

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

**Favorites** **Recent**

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

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

E1000789 Havertown Superfund Site  
DACA31-96-D-0026 0014

E1002642 Correcting Wrong Obligations Tutorial  
W9128F-16-C-0034

E1002603 Finance's - obli based on avail funds  
W912DS00K1234

**Contract Selection**

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

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

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

All the Contracts that the Government has associated with the selected Prime Contractor will be included in the **Contract Selection** list. In addition, Contracts marked as a Favorite will be listed

under *Favorites* and the last 4 Contracts that were worked in will be listed under *Recent*. Select the desired Contract to work from any of the 3 lists.

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

*Contract/Delivery Order No.* The alphanumeric identifier assigned by the Contracting Officer in the provided Award Letter. This number identifies the District in which the Contract was awarded and the fiscal year in which it was awarded. This number is entered in RMS 3.0 by the Government.

*Contract ID:* A unique 8-digit alphanumeric identifier assigned by RMS 3.0. The first 2 characters identify the District in which the Contract is being managed in RMS 3.0.

*Full Title of Contract:* Title of the Contract limited to 40 characters. This is entered in RMS 3.0 by the Government.

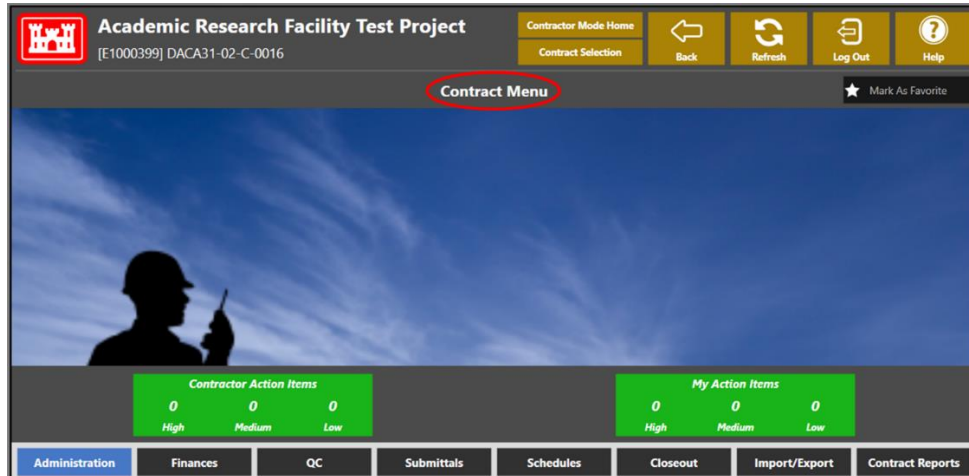
*Office Name:* The name of the local office administering the Contract. This is entered in RMS 3.0 by the Government.

*Contract Stage:* There are 6 stages identifying where the Contract is relative to the Project timeline. Stages are automatically determined by date settings in the System Milestone module for Government and described below.

- *Future:* A project is created but not yet awarded. A project will show as Future status so long as the *Contract Award* RMS System Milestone does not have an actual date.
- *Active:* A project will show as Active status after the *Contract Award* RMS System Milestone has an actual date. Contract is awarded with an actual award date.
- *Construction Complete:* A project will show as Construction Complete status after the *Construction Completion* RMS System Milestone has an actual date. Construction is completed, and the Government has established an actual Construction Complete Date (CCD), also referred to as Substantial Completion Date (SCD). There may still be minor work remaining, but for the most part, the facility is usable for its intended purpose. This is the date that will stop the assessment of liquidated damages (LDs)
- *Physical Complete:* A project will show the status of Physical Complete after the *Contract Physical Completion* System Milestone has an actual date. All Contract work is completed, including As-Builts, O&M manuals, minor deficiency repairs, etc. The Contractor has no remaining work left on the Contract except Warranty.
- *Final Payment Made:* A project will show as Final Payment Made status after the *Contractor Final Payment* RMS System Milestone has an actual date. The Government has paid out all Contract funds to the Contractor. •
- *Fiscal Complete:* A project will show as Fiscal Complete stats after the *Project Fiscal Completion* RMS System Milestone has an actual date. The Government has closed the books on the project. All funds have been paid and/or returned, as applicable.

## 4.0 CONTRACT MODE

In Contract Mode, the *Contract Menu* screen is the main screen from which to access the various modules in RMS3. Return to this screen from any screen within RMS 3.0 to move between these modules. The picture displayed below on the Contract Menu is intended to serve as a representative photo showing the status of the Contract. This status photo can only be changed by the Government.



The *Contract Menu* tabs are:

**Administration:** Included in this tab are the basic administrative data for the Contract. Information about the Contract, Prime Contractor and Subcontractors, Requests for Information (RFIs) and Correspondence are entered and stored here.

**Finances:** This tab is used to manage data needed to create and submit requests for Progress Payments.

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

**Submittals:** The modules included in this tab are used to manage the Submittal Register and Transmittals.

**Schedules:** This tab is used to view the status of activities in the Activity Schedule and schedule Three-Phase Control Meetings.

**Closeout:** The 4- and 9-month Warranty Inspections are found in this tab.

**Import/Export:** This tab includes the operations needed to bring external data into RMS 3.0 and export selected Document Packages.

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

## 5.0 ADMINISTRATION

The normal administrative functions of a typical Contract are managed in this module. This is where the descriptive data and status of the Contract are entered. Various areas are set up here for users to utilize RMS 3.0/CM in a more meaningful way for the particular Contract as shown below. Correspondence and RFIs pertaining to the Contract are also managed in this area.

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

### 5.1 Overview

The information accessed from the *Administration* tile is:

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

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

**Correspondence:** Use this selection to manage correspondence between Contractor and Government. Correspondence can be drafted, sent, and received using RMS 3.0/CM.

**Request for Information (RFI):** Use this selection to manage the flow of RFI between Contractor and Government. RFIs and their respective Government responses are created, submitted, and tracked through RMS 3.0/CM.

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

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

**Contractors On Site:** This section contains the list of Contractors (including Subcontractors and the Prime Contractor) by the Contractor's name, Responsibility Code, Trade and the First/Last Day On Site dates. This module is one way to enter First and Last Day on Site dates for each Subcontractor, including the Prime Contractor.

**Contractor Insurance:** Use this selection to keep track of Prime and Subcontractors' Contract-required SF1413 and insurance expiration dates: General, Auto, and Workman's Comp.

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



**Contract Notification Control:** RMS 3.0 can send notifications when selected Contract-related events occur. Use this selection to identify who should receive the notification and the method by which it is delivered.

## 5.2 Contract Description

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

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

**Contract Description**

Contract Title: MD Atlantic Coast Shoreline Protection      Fiscal Year:

Contract Short Title: OC Beach Renourishmt

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

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

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

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

Current Contract Duration: 0

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

     Latitude:       Longitude:

     We have been notified that geo spatial information needs to come from official sources.

Wage Determination No:       Wage Determination Date:        Bid Open Date:

☐ BIM Compliant

Design Build Code: Architect-Engineer

Design Cost: \$0.00

Designer Name:

Address:

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

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

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

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

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

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

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

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

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

## 5.3 Contract Access Control

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

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

Only staff identified as “Administrator” have access to Contract Access Control. Using this feature, actions by Contractor staff assigned to the Contract can be restricted to selected tasks/areas within RMS 3.0/CM. Administrators have total control over who has access to data and the extent of the access.

### 5.3.1 Adding Staff to a Contract

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

**Contract Access Control Entries**

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

| Name | Account ID (email) | Role Title |
|------|--------------------|------------|
|------|--------------------|------------|

**Add Contract Access Control Entry**

The following information is required to add a new Contract Access Control Entry

To grant access to a user from your staff, select the staff member from the lookup

Staff Email:

Assign the selected staff member an appropriate contract user role from the lookup

Contract User Role:

Click on the box and select from the displayed lookup list

OK Cancel

## 5.4 Correspondence

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

RMS 3.0 provides the Contractor and Government with the ability to create, respond, store and track correspondence between the parties. Correspondence can be signed in RMS 3.0 and can have attachments.

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

Correspondence is grouped into 3 subsets:

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

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

the table below.

| Correspondence                                                             |            |                                                           |                       |                 |               |  |
|----------------------------------------------------------------------------|------------|-----------------------------------------------------------|-----------------------|-----------------|---------------|--|
| Draft                                                                      |            | Sent                                                      |                       | Received        |               |  |
| All                                                                        | 7          | All                                                       | 134                   | All             | 49            |  |
|                                                                            |            | Answer Required                                           | 99                    | Answer Required | 27            |  |
| Add Edit Delete <b>Correspondence Sent-Answer Required</b> Search X Export |            |                                                           |                       |                 |               |  |
| Drag a column header and drop it here to group by that column              |            |                                                           |                       |                 |               |  |
| Dated                                                                      | Letter No. | Brief Summary                                             | Letter Status         | Answer Due      | Date Answered |  |
| 03/01/2018                                                                 | H-12345    |                                                           | Sent, Answer Required |                 |               |  |
| 12/26/2017                                                                 | H-0009     | This is an attempt to verify claim that comments are n... | Sent, Answer Required | 12/29/2017      |               |  |
| 12/19/2017                                                                 | H-0008     | lets see if this works                                    | Sent, Answer Required | 03/28/2018      |               |  |
| 08/20/2013                                                                 | S-0116     | REA for RFI#0240                                          | Sent, Answer Required |                 |               |  |

### 5.4.1 Create a New Letter to the Government

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

| Correspondence                                                           |            |                 |               |                 |               |  |
|--------------------------------------------------------------------------|------------|-----------------|---------------|-----------------|---------------|--|
| Draft                                                                    |            | Sent            |               | Received        |               |  |
| All                                                                      | 7          | All             | 134           | All             | 49            |  |
|                                                                          |            | Answer Required | 99            | Answer Required | 27            |  |
| Add Edit Delete <b>Correspondence Draft-All</b> Search X Export          |            |                 |               |                 |               |  |
| Drag a column                                                            |            |                 |               |                 |               |  |
| Letter from Contractor Home Office<br>Letter from Contractor Site Office |            |                 |               |                 |               |  |
| Dated                                                                    | Letter No. | Brief Summary   | Letter Status | Answer Due      | Date Answered |  |

RMS 3.0 will automatically insert the next number in the series. This number can be manually overwritten. However, the number manually input must not have been previously used.

RMS Add View

Add Correspondence Entry

The following information is required to add a new Correspondence Entry

Letter No. H-  Enter the number for the new letter - Leading zeros will be automatically added

OK

Cancel

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

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

Data Validation Issues Found

**Validation Issues Found**

Letter No. H-: **ERROR** Letter number already in use. Enter a unique letter number

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

**Correspondence - H-0003**

Letter Dated: 6/8/2023 Sent Status: Draft Letter Not Complete

☐ Requires Answer?

Letter Summary:

Letter No. H-0003 CONTRACTOR: Complete a document package for this letter and submit it using this document package manager. The document package should include the letter itself and any applicable supporting documents.

Add

Edit

Delete

| Title of Package  | No. | Status    |
|-------------------|-----|-----------|
| Letter No. H-0003 | 1   | Not Ready |

Select Letter(s) Answered By H-0003
Create New Letter to Answer H-0003
Select Existing Letter(s) to Answer H-0003

**Letters Answered by H-0003**

| Dated | Letter No. | Brief Summary |
|-------|------------|---------------|
|       |            |               |
|       |            |               |
|       |            |               |
|       |            |               |

**Letters Answering H-0003**

| Dated | Letter No. | Brief Summary |
|-------|------------|---------------|
|       |            |               |
|       |            |               |
|       |            |               |
|       |            |               |

**Letter Dated:** The date that this letter is created will be automatically generated in this field. It may be changed, if needed.

**Sent Status:** Use this drop-down selection to change the letter's status. See section [5.4.2](#) below for more details.

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

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

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

**Correspondence Entry Lookup**

**Correspondence**

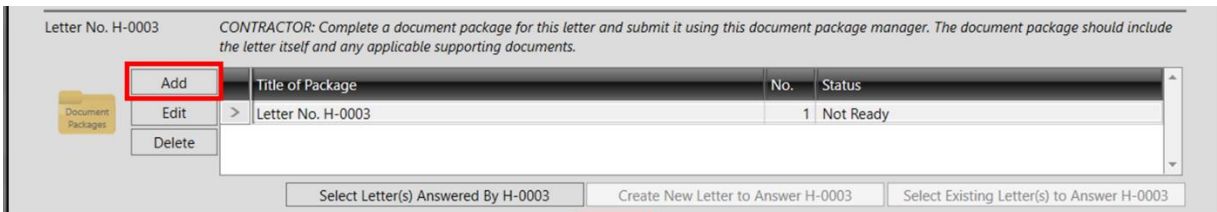
Drag a column header and drop it here to group by that column

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

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

**Document Packages:** Click on **Add** to create the letter and attach its supporting documents. See

the section on [Document Packages](#) for instructions on its use.



Letter No. H-0003

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

Document Packages

Add

Edit

Delete

| Title of Package  | No. | Status    |
|-------------------|-----|-----------|
| Letter No. H-0003 | 1   | Not Ready |

Select Letter(s) Answered By H-0003

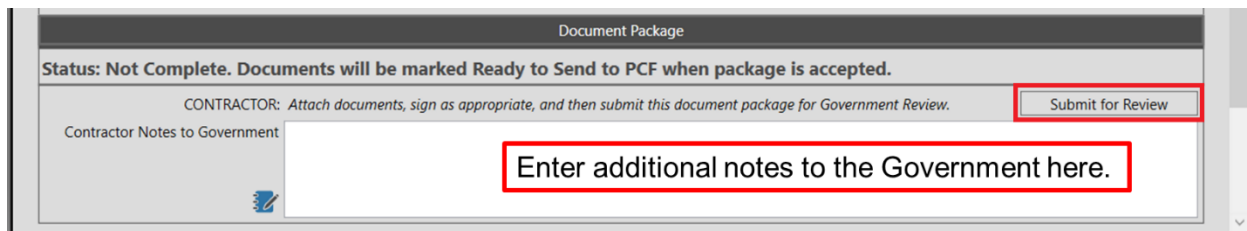
Create New Letter to Answer H-0003

Select Existing Letter(s) to Answer H-0003

## 5.4.2 Complete the Document Package and Send to Government

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

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



Document Package

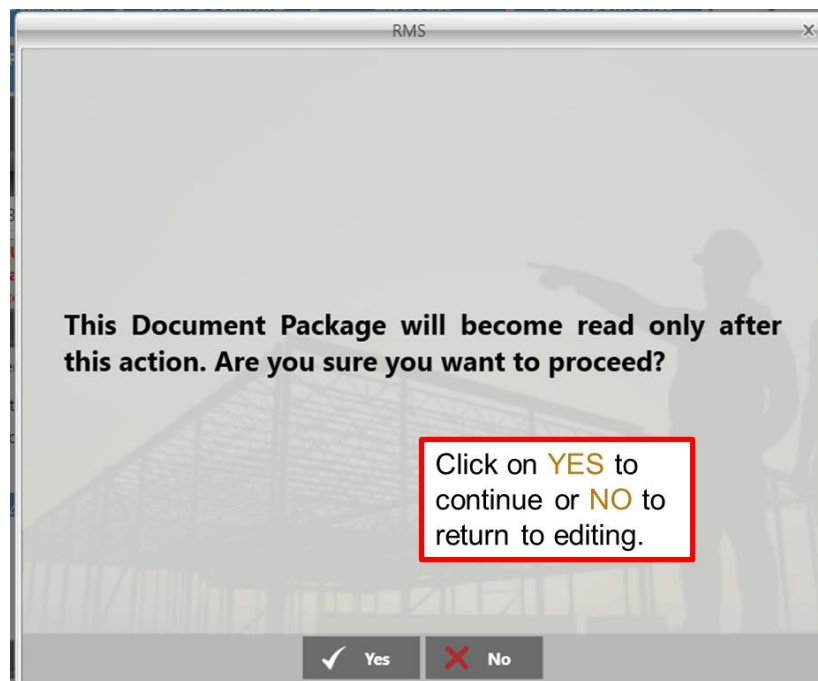
Status: Not Complete. Documents will be marked Ready to Send to PCF when package is accepted.

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

Submit for Review

Contractor Notes to Government

Enter additional notes to the Government here.

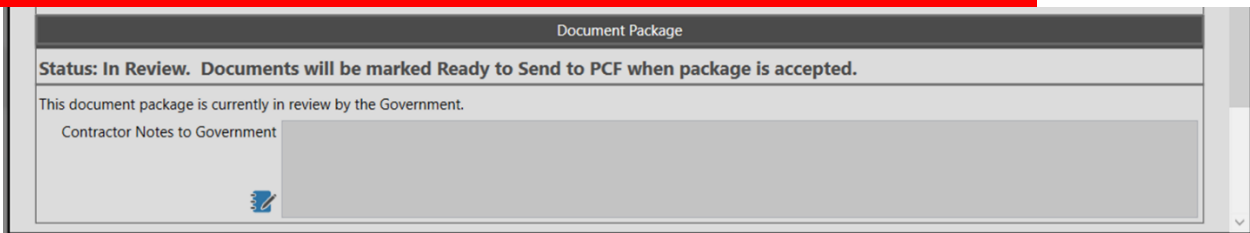


RMS

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

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

Yes No



Document Package

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

This document package is currently in review by the Government.

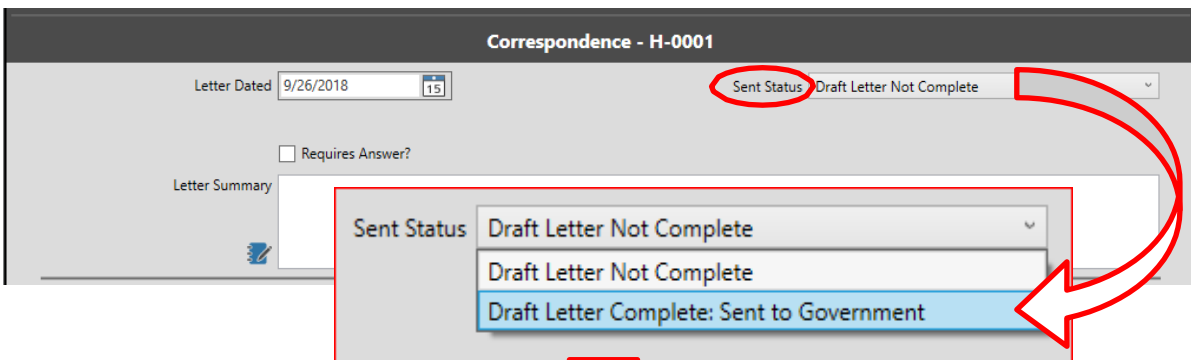
Contractor Notes to Government



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

**Step 2.** Change the Sent Status

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



Correspondence - H-0001

Letter Dated 9/26/2018 15

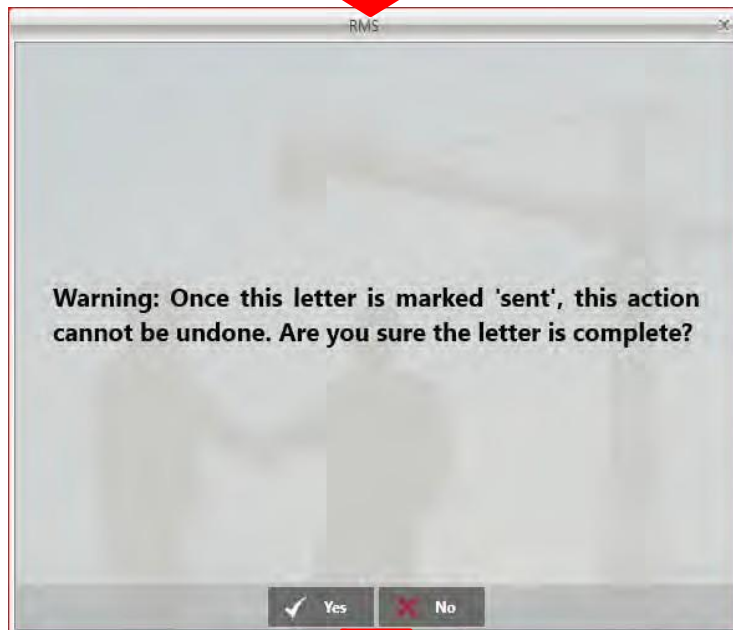
Sent Status Draft Letter Not Complete

☐ Requires Answer?

Letter Summary

Sent Status

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



RMS

Warning: Once this letter is marked 'sent', this action cannot be undone. Are you sure the letter is complete?

Yes No





This action changes the status of the letter to *In Review*; documents will be marked 'Ready to Send' to PCF when package is accepted.

Letter No. H-0003      CONTRACTOR: Complete a document package for this letter and submit it using this document package manager. The document package should include the letter itself and any applicable supporting documents.

|                   |        |                     |     |                                                                                       |
|-------------------|--------|---------------------|-----|---------------------------------------------------------------------------------------|
| Document Packages | Add    | Title of Package    | No. | Status                                                                                |
|                   | Edit   | > Letter No. H-0003 |     | 1 In Review; documents will be marked 'Ready to Send' to PCF when package is accepted |
|                   | Delete |                     |     |                                                                                       |

## 5.5 Request for Information

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

During the Contract, it is often necessary to obtain clarification or interpretation of the Contract Plans and Specifications or guidance on other contractual matters. In the *Request for Information* (RFI) module, RMS 3.0 provides the means to ask these questions, include attachments, receive the Government's response, and keep track of the entire discussion.

### 5.5.1 RFI Summary Screen

RFIs are grouped into 4 subsets:

*All RFI's*: Comprehensive

*Contractor RFI's - Preparing*: RFI not yet sent to Government.

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

*Contractor RFI's - Completed*: Government response received.

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

Click on *Add* to create a new RFI.

All RFI's  
474

Contractor RFI's - Preparing  
135

Contractor RFI's - Waiting for Response  
24

Contractor RFI's - Completed  
315

Add

Edit

Delete

All RFIs

Search

✕

Export

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

|   | Date Requested | RFI No.  | RFI Subject                | Date Received | Date Answered | COR/ACO Approved |
|---|----------------|----------|----------------------------|---------------|---------------|------------------|
| > | 03/25/2021     | RFI-0001 | Reforestation Trees        | 04/19/2021    | 04/19/2021    | ✓                |
|   | 10/17/2011     | RFI-0002 | Plant quantity discrepancy | 10/17/2011    | 10/20/2011    | ✓                |
|   | 11/11/2011     | RFI-0005 | Step footing locations     | 11/28/2011    | 04/01/2021    | ✓                |

## 5.5.2 Add/Create new RFI

**Requested:** RMS 3.0 will automatically insert the date the RFI is created. However, this date can be changed by clicking on the adjacent calendar widget.

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

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

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

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

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

**Potential Schedule Impact:** Check this box if the resolution to the RFI could affect the Contract Completion Date.

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

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

**Spec Sections:** When applicable, enter the Specification Section number which the RFI applies.

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

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

**Contractor's Recommendation:** Suggestions on how to address the issue can be provided here

for the Government's consideration.

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

### 5.5.3 Generate the RFI

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

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

### 5.5.4 Create a Document Package

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

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

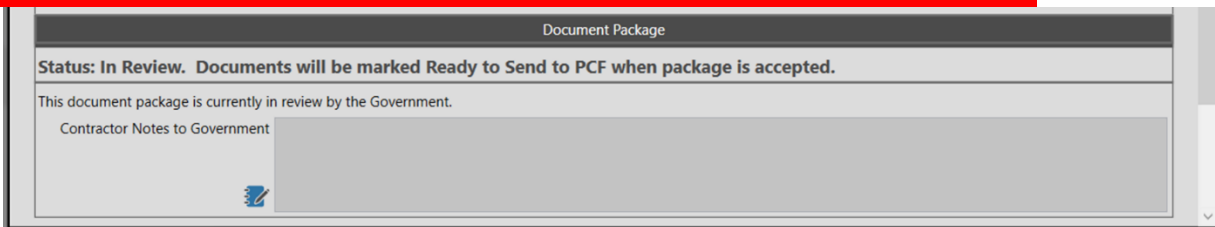
| Primary | Date of the Document | Document Title      | Contractor Signature Status | Government Signature Status |
|---------|----------------------|---------------------|-----------------------------|-----------------------------|
| >       | 6/22/2023 2:08:28 F  | RFI-0007 - test.pdf | Not Signed                  | Not Signed                  |

### 5.5.5 Complete the Document Package and Send to Government

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

**Step 1.** Click on the [Submit for Review](#) button, then click [Yes](#).



Document Package

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

This document package is currently in review by the Government.

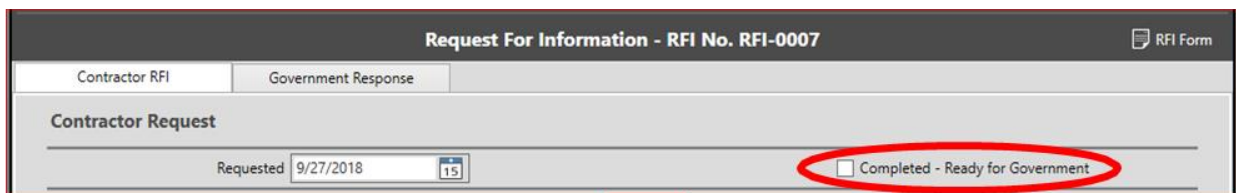
Contractor Notes to Government



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

**Step 2.** Complete and send.

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



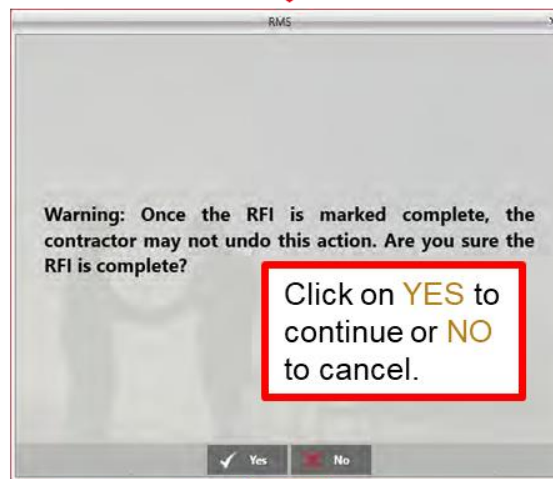
Request For Information - RFI No. RFI-0007

Contractor RFI | Government Response

Contractor Request

Requested: 9/27/2018 15

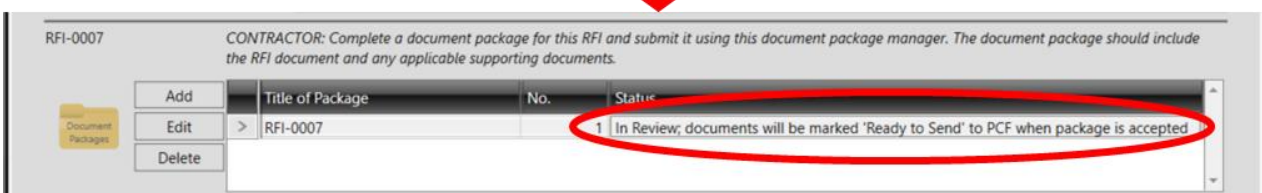
☐ Completed - Ready for Government

Warning: Once the RFI is marked complete, the contractor may not undo this action. Are you sure the RFI is complete?

Click on **YES** to continue or **NO** to cancel.

Yes No

RFI-0007

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

Document Packages

| Add    | Title of Package | No. | Status                                                                                  |
|--------|------------------|-----|-----------------------------------------------------------------------------------------|
| Edit   | RFI-0007         |     | 1   In Review; documents will be marked 'Ready to Send' to PCF when package is accepted |
| Delete |                  |     |                                                                                         |

## 5.5.6 View the Government's Response

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

All RFI's

7

Contractor RFI's - Preparing

0

Contractor RFI's - Waiting for Response

0

Contractor RFI's - Completed

7

Add

Edit

Delete

All RFIs

Search

X

Export

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

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



Request For Information - RFI No. RFI-0007 RFI Form

Contractor RFI
Government Response

**Government Response**

Date Received: 6/22/2023 Answered: 6/22/2023

Received by: Covington, Haley

Answer Prepared By: Haley Covington - Technical Writer

Govt Response: Approved.

RFI-0007 Response

Shared: Prepare a document package for this RFI response and complete it using this document package manager. The document package should include the RFI response and any applicable supporting documents.

Add View Delete

| Title of Package    | No. | Status                                   |
|---------------------|-----|------------------------------------------|
| > RFI-0007 Response | 1   | Accepted; documents ready to send to PCF |

## 5.5.7 Deleting RFI

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

Add Edit Delete
All RFIs
Search X Export

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

| Requested | RFI No. | RFI Subject | Date Requested and Date Received | Date Answered | COR/ACO Approved |
|-----------|---------|-------------|----------------------------------|---------------|------------------|
|-----------|---------|-------------|----------------------------------|---------------|------------------|

## 5.6 Prime Contractor

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

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

- Prime Contractor Info, and
- Contractor Staff

### 5.6.1 Enter Prime Contractor Information

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

Prime Contractor

Prime Contractor Info

Contractor Staff

Prime Contractor Information

UEI Number

Responsibility Code

Contractor Full Name

Send Mail To

Contractor Home Office

Payee Office

NAICS Code

Contractor Short Name

Home Office Address

Street

City

State

Zip Code

County

Country

Work Phone

Fax

Site Office Address

Street

City

State

Zip Code

County

Country

Work Phone

Fax

Staff Information

Project Manager

Work E-Mail

Work Phone

Mobile

Other Phone

Superintendent

Work E-Mail

Work Phone

Mobile

Other Phone

Assistant Superintendent

QC Manager

Asst QC Manager

Site Safety/Health Officer

Alternate SSHO

Contractor Representative to Review Performance Evaluation (CPAR)

Name

Work Email



**Responsibility Code:** Always set to **PRIM** by the Government. This field is read-only.

**NAICS Code:** Enter the NAICS code associated with the Contract work.

**Contractor Full Name:** The Government will enter this information from the Contract Award documents. This field is limited to 60 characters and is read-only. If the information entered is incorrect or incomplete, notify the Contract's USACE Representative.

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

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

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

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

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

**Staff Information:** Enter the names and contact information.

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

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

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

**Insurance Required?** This is a read-only field; the requirement will be identified by the Government.

**Payroll Required?** This is a read-only field; the requirement will be identified by the Government.

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

## 5.6.2 Enter Contractor Staff

Select the **Contractor Staff** tab to identify Contractor Staff who will be authorized to access RMS 3.0/CM, then select **Add**.

**Prime Contractor**

Prime Contractor Info **Contractor Staff**

**Contractor Staff**

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

| Name              | Account ID (work email)     | Admin | Linked | Last Logged In | Inactive                 | Deleted                  |
|-------------------|-----------------------------|-------|--------|----------------|--------------------------|--------------------------|
| Account, Some Gov | some.account@usace.army.mil | No    | No     |                | <input type="checkbox"/> | <input type="checkbox"/> |
| Account, Test     | testaccount@testaccount.com | No    | No     |                | <input type="checkbox"/> | <input type="checkbox"/> |

## 5.7 Subcontractors

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

Subcontractors play an important role in Contract execution. By identifying Subcontractors and accurately linking them to their responsibilities, RMS 3.0/CM can assist the Prime Contractor in monitoring Subcontractor performance and their compliance with Contract requirements.

Subcontractors are identified in this module and are linked to RMS 3.0/CM features in other modules by associating them with the Pay Activities which they are responsible to perform.

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

### 5.7.1 Add Subcontractors

To manually add a Subcontractor to the Contract click **Add**.

**Subcontractors**

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

| Contractor Full Name | Responsibility Code | Trade | Subcontract Amount |
|----------------------|---------------------|-------|--------------------|
|                      |                     |       |                    |

RMS Add View

### Add Subcontractor

The following information is required to add a new Subcontractor

Contractor Code

Enter the unique 4-character alphanumeric code that will be used as a shortcut to identify each subcontractor, then click on OK.

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

**Financial Testing**  
[E1000714] W911XK20C0017

Contractor Mode Home  
Contract Selection  
Contract Menu

Back Refresh Log Out Help

### Subcontractor

Resp Code: Test

Contractor Short Name:

Contractor Full Name:

First Day on Site: Select a date  Last Day on Site: Select a date

Address - 1:

Address - 2:

Address - 3:

Trade: <Not Set>

POC:

Office Phone:

Office Fax:

Subcontract Amount:

☐ Contractor is a small business

☒ Insurance Required?

☒ Payroll Required?

Payrolls ending day of week:  \*Payroll week ending day should be selected

☐ Use Last Day as Payroll end override?

☐ Contractor is a Second Tier Sub

**Resp Code:** The RESP Codes contained on this screen is included in the SDEF file and will automatically populate upon import. To avoid conflicts between RMS 3.0 and the scheduling program, Subcontractor data should be entered and edited within the scheduling program and imported into RMS 3.0 rather than entered manually.

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

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

**Address:** Enter the Subcontractor's mailing address.

**Trade:** Click on the box and select the Subcontractor's trade from the displayed lookup list. If the applicable trade cannot be found in the table, inform the Contract's USACE Representative.

Provide the representative with the trade(s) needed. It will be added to the Government library. After the library is updated, the trade can be selected from the updated listing.

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

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

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

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

**Payroll Required?** Check this box to track submitted payrolls.

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

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

## 5.8 Contractors on Site

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

This module shows a list of all the Contractors from the Subcontractors module and their first / last days on site.

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

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

**Financial Testing**  
[E1000714] W911XK20C0017

Contractor Mode Home  
Contract Selection  
Contract Menu

Back Refresh Log Out Help

All Contractors: 2    Contractors on Site: 0    Contractors not on Site: 2

All Contractors [Search] [Export]

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

|   | Contractor | Resp Code | Trade | First Day | Last Day |
|---|------------|-----------|-------|-----------|----------|
| > | Test       | Test      |       |           |          |
|   | tester     | PRIM      |       |           |          |

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

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

## 5.9 Contractor Insurance

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

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

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

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

### 5.9.1 Log/Track Dates:

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

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

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

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

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

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

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

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

Contractor Insurance [JBIE] - JBIE

Insurance Expiration Dates

General Insurance Expires

Select a date

15

Auto Insurance Expires

Select a date

15

Workman Comp Expires

Select a date

15

Form SF 1413 Statement and Acknowledgment

SF1413 Attached

Select a date

15

Contractor Insurance - [JBIE]

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

Add

Edit

Delete

Title of Package

No.

Status

Enter applicable dates.

Use the *Document Packages* feature to attach copies of the insurance certificates.

63

## 5.10 Contractor Payrolls

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

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

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

### 5.10.1 Enter Payrolls:

When the *Contractor Payrolls* module is opened by anyone with Read/Write permission in this area, RMS 3.0 automatically creates weekly payroll records for every contractor that is reported onsite. A payroll record will be created if a contractor is reported to be onsite, and an actual Physical Completion Date has not been entered by the Government.

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

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

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

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

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

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

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



Contractor Payrolls

Contractors On Site

All

9

Outstanding

7

Submitted for Review

0

Completed

2

 Edit

All Payrolls

X

 Export

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

| Resp Code | Contractor Name          | Payroll Date | Number of Employee | Payroll hours | Accepted/Rejected Date | Payroll Status |
|-----------|--------------------------|--------------|--------------------|---------------|------------------------|----------------|
| DEMO      | Demo structural engineer | 07/04/2021   | 0                  | 0             |                        | Draft Payroll  |
| DEMO      | Demo structural engineer | 06/27/2021   | 0                  | 0             |                        | Draft Payroll  |
| DEMO      | Demo structural engineer | 06/20/2021   | 0                  | 0             |                        | Draft Payroll  |

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

Contractor Payroll Edit

Statement of Compliance

Contractor

Contractor Name

JBIC

Payroll Number

(Optional) Reference No.

Number of Employees

0

Payroll hours

0

Contractor Comments

Date Submitted

Submitted By

☐ Payroll Ready for Review

Generate Statement of Compliance

Payroll Date

2/18/2023

☐ Non Work Week

Weekly Payroll JBIC

2/18/2023

CONTRACTOR: Complete a document package for this weekly payroll and submit it using this document package manager.

Add

Edit

Delete

Title of Package

No.

Status

Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in the management of contracts and will be stored in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin report area.

Revision History

Status

Revision Date

Comments

Draft Payroll

05/08/2023

Payroll generated

Copy information from payroll printouts. Submit printed hardcopy using the document package below.

**Payroll Number:** Copy number from printed payroll.

**Reference Number:** Copy number from printed payroll.

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

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

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

65

payroll.

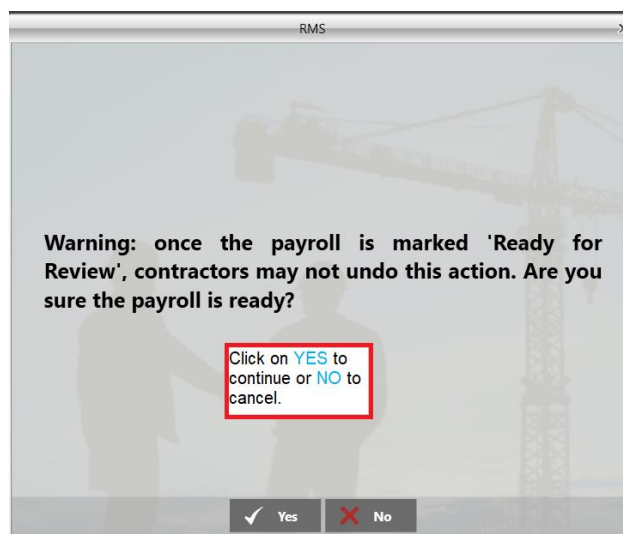
**Contractor Comments:** Enter any explanatory notes about the submitted payroll.

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

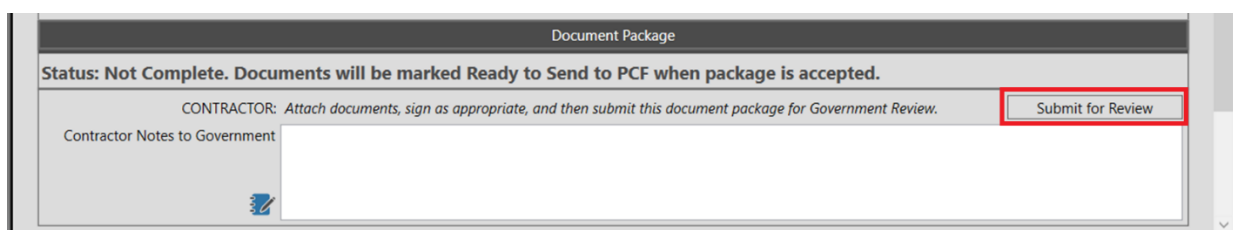
**Submitted By:** The name of the logged in User entering the Contractor Payroll information will automatically populate.

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

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



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



**Revision History:** This log tracks whenever information is added to the payroll. The first entry will be the date that RMS 3.0 created the payroll record. Subsequent dates will be added each time the payroll is edited until it is approved by the Government.

## 5.10.2 Contractor Payroll Returned for Corrections

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

| Payrolls Outstanding                                          |           |                 |              |                    |               |                        |                 |
|---------------------------------------------------------------|-----------|-----------------|--------------|--------------------|---------------|------------------------|-----------------|
| Drag a column header and drop it here to group by that column |           |                 |              |                    |               |                        |                 |
|                                                               | Resp Code | Contractor Name | Payroll Date | Number of Employee | Payroll hours | Accepted/Rejected Date | Payroll Status  |
| >                                                             | JBIC      | JBIC            | 05/06/2023   | 0                  | 0             | 6/22/2023              | Problem Payroll |
|                                                               | JBIC      | JBIC            | 06/24/2023   | 0                  | 0             |                        | Draft Payroll   |
|                                                               | JBIC      | JBIC            | 12/03/2022   | 0                  | 0             |                        | Draft Payroll   |



Contractor Payroll Edit

Statement of Compliance

Contractor

Contractor Name

JBIC

Payroll Number

12

(Optional) Reference No.

123456

Number of Employees

0

Payroll hours

0

Contractor Comments

Date Submitted

6/22/2023

Submitted By

Haley Covington

☐ Payroll Ready for Review

Generate Statement of Compliance

Weekly Payroll JBIC 5/6/2023

CONTRACTOR: Complete a document package for this weekly payroll and submit it using this document package manager.

Add

Edit

Delete

Title of Package

No.

Status

>

Weekly Payroll JBIC 5/6/2023

1

In Review; documents will be marked 'Ready to Send'

Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in the management of contracts and will be stored in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin report area.

Revision History

| Status                  | Revision Date | Comments          |
|-------------------------|---------------|-------------------|
| > Problem Payroll       | 06/22/2023    |                   |
| Submitted to Government | 06/22/2023    |                   |
| Draft Payroll           | 05/08/2023    | Payroll generated |

Revision History shows original submission and Problem Payroll.

## 5.11 Contract Notification Control

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

To streamline the flow of information between the Contractor and the Government, RMS 3.0 includes a means to notify users when certain actions occur. When a Contractor or Government action is dependent upon the action of the other party, the notifications serve as an alert that an action has been completed and the follow-up action may be performed.

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

**Note:** These notifications are on a per Contract basis. What is checked in one Contract may be different for the same User in other Contracts.

**Note:** Changing the email and phone number in one Contract WILL change the email and phone number in ALL other Contracts.

| Contract Notification Control                                                                                                                                                                                                                                   |                          |                          |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| NOTIFICATIONS: RMS can send notifications when certain events related to this contract occur. You can receive notifications within the RMS Application, via SMS Text, and/or via email. Simply check the boxes below for the notifications you wish to receive. |                          |                          |                          |
| Your notifications will be sent to:                                                                                                                                                                                                                             |                          |                          |                          |
| Work phone number                                                                                                                                                                                                                                               | <input type="text"/>     | Format: 909 999 9999     |                          |
| Work email address                                                                                                                                                                                                                                              | <input type="text"/>     |                          |                          |
| Contract Event                                                                                                                                                                                                                                                  | Notify in RMS            | Notify via SMS           | Notify via Email         |
| Activity Hazard Analysis returned to Contractor                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Correspondence - Letter sent by Contractor to Government                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Correspondence - Letter sent by Government to Contractor                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENG 93 Contractor/Payee signature required                                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Payment completed by Contractor                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Payment completed by Government                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Payment returned to Contractor for Corrections                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Payroll has been approved by the Government                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Payroll has been rejected by the Government                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Payroll has been submitted by the Contractor                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| QC Daily report completed by Contractor                                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| QC Daily reported weather delay by Contractor                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| QC Daily returned to Contractor for Corrections                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Request for Information completed by Government                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Request for Information sent to Government by Contractor                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SDEF Schedule accepted for import                                                                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SDEF Schedule import request rejected                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SDEF Schedule submitted for import acceptance                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Transmittal review completed by Government                                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| > Transmittal submitted to Government                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 6.0 FINANCES

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

The Finances module can be accessed as shown below.



### 6.1 Overview

The information accessed from the Finances tile menu are:

- **Pay Activities:** Use this selection to manage activity data; A task or milestone associated with a CLIN.
- **Progress Payment:** Use this section to create and submit monthly **Progress Payment** requests. Payments are requested from the Contractor for work performed or progress made. Progress payments can only be requested monthly and must be approved by the Contracting Officer.

### 6.2 Finance Basics

The total Contract price is represented by one or more **Contract Line-Item Numbers** (CLINs). There are 2 types of CLINs — Priced Parent CLINs and Priced SubCLINs (0001 vs 0001AA), option CLIN (a placeholder for options that might be awarded later). CLINs can be added to a project two ways, through Award or through modification. Award CLINs are those that were included on the Bid/Proposal schedule and for which the Contractor has set a value in the Bid/Proposal that were accepted as part of the Contract Award process. Modification CLINs are those that are added via Contract Modification during execution of the Contract. CLINs may be either positive or negative in value. All CLINs are entered in RMS 3.0 by the Government.

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

The sum of all CLINs must be the same as the Total Contract Amount, including any Contract Modifications added to the Contract during its execution.

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

Pay Activities are added to RMS 3.0 either manually or by importing a specially formatted file, commonly referred to as SDEF (Standard Data Exchange Format). Most Contracts require the use of a scheduling program capable of generating this file, the most common of which is

Oracle's Primavera P6. Refer to the Section on [Import NAS \(SDEF\)](#) for information on this process.

However, if the Contract is not setup to import a schedule, then manual entry of Pay Activities must be completed to prepare the Progress Payment request in RMS3.

## 6.3 Pay Activities

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

Pay Activities are the backbone of monitoring compliance with the Contract's Quality Control requirements in RMS. Almost everything done when interacting with the Government in RMS 3.0 should be linked to a Pay Activity. By associating a Pay Activity to various Contract requirements, both the Contractor and the Government can more effectively and efficiently document actions supporting requests for payment.

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

### 6.3.1 Activities

Activities

Activities

CLINs

Contractors

Features

All Activities

Activities with no CLIN / Invalid CLIN

12

0

Add

Edit

Delete

Pay Activities

search

X

Export

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

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

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

Below the table is a summary that provides a quick and easy means to identify discrepancies between CLIN/Contract Amounts and activity values. Discrepancies will be shown in RED as a Variance. Discrepancies must be resolved before attempting to create a Progress Payment request.

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

### 6.3.2 Add/Edit an Activity

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

Activities

Activities

CLINs

Contractors

Features

All Activities

Activities with no CLIN / Invalid CLIN

12

0

Add

Edit

Delete

Pay Activities

Search

×

Export

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

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



RMS Add View

Add Activity

The following information is

Activity Number

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

OK Cancel





**Activity 01158**

---

**Basic Activity Information**

Activity # 01158 Description Submit LEED Notebook

Subcontractor PRIM - TMG SERVICES, INC. Linda Frazier

Feature ADMINISTRATION

Duration 5 days Phase CL Area CLOS

Work Category <Not Set>

---

**CLIN Assignment and Pricing**

Activity Amount \$10,000.00

CLIN 0002AB - Replace Fire Station - Construction2

Quantity 1 LS

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

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

---

**CLIN Information**

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

Must be \$0.00

**Note:** The information contained on this screen is included in the SDEF file and will automatically populate upon import. To avoid conflicts between RMS 3.0 and the scheduling program used, Activity data should be entered and edited within the scheduling program and imported into RMS 3.0 rather than entered manually.

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

**Subcontractor:** Select the Subcontractor performing this Activity from the Subcontractor Lookup table. Subcontractors are entered in the Section on Administration | Subcontractors. In the scheduling program used, this information corresponds to the "RESP" code in the SDEF Activity Code structure. Only use the Responsibility Codes that have been established in Administration | Subcontractors. RMS 3.0 will match the code to the Subcontractor associated with the code.

**Feature:** Select the Feature of Work associated with the Activity from the Feature of Work Lookup table. Features of Work are entered in QC | Features of Work. When activities are imported using an SDEF, RMS 3.0 will populate the Features of Work table in QC | Features of Work using the imported data. Therefore, there is really no need to manually enter any Feature of Work in QC | Features of Work.

**Caution:** If features are manually entered in QC | Features of Work, the entry must exactly match the information in the schedule SDEF file, including capitalization and spaces. RMS 3.0 will automatically create an entry in QC | Features of Work for every Feature of Work that it finds in the SDEF file that has no exact match in QC | Features of Work.

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

**Phase:** (Optional) If the work is broken down into phases, those may be identified here. However, RMS 3.0 does not currently use this information anywhere.

**Area:** (Optional) Specify areas within the project site where the Activity takes place. However, RMS 3.0 does not currently use this information anywhere.

**Work Category:** (Optional) The data in this field is tied to entries set up in the Government Work Category Library. This library is not editable by the Contractor. Therefore, if the decision is made to enter information in this field, request a copy of the Government's entries in this library from the appropriate USACE Representative for the Contract. Otherwise, leave this blank since RMS 3.0 does not use this information anywhere.

**Activity Amount:** Enter the total value of the Activity. This is the amount that the Contractor will be billing against in the Progress Payment requests as the work is completed.

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

**CLIN Unit Price:** When the CLIN is unit-priced (i.e., lump sum, square footage, time units etc.) RMS 3.0 will include an additional data field for the Unit-Price matching the Unit Price and unit from the Bid/Proposal Schedule.

**CLIN Assignment and Pricing**

|                 |                                 |
|-----------------|---------------------------------|
| Activity Amount | \$20,599.98                     |
| CLIN            | 0002 - ACM Removal and Disposal |
| CLIN Unit Price | 5.33 SF                         |
| Quantity        | 3864.9118 SF                    |

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

**Quantity:** For all lump sum CLINs, the quantity is 1 and it is automatically entered. For unit priced CLINs, enter the quantity associated with the Activity in the **Quantity** field. This can be less than the quantity on the Bid/Proposal schedule if there is more than one Activity associated with the unit priced CLIN.

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

### 6.3.3 Deleting Activities

It is sometimes necessary to delete one or more Pay Activities. When using an SDEF file, this action should be performed in the scheduling program to avoid activity inconsistencies between the scheduling program and RMS3. However, when the schedule is manually entered and edited in RMS 3.0, several deletion options are available.

| All Activities |  | Activities with no CLIN / Invalid CLIN |  |
|----------------|--|----------------------------------------|--|
| 9              |  | 0                                      |  |

| Activity ID | CLIN | Amount         |
|-------------|------|----------------|
| 0001        | 0001 | \$76,000.00    |
| 0002        | 0001 | \$1,721,000.00 |
| 0003        | 0001 | \$3,128,000.00 |
| 0004        | 0001 | \$26,000.00    |
| 0005        | 0001 | \$26,000.00    |
| 0006        | 0001 | \$913,500.00   |
| 0008        | 0001 | \$1,980,000.00 |
| 0009        | 0001 | \$100,000.00   |
| 0010        | 0002 | \$26,858.80    |

- Delete a Single Activity

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

Delete Confirmation

Delete this Activity?

Activity # : 0012

Description : Post Borrow Area Survey

Yes - Delete this item

No - Cancel the deletion

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

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

- Delete All Activities

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

RMS

Are you sure you want to delete ALL activities for this Contract?

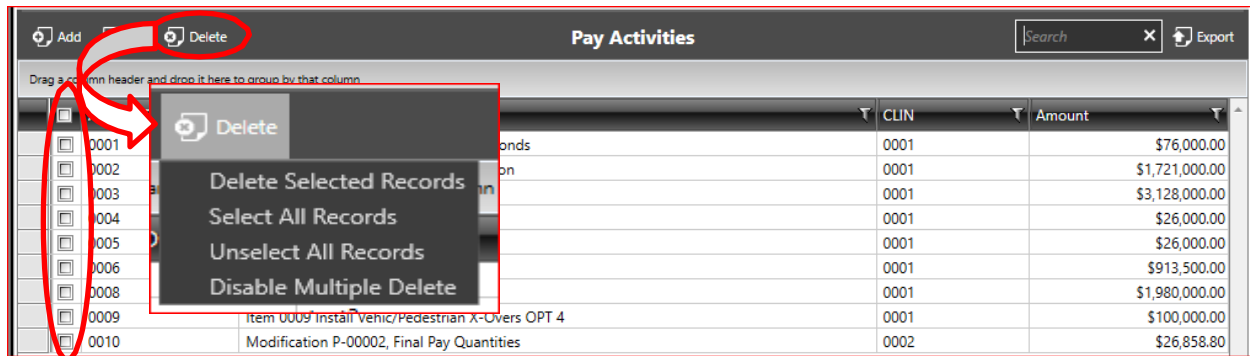
Click on YES to continue with the deletion or NO to cancel the deletion.

✓ Yes

✗ No

- Delete More Than One Activity

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



- More Delete Options

Notice there are 3 other options in this dropdown. Another way to delete all the Activities in the schedule is by selecting **Select All Records** from this dropdown, RMS 3.0 will automatically place a checkmark on all the Activities in the schedule. Click on the **Delete** widget again, then select **Delete Selected Records** from the dropdown.

If activities are mistakenly selected, click on the mistaken activity again to remove the checkmark, or select **Unselect All Records** and RMS 3.0 will remove all the previously placed checkmarks.

If activity deletion is no longer needed or desired, select **Disable Multiple Delete**. RMS 3.0 will return to the previous Pay Activities screen, and the checkboxes will disappear.

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

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

### 6.3.4 CLINs

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

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

Activities

Activities

CLINs

Contractors

Features

All Clins

12

Balanced Clins

11

Unbalanced Clins

1

Edit

CLINs

Search

Export

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

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

| Pay Activities for CLIN 0001                                  |                                |      |                |
|---------------------------------------------------------------|--------------------------------|------|----------------|
| <div> <div>Add</div> <div>Edit</div> <div>Delete</div> </div> |                                |      |                |
| Drag a column header and drop it here to group by that column |                                |      |                |
| Activity ID                                                   | Description                    | CLIN | Amount         |
| > 0001                                                        | Furnish and install classrooms | 0001 | \$1,817,469.00 |
| 00011                                                         | Unbalanced Activity            | 0001 | \$100.00       |
| CLIN / Contract Balance                                       |                                |      |                |
| CLIN 0001                                                     |                                |      | \$1,817,469.00 |
| Sum of Activities                                             |                                |      | \$1,817,569.00 |
| Variance                                                      |                                |      | -\$100.00      |

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

### 6.3.5 Contractor and Features Tab

Also included on the Pay Activities are two tabs – Contractor and Features that show Activities sorted by Subcontractor and Features of Work.

**Note:** That if there are no Activities assigned to a Subcontractor or Feature of Work, the name will appear red. Individual Contractors and Features of Work can be edited to see which Activities are assigned to that respective Contractor/Feature of Work.

| Activities                                                       |                                    |                                      |                                          |                    |
|------------------------------------------------------------------|------------------------------------|--------------------------------------|------------------------------------------|--------------------|
| Activities                                                       | CLINs                              | Contractors                          | Features                                 |                    |
| All Contractors                                                  |                                    | Contractors Linked to Pay Activities | Contractors not Linked to Pay Activities |                    |
| 294                                                              |                                    | 9                                    | 285                                      |                    |
| Subcontractors                                                   |                                    |                                      |                                          |                    |
| <div> <div>Edit</div> <div>Search</div> <div>Export</div> </div> |                                    |                                      |                                          |                    |
| Drag a column header and drop it here to group by that column    |                                    |                                      |                                          |                    |
| Activity Count                                                   | Contractor Full Name               | Responsibility Code                  | Trade                                    | Subcontract Amount |
| 0                                                                | Luna Concrete                      | SCON                                 | Concrete                                 | \$150,000.00       |
| 0                                                                | Magstone                           | BIOR                                 | Earthwork and Utilities                  | \$0.00             |
| 1                                                                | Metro Data                         | dcom                                 | Communications                           | \$0.00             |
| 0                                                                | nAME                               | CODE                                 | Geotechnical                             | \$8,000,000.00     |
| 0                                                                | National Fire Protection           | FPRO                                 | Fire Protection-Systems                  | \$79,522.00        |
| 0                                                                | Nelson White Systems               | PSPL                                 | AV Equipment                             | \$16,752.00        |
| 0                                                                | NLABSIT                            | IT                                   | Ceramic Tile                             | \$150.00           |
| 0                                                                | O'Leary Asphalt                    | APAV                                 | Asphalt Paving                           | \$300,000.00       |
| 0                                                                | Overhead Door Co of Baltimore Inc. | OVE                                  | Overhead Doors                           | \$7,200.00         |
| 1                                                                | PEMB                               | PEMB                                 | <Not Set>                                | \$400,000.00       |
| 0                                                                | PICO Industries                    | SSTL                                 | Structural Steel                         | \$186,200.00       |

| Activities                                                                 |                               |                                   |                                       |
|----------------------------------------------------------------------------|-------------------------------|-----------------------------------|---------------------------------------|
| Activities                                                                 | CLINs                         | Contractors                       | Features                              |
| All Features                                                               |                               | Features Linked to Pay Activities | Features not Linked to Pay Activities |
| 644                                                                        |                               | 12                                | 632                                   |
| <div> <div>Edit</div> <div>Features of Work</div> <div>Export</div> </div> |                               |                                   |                                       |
| Drag a column header and drop it here to group by that column              |                               |                                   |                                       |
| Activity Count                                                             | Feature Title                 | Feature ID                        |                                       |
| 0                                                                          | FURNITURE REMOVAL             | E1G00321                          |                                       |
| 41                                                                         | General                       | E1G00295                          |                                       |
| 0                                                                          | GENERAL                       | E1G00003                          |                                       |
| 0                                                                          | General and Finish Carpentry  | E1G00137                          |                                       |
| 0                                                                          | GENERAL REQUIREMENTS          | E1C00070                          |                                       |
| 0                                                                          | GENERATOR SET, STATIONARY 15- | E1C00143                          |                                       |
| 1                                                                          | Generator/Mechanical          | E1G00298                          |                                       |

## 6.4 Progress Payment

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

One of the most significant improvements in RMS 3.0 over previous versions of RMS is the capability to prepare and submit monthly Progress Payment requests electronically. Advantages to using RMS 3.0 to perform this task include quicker communication between the Contractor and the Government and RMS 3.0 assistance in preparing a proper Pay Request using the built-in forms.

When using a manual schedule or a scheduling program with SDEF file capability, the Progress Payment request can and should be managed in RMS 3.0 exclusively.

Prerequisite to initiating a Pay Request, there are several things that must be completed for RMS 3.0 to create a proper **Pay Request**.

- Ensure the Government has the correct Payee Office address. Payments are made by Electronic Funds Transfer (EFT). This information should have been included with the Bid/Proposal. If EFT is not set up, a check will be mailed to the Contractor's address on file in SAM.
- Input a complete list of all Subcontractors and their subcontract amounts. This information is input in the section on **Administration | Subcontractors**. This is a requirement of [FAR 52.232-5 Payments under Fixed-Price Construction Contracts](#).
- Have an approved Activity Schedule. While some offices may allow submitting a Pay Request without an approved schedule, this accommodation is not required to be provided. Offices may also assess a 10% withholding until there is an approved schedule.
- Update the Activity Schedule with current progress percentages and/or quantities.
- Ensure there are no CLIN or Contract variances. Check status in section on **Finances | Pay Activities**. If there is a variance that is anything but \$0.00, RMS 3.0 will not allow creation of the Pay Request until the variance is zeroed out.

**Recommendation:** Although it is not usually a Contract requirement, some offices may

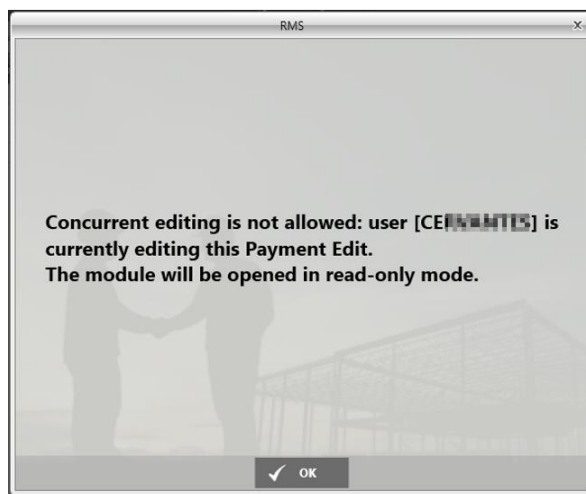
require that the Contractor **Prompt Pay Report** be run and completed prior to meeting with the designated USACE Representative. This report is used to review the requested earnings for a period. The “Contractor Pay Request Worksheet” is found in **Contract Reports | Finance**. This report will identify the status of the various QC actions associated with each activity. This assessment will assist the Contractor and the Government in determining the validity of reported progress.

Use the **Document Packages** feature to include any documents needed to support the Pay Request, such as third-party or supplier invoices.

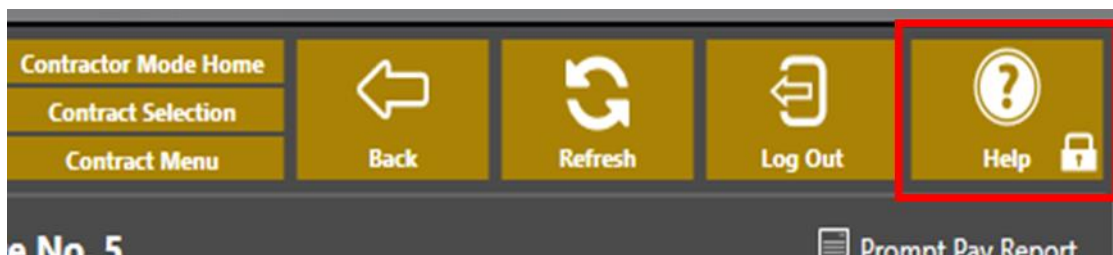
Do not forget to sign and date the Prompt Payment Certificate.

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

There are locks in place that prohibit this area from being edited by two different users at the same time. If the User opens a Progress Payment while another User is editing it, a Concurrent Editing warning will appear to notify the User that concurrent editing is not allowed, and that payment will open as read-only.



A padlock icon will also appear in the **Help** tile at the top of the screen when the payment opens as read-only. No padlock icon will show for the User editing the payment.



**Note:** If the User gets disconnected from network access while editing a Progress Payment, the lock should remain in place for 15 minutes before it is automatically removed. If the User reconnects before the 15-minute window expires, the lock will only be removed when the User exits the payment naturally.

**Note:** Contact the District Administrator to receive assistance with removing the lock



on a Progress Payment.

In accordance with the Government is required to make payment within 14 calendar days of receipt of a proper payment request/invoice. Using RMS 3.0 to create the Progress Payment request will assist in ensuring all information required by this clause is included and the request is complete.

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

**Note:** If Contractor deletes or reduces the actual cost of an Activity ID previously paid, RMS will withhold earnings from the current request to recoup the value. The Contractor will need to create new **Activities** or readjust activity values to offset the negative value. If the Contract is set up to use SDEF files, the Contractor should make the corrections from the scheduling software and then import a new SDEF file into RMS to apply corrections rather than manually editing activities directly from Requested Earnings.

### 6.4.1 Prepare Pay Request

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

When RMS 3.0 is ready for a new Pay Request, the **Prepare Pay Request No.** box will be shown at the bottom of the screen. Click on this box to start the Pay Request.

| Progress Payments                                             |                 |                 |                      |                  |                 |                    |  |
|---------------------------------------------------------------|-----------------|-----------------|----------------------|------------------|-----------------|--------------------|--|
| Drag a column header and drop it here to group by that column |                 |                 |                      |                  |                 |                    |  |
| Invoice No.                                                   | Pay Period From | Pay Period Thru | Earnings this Period | Earnings to Date | Paid to Date    | Status of Payment  |  |
| 1                                                             | 03/13/2013      | 04/30/2013      | \$8,285,183.00       | \$8,285,183.00   | \$8,285,183.00  | Paid on 05/10/2013 |  |
| 2                                                             | 05/01/2013      | 05/31/2013      | \$2,470,000.00       | \$10,755,183.00  | \$10,755,183.00 | Paid on 06/12/2013 |  |
| 3                                                             | 06/01/2013      | 06/30/2013      | \$8,627,883.00       | \$19,383,066.00  | \$19,383,066.00 | Paid on 07/23/2013 |  |
| 4                                                             | 07/01/2013      | 07/31/2013      | \$7,763,880.00       | \$27,146,946.00  | \$27,146,946.00 | Paid on 08/21/2013 |  |
| Pay Request No. 5 not started                                 |                 |                 |                      |                  |                 |                    |  |
| Prepare Pay Request No. 5                                     |                 |                 |                      |                  |                 |                    |  |



| Financial Issues Preventing Access to Payments                                           |                                                                                                                      |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| The following financial issues must be corrected prior to adding/editing payment details |                                                                                                                      |
| Issues Memo                                                                              | The sum of activities is not equal to the current contract amount.<br>CLIN 0007 is not balanced with its activities. |

RMS 3.0 will not allow the User to proceed with creating the Pay Request until financial issues resulting in variances in CLIN or Contract totals or other problems causing an imbalance are resolved. RMS 3.0 will usually identify the basic problem, but it will be up to the User to decide

how to address and fix it.

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

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

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

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

### 6.4.2 Requested Activity Earnings

When using a manual schedule, input the requested percentages and/or quantities in RMS 3.0 manually. Either enter a percentage, representing the percentage of work completed or a quantity. Whichever is entered, RMS 3.0 will calculate the equivalent of the other. For lump sum CLINs, the quantity is always 1, therefore if entering a quantity instead of a percentage, the number must always be a fraction less than one.

When using the SDEF file to manage the Activity Schedule in RMS3, this step is performed in the scheduling program. In the scheduling program, update activities with the progress for which payment is intended to be requested, create the SDEF file, then import the file into RMS 3.0 as described in [Import/Export | NAS \(SDEF\)](#).

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

When manually entering the data for the requested percentages and/or quantities directly into RMS 3.0 without using the SDEF file, the scheduling program will also need to be updated with the same information to ensure data continuity and integrity. Whichever method is chosen to use, use it consistently, do not go back and forth. Doing so has the potential of creating data inconsistencies that could take considerable effort to untangle.

**Recommendation:** Before updating the Activity Schedule, run the RMS 3.0 report “Contractor Pay Request Worksheet” found in [Contract Reports | Finance](#), record estimated progress, then meet with the Contract’s USACE Representative. After the Progress percentages and/or quantities have been agreed upon, update the scheduling program, and generate the SDEF file if using one, or manually input the information into the [Requested Activity Earnings](#) table. Proceeding in this manner will save time and eliminate the need to rework entries in the Activity Schedule.

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

Requested Earnings may be entered as a percentage, quantity, or amount. Enter a number in only one of the [Total Requested to Date](#) columns, RMS 3.0 will automatically calculate the

equivalent value for the other two columns.

**Invoice No. 5** Prompt Pay Report

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

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

**Requested Activity Earnings - Activities Not Fully Paid** Search Export

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

**CLIN 0001 Activity No. DD6522 Prepare 65% Submission**

Activity Total Quantity: 1 LS  
Activity Total Amount: \$12,739,955.00

**Requested on Invoice No. 5**

Activity Earnings this Period: \$3,259,988.75  
Additional Earnings this Period: \$0.00  
Total Earnings this Period: \$3,259,988.75

Pay Period Thru:   Payment Invoice Date:   ☐ Requested Earnings Complete

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

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

### 6.4.3 Requested CLIN Earnings

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

**Invoice No. 5** Prompt Pay Report

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

**CLIN Earnings** Search Export

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

| CLIN           | CLIN Description                   | Previous % | Previous Qty | Previous Amount | Requested % | Requested Qty | Requested Amount | Requested This Period |
|----------------|------------------------------------|------------|--------------|-----------------|-------------|---------------|------------------|-----------------------|
| > 0001         | High Performance Computing Cen     | 5          | 0            | \$27,107,446.00 | 6           | 100           | \$31,117,434.75  | \$4,009,988.75        |
| 0002           | Telecomm and Nursing Mothers R     | 0          | 0            | \$0.00          | 0           | 0             | \$0.00           | \$0.00                |
| 0003           | Government Field Office            | 0          | 0            | \$0.00          | 0           | 0             | \$0.00           | \$0.00                |
| 0005           | Generator Yard Shift               | 8          | 0            | \$39,500.00     | 8           | 8             | \$39,500.00      | \$0.00                |
| 0006           | VCPS Access Road                   | 0          | 0            | \$0.00          | 0           | 0             | \$0.00           | \$0.00                |
| 0007           | Field Office Grading and Access Rc | 0          | 0            | \$0.00          | 0           | 0             | \$0.00           | \$0.00                |
| <b>Totals:</b> |                                    |            |              | \$27,146,946.00 |             |               | \$31,156,934.75  | \$4,009,988.75        |

**CLIN 0001 High Performance Computing Center 2**

Unit Price: \$564,689,000.00

CLIN Total Quantity: 1 LS

CLIN Total Amount: \$564,689,000.00

**Requested on Invoice No. 5**

Activity Earnings this Period: \$4,009,988.75

Additional Earnings this Period: \$0.00

Total Earnings this Period: \$4,009,988.75

Pay Period Thru: Select a date 13 Payment Invoice Date: Select a date 15 ☐ Requested Earnings Complete

#### 6.4.4 Subcontractor Earnings

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

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

**Invoice No. 5** Prompt Pay Report

Requested Activity Earnings Requested CLIN Earnings **Subcontractor Earnings** Additional Earnings

☐ Update Previous Subcontractor Payments

**Subcontractor Earnings** Export

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

| Subcontractor Name                          | Total Amount Subcontracted | Previous Subcontractor Payments (Excluding Deductions) | Subcontractor Amount Included in this Payment Estimate (Excluding Deductions) | Subcontractor Earnings Deducted By Contractor (Total to Date) |
|---------------------------------------------|----------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------|
| FUEL                                        | \$0.00                     | \$0.00                                                 | \$0.00                                                                        | \$0.00                                                        |
| Gensler Architecture Design & Planning D.C  | \$15,866,586.00            | \$3,708,077.00                                         | \$0.00                                                                        | \$0.00                                                        |
| GLAZ                                        | \$0.00                     | \$0.00                                                 | \$0.00                                                                        | \$0.00                                                        |
| GOVT                                        |                            |                                                        | \$0.00                                                                        | \$0.00                                                        |
| Hensel Phelps Kiewit Joint Venture          |                            |                                                        | \$0.00                                                                        | \$0.00                                                        |
| HPK                                         |                            |                                                        | \$0.00                                                                        | \$0.00                                                        |
| Indy Equipment and Supply                   | \$3,697,000.00             | \$0.00                                                 | \$0.00                                                                        | \$0.00                                                        |
| LAND                                        | \$0.00                     | \$0.00                                                 | \$0.00                                                                        | \$0.00                                                        |
| Langan Engineering & Environmental Services | \$303,700.00               | \$148,721.00                                           | \$0.00                                                                        | \$0.00                                                        |

Do not enter any amount in this column

Enter total amount earned by subcontractor.

### 6.4.5 Additional Earnings

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

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

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

**Note:** Payment bonds are a cost reimbursable expense.

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

Although RMS 3.0 provides a means for accommodating earnings outside of activities, use of this process requires close monitoring and adjustments as the work progresses. Before entering amounts on this tab, consult with the designated USACE Representative. Some offices may prefer these conditions be addressed using other less confusing methods.

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

### 6.4.6 Stored Materials

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

Whether or not payment for stored materials is **Not Included in Activity Earnings** can be made is



decided by the Government during Contract preparation. It may be possible to receive payment for Stored Materials which have not yet been incorporated into the work, provided that the conditions stated in [FAR 52.232-5 Payments Under Fixed-Price Construction Contracts](#), paragraph (b)(2) are met. There is no guarantee that payment will be allowed though. Payment for these materials is at the sole discretion of the Contracting Office and is subject to satisfactorily meeting all the conditions of the clause. Discuss this with the Contract's USACE Representative.

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

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

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

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

#### 6.4.7 Subcontractor Deductions:

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

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

However, when there is reason to withhold or retain from a Subcontractor or supplier, the correct procedure is to inform the Contract's USACE Representative of the circumstances and include the details for this withholding or retainage in notes attached to the payment request. The affected pay activities should correctly reflect progress to date, but the Government will

withhold/retain the appropriate amount as detailed in the Payment Request Notes. When the condition initiating the withholding/retainage has been corrected, inform the Government so that the withheld/retained amounts can be refunded.

### 6.4.8 Payment POCs

Enter the requested information in the fields provided.

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

**Invoice No. 3** Prompt Pay Report

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

**Discount Terms**

Discount Days  Discount %

**Notice of Assignment**

If Notice of Assignment has been filed, enter name of Assignee to who payment is to be sent

Name  Title  Work Phone

Address Line 1

Address Line 2

**Notice of Defective Invoice**

Name, Title, Phone Number and Mailing Address of person to be notified in event of a defective invoice

Name  Title  Work Phone

Address Line 1

Address Line 2

**Certification By**

I hereby certify, to the best of my knowledge and belief, that: (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract; (2) All Payments due to subcontractors and suppliers from previous payments received under the contract have been made, and timely payments will be made from the proceeds of the payments covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States, Code; and (3) This request for Progress Payments does not include any amounts which the Prime Contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

Name  Title

Pay Period Thru  15 Payment Invoice Date  15 ☐ Requested Earnings Complete

### 6.4.9 Invoice Dates

Pay Period Thru  15 Payment Invoice Date  15 ☒ Requested Earnings Complete

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

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



### 6.4.10 Document Package

After all other information has been entered in all other tabs of the Progress Payment, the final steps to completing this Progress Payment, are completed in the Document Package of the Progress Payment. The Document Package is where any additional documents can be added, if needed.

Before the Progress Payment can be completed, the *Pay Period Thru* and *Payment Invoice Date* on any of the tabs in this module must be entered. Then a review of the Prompt Payment Report is recommended to ensure accuracy of all data entered in the invoice. To review the Prompt Payment see the *Prompt Pay Report* section. After confirming the report is correct, click on the

### 6.4.11 Prompt Pay Report

Invoice No. 3

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

Invoice No. 0003

CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.

Document Packages

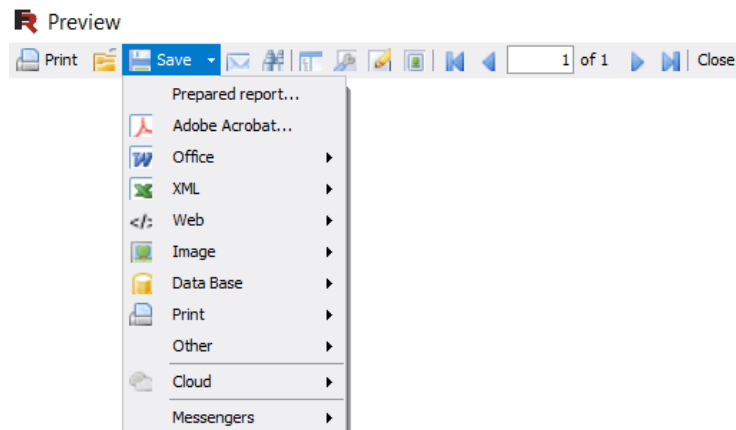
| Prompt Pay | Title of Package | No. | Status |
|------------|------------------|-----|--------|
| Signed     |                  |     |        |

Pay Period Thru: Select a date (15) | Payment Invoice Date: Select a date (15) | ☐ Requested Earnings Complete

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

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

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



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

| Prompt Payment Certification and Supporting Data For Contractor<br>Payment Invoice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                            |                                                                       | Page 1 of 3 pages                                                                            |                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| (1) Contract No.:<br>W912DR-13-C-0005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | (2) Location and Description:<br>Fort Meade, Maryland<br>High Performance Computing Center (HPCC2) Project, Fort Meade, MD |                                                                       | (3) Estimate No.:<br>5                                                                       |                                                                                   |
| (5) Contractor Official (name and address) to whom payment is to be sent:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | (6) Discount Terms:<br>0 Days                                                                                              |                                                                       |                                                                                              |                                                                                   |
| (9) Subcontractor Name<br>AFLR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | (10) Total Amount Subcontracted<br>\$0.00                                                                                  | (11) Previous Subcontractor Payments (Excluding Deductions)<br>\$0.00 | (12) Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)<br>\$0.00 | (13) ** Subcontractor Earnings Deductions by Contractor (Total to Date)<br>\$0.00 |
| FUEL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | \$0.00                                                                                                                     | \$0.00                                                                | \$0.00                                                                                       | \$0.00                                                                            |
| Gensler Architecture Design & Planning D.C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | \$15,866,586.00                                                                                                            | \$3,708,077.00                                                        | \$0.00                                                                                       | \$0.00                                                                            |
| <p>***A written notice of any withholding shall be issued to a subcontractor (with a copy to the Contracting Officer) of any such issued by the Contractor specifying (1) the amount to be withheld, (2) the specific causes for the withholding under the terms of the subcontract, and (3) the remedial actions to be taken by the subcontractor in order to receive payment of the amount withheld. Attach copy of notification to pay estimate. Reference FAR 52.232-27(g).</p>                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                            |                                                                       |                                                                                              |                                                                                   |
| <p>I hereby certify, to the best of my knowledge:</p> <p>(1) ... The amounts requested are only for the contract;</p> <p>(2) ... All Payments due to subcontractor have been made, and timely payments will be made from the proceeds of the payments covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 or Title 31, United States Code; and</p> <p>(3) ... This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.</p> <p>(4) ... This certification is not to be construed as final acceptance of a subcontractor's performance.</p> <p>Jon Doe<br/>Design Integration Manager</p> |  |                                                                                                                            |                                                                       |                                                                                              |                                                                                   |
| Total Requested Activity Earnings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Total Previous Earnings                                                                                                    | % Earning To-Date                                                     | Total Earnings To-Date                                                                       | Earnings This Period                                                              |
| Stored Material Included in Activity Earnings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | 6.00                                                                                                                       | 6%                                                                    | \$31,156,934.75                                                                              | \$4,009,988.75                                                                    |
| Additional Stored Material not Included in Activity Earnings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | 0.00                                                                                                                       |                                                                       | \$0.00                                                                                       | \$0.00                                                                            |
| Preparatory Work not Included in Activity Earnings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | \$0.00                                                                                                                     |                                                                       | \$0.00                                                                                       | \$0.00                                                                            |
| Performance and Payment Bond not Included in Activity Earnings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | \$0.00                                                                                                                     |                                                                       | \$0.00                                                                                       | \$0.00                                                                            |
| Less Subcontractor Deductions held by Prime                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | \$0.00                                                                                                                     |                                                                       | \$0.00                                                                                       | \$0.00                                                                            |
| Total Requested Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | \$27,146,946.00                                                                                                            | 6%                                                                    | \$31,156,934.75                                                                              | \$4,009,988.75                                                                    |
| Page 3 of 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Sorted by Activity No.                                                                                                     |                                                                       |                                                                                              |                                                                                   |

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

**Note:** RMS will generate the Prompt Payment Form when this checkbox is checked and notify the Government that payment is complete, but RMS will NOT sign the Prompt Payment Form. Contractors are required to sign the Prompt Payment Form for the Government to process the invoice.

Clicking the **Requested Earnings Complete** checkbox will (1) add a Document Package with the

Prompt Pay Report already attached and (2) notify the Government that the invoice has been completed, if the Government has notifications turned on. The Prompt Payment Form that is generated **WILL NOT BE SIGNED** until the Contractor signs it. Before sending the Document Package to the Government for processing, the Prompt Payment Certificate must be signed. Select the Document Package and choose **Edit**. Sign the Prompt Payment Certificate. Then add and sign any other documents required by the Contract, see the section on **Document Packages** for detailed instructions on working with Document Packages (adding and signing documents, then submitting for review).

Invoice No. 3 Prompt Pay Report

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

Invoice No. 0003 *CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.*

**Document Packages**

| Prompt Pay Signed | Title of Package | No. | Status |
|-------------------|------------------|-----|--------|
|                   |                  |     |        |

Pay Period Thru 6/21/2023 Payment Invoice Date 6/22/2023 ☐ Requested Earnings Complete

RMS

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

Click on **YES** to continue or **NO** to cancel.

✓ Yes ✗ No

Invoice No. 0003 *CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.*

**Document Packages**

| Prompt Pay Signed                   | Title of Package | No. | Status    |
|-------------------------------------|------------------|-----|-----------|
| <input checked="" type="checkbox"/> | Invoice No. 0003 | 1   | Not Ready |

**Note:** RMS will generate the Prompt Payment Form when the checkbox **Requested**

**Earnings Complete** is checked and notify the Government that payment is complete, but RMS will NOT sign the Prompt Payment Form. The User must go into the Document Package to sign this form after clicking the checkbox.

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

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

The **Progress Payment** request is complete once the Prompt Payment Certificate is signed, and all supporting documents have been added to the **Document Package**.

**Document Package: Invoice No. 0003**

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

Drag and Drop Attachment Files Here

Sign Selected Documents  
Export Selected Documents

**All Attachments**

| Primary | Date of the Document | Document Title                            | Contractor Signature Status | Government Signature Status |
|---------|----------------------|-------------------------------------------|-----------------------------|-----------------------------|
| >       | 6/23/2023 11:21:27   | Prompt Payment Inv.3 - Prompt Payment.pdf | Not Signed                  | Not Signed                  |

Attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in the marked in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements sheet is available in the RMS Admin report area.

**Individual File Information**

6/23/2023 ☒ Edit Document View Document

Document Title: Prompt Payment Inv.3 - Prompt Payment.pdf

Description:

☒ Manually signed by Contractor ☐ Manually signed by Government

Signed By: \_\_\_\_\_

Save Document to File

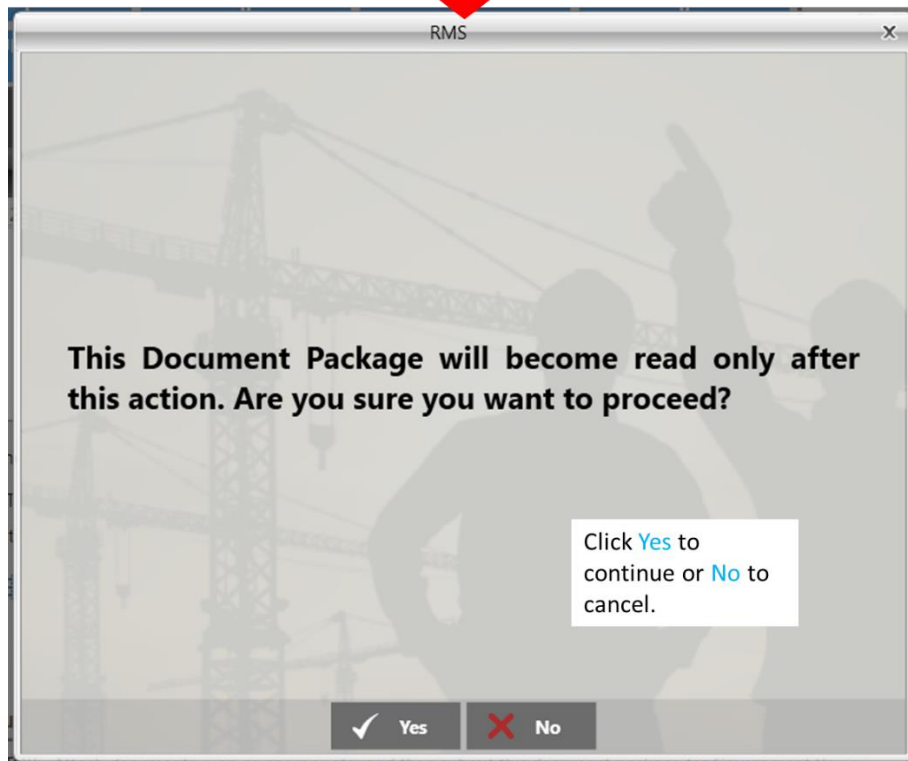
**Document Package**

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

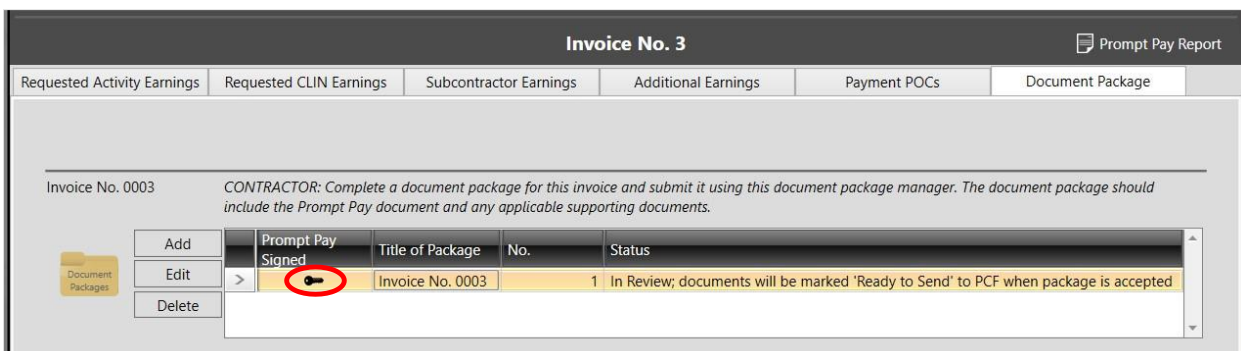
CONTRACTOR: Attach documents, sign as appropriate, and then submit this document package for Government Review.

Contractor Notes to Government: \_\_\_\_\_

Submit for Review



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



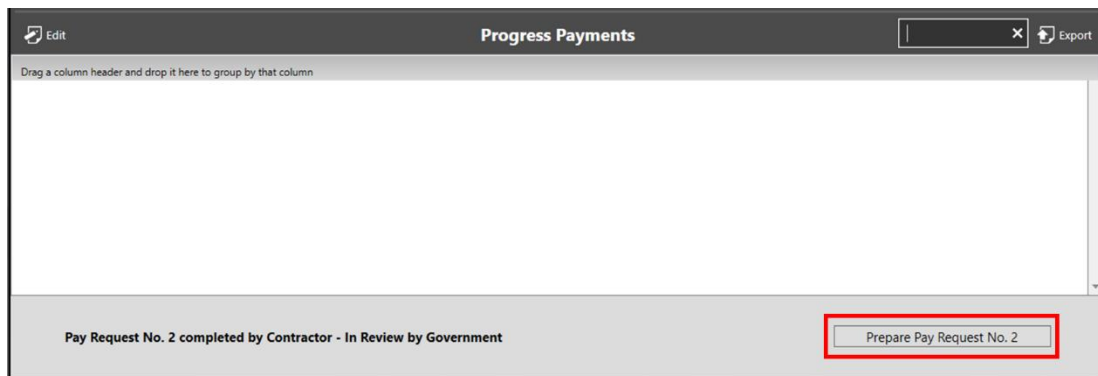
#### 6.4.11.1 If Signing the Prompt Pay Report was Accidentally Missed

If the Contractor backed out of the Progress Payment and did not sign the Prompt Pay Report, then the invoice is not complete, and the Contractor must go back in to sign the report. Depending on the Contract's Policy, the Government may return the invoice for corrections or may just return the Document Package for corrections. If the Contract's District's Policy is to submit the Document Package, then the Contractor may need to create a new Document

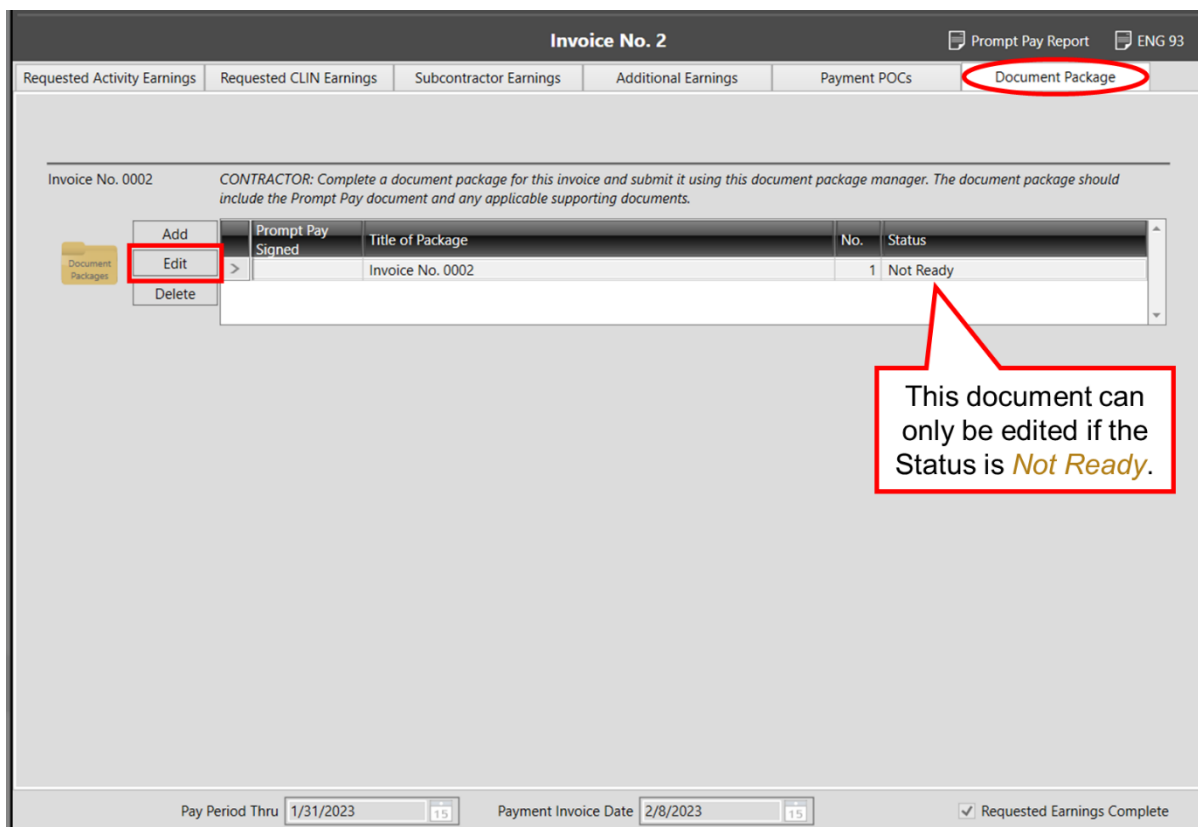
Package and add the report to the new Document Package. Then sign that report prior to resubmitting the Document Package (and the invoice if it was returned to the contractor for corrections).

In general, to sign the document if the Document Package status is either *Not Ready* or *Returned for Corrections*, users may do the following:

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



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



5. Sign the Prompt Pay Report and submit the Document Package to the Government. For instructions on signing documents and submitting the package to the Government, please see



the sections on [Signing Documents](#) and [Submit for Review](#) in the Document Package section.

If the Document Package status is in review by the Government, then the Contractor will need to add a new Document Package, by clicking on the [Add](#) button. Upload the Prompt Payment Certificate (this can be done by either downloading the document from the Document Package in review, or by clicking on the [Prompt Pay Report](#) button in the upper right-hand corner of the invoice view and then saving the file to the local User's computer). Then follow the instructions for adding and signing documents and submitting the package.

Save the Prompt Pay Report:

Invoice No. 2

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

Prompt Pay Report

OR

Document Package: Invoice No. 0002

All Attachments 1

PDF Documents 1 Word Documents 0 Excel Files 0 Powerpoint Files 0

JPEG/JPG Images 0 Text Files 0 CSV Files 0 Email 0

Drag and Drop Attachment Files Here

Sign Selected Documents Export Selected Documents

Add Edit Delete All Attachments Search X Export

| Primary                             | Date of the Document | Document Title                            | Contractor Signature Status | Government Signature Status |
|-------------------------------------|----------------------|-------------------------------------------|-----------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | 2/23/2023 3:34:45    | Prompt Payment Inv.2 - Prompt Payment.pdf | Not Signed                  | Not Signed                  |

Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in the management of contracts and will be stored in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin report area.

Individual File Information

Date of the Document 2/23/2023 Edit Document View Document

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

Description

☐ Manually signed by Contractor

☐ Manually signed by Government

Save Document to File

Save the document to the local user's computer

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

#### 6.4.12 Progress Payment Returned for Corrections

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

Pay Request No. 2 not completed by Contractor Returned for corrections

Prepare Pay Request No. 2

Before continuing, meet with the Contract's USACE Representative to find out what corrections need to be made to the Progress Payment request/invoice. To make the requested changes, open the Pay Request by clicking on the [Prepare Pay Request](#) button.



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

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

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

Invoice No. 2

Prompt Pay Report

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

Invoice No. 0002

CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.

| Add | Edit | Delete | Prompt Pay Signed | Title of Package | No. | Status    |
|-----|------|--------|-------------------|------------------|-----|-----------|
|     |      |        |                   | Invoice No. 0002 | 1   | Not Ready |

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

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

## 7.0 QUALITY CONTROL (QC)

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

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

### 7.1 Overview

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

A Contractor's Quality Control Specification requires the Contractor Quality Control Plan to be tailored to a specific Contract that describes how to implement Quality Control. The **QC** module in RMS 3.0/CM provides the User with the vehicle to document Quality Control activities. Maintaining the data in this module will help to ensure compliance with the Contract's Quality Control Specification.

The information accessed from the QC module are:

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

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

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

**Three Phase Inspections:** Use this selection to develop a list of common deficiencies to watch for with each Feature of Work.

**Hazard Analysis:** Use this selection to log and track Activity Hazard Analyses (AHA) for each Feature of Work.

**QC Requirements:** Use this selection to log and track Contract requirements for QC Tests, User Schools, Installed Property, and Transfer Property.

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

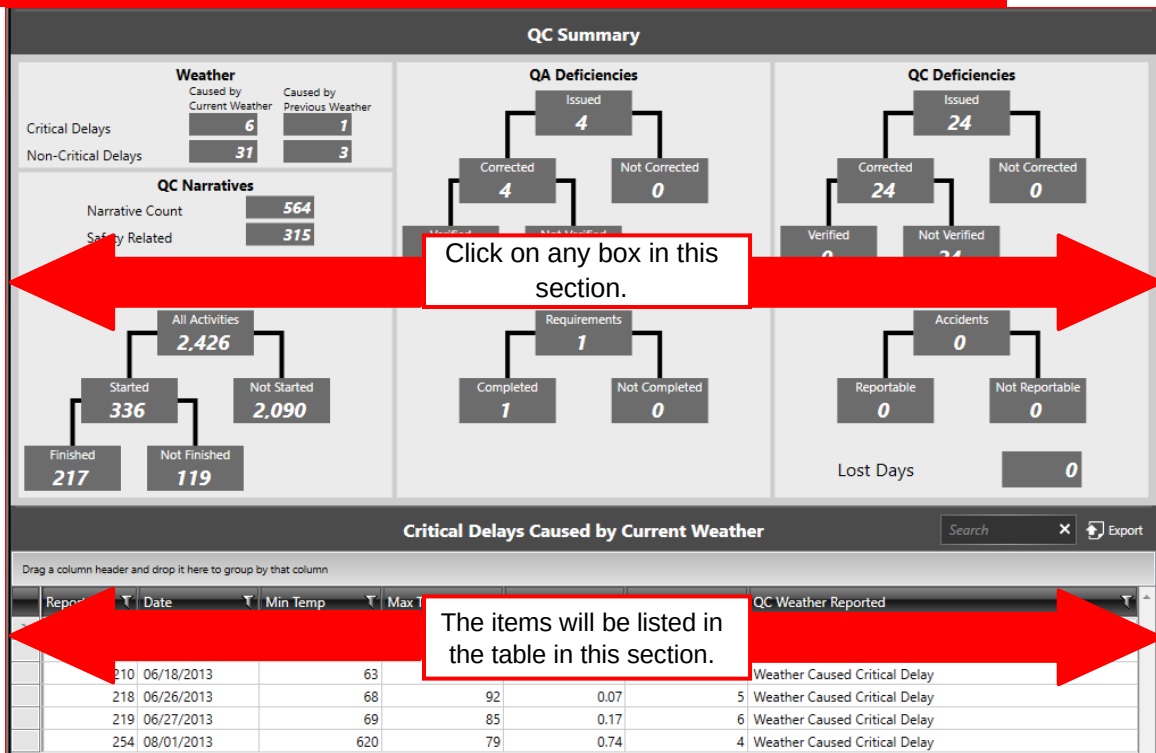
**Dredging Equipment:** On Contracts which include Dredging, use this selection to log and track Dredging Equipment.

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

## 7.2 QC Summary

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

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



## 7.3 QC Daily Reports

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

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

**Note:** If the Contract is a Dredging contract, Dredging Daily Reports may also be required for each Dredge on the Contract. See the section on [Dredging Reports](#).

### 7.3.1 Daily Reports Summary Screen:

For Contracts that do not include Dredging Daily Reports are grouped into 3 subsets:

*All Daily QC Reports:* Comprehensive list.

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

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

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

Click on **Add** to create a new QC Daily Report.

The QC Daily Report consists of nine sections documenting all the day's onsite activity. A complete and detailed record will go a long way in supporting Pay Requests, Performance Evaluations, and any Disputes or Claims that may arise during the Contract. Take the time to document, those efforts will not be wasted.

All Daily QC Reports

5

Completed QC Reports

3

Not Completed QC Reports

2

Add

Edit

Delete

Daily Reports

Search

Export

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

|   | Report No. | QC Report Date      | QC Weather Reported     | QC Report Status                  | Return to Contractor     | QC PCF Status | Contains Signed Documents |
|---|------------|---------------------|-------------------------|-----------------------------------|--------------------------|---------------|---------------------------|
| > | 103        | 10/20/2020 Tuesday  | Weather Not Entered     | Not Completed by Contractor       | <input type="checkbox"/> |               | <input type="checkbox"/>  |
|   | 100        | 10/17/2020 Saturday | Weather Caused No Delay | Completed - Received by the Gov't | <input type="checkbox"/> |               | <input type="checkbox"/>  |
|   | 99         | 10/16/2020 Friday   | Weather Caused No Delay | Completed - Received by the Gov't | <input type="checkbox"/> |               | <input type="checkbox"/>  |
|   | 75         | 09/22/2020 Tuesday  | Weather Caused No Delay | Completed - Received by the Gov't | <input type="checkbox"/> |               | <input type="checkbox"/>  |
|   | 0          | 07/09/2020 Thursday | Weather Not Entered     | Not Completed by Contractor       | <input type="checkbox"/> |               | <input type="checkbox"/>  |



**Note:** Only one person at a time should edit a QC Daily Report, otherwise some data may be lost.

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

**Note:** When beginning a new Daily Report, an empty Document Package will be automatically created and available for uploading supporting documents. Once the *Generate QC Daily Report in Document Package* checkbox is checked, the Daily Report will be uploaded to this Document Package, as well.

After entering all the information for the day's Daily Report, preview the report by clicking the *QC Daily Report* button in the upper right corner. Once the information for the report looks correct, check the *Generate QC Daily Report in Document Package* checkbox.

**QC Daily Report No. 806, 06/23/2023 - Friday**

QC Daily Report

**Weather**

Weather Not Entered

**QC Narratives**

0 Written Today

**QC/QA Deficiencies**

0 of 0 Corrected Today

**QC Requirements**

0 of 0 Completed Today

**Prep/Initial Inspections**

0 Prep, 0 Initial Today

**Activities Started/Finished**

0 Started, 0 Finished Today

**Contractors on Site**

0 Started, 0 Finished Today

**Labor/Equipment Hours**

0 Labor, 0 Equipment Hours

**Mishap Reporting**

Project: Correcting Award CLINs Tutorial

Contract Number: W9128F20P0123

Contractor: test

---

QC Weather

Weather Not Entered

---

QC narratives

No QC narratives entered today

---

Prep/Initial Inspections

No preparatory inspections today

---

Initial inspections held today

No initial inspections today

---

Activity Started/Finished

No activities started/finished today

---

QC Requirements

QC Daily Report No. 0806 CONTRACTOR: Complete a document package for this QC daily report and submit it using this document package manager.

|                   | Add | Edit | Delete | Title of Package         | No. | Status    |
|-------------------|-----|------|--------|--------------------------|-----|-----------|
| Document Packages |     |      |        | QC Daily Report No. 0806 | 1   | Not Ready |

☐ Generate QC Report in Document Package



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

RMS

**Are you sure you want to complete and generate the report?**

You will not be able to make changes afterward.

Click on **YES** to continue or **NO** to cancel.

QC Daily Report No. 0806 CONTRACTOR: Complete a document package for this QC daily report and submit it using this document package manager.

| Title of Package         | No. | Status    |
|--------------------------|-----|-----------|
| QC Daily Report No. 0806 | 1   | Not Ready |

☒ Generate QC Report in Document Package

Select **Edit** to complete the document by signing the report. See detailed instructions for signing documents in Document Packages in [Signing Documents](#).

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

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

**Document Package: QC Daily Report No. 0806 - Report Date: 06/23/2023**

| All Attachments | PDF Documents | Word Documents | Excel Files | Powerpoint Files |
|-----------------|---------------|----------------|-------------|------------------|
| 1               | 1             | 0              | 0           | 0                |

| JPEG/JPG Images | Text Files | CSV Files | Email |
|-----------------|------------|-----------|-------|
| 0               | 0          | 0         | 0     |

Drag and Drop Attachment Files Here

Sign Selected Documents  
Export Selected Documents

Add Edit Delete

**All Attachments**

| Primary                             | Date of the Document | Document Title                               | Contractor Signature Status | Government Signature Status |
|-------------------------------------|----------------------|----------------------------------------------|-----------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | 6/23/2023 1:42:45 P  | QC Daily Report No. 0806 - QcDailyReport.PDF | Not Signed                  | Not Signed                  |

Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling should be followed. If needed, a CUI cover sheet is available in the RMS Admin report area.

**Individual File Information**

Date of the Document: 6/23/2023 Edit Document View Document

Document Title: QC Daily Report No. 0806 - QcDailyReport.PDF

Description:

☒ Manually signed by Contractor  
☐ Manually signed by Government

Signed By:

Save Document to File

**Document Package**

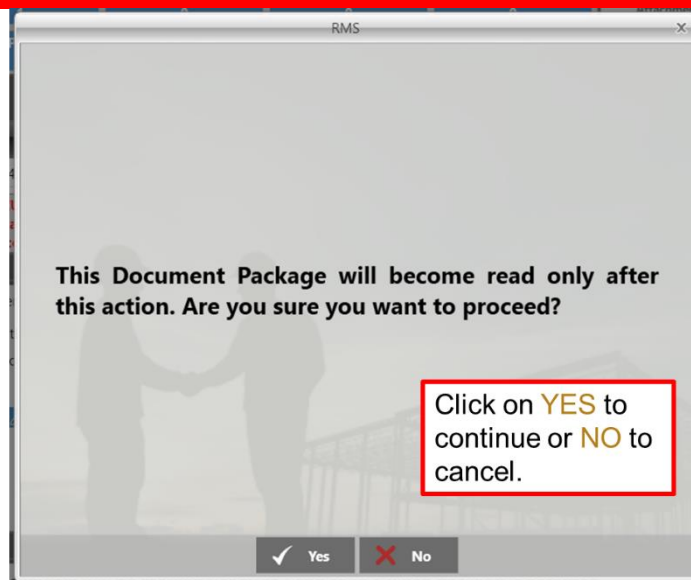
Status: Not Complete. Documents will be marked Ready to Send to PCF when package is accepted.

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

Contractor Notes to Government:

Submit for Review





QC Daily Report No. 0806 CONTRACTOR: Complete a document package for this QC daily report and submit it using this document package manager.

Document Packages

| Add    | Title of Package         | No. | Status                                                                              |
|--------|--------------------------|-----|-------------------------------------------------------------------------------------|
| Edit   | QC Daily Report No. 0806 | 1   | In Review; documents will be marked 'Ready to Send' to PCF when package is accepted |
| Delete |                          |     |                                                                                     |

☒ Generate QC Report in Document Package

**Note:** The Government cannot see Contractor documents that are in a draft state, and the Contractor cannot see Government documents that are in a draft state until they are marked complete.

### 7.3.2 QC Daily Report Returned for Corrections

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

Select **Edit** for the Document Package. The Document Package includes both the original and edited QC Daily Report. Sign the edited report, then resubmit the Document Package.

| Daily Reports                                                 |                   |                         |                                         |                           |  |
|---------------------------------------------------------------|-------------------|-------------------------|-----------------------------------------|---------------------------|--|
| Drag a column header and drop it here to group by that column |                   |                         |                                         |                           |  |
| Report No.                                                    | QC Report Date    | QC Weather Reported     | QC Report Status                        | Contains Signed Documents |  |
| 806                                                           | 06/23/2023 Friday | Weather Caused No Delay | Not Complete - Returned for Corrections | ✓                         |  |



QC Daily Report No. 0806 CONTRACTOR: Complete a document package for this QC daily report and submit it using this document package manager.

Document Packages

| Add         | Title of Package         | No. | Status    |
|-------------|--------------------------|-----|-----------|
| <b>Edit</b> | QC Daily Report No. 0806 | 1   | Not Ready |

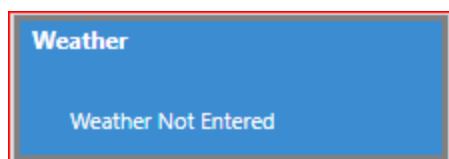
Generate QC Report in Document Package ☒ Return to Contractor for Corrections ☒

**All Attachments**

| Primary                             | Date of the Document | Document Title                               | Contractor Signature Status | Government Signature Status |
|-------------------------------------|----------------------|----------------------------------------------|-----------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | 7/12/2023 5:47:19 F  | QC Daily Report No. 0806 - QcDailyReport.PDF | Not Signed                  | Not Signed                  |
| <input type="checkbox"/>            | 6/23/2023 1:42:45 F  | QC Daily Report No. 0806 - QcDailyReport.PDF | Electronically Signed       | Not Signed                  |

### 7.3.3 QC Daily Report Contents

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



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

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

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

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

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

QC Weather: Weather not entered

Temperature

QC Min. Temp: 0 °F

QC Max. Temp: 0 °F

QC Rain: 0 Inches

QC Wind Speed: 0 MPH

Weather Caused No Delay

Weather Caused Critical Delay

Weather Caused Non-Critical Delay

Previous Weather - Critical Delay

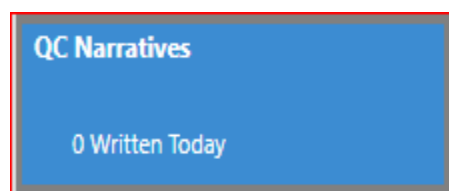
Previous Weather - Non-Critical Delay

Non Work Day

Other - Explain

Weather not entered

### 7.3.4 QC Narratives



**QC Narratives** are the most important input part of the QC Daily Report. This is where you describe what happened at the work site. Remember that it is your responsibility to tell your story. Do not rely on the Government to record the day's events. What you write here will go a long way in

supporting your position in case of disputes with the Government.

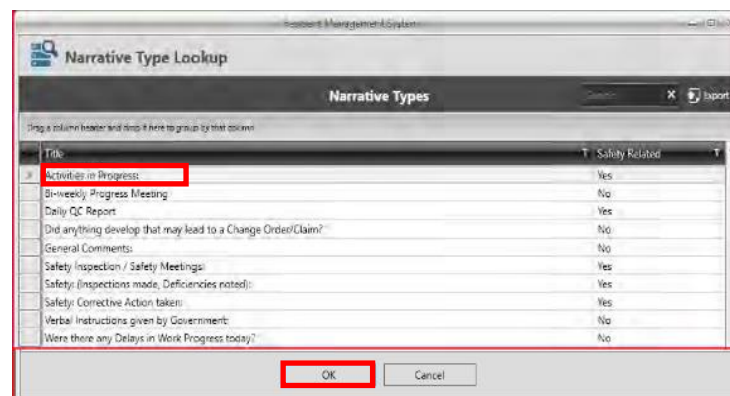
Select Add to either Manually Add QC Narrative or Copy Narratives from the previous report.



### 7.3.5 Manually Add QC Narrative

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

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



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

**Note:** RMS 3.0 will allow selection of an alternate date in the past. However, if the report for that date has already been sent to the Government, the Government will not see these changes. If you need to make changes to an earlier report, request the Contract's USACE

Representative return the report for corrections. Make the changes, then resubmit.

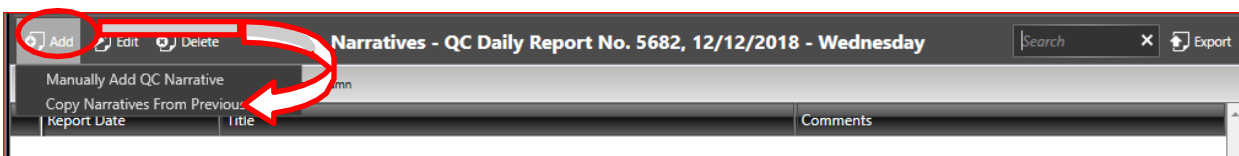
**Safety Related:** This tag is read-only and is set by the Government. If the box is checked, include observations related to safety in the comments.

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

**Shift:** Select the applicable shift from the dropdown list.

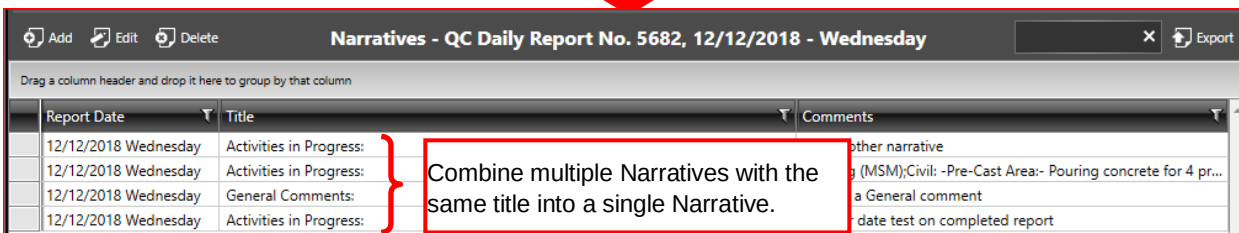
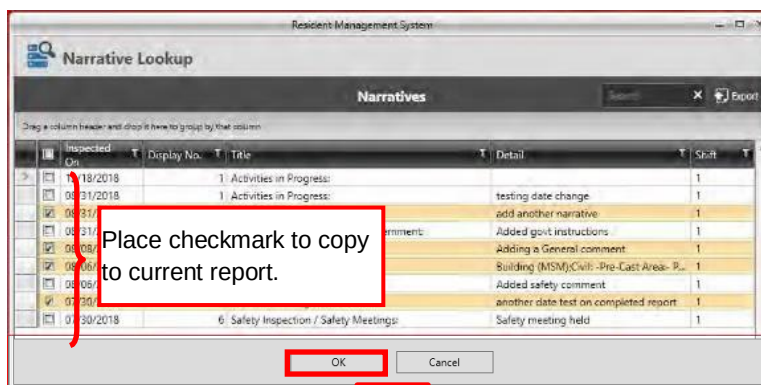
Select the **BACK** button to exit and save. Repeat for all narratives to be included in the report.

### 7.3.6 Copy narratives from a previous report



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

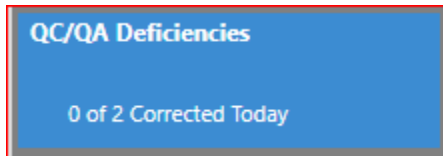
The copied Narratives can be edited as needed to tailor it to the specifics of the day.



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

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

### 7.3.7 QC/QA Deficiencies



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

acceptable.

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

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

**All Deficiencies:** Comprehensive list

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

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

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

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

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

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

**QA/QC Deficiencies** [Add] [Edit] [Delete] [Search] [Export]

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

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

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

QA/QC Comment offline test report

View details of the selected deficiency here.

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

---

Location  Select a location

Description of Deficiency Item

Activity <Not Set>

☐ Safety Violation

---

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

Document Packages

Add

Edit

Delete

| Title of Package | No. | Status |
|------------------|-----|--------|
|                  |     |        |
|                  |     |        |
|                  |     |        |
|                  |     |        |
|                  |     |        |
|                  |     |        |
|                  |     |        |
|                  |     |        |
|                  |     |        |
|                  |     |        |

View Revision History Search ×

| Status | Revised | Revised By |
|--------|---------|------------|
|        |         |            |
|        |         |            |
|        |         |            |
|        |         |            |
|        |         |            |
|        |         |            |
|        |         |            |
|        |         |            |
|        |         |            |
|        |         |            |

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

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

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

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

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

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

**Note:** Wherever you have an opportunity to associate an activity with an item, you should always enter this information. Associating items with an activity enables RMS 3.0 to assist you in supporting Payment Requests by documenting the status of actions that affect activity completion. A complete accounting of your quality control efforts is essential to ensuring you are paid what you are due, when it is due.

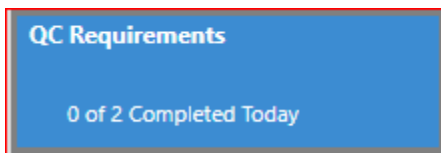
**Revision History:** In a newly created QA/QC Deficiency or while editing a QA/QC Deficiency, it will show the following informational changes:

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

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

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

### 7.3.8 QC Requirements



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

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

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

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

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

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

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

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

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

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

Check the box to report a QC Requirement completed.

QCQA No. CT-00001
 Description test
 Activity ID 100-0100

View details of the selected QC Requirement here.



Add Edit Delete
 **QC Tests**
 Search X Export

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

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

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

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

To update the status of a QC Test, go to the QC Daily Reports submodule, and open any incomplete QC Daily Report. Then, open the QC Requirements section.



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

**Weather**

Weather Not Entered

**QC Narratives**

0 Written Today

**QC/QA Deficiencies**

0 of 0 Corrected Today

**QC Requirements**

1 of 1 Completed Today

**Prep/Initial Inspections**

0 Prep, 0 Initial Today

**Activities Started/Finished**

0 Started, 0 Finished Today

**Contractors on Site**

Project: Submittal Training

Contract Number: W912GB19D0037 1234

Contractor: Akima

---

QC Weather

Weather Not Entered

---

QC narratives

No QC narratives entered today

---

Prep/Initial Inspections

Preparatory inspections held today

No preparatory inspections today

---

Initial inspections held today

No initial inspections today

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

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

All QC Requirements

QC Tests

User Schools

Installed Property

Transfer Property

1

1

0

0

0

Add Edit Delete

All QC Requirements

Search Export

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

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

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

All QC Requirements

QC Tests

User Schools

Installed Property

Transfer Property

1

1

0

0

0

Add Edit Delete

QC Tests

Search Export

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

| QC Test  | Description | QC Date    | Completed                           | Status                     |
|----------|-------------|------------|-------------------------------------|----------------------------|
| CT-00001 |             | 04/09/2022 | <input checked="" type="checkbox"/> | Completed-Awaiting Results |

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

#### 7.3.8.1 Adding an Attachment to a QC Test

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

*Note:* This can be done in both the *QC Requirements* module directly or within the *QC Daily Report Module's QC Requirements* submodule.

**QC Test Edit View**

QC Test

QC Test No. CT-00001

Section 1.01. -

Paragraph Test QC R

Location CA Select Location from Lookup

Performed By JMM

Required for Activity <Not Set>

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

Description Requirements needed by 08/12/2023.

QC Test - CT-00001 Contractor: use this document manager to submit a document package for this QC Test Requirement to the Government for review.

| Add | Edit | Delete | Title of Package   | No. | Status    |
|-----|------|--------|--------------------|-----|-----------|
|     |      |        | QC Test - CT-00001 | 1   | Not Ready |

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

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

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

### 7.3.9 Prep/Initial Inspections

**Prep/Initial Inspections**

0 Prep, 0 Initial Today

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

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

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


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

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

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

Feature Schedule - EGH TEST 02

Preparatory

Date

Time

Scheduled

Held   Select the report date.

Initial

Date

Time

Scheduled

Held

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

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

Initial

Date

Time

Scheduled

Held

Click **Add** to add a new meeting




Multiple Prep/Initial Schedule Meetings
Search
Export

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

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

Meeting history will display in this area

### 7.3.10 Activities Started/Finished

Activities Started/Finished

0 Started, 0 Finished Today

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

The activities are grouped into several categories:

**Activities Started or Finished Today:** Activities that are marked as either started or finished in

the Daily Report will have an actual Start and/or actual Finish Date that is the same as the QC Daily Report date.

**Activities in Progress:** Activities that have an actual Start Date, but no actual Finish Date.

**Activities Not Started:** Activities that do not have an actual Start Date.

**Activities Not Finished:** Activities that do not have both actual Start and actual Finish Dates.

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

**Note:** Assumption is that the QC Rep onsite knows better than the scheduler the date which activities start/finish.

| All Activities | Activities Started or Finished Today | Activities In Progress | Activities Not Started | Activities Not Finished |
|----------------|--------------------------------------|------------------------|------------------------|-------------------------|
| 960            | 0                                    | 25                     | 256                    | 281                     |

| Activities In Progress - QC Daily Report No. 5682, 12/12/2018 - Wednesday |                               |            |             |  |
|---------------------------------------------------------------------------|-------------------------------|------------|-------------|--|
| Search <input type="text"/> Export                                        |                               |            |             |  |
| Drag a column header and drop it here to group by that column             |                               |            |             |  |
| Activity ID                                                               | Description                   | Start Date | Finish Date |  |
| 104-4600                                                                  | NEW DOM WATER LINES RESTROOM  | 01/08/2018 |             |  |
| 104-4800                                                                  | SPRINKLER CONNECTIONS & HEADS | 01/08/2018 |             |  |
| 104-4900                                                                  | SPRINKLER PIPE MAIN           | 11/08/2018 |             |  |
| 104-4901                                                                  | SPRINKLER PIPE MAIN           | 11/08/2018 |             |  |
| 104-5000                                                                  | RAISER/SPRINKLER ROOM         | 11/08/2018 |             |  |
| 104-5200                                                                  | STANDPIPE & FIRE HOSE         | 01/08/2018 |             |  |

Select the activity and double-click in the date field you wish to enter. The date can be manually typed in or click on the button on the right side of the field to open a calendar from which you can select the applicable date. If you select a date other than the date of the report you are preparing, the activity will be reported on the corresponding QC Daily Report date. If that QC Daily Report has already been completed and submitted, the report that the Government has will not reflect this information. To update the report, ask the Contract's USACE Representative to return it to you for corrections. Make the correction, sign, and resend.

### 7.3.11 Contractors on Site

| Contractors on Site         |
|-----------------------------|
| 0 Started, 0 Finished Today |

Use the **Contractors on Site** selection to document the first and last days on which Subcontractors are working at the jobsite. These are the dates that are used to track insurance and payroll requirements.

If a Subcontractor is onsite intermittently, its last day is the day on which it has completed all its work and will no longer be coming to the jobsite.

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

Select the Subcontractor and double-click in the date field you wish to enter.

The screenshot displays the RMS3/CM interface. At the top, there are three blue buttons: "All Contractors" (41), "Contractors on Site" (2), and "Contractors not on Site" (39). Below these is a header bar for "All Contractors - QC Daily Report No. 173, 09/02/2013 - Monday". A search bar and an "Export" button are also present. The main table lists contractors with columns for Contractor, Resp Code, Trade, First Day, and Last Day. A calendar pop-up is shown for the "First Day" field, indicating the date 07/18/2013. A red arrow points to the calendar icon on the right side of the "First Day" field.

| Contractor                                  | Resp Code | Trade                   | First Day  | Last Day   |
|---------------------------------------------|-----------|-------------------------|------------|------------|
| Modular Genius                              | TRA       | Construction Trailers   | 07/18/2013 |            |
| Total                                       | ERTH      | Earthwork and Utilities | 06/05/2013 |            |
| Langan Engineering & Environmental Services | GEO       | Geotechnical            | 04/29/2013 | 05/06/2013 |
| MASN                                        | MASN      | Masonry                 |            |            |
| MDE                                         | MDE       |                         |            |            |
| MECH                                        | MECH      |                         |            |            |

You can manually type in a date or click on the button on the right side of the field to open a calendar from which you can select the applicable date. If you select a date other than the date of the report you are preparing, the Subcontractor's presence will be reported on the corresponding QC Daily Report date. If that QC Daily Report has already been completed and submitted, the report that the government has will not reflect this information. To update the report, ask the Contract's USACE Representative to return it to you for corrections. Make the correction, sign, and resend.

### 7.3.12 Labor/Equipment Hours

The screenshot shows a blue tile with the text "Labor/Equipment Hours" and "108 Labor, 14 Equipment Hours".

Use this selection to report actual **Labor/Equipment Hours** expended on the jobsite. A monthly tally of the labor hours reported here is used to generate the required monthly exposure hour reporting. Using the reported equipment hours, a running total of the equipment hours are maintained in the

Equipment Check module to ensure timely equipment inspections are conducted for continued safe usage of equipment.

Selecting this tile opens the data screen for logging Labor Hours. To log Equipment Hours, select the **Equipment Hours** tab.

### 7.3.13 Labor Hours

Click on **Add** to identify the Subcontractors and the types of workers on the jobsite. Select either **Manually Add** or **Copy from Previous Day**.

Labor/Equipment Hours for Report No. 173 Dated 09/02/2013 Monday

Labor Hours      Equipment Hours

**Add**   **Delete**      **Labor Hours**      Search      Export

Manually Add      (to group by that column)

Copy Previous Day

| Contractor | Labor Classification | Number of Employees | Total Hours |
|------------|----------------------|---------------------|-------------|
|------------|----------------------|---------------------|-------------|

#### 7.3.13.1 Manually Add Labor Hours

Click on **Contractor** to select a Subcontractor from the Subcontractor Lookup list. Click on **Labor Classification** to select the type of worker from the Labor Classification Lookup list.

Both entries must be selected from the applicable list. If the Subcontractor is not on the Subcontractor list, go to **Administration | Subcontractors** to enter it. If the appropriate labor classification is not on the Labor Classification list, notify the Contract's USACE Representative and provide the information to add to the Labor Classification library.

When done, click on **OK**. Continue to **Add** until all onsite labor has been identified. It is very important that all onsite labor is accurately logged. This data can be copied directly into the monthly Department of Labor Exposure Report.

RMS Add View

**Add**

The following information is required to add a new

Contractor: <Not Set>

Labor Classification: <Not Set>

**Subcontractor Lookup**

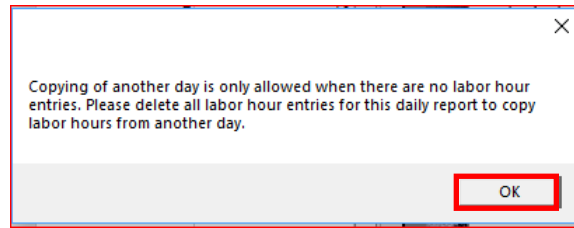
| Resp Code | Contractor Full Name       | Subcontract Amount |
|-----------|----------------------------|--------------------|
| EART      | Indy. Equipment and Supply | \$3,697,000.00     |
| ELEC      | M.C. Dean                  | \$199,658,811.00   |
| ERTH      | Total                      | \$364,936.00       |
| FFNC      |                            | \$0.00             |
| FIRE      |                            | \$0.00             |

**Labor Classification Lookup**

| Occupation Code | Labor Classification         |
|-----------------|------------------------------|
| 637.687-010     | A/C INSTLR-SERV HILFR WINDOW |
| 637.261-010     | A/C INSTLR-SERVICER WINDOW   |
| 637.261-014     | A/C MECHANIC                 |
| 662.281-025     | A/C MECHANIC APPRENTICE      |
| 939.462-010     | ACIDIZER, WATER WELL         |
| 861.381-010     | ACID-TANK LINER              |
| 660.281-010     | ACQUILICAL CARPENTER         |

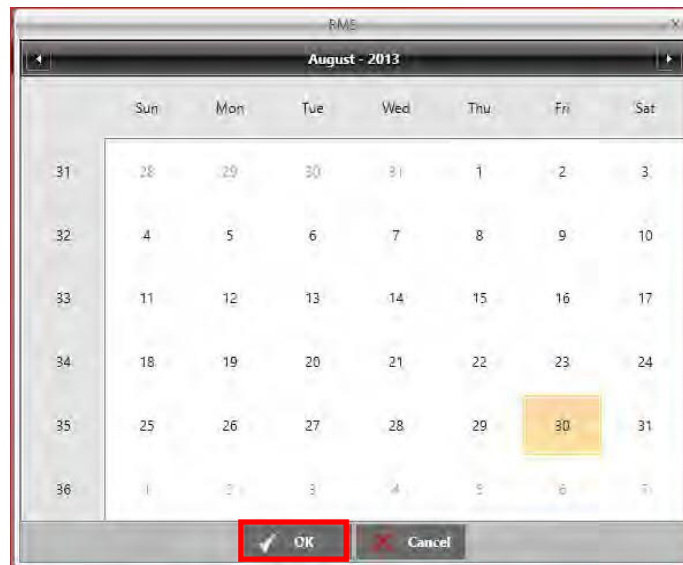
### 7.3.13.2 Copy from Previous Day

Make this selection to copy labor hours from a previous day's report. This option can be selected only when there have been no other labor hours previously entered.



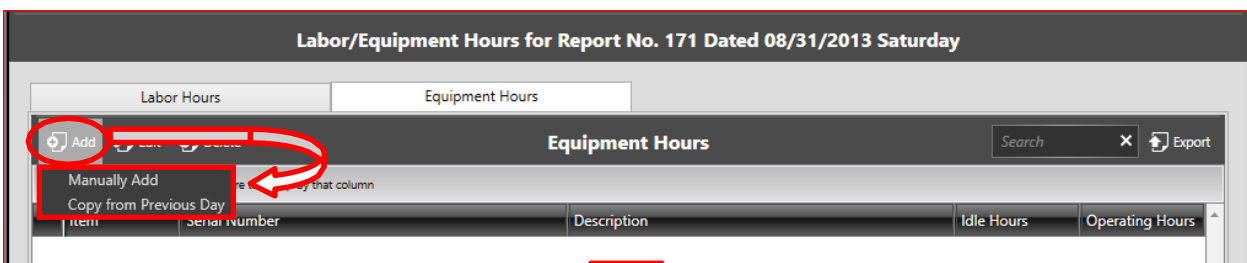
Click **OK** to continue. Then either delete the previously entered hours to continue with the **Copy** or revert to **Manually Add** instead of **Copy**.

Continuing to copy, a calendar will display from which you can select any date from which to copy labor hours, then click on **OK**. The copied labor hours will match the original exactly. The copied labor hours can be edited as needed to tailor it to the specifics of the day.



### 7.3.14 Equipment Hours

Click on **Add** to identify the equipment and its hours of operation. Select either **Manually Add** or **Copy from Previous Day**.





### 7.3.14.1 Manually Add Equipment Hours

Make this selection to record the equipment used onsite. The list of Equipment entered in [QC | Equipment Checks](#) will display in a lookup table. Select the equipment used, then click on **OK**.

The screenshot shows the 'RMS Add View' window with the 'Add Equipment Hours' dialog open. The 'Equipment' field is set to '<Not Set>'. A red arrow points to the 'Equipment Item Lookup' window, which displays a table of equipment checks. The 'OK' button in the lookup window is highlighted with a red box.

| Equip<br>ment<br>ID | Make & Model                   | Serial No. | Description                    | Equip<br>ment<br>is | Last<br>Inspect<br>ed |
|---------------------|--------------------------------|------------|--------------------------------|---------------------|-----------------------|
| 00000000            | Bobcat Truck Skidloader        | BC 1217    | Bobcat Truck Skidloader (RH)   | Yes                 | 12/12/2011            |
| 00000000            | Cat Truck Loader/Root Rake     | TL-900/963 | Cat Truck Loader/Root Rake     | Yes                 | 12/12/2011            |
| 00000000            | IRR626 Smooth Drum Roller      | IRR626     | IRR626 Smooth Drum Roller      | Yes                 | 12/12/2011            |
| 00000000            | John Deere                     | 1179 550   | REMOVE                         | Yes                 | 12/15/2011            |
| 00000001            | CAT 320 Track Hoe with Grabber | CAT 320    | CAT 320 Track Hoe with Grabber | Yes                 | 12/28/2011            |

If the selected equipment has a previously reported Last Day on Site, RMS 3.0 will display a notification. Just acknowledge it by clicking on **OK**. The equipment will still be included in the Equipment Hours table for the QC Daily Report you are preparing.

The screenshot shows a notification dialog box with the text: "Last day on site for 'Rubber Tire Drill Rig' was reported as 5/29/2013 12:00:00 AM". The 'OK' button is highlighted with a red box.

To update this date, double-click on the equipment; either remove the date or enter a new Last Day on Site date. See [QC | Equipment Checks](#) for additional information on entering equipment data. Continue to **Add** until all equipment on the jobsite for the day have been identified. Single click on the data field to enter both *Idle Hours* and *Operating Hours* for all equipment on the list.

### 7.3.14.2 Copy from Previous Day

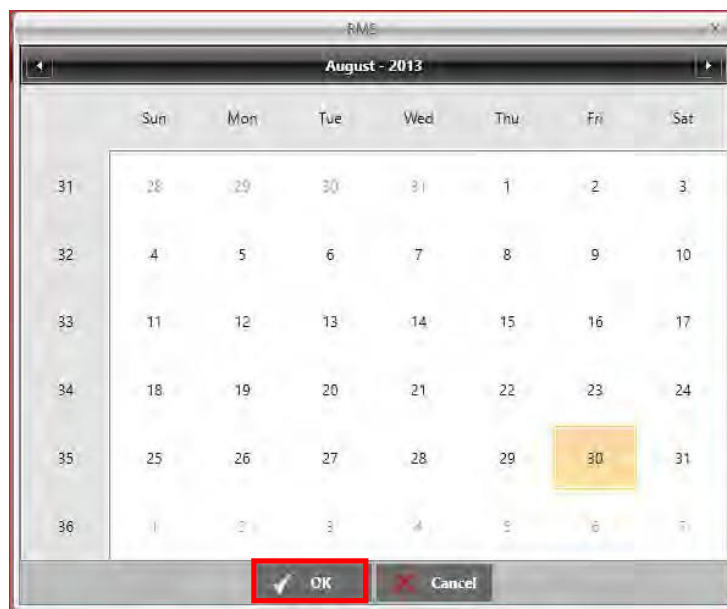
Make this selection to copy equipment hours from a previous day's report. This option can be selected only when there have been no other equipment hours previously entered.

Click **OK** to continue. Either delete the previously entered hours to continue with the *Copy* or revert to *Manually Add* instead of *Copy*.

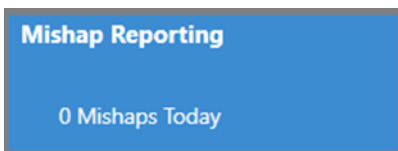
Continuing to *Copy*, a calendar will display from which you can select any date from which to copy equipment hours, then click on **OK**. The copied equipment hours will match the original exactly. The copied equipment hours can be

The screenshot shows a warning dialog box with the text: "Copying of another day is only allowed when there are no equipment hour entries. Please delete all equipment hour entries for this daily report to copy from another day." The 'OK' button is highlighted with a red box.

edited as needed to tailor it to the specifics of the day.



### 7.3.15 Mishap Reporting



All mishaps are reportable, whether it occurs on or off the jobsite, there was injury or damage to someone, or something incurred during performance of work related to the Contract, it must be reported on the QC Daily Report. The District in which you are working may also have additional reporting requirements.

Be sure to discuss this with the Contract's USACE Representative during the Safety Coordination meeting and include the requirements in your Mishap Prevention Plan. For additional reporting requirements, see [EM 385-1-1, Safety and Health Requirements Manual](#).

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

All Mishaps

**Recordable Mishaps:** While all mishaps are reportable, not all mishaps are recordable. All mishaps meeting any one of the following criteria must also be reported on ENG Form 3394, which may be obtained from the Contract's USACE Representative. When a recordable mishap occurs, notify the Contract's USACE Representative immediately! Do not wait to complete and submit any forms.

- Mishap resulted in any Government employee or Contractor lost-time injury, illness, or fatality.
- Mishap caused damage in excess of \$1,000 to Contractor property, including motor vehicles.
- Mishap involved a motor vehicle, regardless of whether injury, illness or fatality occurred.
- Mishap involved a Contractor driving activity.

**Lost Time Mishaps:** Mishaps in which the injury sustained by the employee resulted in a loss of

productive work time. Any mishap is categorized as lost time only when the injured worker is unable to perform regular job duties, takes time off for recovery, or is assigned modified work duties while recovering. Lost time injuries encompass both temporary injuries that keep the employee away from work for a day, to permanent disabilities and conditions that prevent him from ever returning to the job or performing the same work tasks.

**Mishaps This Date:** Mishaps that occurred on the date of the report.

**Note:** Including this information on the QC Daily Report may not fulfill the District's reporting requirements. Follow the reporting instructions provided by the Contract's USACE Representative.

Click on **Add** to include a report of any mishap occurring on the report date.

The screenshot shows the 'All Mishaps - QC Daily Report No. 309, 09/06/2022 - Tuesday' interface. At the top, there are four tabs: 'All Mishaps' (1), 'Recordable Mishaps' (0), 'Lost Time Mishaps' (1), and 'Mishaps This Date' (1). Below the tabs is a table with the following columns: 'Mishap Date', 'Mishap', 'Recordable Mishap', 'Lost Days', and 'Report to Government'. The table contains one row: '09/06/2022 Tuesday', 'Test Injury', 'No', '3', and an empty cell. Below the table, there is a details view for the selected mishap. It shows the 'Date' as '9/6/2022' and the 'Description' as 'Test Injury'. A red box highlights the text 'View details of the selected mishap here.' with a red arrow pointing down to the next section.

**Personal Injury:** Check this box if a person was injured.

**Non-Personal Injury:** Check this box if there was property damage only and no person was injured.

**Date:** The date for which the report is being created will automatically populate and cannot be changed.

**Description:** Describe the mishap in as much detail as possible. Include Contractor involved, location, time, activity in progress, actions taken, any environmental factors, etc.

**Contractor/Subcontractor:** Identify the Contractor for which the injured employee works. Click on the blue box to display the Subcontractor Lookup table. Select the Contractor involved in the mishap.

**Age:** Input the age of the injured employee.

**Date Started Work:** Click on the calendar widget to select the date on which the injured employee first started working on the Contract.

**Gender:** Select the injured employee's gender, male or female.

**Labor Classification:** Identify the Labor Classification with which the injured employee is associated. Click on the blue box to display the Labor Classifications Lookup table. Select the appropriate occupation.

**Location:** Identify where the mishap took place. This field is limited to 50 characters.

**Injury Result:** Identify the status of the injured employee because of the mishap. Select from one of the options.

**Injury Type:** Identify the type of injury sustained by the injured employee. Select from one of the options.

**Recordable?** Check this box after discussing this with the Contract's Government Representative.

Use the **Document Packages** feature to attach photos of the mishap site, copies of the completed Mishap Report forms and any other supporting documents.

### 7.3.16 Dredging Reports

When the Contract work includes dredging and the USACE Representative has set it up to require separate Dredge Reports, the QC Daily Reports summary screen will include additional filters to access these reports. If the Dredge Report filters do not show up, confirm with the Contract's USACE Representative that separate Dredge Reports are not required.

Dredging Contracts include Daily Reports grouped into 6 subsets. The first three subsets are the same as those in Non-Dredging Contracts (see **QC Daily Reports**). This report type should be prepared to document non-dredging work when the Contract includes work in addition to dredging. The second three subsets are exclusive to Dredging Contracts and are required in addition to the QC Daily Report for each type of Dredge used on the Contract.

**All Daily QC Reports:** Comprehensive

**Completed QC Reports:** Reports completed and sent to the Government for review (for non-dredging work.)

**Not Completed QC Reports:** Reports still being worked on, not yet sent to the Government (for non-dredging work.)

**All Dredge Reports:** Comprehensive, will show all Dredge Reports.

**Complete Dredge Reports:** Dredge Reports completed and sent to the Government for review.

**Incomplete Dredge Reports:** Dredge Reports still being worked on, not yet sent to the Government.

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

To create a new Dredge Report, click on the **Incomplete Dredge Reports** box, then **Add**.

|                                  |                                  |                                      |                                |                                     |                                               |
|----------------------------------|----------------------------------|--------------------------------------|--------------------------------|-------------------------------------|-----------------------------------------------|
| All Daily QC Reports<br><b>2</b> | Completed QC Reports<br><b>0</b> | Not Completed QC Reports<br><b>2</b> | All Dredge Reports<br><b>3</b> | Complete Dredge Reports<br><b>0</b> | <b>Incomplete Dredge Reports<br/><b>3</b></b> |
|----------------------------------|----------------------------------|--------------------------------------|--------------------------------|-------------------------------------|-----------------------------------------------|

**All Dredge Reports**

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

| Report No. | Report Date       | Equipment Name              | Weather             |
|------------|-------------------|-----------------------------|---------------------|
| 1          | 01/20/2019 Sunday | Test Bucket/Pipeline Dredge | Weather Not Entered |
| 2          | 01/20/2019 Sunday | Test Hopper Dredge          | Weather Not Entered |
| 3          | 01/20/2019 Sunday | Test Sidecaster Dredge      | Weather Not Entered |

Select the date for the report, then **OK** to continue.

Date Selection

**Select day to add Daily Report**

January - 2019

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

Select the Dredge Equipment for the report, then click on **OK**.

Resident Management System

**Dredge Equipment Lookup**

**Dredge Equipment**

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

| Equip Key | Dredge Name              | Capacity     | Dredge Type            |
|-----------|--------------------------|--------------|------------------------|
| 1         | DREDGERSON               | 0            | Bucket/Pipeline Dredge |
| 2         | DREDGEKING               | 0            | Hopper Dredge          |
| 3         | DREDGEMONSTER            | 1            | Bucket/Pipeline Dredge |
| 4         | DREDGER                  | 0            | Bucket/Pipeline Dredge |
| 5         | STRADICASTPROGNOSTICATOR | 0            | Sidecaster Dredge      |
| <b>6</b>  | <b>DREDGEASAURUS</b>     | <b>4,500</b> | <b>Hopper Dredge</b>   |
| 7         | DREDGESTER               | 0            | Hopper Dredge          |
| 8         | THISISATESTDREDGE        | 0            | Hopper Dredge          |

### 7.3.16.1 Bucket/Pipeline Dredge Report

This Dredge Report consists of five sections documenting the day's use of the Dredge. A complete and detailed record will go a long way in supporting your Pay Requests, Performance Evaluation, and any Disputes or Claims that may arise during the Contract. Take the time to

document, your efforts will not be wasted.

**Dredge Daily Report No. 66 Dated 11/04/2022 Friday**

**Character of Report**

**Weather / Draft**

Weather Not Entered

**Work Performed**

Total Loads: 0

**Attendant Plants**

Total Time: 17 hours 0 minutes

**Distribution of Work**

Total Time: 0 hours 0 minutes

**QC Narratives**

0 Written Today

Project: Wideband Satellite Communications Center

Contract Number: W912DR-11-C-0033

Contractor: AISOW Technologies Corporation

☒ MAINTENANCE ☐ NEW WORK

Dredge: THISISATESTDREDGE

Shifts per Day: 3

Days per Week: 6

Pl of Bin Water: 0

Avg Unfilled Cap: 0

Plant: 0

Location of Work: Location Channel

Reach Dredged; Station to Station

Disposal Area Used

AVG Length of Cut: 0

AVG Width of Cut: 0

AVG Dist to Dump: 0

CY Deposited Gross: 0

Cumulative CY: 0

QC Dredge Report Dated 11/4/2022

CONTRACTOR: Complete a document package for this QC daily report and submit it using this document package manager.

Add Edit Delete

Title of Package No. Status

☒ Generate Dredge Report in Document Package

Click on a blue tile to enter the data related to the tile label. (See following section for additional information on the tiles.) As information is entered, a visual of the report will build in the grey section of the screen. You can view the version that will print at any time by selecting the *Form 4267* widget. Alternatively, click on *Copy* to copy the selected areas from a previous day's report.

**Note:** When beginning a new Dredge Report, an empty Document Package will be automatically created and available for uploading supporting documents. Once the *Generate Dredge Report in Document Package* checkbox is checked, the Daily Report will be uploaded to this Document Package, as well.

Copy Dredge Report

Select Report

Copy from Report Dated: 1/20/2019

Select Areas you wish to copy

☐ Character of Report

☐ Work Performed

☐ Operating Supplies

☐ Attendant Plants

☐ Distribution of Work

OK Cancel

After completing the entry of all the information for the day's QC Daily Report, check the

*Generate Dredge Report in Document Package* checkbox.

Completing and submitting dredging reports follows the same steps as those implemented for the QC Daily Report. See the section on [QC Daily Reports](#) for additional details.

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

If you have other documents to support the Dredging Report, add them to the Document Package before submitting. The QC Daily Report is complete once the report is signed, and all supporting documents have been added to the Document Package. Click on the *Submit for Review* button to send it to the Government.

### 7.3.16.1.1 Completing the Bucket/Pipeline Report

The daily Bucket/Pipeline Report is intended to document the day's use of the Bucket/Pipeline Dredge. Select a tile to enter information related to the tile's label. A systematic approach will help to ensure a complete report.

#### Character of Report

In the **Character of Report** selection, enter the details of the Location of Work, Character of Material, and Channel Conditions at the Dredge Site. Be sure to complete all data fields. Click on the *BACK* button when done.

**Test Bucket/Pipeline Dredge Dated 01/28/2019 Monday**

**Character of Report:** ☒ Maintenance ☐ New Work ☐ Environmental

**Crew Size:** Dredge  Shore  Other

**Location of Work:**  
 Reached Dredge   
 Disposal Area Used

**Character of Material:**

|                                         |                                          |                                          |
|-----------------------------------------|------------------------------------------|------------------------------------------|
| Clay % <input type="text" value="0"/>   | Hardpan % <input type="text" value="0"/> | Sand % <input type="text" value="0"/>    |
| Gravel % <input type="text" value="0"/> | Mud % <input type="text" value="0"/>     | Shell % <input type="text" value="0"/>   |
| Silt % <input type="text" value="0"/>   | Stone % <input type="text" value="0"/>   | Other % <input type="text" value="100"/> |

**Channel Condition:** Complete all data fields

Average Depth Before Dredging  Average Depth After Dredging

**River/Tide Stage:**

|                                                |                                                                |
|------------------------------------------------|----------------------------------------------------------------|
| Gauge Location <input type="text"/>            |                                                                |
| Gauge Datum <input type="text"/>               |                                                                |
| First Tide Min <input type="text" value="0"/>  | <input type="text" value="00:00"/> Time of first minimum tide  |
| First Tide Max <input type="text" value="0"/>  | <input type="text" value="00:00"/> Time of first maximum tide  |
| Second Tide Min <input type="text" value="0"/> | <input type="text" value="00:00"/> Time of second minimum tide |
| Second Tide Max <input type="text" value="0"/> | <input type="text" value="00:00"/> Time of second maximum tide |

#### Weather / Work

Weather Not Entered

Complete the data on the **Weather** conditions in the first section. In the next two sections, provide a complete description of the **Work** performed and supplies used during the day's work. If a Dredge Booster was used,



include this information in the table provided.

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

Scows, barges, and other vessels that are not used to excavate and remove material from the bottom of a body of water are referred to as **Attendant Plants**. **Add** a record for each Attendant Plant used and/or **Copy** from a previous day's report.

**Attendant Plants**

Total Time: 0 hours 0 minutes

**Dredge Daily Report No. 4 Attendant Plants**

| Name      | Type  | HP | Hours | Minutes |
|-----------|-------|----|-------|---------|
| > Barge 1 | Barge |    | 25    | 8       |

**Add Dredge Attendant**

The following information is required to add a new Dredge Attendant

Attendant Name

Attendant Type

Input a unique name by which this equipment can be identified and the type of plant that it is. Then click on **OK**.

**OK** **Cancel**

Attendant Name

Type

Horse Power

Hours

Minutes

Enter the day's usage information. Then click on the **BACK** button.

Conversely, the User can click on the **Copy** button and select the date from which to copy. The Attendants used on that date will be listed. Place a checkmark next to those you want to copy to the current Dredge Report, then click on **OK**.

**Copy Dredge Attendants**

Select Date

Copy from Report Dated: 1/20/2019

Select Attendants

Dredge Attendants

| Attendant Name | Attendant Type |
|----------------|----------------|
|                |                |

Select date from which to copy.

**OK** **Cancel**

## QC Narratives

0 Written Today

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

Select **Add** to either **Manually add** narratives or **Copy** narratives from a previous report. (See [Manually Add QC Narrative](#) for additional information on this procedure.)

### 7.3.16.2 Hopper Dredge Report

This Dredge Report consists of 6 sections documenting the day's use of the Dredge. A complete and detailed record will go a long way in supporting your Pay Requests, Performance Evaluation, and any Disputes or Claims that may arise during the Contract. Take the time to document, your efforts will not be wasted.

Click on a blue tile to enter the data related to the tile label. (See following section for additional information on the tiles.) As information is entered, a visual of the report will build in the grey section of the screen. You can view the version that will print at any time by selecting the **Form 27A** widget. Alternatively, click on **Copy** to copy the selected areas from a previous day's report (see the section on Bucket/Pipeline Dredge Report).

After completely entering all the information for the day's Daily Report, check the **Report Completed** box (see the section on [Bucket/Pipeline Dredge](#)).

### 7.3.16.2.1 Daily Hopper Dredge Report Contents

The daily Hopper Dredge Report is intended to document the day's use of the Hopper Dredge. Select a tile to enter information related to the tile's label. For similar tiles (Character of Report, Attendant Plants, and Distribution of Work), see the section for [Daily Bucket/Pipeline Dredge Report Contents](#). A systematic approach will help to ensure a complete report.

#### Weather / Draft

Weather Not Entered

Complete the data on the **Weather** conditions in the first section. In the next section, provide a complete description of the **Draft** and operating conditions encountered. Click on the **BACK** button when done.

**Test Hopper Dredge Dated 01/28/2018**

**Weather Condition**

Weather Type: Weather not entered

Min. Temp: 0 °F

Max. Temp: 0 °F

Visibility: MI

Wind Speed/Direction: MPH

**Draft**

Forward Light Draft: 0

Forward Loaded Draft: 0

Aft Light Draft: 0

Max. Drag Depth: 0

Min. Drag Depth: 0

Indicators Last Checked: Select a date 15

Average Load Speed: 0

Average Agitate Speed: 0

Oil Consumed: 0

Water Consumed: 0

Select weather impact from the drop down. Choices are the same as those in the [QC Daily Report](#).

Complete all data fields.

#### Work Performed

Total Loads: 0

Click on **Add** to document each load that the hopper completed.

**Dredge Daily Report No. 5 Hopper Load Details**

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

| Dredging Area   | Start Time (HH:MM) | Stop Time (HH:MM) | Pumping (Mins) | Turning (Mins) | To Dump (Mins) | Dumping (Mins) | To Cut (Mins) | End Time (HH:MM) | Total Time (Mins) | Total Dredged (CYS) |
|-----------------|--------------------|-------------------|----------------|----------------|----------------|----------------|---------------|------------------|-------------------|---------------------|
| Dredging area 2 | 07:30              | 08:30             | 45             | 15             | 75             | 70             | 25            | 11:20            | 230               | 150                 |

**Add Dredge Hopper Contract**

The following information is required to add a new Dredge Hopper Contract

Dredging Area: Dredge 01 [Select Dredging Area from Lookup](#)

Disposal Area: Disposal 01 [Select Disposal Area from Lookup](#)

**OK** **Cancel**

Click on the blue boxes to manually type in the names of the areas or select the applicable dredging and disposal areas from the lookup lists consisting of previously used areas. Then click **OK** to continue.

**General Information**

Dredging Area: Dredging area 1  
 Amount Dredged (CYS): 0  
 Start Time (HH:MM): 00:00

Stop Time (HH:MM): 00:00

Disposal Area: Disposal area 1  
 Amount Agitated (CYS): 0  
 End Time (HH:MM): 00:00

**Timing Information (in minutes)**

Pumping: 0  
 Dumping: 0  
 Turning: 0  
 To Dump: 0  
 To Cut: 0

Complete all data fields

Click on the **BACK** button when done. Continue to **Add** if other areas were also used. Click on the **BACK** button when done.

### 7.3.16.3 Sidecaster Dredge Report

This Dredge Report consists of five sections documenting the day's use of the Dredge. A complete and detailed record will go a long way in supporting your Pay Requests, Performance Evaluation, and any Disputes or Claims that may arise during the Contract. Take the time to document, your efforts will not be wasted.

**Dredge Daily Report No. 67 Dated 01/09/2023 Monday**

Copy Form 3735-A

**Character of Report** ★

**Weather / Draft**

Weather Not Entered

**Work Performed** ★

Total Loads: 1

**Distribution of Work**

Total Time: 0 hours 0 minutes

**QC Narratives** ★

0 Written Today

Project: Wideband Satellite Communications Center  
 Contract Number: W912DR-11-C-0033  
 Contractor: AISOW Technologies Corporation  
 • MAINTENANCE • NEW WORK

Days per Week: 5

Character of Material

River/Tide Stage

| Min Tide | Time | Max Tide | Time | Gage Location/Datum |
|----------|------|----------|------|---------------------|
| 0        | 0    | 0        | 0    | 8                   |
| 0        | 0    | 0        | 0    | 0                   |

QC Dredge Report Dated 1/9/2023 CONTRACTOR: Complete a document package for this QC daily report and submit it using this document package manager.

Add Edit Delete

Title of Package No. Status

☐ Generate Dredge Report in Document Package

Click on a blue tile to enter the data related to the tile label. (See the section for **Daily Bucket/Pipeline Dredge Report Contents** for additional information on the tiles for Character

of Report, Weather/Draft, Work Performed and QC Narratives). As information is entered, a visual of the report will build in the grey section of the screen. You can view the version that will print at any time by selecting the **Form 3735-A** widget. Alternatively, click on **Copy** to copy the selected areas from a previous day's report (see section on Bucket/Pipeline Dredge Report).

### 7.3.16.3.1 Daily Sidecaster Dredge Report Contents

The daily Sidecaster Dredge Report is intended to document the day's use of the Sidecaster Dredge. Select a tile to enter information related to the tile's label. For similar tiles, see **Bucket/Pipeline Dredge Report** and **Hopper Dredge** Reports contents. A systematic approach will help to ensure a complete report.

Click on **Add** to document each load that the Sidecaster Dredge completed.

**Work Performed**

Total Loads: 1

Add
 Edit
 Delete
 
**Dredge Daily Report No. 6 Sidecaster Load Details**

Export

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

| > | Start Time | Pumping (outbound) | Turning (Outbound) | Pumping (inbound) | Turning (Inbound) | Length of Cut | Height of Tide |
|---|------------|--------------------|--------------------|-------------------|-------------------|---------------|----------------|
|   | 07:30      | 30                 | 75                 | 45                | 90                | 100           | 4              |

**Sidecaster Dredge Cycle**

Start Time (HH:MM)

Pumping (outbound)

Pumping (inbound)

Length of Cut

Average Suction Vacuum: Port side

Average discharge Pressure

Percent of Solids

Turning (Outbound)

Turning (Inbound)

Height of Tide

Average suction Vacuum: Starboard side

Average Discharge Velocity

Yards dumped

Complete all data fields.

Click on the **BACK** button when done. Continue to **Add** for all loads completed. Click on the **BACK** button when done.

**Distribution of Work**

Total Time: 0 hours 0 minutes

Provide a breakdown of the time expended performing the activities listed in the tables. The **Overall Total Time** must equal 24-hours. Click on the **BACK** button when done.

**Test Sidcaster Dredge Dated 01/28/2019 Monday**

**Effective Working Time (chargeable to cost of work)** Search X

|                                | Dredging |         | Miles Run<br>(Nautical) |
|--------------------------------|----------|---------|-------------------------|
|                                | Hours    | Minutes |                         |
| <b>Distribution</b>            |          |         |                         |
| Pumping (Outbound)             | 0        | 0       | 0                       |
| Running and Turning (Outbound) | 0        | 0       | 0                       |
| > Pumping (Inbound)            | 0        | 0       | 0                       |
| Total of Effective Time (0%)   | 0        | 0       | 0                       |

**Non-Effective Working Time (chargeable to cost of work)** Search X

|                                 | Dredging |         | Miles Run<br>(Nautical) |
|---------------------------------|----------|---------|-------------------------|
|                                 | Hours    | Minutes |                         |
| <b>Distribution</b>             |          |         |                         |
| Taking on Fuel and Supplies     | 0        | 0       | 0                       |
| To and From Wharf or Anchorage  | 0        | 0       | 0                       |
| Loss due to Natural Elements    | 0        | 0       | 0                       |
| Loss due to Traffic and Bridges | 0        | 0       | 0                       |
| Minor Operating Repairs         | 0        | 0       | 0                       |
| Transferring between Works      | 0        | 0       | 0                       |
| Lay Time                        | 0        | 0       | 0                       |
| Fire and Boat Drills            | 0        | 0       | 0                       |
| > Miscellaneous                 | 0        | 0       | 0                       |
| Total of Effective Time (0%)    | 0        | 0       | 0                       |

**Lost Working Time (not chargeable to cost of work)** Search X

|                               | Dredging |         | Miles Run<br>(Nautical) |
|-------------------------------|----------|---------|-------------------------|
|                               | Hours    | Minutes |                         |
| <b>Distribution</b>           |          |         |                         |
| Major Repairs and Alterations | 0        | 0       | 0                       |
| Cessation                     | 0        | 0       | 0                       |
| > Collisions                  | 0        | 0       | 0                       |
| Total of Lost Time (0%)       | 0        | 0       | 0                       |

**Overall Totals** 0 0 0

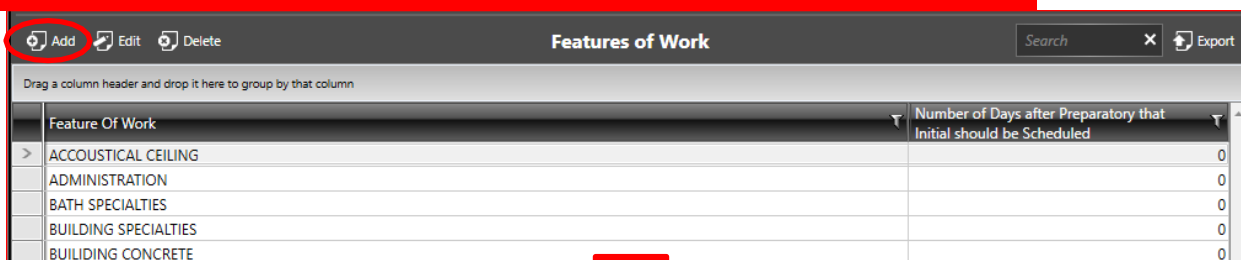
Fill in the time spent performing these activities in one-2-hour day.

## 7.4 Features of Work

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

The purpose of the Features of Work submodule is to maintain the list of Definable Features of Work (DFOW) available for lookup in other areas of RMS. Features of Work, also known as DFOW, may be defined as a task that is separate and distinct from other tasks, has separate control requirements, is identified by different trades or disciplines, or it is work by the same trade in a different environment. Although each section of the Specifications can generally be considered a DFOW, there is frequently more than one definable feature under a particular section. This list is agreed upon during the Quality Control coordination meeting.

All activities in the schedule (NAS or bar chart) must be assigned to one and only one Feature of Work, while a Feature of Work may be linked to many activities. Features of Work in the Quality Control Plan and in RMS 3.0 must match those in the scheduling program.



| Features of Work                                              |                                                                   | Search | Export |
|---------------------------------------------------------------|-------------------------------------------------------------------|--------|--------|
| Drag a column header and drop it here to group by that column |                                                                   |        |        |
| Feature Of Work                                               | Number of Days after Preparatory that Initial should be Scheduled |        |        |
| > ACCOUSTICAL CEILING                                         | 0                                                                 |        |        |
| ADMINISTRATION                                                | 0                                                                 |        |        |
| BATH SPECIALTIES                                              | 0                                                                 |        |        |
| BUILDING SPECIALTIES                                          | 0                                                                 |        |        |
| BUILDING CONCRETE                                             | 0                                                                 |        |        |

Features of Work are added to RMS 3.0 in two ways. They may be manually added by clicking on **Add** or automatically through the SDEF file import. Features of Work can be imported in bulk via the SDEF file by entering up to 30 characters into the DESCRIPTION of the FOW Activity Code in the scheduling software. If NAS/SDEF import is not being used, then Features of Work can be manually entered directly in RMS.

#### 7.4.1 Automatic Add

One of the data fields associated with an activity in the scheduling program (NAS) is Feature of Work. RMS 3.0 will extract the information input in this field from the SDEF file during import and automatically populate the Feature of Worktable. An entry will be created for all Features of Work that are not already included in RMS3.

**Recommendation:** Any Feature of Work in the SDEF file that does not exactly match an existing feature in the table, including capitalization, spacing, and spelling, will generate a new entry. Therefore, when using SDEF, consider entering features only through the SDEF file to prevent duplicate-appearing features from occurring. If duplicates occur, to avoid confusion, remove the duplicates. Be careful to retain the version that is contained in the SDEF file, otherwise duplicates will continue to pop up every time an SDEF file is imported.

#### 7.4.2 Manual Add

When an SDEF file is not being used, it is necessary to manually enter the Features of Work. Click on the **Feature** field, type in a title for the Feature, then click on **OK**. Alternatively, you can also select a feature from the Features of Work library by clicking on the **Select feature** button. The library consists of many of common features found on many Corps of Engineers construction projects. Features selected from the library may also be edited to tailor the feature to the specific use in your Contract.



**RMS Add View**

**Add Feature**

The following information is required to add a new Feature

Feature

Type in a title for the Feature or select from the library.

**Feature Type Lookup**

Resident Management System

**Features of Work**

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

| Feature Description            |
|--------------------------------|
| A/C SYSTEM, UNITARY TYPE       |
| <b>ACCESS FLOORING SYSTEM</b>  |
| ACOUSTICAL TREATMENT, CEILINGS |
| ACOUSTICAL TREATMENT, WALLS    |
| ADMINISTRATION & MOBILIZATION  |
| ARCH FURNISHINGS, INT/EXT      |
| ASBESTOS ABATEMENT             |
| ASPHALT PAVING                 |

**Feature of Work**

Feature Title

Days after preparatory to hold initial

Library selection may be manually edited.

Enter the number of days planned for conducting the Initial Control Meeting and Preparatory Control Meeting. Then, click on the **Back** button.

**Note:** An advantage to selecting Feature Titles from the library is that it provides ready access to the Inspection Checks library and Three Phase Inspections covered in the next section.

## 7.5 Three Phase Inspection

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

The details and requirements of the Corps of Engineers' Quality Control/Quality Assurance Program are covered in the Contract's Quality Control Specification, and the Three-Phase Inspections/Control concept is the cornerstone of that program. The three phases are: Preparatory, Initial, and Follow-Up.

**Preparatory Phase:** Occurs prior to beginning work on a DFW. In this phase, all required plans, documents, and materials are approved/accepted.

**Initial Phase:** Is performed at the beginning of a definable Feature of Work; generally, after a representative sample of the work is completed.

**Follow-Up Phase:** Occurs daily thereafter until all work associated with the feature is completed, at which time the Final Follow-Up should be conducted to close out the feature.

RMS 3.0 has included a library of inspection checks that are numbered, generally following the Construction Specification Institute (CSI) MasterFormat 1995 Edition numbering system. This library represents a compendium of issues that could affect quality if not properly addressed. You are encouraged to take advantage of the contents of this library when developing your worksheet for each phase of work.

When first opened, a table containing a list of all the Contract's Features of Work will be displayed. See the section on **Features of Work**. To view or add checks to a feature, select the feature by double-clicking on the **Feature Title**.

| Three Phase Inspections                                       |                    |                |                  |  |
|---------------------------------------------------------------|--------------------|----------------|------------------|--|
| Drag a column header and drop it here to group by that column |                    |                |                  |  |
| Feature Title                                                 | Preparatory Checks | Initial Checks | Follow-up Checks |  |
| A/C SYSTEM, UNITARY TYPE                                      | 0                  | 0              | 0                |  |
| ACCESS FLOORING SYSTEM                                        | 7                  | 0              | 0                |  |
| ADM                                                           | 7                  | 2              | 0                |  |
| ADMINISTRATION                                                | 0                  | 0              | 0                |  |
| BMFB                                                          | 0                  | 0              | 0                |  |
| BOD                                                           | 0                  | 0              | 0                |  |
| CCD                                                           | 0                  | 0              | 0                |  |



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

**ACCESS FLOORING SYSTEM**

| All Checks <span style="float: right;">7</span> |  |   |
|-------------------------------------------------|--|---|
| <b>Preparatory</b>                              |  |   |
| All                                             |  | 7 |
| Drawing Specification                           |  | 2 |
| Repetitive Deficiencies                         |  | 0 |
| Inspection Check                                |  | 5 |
| Job Site Safety                                 |  | 0 |
| QA Evaluation                                   |  | 0 |
| <b>Initial</b>                                  |  |   |
| All                                             |  | 0 |
| Inspection Check                                |  | 0 |
| Job Site Safety                                 |  | 0 |
| QA Evaluation                                   |  | 0 |
| <b>Final Follow-up</b>                          |  |   |
| All                                             |  | 0 |
| Inspection Check                                |  | 0 |
| QA Evaluation                                   |  | 0 |

Add

**All Checks**

Search
✕
Export

Check
▼

Manually Add Inspection Check  
 Copy Checks from 3 Phase Inspections in Library  
 Copy Checks from 3 Phase Inspections from another Contract  
 Select Checks from 3 Phase Checks in Govt Library  
 Select Checks from Work Types in Govt Library

Select **Add**, then select from the drop down.

### 7.5.1 Manually Add Inspection Check

Select from the Check Type dropdown that identifies the type of inspection check you are adding. Describe the check in the box provided, then select **OK**.

**Add 3 Phase Check**

The following information is required to add a new 3 Phase Check

Check Type: Preparatory - Drawings / Specification

Check:

Preparatory - Drawings / Specification  
 Preparatory - Repetitive Deficiencies  
 Preparatory - Inspection Check  
 Preparatory - Job Site Safety  
 Preparatory - QA Evaluation  
 Initial - Inspection Check  
 Initial - Job Site Safety  
 Initial - QA Evaluation  
 Final - Inspection Check  
 Final - QA Evaluation

Enter check detail/description.

OK
Cancel

**ACCESS FLOORING SYSTEM**

**All Checks** 1

| Preparatory             |   | Initial          |   | Final Follow-up  |   |
|-------------------------|---|------------------|---|------------------|---|
| All                     | 1 | All              | 0 | All              | 0 |
| Drawing Specification   | 1 | Inspection Check | 0 | Inspection Check | 0 |
| Repetitive Deficiencies | 0 | Job Site Safety  | 0 | QA Evaluation    | 0 |
| Inspection Check        | 0 | QA Evaluation    | 0 |                  |   |
| Job Site Safety         | 0 |                  |   |                  |   |
| QA Evaluation           | 0 |                  |   |                  |   |

**All Checks** Search X Export

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

| Check No. | Check Type                             | Check                                      |
|-----------|----------------------------------------|--------------------------------------------|
| E1C00001  | Preparatory - Drawings / Specification | Test check for Preparatory control meeting |

**Manually added check**

### 7.5.2 Copy Checks from Three Phase Inspections from Another Contract

This selection will open a selection box that displays all your Contracts in the upper half of the box. Click on a Contract and the Features of Work with the number of Three Phase Inspections that are included in that Contract will be displayed in the lower half of the box. Select the feature from which you want to copy, then click on **OK**. All the checks are now copied to your Contract.

Select Three Phase Inspection to copy from

**Contracts** Search X Export

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

| Contract ID | Full Title of Contract               |
|-------------|--------------------------------------|
| E1001749    | INSCOM Modular Facility              |
| E1000274    | Physical Fitness Center              |
| E1001213    | AOC Multi-Sites                      |
| E1001214    | AOC Site 1,2A,4A,12 Seal Faces       |
| E1001610    | Bldg 8544 Chiller Replacement (ARRA) |
| E1001629    |                                      |
| E1001845    | DDC, Replace Commo Building          |
| E1001032    | Defense Information Systems Agency   |
| E1001810    | ATEF Generator                       |
| E1001372    | Child Development Center             |

**Three Phase Inspections** Search X Export

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

| Feature Description            | Preparatory Checks | Initial Checks | Follow-up Checks |
|--------------------------------|--------------------|----------------|------------------|
| 09 60 00 Flooring              | 0                  | 0              | 0                |
| 09 64 66 - Wood Athletic Floor | 0                  | 0              | 2                |
| 09 65 66 - Resil Athl Flooring | 0                  | 0              | 0                |
| 09 68 13 - Tile Carpeting      | 0                  | 0              | 1                |
| 09 69 00 Access Flooring       | 0                  | 0              | 40               |
| 09 70 00 Wall Finishes         | 0                  | 0              | 0                |
| 09 80 00 Acoustic Treatment    | 0                  | 0              | 0                |
| 09 84 33 Sound Absorbing Wall  | 0                  | 0              | 1                |
| 09 90 00 Painting & Coating    | 0                  | 0              | 0                |
| 09 91 13 Exterior Paint        | 0                  | 0              | 2                |

**OK Cancel**

**ACCESS FLOORING SYSTEM**

**All Checks** 41

| Preparatory             |   | Initial          |   | Final Follow-up  |    |
|-------------------------|---|------------------|---|------------------|----|
| All                     | 1 | All              | 0 | All              | 40 |
| Drawing Specification   | 1 | Inspection Check | 0 | Inspection Check | 40 |
| Repetitive Deficiencies | 0 | Job Site Safety  | 0 | QA Evaluation    | 0  |
| Inspection Check        | 0 | QA Evaluation    | 0 |                  |    |
| Job Site Safety         | 0 |                  |   |                  |    |
| QA Evaluation           | 0 |                  |   |                  |    |

Checks copied from selected contract

Add Edit Delete

Follow-up Inspection Check

Search X Export

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

| Check No. | Check Type               | Check                                                                                              |
|-----------|--------------------------|----------------------------------------------------------------------------------------------------|
| E1C00003  | Final - Inspection Check | 11/30/09 09 69 00- Raised Access Flooring Follow Up Command Level 3 Elec./Telecom                  |
| E1C00004  | Final - Inspection Check | 09 69 00- 1/8/10 Raised Access Flooring Follow Up Operations Level 5, CL 7-11/D-F                  |
| E1C00005  | Final - Inspection Check | 09 69 00- 2/24/10 - Access Flooring Follow Up Command Building Level 4- TecCrete RAF.              |
| E1C00006  | Final - Inspection Check | 09 69 00 - 3/09/10 - RAF Close In Inspect./Follow Up Command Level 5 NE- Tony, Ayesha, an...       |
| E1C00007  | Final - Inspection Check | 23 21 13 - 3/11/10 - Air Pressure Test: 5 PSI/15 min. Spec: 23 21 13 0359 Tested heating hot wa... |
| E1C00008  | Final - Inspection Check | 09 69 00 - 3/15/10 - Raised access floor Follow Up It was smooth and only one minor error whi...   |

All the copied checks are now in your Contract and are the same as those in the copied Contract. You can still delete and/or edit any of the copied checks. You do not need to keep all of them; you can also change the details of the checks to conform to the specifics of your Contract.

To change the details of a check, select the check and double click on it or select *Edit*. When done editing, click on the *BACK* button. To remove unwanted checks, click on *Delete*. You can remove checks individually, more than one at a time, or all in one step.

Delete

Delete Record

Enable Multiple Delete

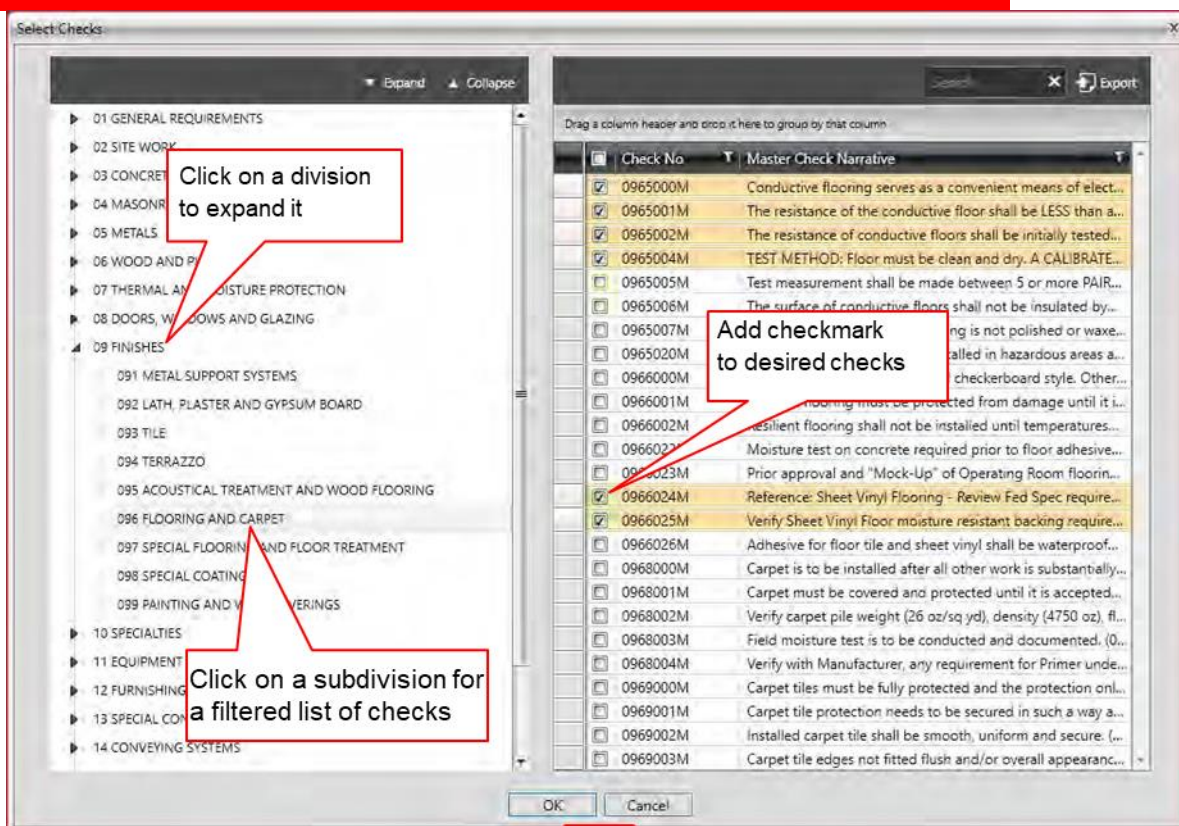
Delete All Records

Edit check description.

### 7.5.3 Select Checks from Either Three Phase Checks or from Work Types in Govt Library

Both selections open a box containing a list of the CSI Divisions on the left and the checks associated with the selected division on the right.

Click on a division to expand it and see the subdivisions within it. Then click on the subdivision to see a filtered list of checks associated with the selected subdivision. Add a checkmark to the desired checks for your Contract, then click on *OK*. The selected checks are now copied to your Contract.



All the copied checks are now in your Contract and are the same as those in the library. You can still delete and/or edit any of the copied checks. You do not need to keep all of them; you can also change the details of the checks to conform to the specifics of your Contract.

To change the details of a check, select the check and double click on it or select **Edit**. When done editing, click on the **BACK** button. To remove unwanted checks, click on **Delete**. You can remove checks individually, more than one at a time, or all in one step.

See examples in [\*\*Copy Checks from Three Phase Inspection from another Contract.\*\*](#)

## 7.6 Hazard Analysis

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

The Hazard Analysis/Activity Hazard Analysis (AHA) defines the work sequence, anticipated hazards, conditions, equipment, materials, personnel, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk and assigns a Risk Assessment Code for each step. The USACE uses the AHA as part of a total Risk Management Process.



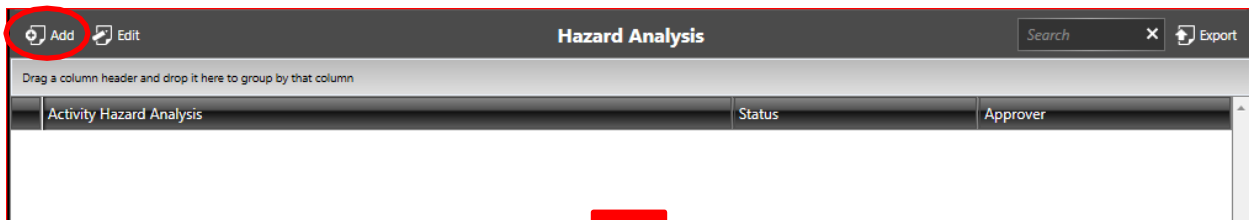
As required by detailed project-specific hazards and controls must be provided in AHAs for each DFW. No work can begin on a DFW until the initial AHA has been accepted by a responsible Government Safety Representative addressing project-specific hazards and discussed with all engaged in the activity, including the Contractor, any Subcontractor(s) performing the DFW, and Government Onsite Representatives at Preparatory and Initial Control Phase Meetings.

Contractors must identify each major phase of work that will be performed on the Contract. Within each major phase, all activities, tasks or DFWs shall be identified that will require an AHA. Before beginning each work activity, task or DFW, contractors must prepare the initial AHA and assign a Risk Assessment Code (RAC) to each step that corresponds to the risk that remains after controls have been applied (residual risk).

A NON-MANDATORY formatted outline of an AHA and an electronic version of the AHA form can be found on the HQUSACE Safety Office Website (<https://www.usace.army.mil/Missions/Safety-and-Occupational-Health/Activity-Hazard-Analysis/>) . Contractors may use other forms/formats if the information contained within is the same.

For a detailed description and instructions on the AHA, refer to [EM 385-1-1](#), Section 01.A.14 and Appendix A, paragraph 3.j.

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



Enter a title for the AHA, then click on **OK**.

**Recommendation:** Title the AHA with the same title as the Feature of Work to which it applies. Since an AHA is required for every Feature of Work, giving them the same title will ensure they are correctly matched up.

 A screenshot of a dialog box titled "Add Activity Hazard Analysis". The dialog box has a header bar with the title. Below the header, there is a message: "The following information is required to add a new Activity Hazard Analysis". Under this message, there is a text input field labeled "Activity Hazard Analysis Title". This field is highlighted with a red box, and a red arrow points to it from a label that says "Enter AHA Title". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is also highlighted with a red box. A large red arrow points downwards from the "OK" button towards the next instruction.



**Hazard Analysis Edit**

Activity Hazard Analysis Title: New AHA Process for tracking

Description:

Feature of Work: <Not Set>

Document Packages: **Add** (highlighted), Edit, Delete

Table:

| Title of Package     | No. | Status |
|----------------------|-----|--------|
| <input type="text"/> |     |        |

Status: Not Complete

Submit for Government Review

**Revision History**

| Status         | Revision Date | Comments |
|----------------|---------------|----------|
| > Not Complete | 07/20/2023    |          |

**Description:** Enter a brief description of the AHA.

**Feature of Work:** Click on the blue box to display a list of the Contract's Features of Work. Select the feature to which the AHA applies.

**Document Packages:** Select **Add** to attach the completed AHA form(s) and other supporting documents to a Document Package. See the section on **Document Packages** for detailed instructions on working with Document Packages. Once all documents have been signed and added to the package, click on

**Submit for Review.** The Document Package Status will change to *In Review: documents will be marked 'Ready to Send' when package is accepted*. Click on the **BACK** button.

**Document Package**

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

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

Contractor Notes to Government:

**Submit for Review** (highlighted)



**Hazard Analysis Edit**

Activity Hazard Analysis Title: New AHA Process for tracking

Description: All new AHAs must be approved by the government. If the government does not approve, it will be rejected and a history of the creation, submission, rejection, resubmission and approval process will be documented down in the revision history section.

Feature of Work: New AHA Process for tracking

AHA - New AHA Process for tracking

CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1, paragraph 01.A.14 for details.

Document Packages

| Add    | Title of Package                     | No. | Status                                              |
|--------|--------------------------------------|-----|-----------------------------------------------------|
| Edit   | > AHA - New AHA Process for tracking | 1   | In Review; documents will be marked 'Ready to Send' |
| Delete |                                      |     |                                                     |

**Status**

Status: Not Complete

**Submit for Government Review**

**Revision History**

| Status         | Revision Date | Comments |
|----------------|---------------|----------|
| > Not Complete | 07/20/2023    |          |

**Status:** Clicking on this button will change the Status to *In Review: documents will be marked 'Ready to Send' when package is accepted*. The AHA will no longer be editable and the revision history will update upon re-entry of the AHA.

**Hazard Analysis Edit**

Activity Hazard Analysis Title: New AHA Process for tracking

Description: All new AHAs must be approved by the government. If the government does not approve, it will be rejected and a history of the creation, submission, rejection, resubmission and approval process will be documented down in the revision history section.

Feature of Work: New AHA Process for tracking

AHA - New AHA Process for tracking

CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1, paragraph 01.A.14 for details.

Document Packages

| Add    | Title of Package                     | No. | Status                                              |
|--------|--------------------------------------|-----|-----------------------------------------------------|
| Edit   | > AHA - New AHA Process for tracking | 1   | In Review; documents will be marked 'Ready to Send' |
| Delete |                                      |     |                                                     |

**Status**

Status: In Review

Revision History will update after exiting and returning to the AHA edit view

**Revision History**

| Status       | Revision Date | Comments                                                                                           |
|--------------|---------------|----------------------------------------------------------------------------------------------------|
| > In Review  | 07/20/2023    | All new AHAs must be approved by the government. If the government does not approve, it will be... |
| Not Complete | 07/20/2023    |                                                                                                    |

### 7.6.1 AHA Returned for Corrections

There may be times when the Government finds reason a submission of an AHA. When this happens, the Hazard Analysis Status will indicate *Returned for Corrections*. Before continuing, meet with the Contract's USACE Representative to find out what corrections need to be made to the report, make the requested changes, then select *Edit*.

To revise the existing document and Document Package, click on **Edit** if the document package was **Returned for Corrections** or **Add** if the document package is still **In Review**.

**Hazard Analysis**

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

| Activity Hazard Analysis     | Status                   | Approver |
|------------------------------|--------------------------|----------|
| New AHA Process for tracking | Returned for Corrections |          |

**Two ways to add new documents when corrections are needed.**

1. Edit existing returned document package.

2. Add a new document package if original is still in review.

**Revision History**

| Status                   | Revision Date | Comments                                                                                           |
|--------------------------|---------------|----------------------------------------------------------------------------------------------------|
| Returned for Corrections | 07/20/2023    | All new AHAs must be approved by the government. If the government does not approve, it will be... |
| In Review                | 07/20/2023    | All new AHAs must be approved by the government. If the government does not approve, it will be... |
| Not Complete             | 07/20/2023    |                                                                                                    |

If using the **Edit** option, click on **Edit Document** to make necessary revisions, then save it to the RMS 3.0 database when prompted. You can also add additional attachments if needed by selecting **Add**. Do not forget to sign documents that require signatures. When done making revisions, click on **Submit for Review**, then click on the **BACK** button.

**All Attachments**

Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in the management of contracts and will be stored in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin report area.

**Individual File Information**

Date of the Document: 6/26/2023 2:28:55 f

Document Title: AHA - Testing - AHA - test - Inspection checks .docx

Description:

☒ Manually signed by Contractor

☐ Manually signed by Government

**Document Package**

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

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

Contractor Notes to Government:

**Submit for Review**

If using the **Add** option, click on **Add** to add the corrected document or any additional if needed. Do not forget to sign documents that require signatures. When done making revisions, click on **Submit for Review**, then click on the **BACK** button.

Complete the resubmittal process by clicking on **Submit for Government Review**. This action sends the completed Document Package to the Government.

AHA - New AHA Process for tracking  
 CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1, paragraph 01.A.14 for details.

| No. | Status                                              |
|-----|-----------------------------------------------------|
| 1   | In Review; documents will be marked 'Ready to Send' |

Add  
 Edit  
 Delete

| Title of Package | No. | Status                                              |
|------------------|-----|-----------------------------------------------------|
| 1                | 1   | In Review; documents will be marked 'Ready to Send' |
| 2                | 2   | In Review; documents will be marked 'Ready to Send' |

Add  
 Edit  
 Delete

Status  
 Status: Returned for Corrections  
 Submit for Government Review

Edit  
 Revision History

| Status                   | Revision Date | Comments                                                                                           |
|--------------------------|---------------|----------------------------------------------------------------------------------------------------|
| Returned for Corrections | 07/20/2023    | All new AHAs must be approved by the government. If the government does not approve, it will be... |
| In Review                | 07/20/2023    | All new AHAs must be approved by the government. If the government does not approve, it will be... |
| Not Complete             | 07/20/2023    |                                                                                                    |

## 7.7 QC Requirements

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

**QC Requirements** is the collective term given to Contract requirements for QC Tests, User Schools, Installed Property, and Transfer Property. You are responsible for developing complete lists of all these requirements and inputting these into RMS3. The requirements are usually found in the specifications and will require careful reading to identify the complete list of QC Requirements.

**QC Tests** are numbered CT-#####. The need for specific QC Tests is identified in the specifications. Testing requirements can usually be found in Part 3 - Execution of a Specification. It is your responsibility to develop a complete list of all QC Tests and enter it in RMS 3.0, including those required by the Contract and those determined as needed to ensure a quality product.

**User Schools** are numbered US-#####. User Schools are the training or instruction you must provide the Customer on equipment or systems provided and installed as part of the Contract. As each session of the training or instruction is completed, report it on the QC Daily Report. A USACE Representative should ensure that it was accomplished appropriately and if not, have it repeated to comply with the Contract documents. The Customer will often neglect attending the training and then complain that none was offered. Your records can protect your staff from that situation.

**Installed Property** is numbered IP-#####. Installed Property is equipment that is permanently installed/ attached to a facility. These are typically equipment that have serial numbers, require maintenance, and are discrete entities. As Installed Property arrives at the jobsite, compare it to approved shop drawings for conformance to the Contract and record the Manufacturer, Serial

Number, and other maintenance-related information.

*Transfer Property* is numbered TP-#####. Transfer property is property that “changes hands” during the construction process. Examples include Government Furnished Property (GFP) that you install or use up during performance of the Contract. It also includes spare parts and supplies that are furnished by you and turned over to the Government as part of the Contract requirements. It could also include equipment or materials that were deleted by Contract modification and the Government decided to retain possession rather than take monetary credit. The Government should be preparing a DD Form 1149 transfer document to include with other closeout documents.

### 7.7.1 QC Requirements Summary screen

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

Click on *Add* to create a new QC Requirement. Select the type of requirement to add from the dropdown list.

**All QC Requirements Summary**

4      2      0      2      0

**All QC Requirements**      Search      Export

Add      Edit      Delete

Add QC Test  
Add User School  
Add Installed Property  
Add Transfer Property

here to group by that column

| QC Requirement | Location | Description     | QC Date    | Completed |
|----------------|----------|-----------------|------------|-----------|
| CT-00001       | test     | test            | 12/12/2018 | ✓         |
| CT-00002       | 2        | 2               |            |           |
| IP-00001       | 2        | removal testing | 07/03/2018 | ✓         |
| IP-00002       | 2        |                 |            |           |

Select the QC Requirement

QCQA No. CT-00001      Section test      Activity ID 100-0100

Description test

View details of the selected QC Requirement here.

## 7.7.2 Add QC Test

**QC Test No.:** RMS 3.0 will automatically assign this number; CT for QC Test and the next number in the QC Test sequence.

**Section:** Click on the blue box to select the Specification Section in which the QC Test requirement is described. The Specification Section Lookup that appears includes all the Specifications Sections that have been entered into RMS 3.0 for the Contract.

**Paragraph:** Enter the paragraph number in which the QC Test requirement is described.

**Location:** Type in a location where the test will be performed or select from the Location Lookup list by clicking on the lookup button next to the field.

**Performed By:** Enter the person or company responsible for performing the QC Test.

**Required for Activity:** Click on the blue box to display the Activity Lookup list. All the activities in your schedule will be displayed. Select the activity for which this QC Test is required. This is a very important piece of information. Properly identifying the activity will enable RMS 3.0 to assist you in ensuring activity execution is complete and all Contract requirements have been fulfilled. The Government places heavy reliance on the accuracy of this information when reviewing requests for payment.

**Activity Start Date:** RMS 3.0 will automatically fill in the date from your Activity Schedule.

**Lag/Lead Days:** Enter the number of days before (negative number) or after (positive number) the Activity Start Date in which this QC Test will be performed.

**Requirement Needed by:** RMS 3.0 will automatically calculate this date using the Activity Start Date and the Lag/Lead Days entered.

**Description:** Enter a description of the QC Test requirement.

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

**Note:** To add documents (test results or other required documentation) to the QC Test, users will need to edit the test after it has been created. For more information, please see the section on [Editing the QC Test](#).

### 7.7.3 Add User School

**User School:** RMS 3.0 will automatically assign this number; US for User School and the next number in the User School sequence.

**Section:** Click on the blue box to select the Specification Section in which the User School requirement is described. The Specification Section Lookup that appears includes all the Specifications Sections that have been entered into RMS 3.0 for the Contract.

**Paragraph:** Enter the paragraph number in which the User School requirement is described.

**Location:** Type in a location where the equipment for which the training applies is located or select from the Location Lookup list by clicking on the lookup button next to the field.

**Performed By:** Enter the person or company responsible for performing the training.

**Required for Activity:** Click on the blue box to display the Activity Lookup list. All the activities in your schedule will be displayed. Select the activity for which this User Training is required. This is a very important piece of information. Properly identifying the activity will enable RMS 3.0 to assist you in ensuring activity execution is complete and all Contract requirements have been fulfilled. The Government places heavy reliance on the accuracy of this information when reviewing requests for payment.

**Activity Start Date:** RMS 3.0 will automatically fill in the date from your Activity Schedule.

**Lag/Lead Days:** Enter the number of days before (negative number) or after (positive number) the Activity Start Date in which this User Training will be performed.

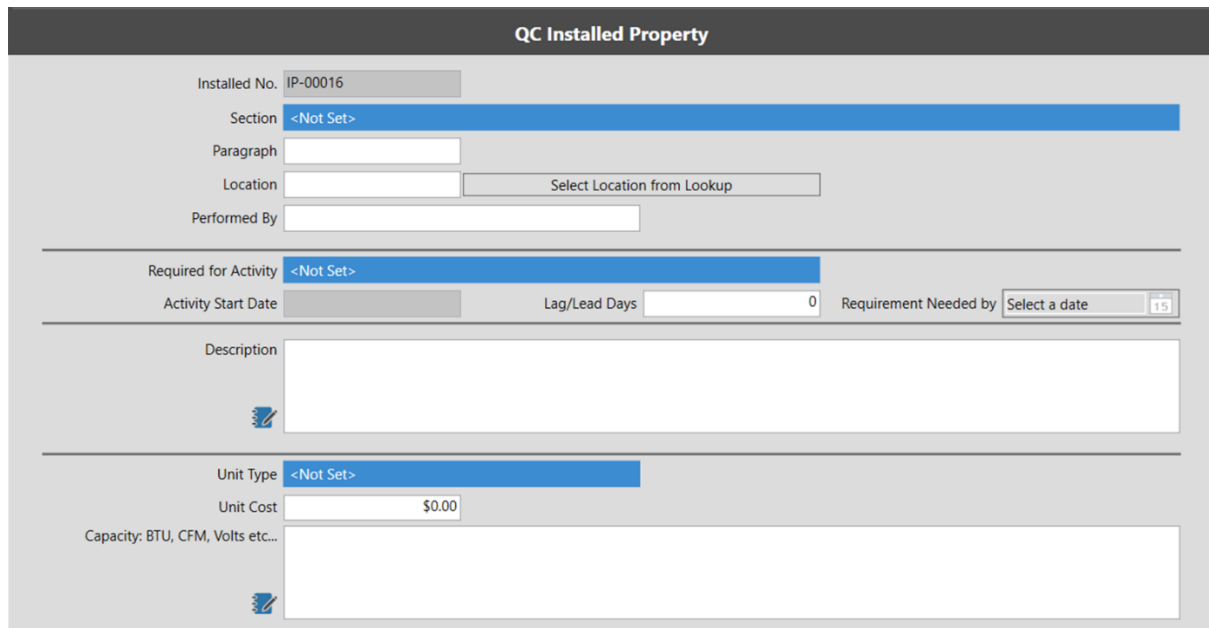
**Requirement Needed by:** RMS 3.0 will automatically calculate this date using the Activity Start Date and the Lag/Lead Days entered.

**Description:** Enter a description of the User School requirement.

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



## 7.7.4 Add Installed Property



**QC Installed Property**

Installed No. IP-00016

Section <Not Set>

Paragraph

Location Select Location from Lookup

Performed By

---

Required for Activity <Not Set>

Activity Start Date Lag/Lead Days 0 Requirement Needed by Select a date 19

---

Description

Unit Type <Not Set>

Unit Cost \$0.00

Capacity: BTU, CFM, Volts etc...

**Installed No.:** RMS 3.0 will automatically assign this number; IP for Installed Property and the next number in the Installed Property sequence.

**Section:** Click on the blue box to select the Specification Section in which the Installed Property requirement is described. The Specification Section Lookup that appears includes all the Specifications Sections that have been entered into RMS 3.0 for the Contract.

**Paragraph:** Enter the paragraph number in which the Installed Property requirement is described.

**Location:** Type in a location where the Installed Property is located or select from the Location Lookup list by clicking on the lookup button next to the field.

**Performed By:** Enter the person or company responsible for installing the item(s).

**Required for Activity:** Click on the blue box to display the Activity Lookup list. All the activities in your schedule will be displayed. Select the activity for which this Installed Property is associated. This is a very important piece of information. Properly identifying the activity will enable RMS 3.0 to assist you in ensuring activity execution is complete and all Contract requirements have been fulfilled. The Government places heavy reliance on the accuracy of this information when reviewing requests for payment.

**Activity Start Date:** RMS 3.0 will automatically fill in the date from your Activity Schedule.

**Lag/Lead Days:** Enter the number of days before (negative number) or after (positive number) the Activity Start Date in which this User Training will be performed.

**Requirement Needed by:** RMS 3.0 will automatically calculate this date using the Activity Start Date and the Lag/Lead Days entered.

**Description:** Enter a description of the Installed Property requirement.

**Unit Type:** This is the unit of measure associated with this Installed Property item. Click on the blue box to select from the CLIN Unit of Measure Lookup table.

**Unit Cost:** Enter the cost per unit for this Installed Property item.

**Capacity:** Enter size and performance characteristics associated with this Installed Property. Provide sufficient information for the User to obtain correctly sized replacements if needed.

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

## 7.7.5 Add Transfer Property

The screenshot shows the 'QC Transfer Property' form. It contains several input fields and buttons. The 'Section' field is highlighted with a blue box and contains '<Not Set>'. The 'Location' field has a button labeled 'Select Location from Lookup'. The 'Required for Activity' field is also highlighted with a blue box and contains '<Not Set>'. The 'Unit Type' field is highlighted with a blue box and contains '<Not Set>'. The 'Unit Cost' field contains '\$0.00'. The 'Total Units', 'Transfer Units', and 'Remaining Units' fields all contain '0'.

**Transfer No.:** RMS 3.0 will automatically assign this number; TP for Transfer Property and the next number in the Transfer Property sequence.

**Section:** Click on the blue box to select the Specification Section in which the Transfer Property requirement is described. The Specification Section Lookup that appears includes all the Specifications Sections that have been entered into RMS 3.0 for the Contract.

**Paragraph:** Enter the paragraph number in which the Transfer Property requirement is described.

**Location:** Type in a location where the Transfer Property is located or select from the Location Lookup list by clicking on the lookup button next to the field.

**Performed By:** Enter the person or company responsible for transferring the item(s).

**Required for Activity:** Click on the blue box to display the Activity Lookup list. All the activities in your schedule will be displayed. Select the activity for which this Transfer Property is associated. This is a very important piece of information. Properly identifying the activity will enable RMS 3.0 to assist you in ensuring activity execution is complete and all Contract requirements have been fulfilled. The Government places heavy reliance on the accuracy of this information when reviewing requests for payment.

**Activity Start Date:** RMS 3.0 will automatically fill in the date from your Activity Schedule.

**Lag/Lead Days:** Enter the number of days before (negative number) or after (positive number) the Activity Start Date in which this User Training will be performed.

**Requirement Needed by:** RMS 3.0 will automatically calculate this date using the Activity Start

Date and the Lag/Lead Days entered.

**Description:** Enter a description of the Installed Property requirement.

**Transfer Property From:** Enter the entity that currently has possession of the item(s).

**Transfer Property To:** Enter the entity to which the item(s) will be transferred.

**Transfer Property Type:** Enter the type of property to transfer, e.g., spare parts, deleted material, GFM, etc.

**Unit Type:** This is the unit of measure associated with this Transfer Property item. Click on the blue box to select from the CLIN Unit of Measure Lookup table.

**Unit Cost:** Enter the cost per unit for this Transfer Property item.

**Total Units:** Enter the total number of units that are required to be transferred.

**Transfer Units:** If the transfer is to take place incrementally, enter the number of units to be transferred under this record.

**Remaining Units:** If the transfer is to take place incrementally, enter the remaining number of units to be transferred under another record(s). The sum of Transfer Units + Remaining Units = Total Units.

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

## 7.8 Equipment Checks

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

All equipment that requires a mechanic's inspection should be identified in this section. There are multiple benefits to entering this equipment and their associated information in RMS3, especially if you experience any delays resulting in claims against the Government. By identifying equipment, RMS 3.0 can assist you in keeping track of inspection dates, usage, and other information, including safety.

Do not use this module to enter information on Dredges. Use the [QC | Dredging Equipment](#) module for that purpose.

Click on **Add** to create a new Equipment Check.

Equipment Checks

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

| Equipment ID | Make & Model              | Serial No.   | Description                                               | Equipment is safe | Last Inspected |
|--------------|---------------------------|--------------|-----------------------------------------------------------|-------------------|----------------|
| > 00000022   | Hitachi and EX300LC       | 15M-11546    | TRACK HOE (EX300LC)                                       | Yes               | 02/12/2013     |
| 00000023     | Peterson and 470b         | 29B-122-1771 | Horizontal Chipper                                        | Yes               | 02/12/2013     |
| 00000024     | Bobcat and T180           | 01602        | BOBCAT (t180) - Grimberg                                  | Yes               | 02/15/2013     |
| 00000025     | Allied Trailer            | E00217503    | Allied construction Trailer 40'                           | Yes               | 02/28/2013     |
| 00000026     | Allied Trailer 40 foot se | V23157       | Allied Trailer 40 foot sea-conatiner (Singleton Electric) | Yes               | 03/15/2013     |
| 00000027     | Genie GS1930              | 076114       | Genie GS 1930 Scissor Lift                                | Yes               | 03/19/2013     |
| 00000028     | Genie GS 1930 Scissor     | 076118       | Genie GS 1930 Scissor Lift                                | Yes               | 03/19/2013     |

Equipment ID: 00000022  
Description: TRACK HOE (EX300LC)  
Notes:

Last Reinspection: Select a date [15]

View details of the selected equipment here.

Enter the equipment's Serial Number/Vehicle Identification Number and a brief description of the equipment (75-character limit), then click on **OK**.

**Note:** Serial No. is a unique number and RMS will not allow for it be entered twice.

RMS Add View

**Add Equipment Check**

The following information is required to add a new Equipment Check

Serial No.   
Description

**OK** Cancel

**Equipment Check**

Equipment ID: 00000064  
Serial No.: 123456  
Make & Model:   
Description: Test equipment

Initial Inspection: Select a date [15]  
Last Reinspection: Select a date [15]  
Last Day On Site: Select a date [15]  
☒ Equipment is safe

Authorized Hours: 0  
Hours Run Since Last Inspection: 0  
Remaining Hours Authorized: 0

Notes:

**Equipment ID:** As they are added, equipment is automatically sequentially numbered by RMS3.

**Serial No:** Enter the equipment's unique identification number that will distinguish it from all other similar equipment. This may be the equipment's VIN or a company-assigned identification number.

**Make & Model:** Enter the equipment's make and model.

**Description:** Enter a brief description of the equipment (75-character limit).

**Initial Inspection:** Enter the date on which the equipment was first inspected for this Contract.

**Last Reinspection:** Enter the date on which the equipment was last inspected for this Contract.

**Last Day on Site:** Enter the date on which the equipment was last present at the worksite, i.e., the date on which it was removed from the worksite.

**Equipment is safe:** Check this box if the equipment is safe to use for its intended purpose. Do not falsely check this box if there is any defect that could be considered a safety concern.

**Authorized Hours:** Enter the number of hours which the equipment can be safely used before it must be inspected again.

**Hours Run Since Last Inspection:** The number of hours that the equipment is used is entered on the [QC Daily Report](#). RMS 3.0 will maintain a running total here based on the hours logged on the QC Daily Report since the last reported inspection date.

**Remaining Hours Authorized:** This number is automatically calculated by RMS 3.0 using usage information logged on the QC Daily Reports. It is the difference between Authorized Hours and Hours Run Since Last Inspection.

**Note:** Enter any other information related to the equipment.

**Note:** This data entry screen can also be accessed through [QC Daily Report](#) when logging equipment usage hours.

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

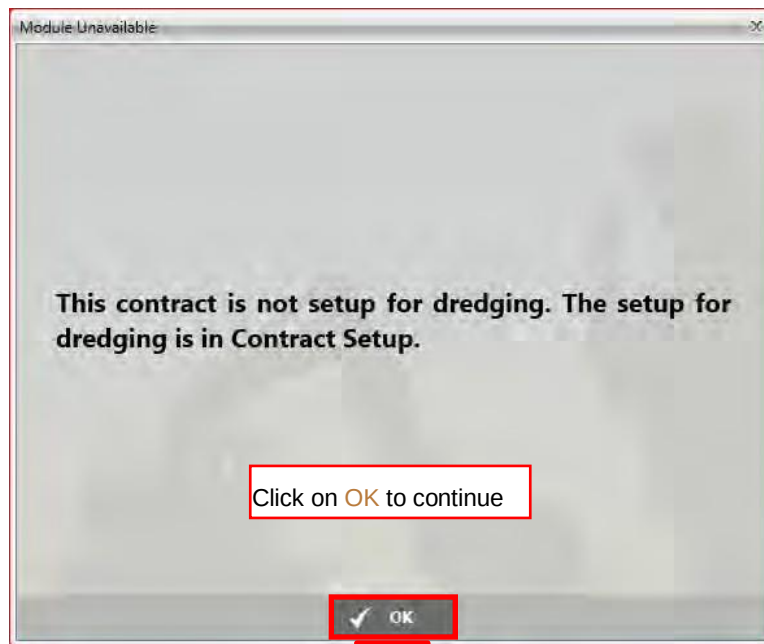
## 7.9 Dredging Equipment

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

Use this module to enter information on equipment used to perform dredging. A Dredge is any device, machine, or vessel that is used to excavate and remove material from the bottom of a body of water. Scows, barges, and other vessels that are not used to excavate and remove material from the bottom of a body of water are referred to as Attendant Plants. Do not enter Attendant Plants into this module. Attendant Plant information is entered on the daily [Dredging Reports](#).

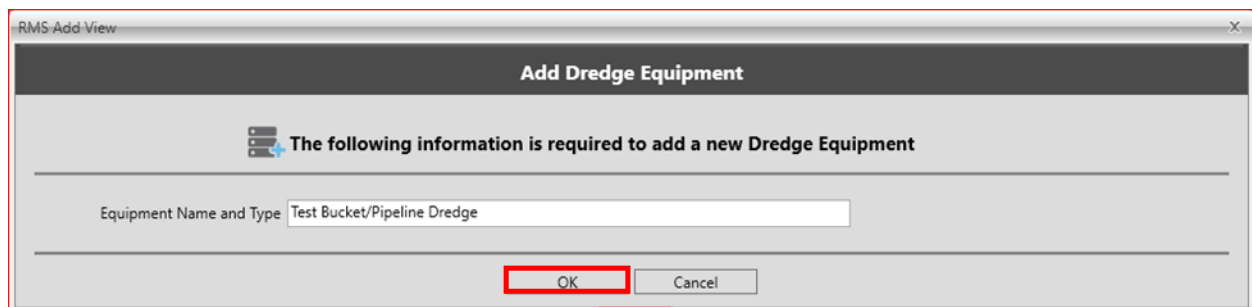
If your Contract includes dredging but you receive the following message when trying to access the **Dredging Equipment** module, ask the Contract's USACE Representative to modify the Contract Setup to include dredging.

Select **Add**, then select from the drop down.



### 7.9.1 Add Bucket/Pipeline Dredge

Enter the name and type of equipment, then click on **OK**.



**Dredging Equipment**

**Bucket/Pipeline Dredge**

Mobilized  15

Dredge Name

Demobilized  15

Dredge Capacity  **Enter dredge equipment data** Bucket Size

Pump HP  Bucket HP

Shifts Per Day

Days Per Week

**Mobilized:** Enter the date on which the Dredging Equipment arrived at the worksite.

**Dredge Name:** Enter a name by which to identify this Dredging Equipment. The name will carry forward from the name entered when initially adding the equipment to the Contract. You may change it here. However, once you start to log its use on the daily Dredging Reports, do not change the name.

**Demobilized:** Enter the date on which the Dredging Equipment was removed from the worksite.

**Dredge Equipment Data:** Enter equipment size/capacity in cubic yards.

**Shifts Per Day:** Enter the number of shifts in which the Dredging Equipment is operating each day.

**Days Per Week:** Enter the number of days per week in which the Dredging Equipment is operating.

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

## 7.9.2 Add Hopper Dredge

Enter the name and type of equipment, then click on **OK**.

**RMS Add View**

**Add Dredge Equipment**

The following information is required to add a new Dredge Equipment

Equipment Name and Type

**OK** **Cancel**

**Dredging Equipment**

**Hopper Dredge**

Mobilized  15

Dredge Name

Demobilized  15

Dredge Capacity  Aver. Bin H2O Volume  Aver. Unfilled Capacity

Shifts Per Day

Days Per Week  **Enter dredge equipment**



**Mobilized:** Enter the date on which the Dredging Equipment arrived at the worksite.

**Dredge Name:** Enter a name by which to identify this Dredging Equipment. The name will carry forward from the name entered when initially adding the equipment to the Contract. You may change it here. However, once you start to log its use on the daily Dredging Reports, do not change the name.

**Demobilized:** Enter the date on which the Dredging Equipment was removed from the worksite.

**Dredge Equipment Data:** Enter equipment size/capacity in cubic yards.

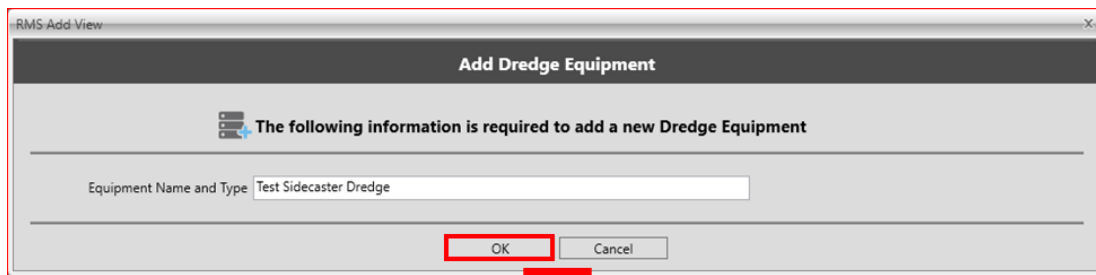
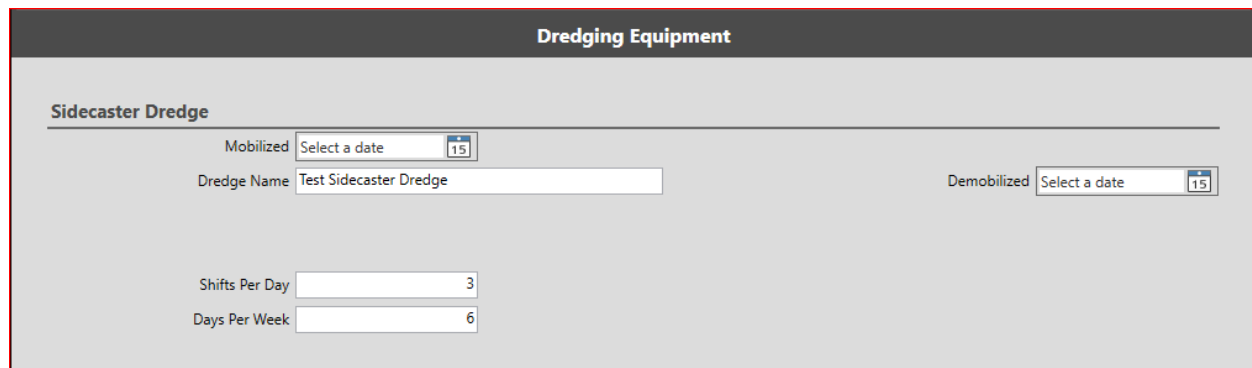
**Shifts Per Day:** Enter the number of shifts in which the Dredging Equipment is operating each day.

**Days Per Week:** Enter the number of days per week in which the Dredging Equipment is operating.

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

### 7.9.3 Add Sidecaster Dredge

Enter the name and type of equipment, then click on **OK**.

**Mobilized:** Enter the date on which the Dredging Equipment arrived at the worksite.

**Dredge Name:** Enter a name by which to identify this Dredging Equipment. The name will carry forward from the name entered when initially adding the equipment to the Contract. You may change it here. However, once you start to log its use on the daily Dredging Reports, do not change the name.

**Demobilized:** Enter the date on which the Dredging Equipment was removed from the worksite.

**Shifts Per Day:** Enter the number of shifts in which the Dredging Equipment is operating each

day.

**Days Per Week:** Enter the number of days per week in which the Dredging Equipment is operating.

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

## 7.10 Exposure Hours

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

Exposure Hours are the number of paid duty hours of all Prime and Subcontractor employees while at the worksite. Unpaid hours count as exposure when employees are quartered onsite. You are required to submit a monthly report of your Exposure Hours starting from Notice to Proceed (NTP) until your Actual Completion Date. This requirement should be included in your Contract's safety specification.

RMS 3.0 will create a line for each month on the first day of the subsequent month. You will not be able to enter or complete a month's report until the first day of the following month.

To enter and complete a report, select the month, and click on **Edit**.

| Exposure Hours                                                |               |            |             |                      |                         |  |  |
|---------------------------------------------------------------|---------------|------------|-------------|----------------------|-------------------------|--|--|
| Drag a column header and drop it here to group by that column |               |            |             |                      |                         |  |  |
| Year Month Date                                               | Hours To Date | Hours Year | Hours Month | QC Daily Labor Hours | Status Text             |  |  |
| 03/01/2013                                                    | 0             | 0          | 0           | 0                    | Accepted by Government  |  |  |
| 04/01/2013                                                    | 232           | 232        | 232         | 232                  | Accepted by Government  |  |  |
| 05/01/2013                                                    | 515           | 515        | 283         | 283                  | In Review by Government |  |  |
| 06/01/2013                                                    | 1038          | 1038       | 523         | 522.50               | In Review by Government |  |  |
| 07/01/2013                                                    | 3257          | 3257       | 2219        | 2219.50              | In Review by Government |  |  |
| 08/01/2013                                                    | 3257          | 3257       | 0           | 3975.00              | Not Completed           |  |  |
| 09/01/2013                                                    | 3257          | 3257       | 0           | 0                    | Not Completed           |  |  |

The Exposure Hour Input Table lists the Prime and all Subcontractors that have been added to the Contract. You have the option of manually inputting the Exposure Hours for each Contractor on the list or copying the hours that were logged on the QC Daily Reports. See the section on [Labor Hours](#) in the QC Daily Report.

**Note:** The QC Daily Labor Hours are shown for convenience and the values in the "Hours Month" column are what count for submitting the Exposure Hours.

Exposure Report

Exposure Hours for May, 2023

Search X Export Copy

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

| Contractor Code | Contractor Full Name  | Prime / Subcontractor | Exposure Hours Total to Date | Exposure Hours for the Year | Exposure Hours for the Month |
|-----------------|-----------------------|-----------------------|------------------------------|-----------------------------|------------------------------|
| PRIM            | Testing Standard Calc | Prime                 | 15                           | 0                           | 0                            |
| BRUG            |                       | Subcontractor         | 6                            | 0                           | 0                            |
| FAR             |                       | Subcontractor         | 8                            | 0                           | 0                            |
| FC              |                       | Subcontractor         | 19                           | 0                           | 0                            |
| GOV             |                       | Subcontractor         | 2                            | 0                           | 0                            |
| GOVT            |                       | Subcontractor         | 1                            | 0                           | 0                            |
| JBIC            |                       | Subcontractor         | 20                           | 0                           | 0                            |
| Totals:         |                       |                       | 91                           | 0                           | 0                            |

Manually input hours here.

Submitter

Govt Remarks

Exposure Hours for May - CONTRACTOR: Complete a document package for the Exposure Hours package and submit it using this document package manager.

2023

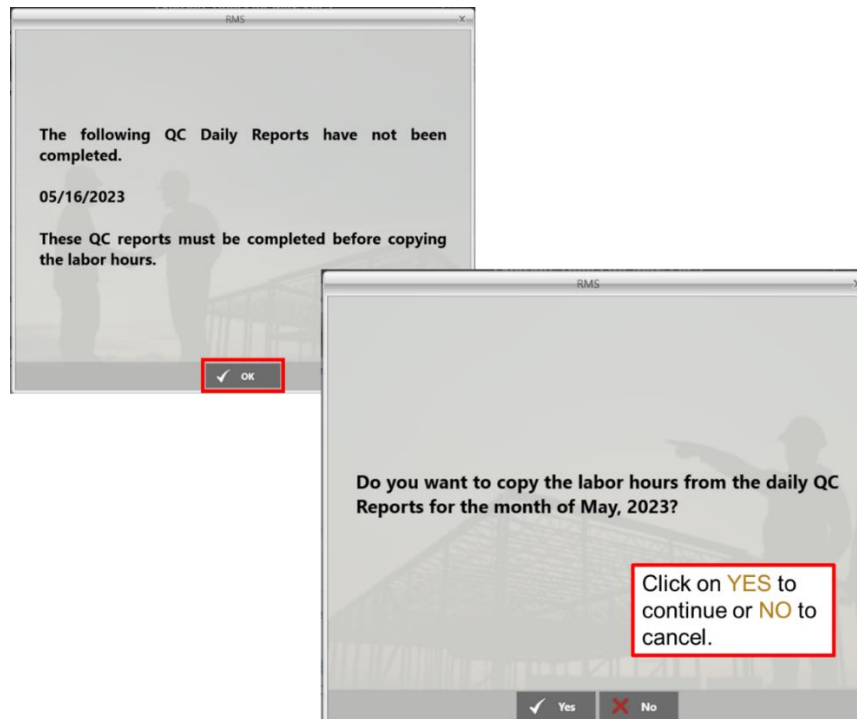
Add Edit Delete

Title of Package No. Status

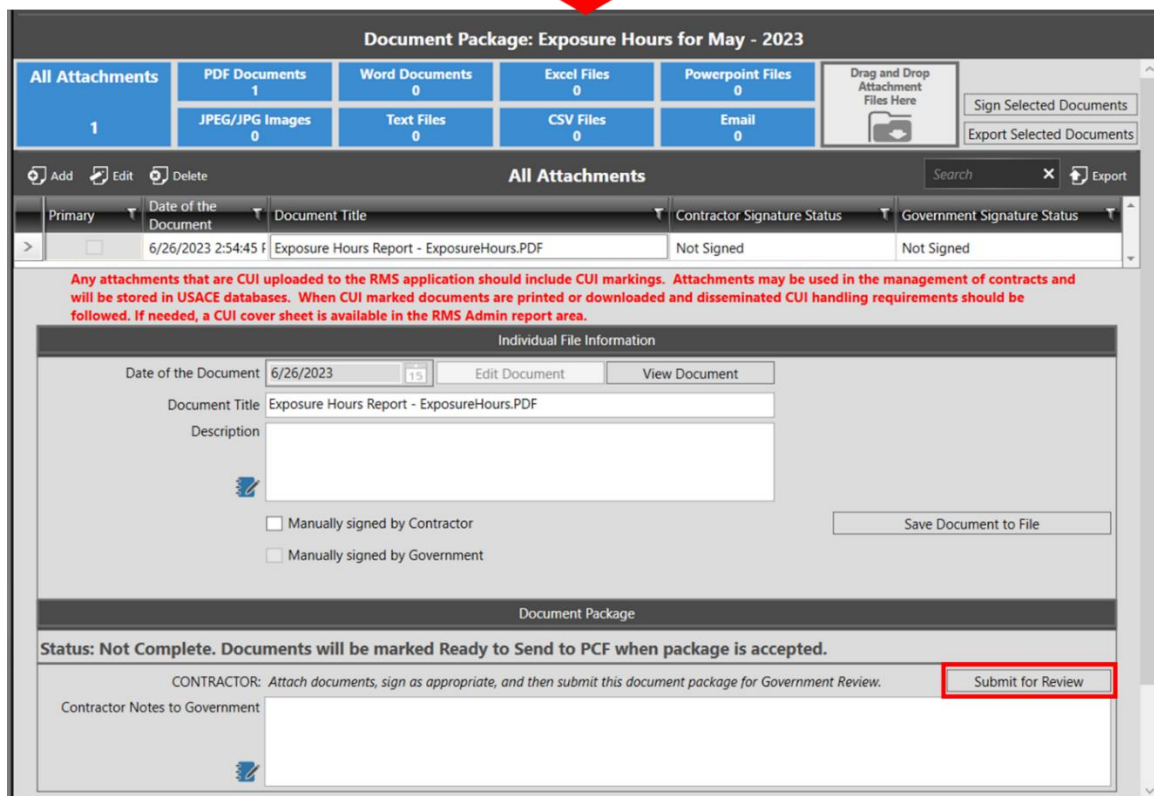
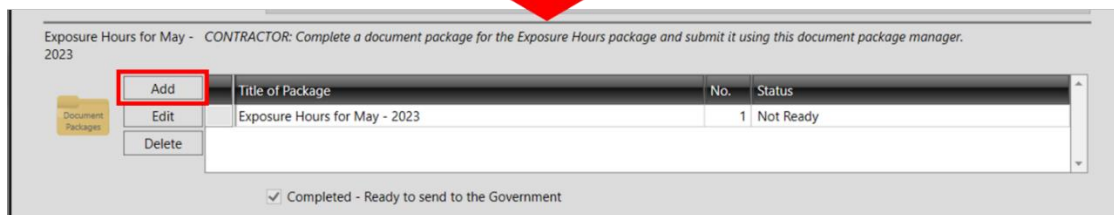
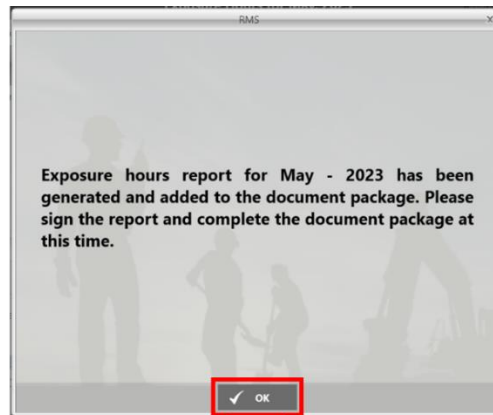
☐ Completed - Ready to send to the Government

Select **Copy** to transfer all the labor hours for the selected month to the Exposure Hours Table.

**Note:** That RMS 3.0 will not perform the copy when there are incomplete QC Daily Reports. Return to the identified reports and complete the reports before continuing. Copied hours can still be manually edited.



Type in the name of the person submitting the report, then check **Completed—Ready to send to the Government**. This action will add a Document Package with the Exposure Report already attached. Before sending the package to the Government to process, select **Edit** to complete the document by signing the Exposure Report. See the section on [Document Packages](#) for detailed instructions on working with Document Packages.



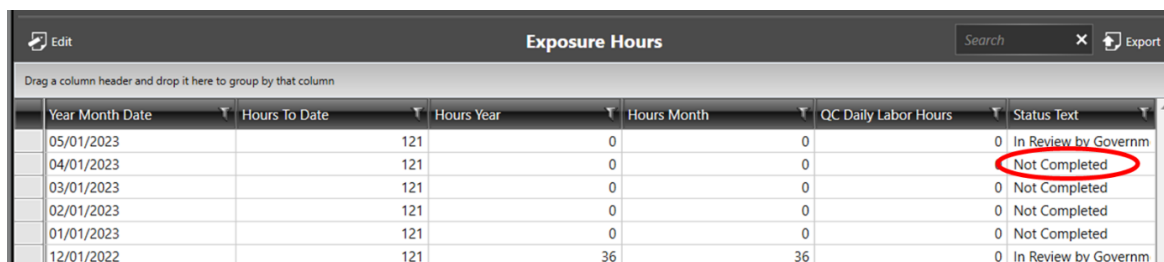
If you have other documents to support the Exposure Report, add them to the Document Package before submitting. When done, click on *Submit for Review*.

**Note:** Draft documents are no longer visible to the other side until marked complete. That means, the Government cannot see Contractor documents that are in a draft state, and the Contractor cannot see Government documents that are in a draft state until they are marked complete.

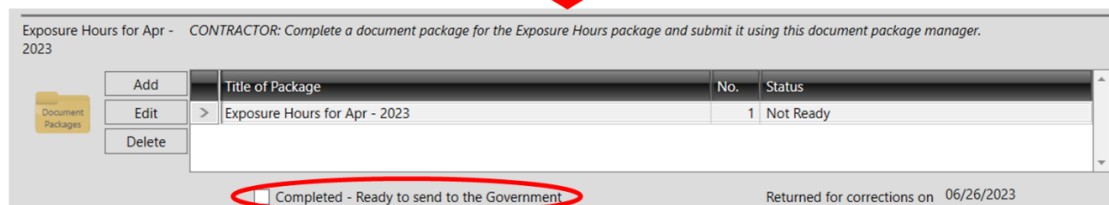
### 7.10.1 Exposure Report Returned for Corrections

There may be times when the Government finds reason to return an Exposure Report. When this happens, the Exposure Hours Status will indicate *Not Completed*. Before continuing, meet with the Contract's USACE Representative to find out what corrections need to be made to the report, make the requested changes, check *Completed—Ready to send to the Government*, then select *Edit*.

The revised Exposure Hours Report has been added to the Document Package and the package has been resubmitted to the Government.



| Year Month Date | Hours To Date | Hours Year | Hours Month | QC Daily Labor Hours | Status Text          |
|-----------------|---------------|------------|-------------|----------------------|----------------------|
| 05/01/2023      | 121           | 0          | 0           | 0                    | In Review by Governm |
| 04/01/2023      | 121           | 0          | 0           | 0                    | Not Completed        |
| 03/01/2023      | 121           | 0          | 0           | 0                    | Not Completed        |
| 02/01/2023      | 121           | 0          | 0           | 0                    | Not Completed        |
| 01/01/2023      | 121           | 0          | 0           | 0                    | Not Completed        |
| 12/01/2022      | 121           | 36         | 36          | 0                    | In Review by Governm |



Exposure Hours for Apr - 2023

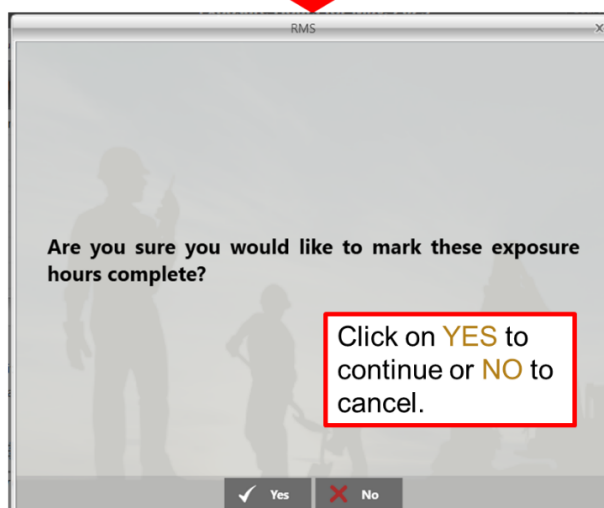
CONTRACTOR: Complete a document package for the Exposure Hours package and submit it using this document package manager.

Buttons: Add, Edit, Delete

| Title of Package              | No. | Status    |
|-------------------------------|-----|-----------|
| Exposure Hours for Apr - 2023 | 1   | Not Ready |

☐ Completed - Ready to send to the Government

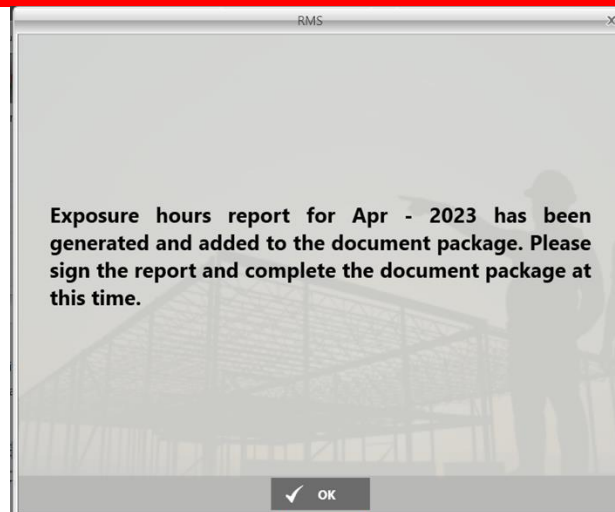
Returned for corrections on 06/26/2023



Are you sure you would like to mark these exposure hours complete?

Click on YES to continue or NO to cancel.

Yes No



**All Attachments**

| Primary                  | Date of the Document | Document Title                                 | Contractor Signature Status | Government Signature Status |
|--------------------------|----------------------|------------------------------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> | 6/26/2023 3:44:53    | Exposure Hours Report - ExposureHours.PDF      | Not Signed                  | Not Signed                  |
| <input type="checkbox"/> | 6/26/2023 3:50:00    | Exposure Hours Report - Exposure - Revised.PDF | Not Signed                  | Not Signed                  |

Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in the management of contracts and will be stored in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin report.

**Individual Information**

Date of the Document: 6/26/2023 15 Edit Document View Document

Document Title: Exposure Hours Report - Exposure - Revised.PDF

Description:

☐ Manually signed by Contractor

☐ Manually signed by Government

Save Document to File

**Document Package**

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

This document package is currently in review by the Government.

Government Review Notes

Contractor Notes to Government

The revised report is added to the Document Package.

**Recommendation:** Do not delay in submitting your monthly exposure numbers. Discuss the Submittal timeline with the Contract's USACE Representative. There is a deadline for submitting these numbers to the Safety Office. Failure to make timely submittals could result in up to 10% retainage from your Progress Payment request.

## 8.0 SUBMITTALS

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

Use of RMS 3.0 to manage the Submittal process is mandated by [ER 415-1-10 Contractor Submittal Procedures](#) and your Contract. The RMS 3.0 Submittals module was designed around the Corps of Engineers Submittals Procedures; therefore, using the tools provided in RMS 3.0 is the best way to ensure effective and efficient management of Submittals and compliance with the Contract's Specification Section 01 33 00, Submittal Procedures. Your QC Plan should reflect the use of RMS 3.0 in the submission, tracking and review of submittals.

### 8.1 Overview

Submittals include all preconstruction documentation, shop drawings, product data, samples, letters of certification, tests, plans, and other engineering information that may be required for Quality Control and Quality Assurance. Control of the quality of materials and equipment as well as compliance with the overall Contract requirements require timely review, testing, and other evaluations.

All required submittals must be prepared and processed in time to allow effective evaluation, approval, procurement, and delivery prior to the Preparatory Phase of the Three Phase Control Process for the work to be performed. This processing must be completed successfully before the item is needed in the construction process.

Submittals must be prepared in time to allow your Quality Control organization to review and certify or as required, order corrections of submittal materials prior to providing the submittal to the Government.

The information accessed from the Submittals tile are:

**Specification Sections:** Use this selection to manage the list of Specification Sections included in your Contract.

**Submittal Register:** The Submittal Register lists the materials, products, and items for each submittal, as well as the section and paragraph number where the Submittal Requirement is located and any required approvals. This area is used to track the status and history of all submittal items in your Submittal Register.

**Transmittal Log:** Create and track the Transmittal of your submittals in this area.

**Submittal Assignments:** This selection may be used to assign an activity to a submittal item, individually or in batch.



## 8.2 Specification Sections

### 8.2.1 Import from a SpecsIntact file

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

This is not a selection on the dropdown Add list. However, this is the easiest method for adding the Specification Sections table to RMS3. If your Contract is Design-Bid-Build, it is very likely that the Designer developed the specifications for your Contract using SpecsIntact. Check with the Contract's USACE Representative. When SpecsIntact is used, importing the Submittal Register. The section [Import SpecsIntact](#) will also simultaneously populate this table with all the Specification Section numbers that were prepared in SpecsIntact. However, you will still need to manually enter the titles of the sections.

If the Contract is Design-Build, and the Designer used SpecsIntact to develop the specifications for your Contract, when the Submittal Register is imported, this table will populate.

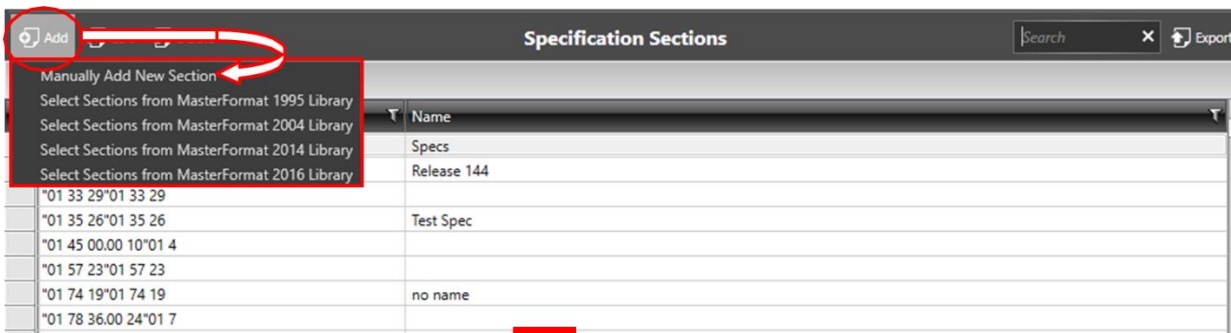
When there are additional Specification Sections that are not in the import file, you can still manually add them using the [Manually Add New Section](#) option.

If SpecsIntact is not available, then use a specially formatted Excel template file via the Import/Export > Import Submittals option.

**Note:** If you manually enter some sections, then perform an import, RMS 3.0 will not duplicate entries that are exact matches, i.e., spacing and capitalization, must both match to avoid duplication. If you end up with duplicates, you should delete one of the entries, but be sure not to delete the entry that came from the SpecsIntact file because that is the version that is linked to the Submittal Register item.

All the Specification Sections included in your Contract should be listed here. Sections may be added manually by typing them in, by selecting them individually from one of the MasterFormat libraries included in RMS3, by importing from a SpecsIntact file, or by any combination of these.

If using a method other than importing, start by selecting **Add**.



## 8.2.2 Manually Add New Section

Enter the Specification Section number and Name exactly as shown in your Contract documents. Click **OK**, then the **BACK** button. Continue doing this until all the Specification Sections are included in the table.

RMS Add View

**Add Specification Section**

The following information is required to add a new Specification Section

Section: 01 45 00.15 10

Name: Resident Management System Contractor Mode (RMS CM)

**OK** Cancel

## 8.2.3 Select Sections from MasterFormat 1995 Library

Use this library when the Specification Section numbers follow the MasterFormat 1995 format. Place a checkmark on all sections that are in your Contract, then click **OK**. If your Contract includes additional sections that are not found in this library, you can manually type them in. See [Manually Add New Section](#). If titles from the library do not match exactly, select **Edit** to revise the Name in the table.

Resident Management System

**Specification Section Lookup**

Masterformat 1995 Library Specifications

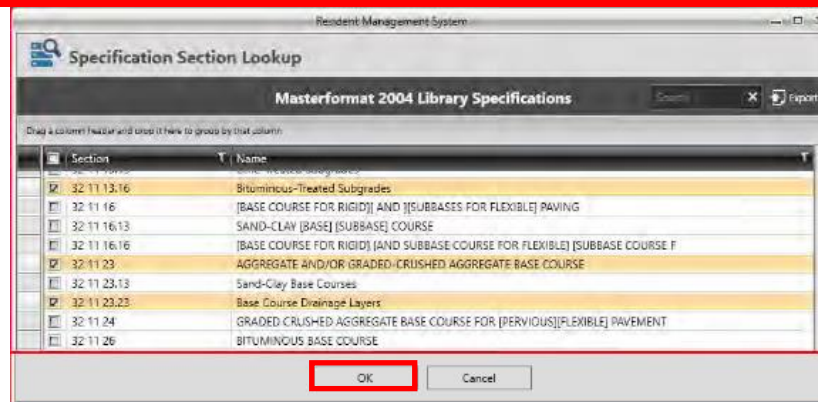
Drag a column header and drop it here to group by that column:

| Section                                   | Name                                    |
|-------------------------------------------|-----------------------------------------|
| <input checked="" type="checkbox"/> 02238 | Bitum-Stabilized Base, Subbase/Subgrade |
| <input type="checkbox"/> 02239            | Portland Cement-Stabilized Base/Subbase |
| <input type="checkbox"/> 02240            | Lime-Stabilized Base, Subbase, Subgrade |
| <input checked="" type="checkbox"/> 02241 | Aggregate Base Course                   |
| <input type="checkbox"/> 02242            | Bituminous Base Course                  |
| <input checked="" type="checkbox"/> 02243 | Drainage Layer                          |
| <input type="checkbox"/> 02250            | Fills and Subgrade Preparation          |
| <input type="checkbox"/> 02251            | Foundation Drilling and Grouting        |

**OK** Cancel

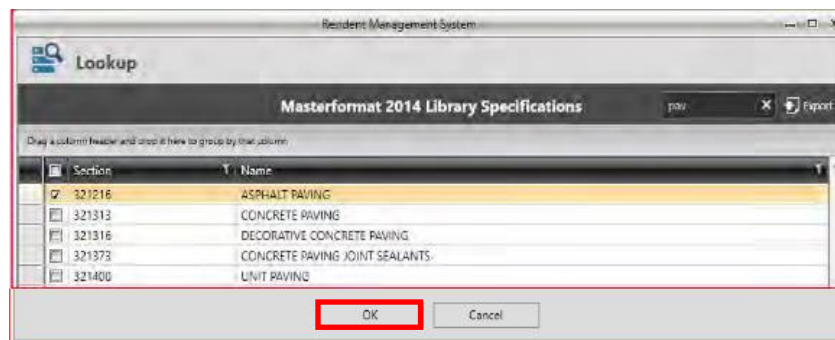
## 8.2.4 Select Sections from MasterFormat 2004 Library

Use this library when the Specification Section numbers follow the MasterFormat 2004 format. Place a checkmark on all sections that are in your Contract, then click **OK**. If your Contract includes additional sections that are not found in this library, you can manually type them in. See [Manually Add New Section](#). If titles from the library do not match exactly, Select **Edit** to revise the Name in the table.



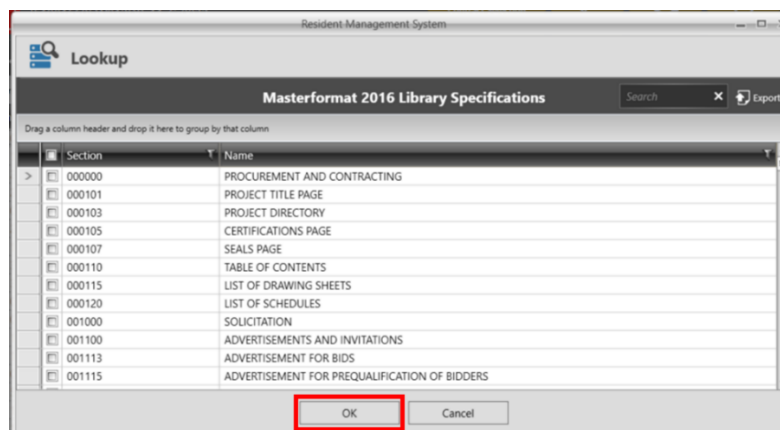
## 8.2.5 Select Sections from MasterFormat 2014 Library

Use this library when the Specification Section numbers follow the MasterFormat 2014 format. Place a checkmark on all sections that are in your Contract, then click **OK**. If your Contract includes additional sections that are not found in this library, you can manually type them in. See how to [Manually Add New Section](#). If titles from the library do not match exactly, select **Edit** to revise the Name in the table.



## 8.2.6 Select Sections from MasterFormat 2016 Library

Use this library when the Specification Section numbers follow the MasterFormat 2016 format. Place a checkmark on all sections that are in your Contract, then click **OK**. If your Contract includes additional sections that are not found in this library, you can manually type them in. See how to [Manually Add New Section](#). If titles from the library do not match exactly, select **Edit** to revise the Name in the table.



## 8.3 Submittal Register

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

Contracts that include Specification Section 01 33 00 Submittal Procedures, or equivalent, require you to be responsible for maintaining and updating the Submittal Register throughout the duration of the Contract.

The Submittal Register, also referred to as ENG Form 4288, consists of items identified in the Contract's Specifications and drawings that the Designer has determined are necessary to adequately describe the work. These items are primarily found in the Submittals paragraph in each Specification Section. However, the items listed there may not be all-inclusive. It is your responsibility to carefully read all Specifications and drawings to identify all the Submittal Requirements. You may also encounter additional items that need to be submitted that were not on the original Submittal Register. The Submittal Register is a living document. Do not hesitate to add to it as the Contract progresses.

In most cases on Design-Bid-Build type Contracts, the Contract's USACE Representative will provide you with an electronic copy of the Submittal Register provided at the end of section 01 33 00. Contact the Contract's USACE Representative to either obtain the file which you can then import or ask him/her to import the file for you. Every office may have its own procedure, follow the directions of the Contract's USACE Representative.

When a SpecsIntact file is not available, such as in Design-Build Contracts in which you are responsible for the Design and thus the Submittal Register, or in simplified Designs when the specifications are contained on the drawings, the Submittal Register can be created manually, item by item (see below), or by importing a specially-formatted spreadsheet (see [Import/Export | Import Submittals](#).)

Go to Contract Reports | Submit | Submittal Register ENG 4288 to obtain a hard copy print out.

### 8.3.1 Building the Submittal Register

The screen consists of 3 main parts: 1) Colored blocks for filtering the Submittal Register, 2) the list of Submittal Register Items, and 3) the Transmittal History of a submittal item.

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

To pare down the items shown in the table, click on the box corresponding to the subset with the desired status and due date.

**1**

Submittal Register

Register 01-Main Register  
Click to select another Register

All Items  
1,847

Outstanding Items - KTR Action Required  
1,844

Items In Review - GOVT Action Required  
2

Completed Items  
1

All Due >7 days Due <=7 days Overdue

1,844 0 1,844 0

2 0 0 2

1

Filter registers by

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

**2**

Add Edit Delete Grid Edit

All Submittal Items

Search X Export

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

| Section        | Item No | SD No | Description                            | Date In    | QC Code | Date Out   | QA Code | Status      |
|----------------|---------|-------|----------------------------------------|------------|---------|------------|---------|-------------|
| 00 80 00.00 06 | 1       | 01    | Labor, Equipment, and Material Report  |            |         |            |         | Outstanding |
| 00 80 00.00 06 | 2       | 01    | Equipment Report                       | 03/21/2023 | A       | 03/21/2023 | A       | Complete    |
| 00 80 00.00 06 | 3       | 01    | Material/Equipment                     |            |         |            |         | Outstanding |
| 00 80 00.00 06 | 4       | 01    | Explosives/Fuels/Hazardous Material    |            |         |            |         | Outstanding |
| 00 80 00.00 06 | 10      | 07    | Construction                           |            |         |            |         | Outstanding |
| 00 80 00.00 06 | 11      | 07    | Explosives - CONTAINING MATERIAL (ACM) |            |         |            |         | Outstanding |
| 00 80 00.00 06 | 12      | 07    | Explosives                             |            |         |            |         | Outstanding |
| 00 80 00.00 06 | 13      | 07    | Explosives and Use Tax                 |            |         |            |         | Outstanding |

Columns filled by SpecsIntact.

Columns filled as items are submitted.

**3**

Show Government Remarks

Transmittal History

| Transmittal No. | Variation | QC Code | Received by Government | QA Code | Sent to Contractor |
|-----------------|-----------|---------|------------------------|---------|--------------------|
|-----------------|-----------|---------|------------------------|---------|--------------------|

Transmittal history of the selected item displays here.

When there is a need to maintain more than one Submittal Register in the Contract, inform the Contract's USACE Representative. The setting for this feature is controlled in RMS3/GM in **Administration | Contract Setup | Submittals/Schedule**. Provide the name of the other register(s).

Click on **Add** to manually add submittal items that were not in the SpecsIntact file. This will open a lookup table that includes all the Specification Sections entered in the **Submittals | Specific Sections** module. Select the section of the submittal item that needs to be added, then click on **Next**. Enter the desired numbers in the subsequent data box, then click on **Finish**.

**Section to Add New Submittal Item** Search Export

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

| Section | Name                                     |
|---------|------------------------------------------|
| 13090   | X-Ray Shielding                          |
| 15569   | Wtr & Steam Htg: Oil/Gas/Both,0-20 MBTUH |
| 08590   | Wood Windows - Repair and Rehabilitation |
| 08612   | Wood Windows - Repair and Rehabilitation |
| > 08610 | Wood Windows                             |
| 08550   | Wood Windows                             |
| 15371   | Wet Chemical Fire Extinguishing System   |
| 13965   | Wet Chemical Fire Extinguishing System   |
| 05000   | Welding Structural                       |

< Back **Next >** Cancel

**Assign Item Number for new Submittal Item**

Section 08610

Item Number

Item Number Extension

< Back **Finish** Cancel

RMS3 automatically inserts the next number in sequence. However, the number can be manually changed if desired.

Defaults to "0" but may be used as needed to differentiate parts of the same item.

**Submittal Item**

Section No. 08610 - Wood Windows

Item No.

Description

**Required for Activity** 0012 - Post Borrow Area Survey

Paragraph  Drawing

Start Date

Lag(+)/Lead(-)  Days

Procurement Period  Days

Days to Review  Days

Classification

Submittal Type

Primary Contractor Reviewer  Office Name:

Submittal need dates based on Activity Start Date

Work start date not determined

**Resident Management System**

**Activity Lookup**

**Pay Activities** Search Export

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

| Activity # | Description             | CLIN | Amount      |
|------------|-------------------------|------|-------------|
| 1234       | SY CLIN                 | 0005 | \$9,000.00  |
| 0012       | Post Borrow Area Survey | 0004 | \$35.00     |
| 12346      | NT CLIN                 | 0007 | \$10,020.00 |
| 1235       | CY CLIN                 | 0006 | \$15,000.00 |

OK Cancel Clear Selection

**Item Number Extension:** Extension will not tie items together and does not work as a resubmittal.



**Description:** Enter a brief description of the item (40-character limit.)

**Required for Activity:** This is probably the most important piece of information attached to the item. The schedule dates associated with the activity are used to calculate the dates for the Submittal Register. Click on the blue box to open the Activity Lookup table. All Pay Activities will be displayed. Select the activity to which this item is most closely related or affected by, then click on **OK**.

**Paragraph:** Enter the Specification Section paragraph number which describes the requirement for this item.

**Drawing:** Enter the Drawing sheet number which describes the requirement for this item.

**Start Date:** RMS 3.0 will automatically populate this date with the Activity Start Date of the activity that was selected above. All the schedule dates associated with this item use this date to calculate the dates for the Submittal Register. If the date columns in your Submittal Register are blank, return to the submittal item and identify the activity with which it is associated.

**Lag(+)/Lead(-):** Enter the number of days after (positive number) or before (negative number) the Activity Start Date by which this item must be delivered.

**Procurement Period:** Enter the number of days it will take to obtain the item once ordered/requested.

**Days to Review:** The Government typically requires a minimum of 30 days to review. This value should already have been input by the Contract's USACE Representative. If it is blank, let them know. The setting review period is entered in RMS3/GM in **Administration | Contract Setup | Submittals/Schedule**.

**Classification:** Click on the box and select from the available options.

Recommended for use on  
Design/ Build contracts

FIO - For Information Only  
GA - Government Approval  
DA - Designer of Record Approval  
CR - Government Conformance Review of Design  
DA / CR - Designer of Record Approval AND Government Conformance Review of Design  
DA / GA - Designer of Record Approval AND Government Approval  
S - Sustainable Notebook

**Submittal Type:** Click on the blue box and select from the Submittal Type Lookup table.

| No. | Title                           |
|-----|---------------------------------|
| 01  | PRECONSTRUCTION SUBMITTALS      |
| 02  | SHOP DRAWINGS                   |
| 03  | PRODUCT DATA                    |
| 04  | SAMPLES                         |
| 05  | DESIGN DATA                     |
| 06  | TEST REPORTS                    |
| 07  | CERTIFICATES                    |
| 08  | MANUFACTURER'S INSTRUCTIONS     |
| 09  | MANUFACTURER'S FIELD REPORTS    |
| 10  | OPERATIONS AND MAINTENANCE DATA |
| 11  | CLOSEOUT SUBMITTALS             |

OK Cancel Clear Selection

Click on **OK** when done.



**All Submittal Items**

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

| Section        | Item No | SD No | Description                      | Date In    | QC Code | Date Out   | QA Code | Status      |
|----------------|---------|-------|----------------------------------|------------|---------|------------|---------|-------------|
| > 01 30 00     | 1       | 01    | Progress and Completion Pictures |            |         |            |         | Outstanding |
| 01 30 00       | 2       | 01    | Progress and Completion Pictures |            |         |            |         | Outstanding |
| 01 32 01.00 10 | 1       | 01    | Project Scheduler Qualifications | 08/24/2018 | A       | 09/04/2018 | A       | Complete    |
| 01 32 01.00 10 | 2       | 01    | Preliminary Project Schedule     | 09/06/2018 | A       |            |         | In Review   |
| 01 32 01.00 10 | 3       | 01    | Initial Project Schedule         | 09/06/2018 | A       |            | G       | In Review   |
| 01 32 01.00 10 | 4       | 01    | Periodic Schedule                | 09/06/2018 | A       |            |         | In Review   |
| 01 32 01.00 10 | 5       | 01    | Project Scheduler Qualifications |            |         |            |         | Outstanding |
| 01 32 01.00 10 | 6       | 01    | Preliminary Project Schedule     |            |         |            |         | Outstanding |
| 01 33 00       | 2       | 01    | Submittal Register               |            |         |            |         | Outstanding |
| 01 33 00       | 3       | 01    | Test Submittal Item              |            |         |            |         | Outstanding |

Columns filled by SpecsIntact

Columns filled as items are submitted

NOTE: RMS Data Grid Editing mode provides a convenient method to quickly set values for multiple records. Your changes are stored in memory and will be saved when this view is closed. Alternatively, you can save or cancel your changes using the buttons below.

**Submittal Items**

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

| Section        | Item No | Description                      | Required for Activity                       | Paragraph | Drawing | Classification | Submittal Types   |
|----------------|---------|----------------------------------|---------------------------------------------|-----------|---------|----------------|-------------------|
| > 01 30 00     | 1       | Progress and Completion Pictures | 100-0300 - SITE INSTALLATION                | 1.4       |         | GA             | 01 - PRECONSTRUCT |
| 01 30 00       | 2       | Progress and Completion Pictures | 100-100100 - PRE-FINAL INSPECTION PUNCHLIST | 1.4       |         | GA             | 01 - PRECONSTRUCT |
| 01 32 01.00 10 | 1       | Project Scheduler Qualifications | 100-0100 - ACCESS TO BUILDING (SURVEY)      | 1.3       |         | GA             | 01 - PRECONSTRUCT |
| 01 32 01.00 10 | 2       | Preliminary Project Schedule     | 100-100500 - HANDOVER AS-BUILTS & CLOSEOUTS | 3.4.1     |         | GA             | 01 - PRECONSTRUCT |
| 01 32 01.00 10 | 3       | Initial Project Schedule         |                                             |           |         |                | 01 - PRECONSTRUCT |
| 01 32 01.00 10 | 4       | Periodic Schedule                |                                             |           |         |                | 01 - PRECONSTRUCT |
| 01 32 01.00 10 | 5       | Project Scheduler Qualifications | <Not Set>                                   | 1.3       |         | GA             | 01 - PRECONSTRUCT |
| 01 32 01.00 10 | 6       | Preliminary Project Schedule     | <Not Set>                                   | 3.4.1     |         | GA             | 01 - PRECONSTRUCT |

All editable fields

**Primary Contractor Reviewer:** Click on the blue box to identify the person from your staff who is responsible for ensuring the submittal is correct and complete. The selection is made from the Contractor Staff Member Lookup table which includes all the staff members in your Contractor Staff table. Click on OK when done.

**Submittal Item**

Section No. 000000 - ENTER SECTION NAME

Item No. 1 0

Description

Required for Activity <Not Set>

Paragraph

Drawing

Start Date Select a date 15

Submittal need dates based on Activity Start Date

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

Procurement Period 0 Days Work start date not determined

Days to Review 0 Days Work start date not determined

Classification

Submittal Type <Not Set>

Primary Contractor Reviewer <Not Set>

Office Name:

| Name           | Account ID (email)            | Administrator | Linked to Login Account |
|----------------|-------------------------------|---------------|-------------------------|
| McGuire, Paul  | paul.j.mcguire1.ctr@mail.mil  | Yes           | Yes                     |
| Thomas, Bruce  | bruce.w.thomas43.ctr@mail.mil | No            | Yes                     |
| Weber, Thomas  | thomas.a.weber@usace.army.mil | Yes           | Yes                     |
| McGuire, James | james.a.mcguire2&ctr@mail.mil | Yes           | Yes                     |
| McKoy, Gerald  | gerald.l.mckoy.ctr@mail.mil   | No            | Yes                     |

**Primary Government Reviewer:** This information will be completed by the Contract's USACE Representative.

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

After entering all requested data, click on the **BACK** button. Repeat this process for all other items that are missing from your Submittal Register.

Click on **Grid Edit** for a tabular view of items in the register. This is a more convenient method for entering selected information on items already in the register. This method cannot be used to add new items. Double click on any unshaded block to enter missing information or edit existing information. Click on **Save Changes** or the **BACK** button when done.

## 8.4 Transmittal Log

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

The Transmittal Log maintains the record of submittals made and their status. All submittals must be made using a Transmittal Form or ENG Form 4025-R (4025), generated in RMS3. See Specification Section 01 33 00 Submittal Procedures, or equivalent, for a detailed explanation of the Submittal process and requirements. RMS 3.0 provides the means to easily carry out the required actions.

### 8.4.1 Transmittal Log Summary Screen

Transmittals are grouped into 5 subsets:

**Draft Transmittals:** Transmittals that have been initiated but have not yet been submitted or have been returned for corrections. The Transmittal Log screen always opens in this view. The Government cannot see these transmittals yet.

**Pending Government Receipt:** Transmittals that been completed and submitted to the Government, but the Government has not yet acknowledged receipt/date stamped in. The option to view these transmittals is allowed, however, users cannot edit them.

**Transmittals in Review:** Transmittals received and acknowledged by the Government, but not yet acted on. You can still view these transmittals but cannot edit them.

**Pending Contractor Acknowledgement:** Transmittals which the Government has completed its

action and returned to you, but you have not yet acknowledged receipt. These transmittals may or may not require additional action by the User. These transmittals can be viewed by both Contractor and the Government although cannot be edited.

**Completed Transmittals:** Transmittals in which the Government have completed its action and returned to the User who has acknowledged receipt.

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

## 8.4.2 Create a Submittal

**Step 1.** Initiate ENG Form 4025-R.

A submittal consists of the 4025-Transmittal Document identifying submittal items and their supporting documents. The first step in creating a submittal is the initiation of the Transmittal Form, ENG Form 4025 -R (4025). This is the Transmittal document that identifies the items that are being submitted.

Click on **Add** to initiate the 4025 and select the items to be submitted.

**Transmittal Log**

| Register 01-Main Register        | Draft Transmittals | Pending Government Receipt | Transmittals in Review | Pending Contractor Acknowledgement | Completed Transmittals |
|----------------------------------|--------------------|----------------------------|------------------------|------------------------------------|------------------------|
| Click to select another Register | 1                  | 0                          | 6                      | 2                                  | 67                     |

**Draft Transmittals** 
 Search  
 Export

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

| Section    | Transmittal Number | Submittal Items included on Transmittal | Contractor Prepared | Contractor Sent |
|------------|--------------------|-----------------------------------------|---------------------|-----------------|
| > 04 20 00 | 04 20 00-1.1       | 1                                       | 09/05/2017          |                 |

Transmittal 04 20 00-1.1 - DRAFT: Not completed by contractor

| Item | Description     | QA Code | Primary Contractor Reviewer | QC Code | Variation |
|------|-----------------|---------|-----------------------------|---------|-----------|
| 1    | Mortar and Sand |         |                             | A       | No        |

Contractor Remarks to Government



The Specification Sections which have unsubmitted submittal items will be displayed. To remove the filter and to see all Specification Sections, check the **All Sections** box. Select the section to which the item(s) to be submitted belong, then click **Next**.

**Add Transmittal**

☐ All Sections      **Specification Sections with Outstanding Submittals**

**Specification Sections**      Search  ×      Export

Drag a column header and drop it here to rearrange columns.

| Section    | Name                                                             |
|------------|------------------------------------------------------------------|
| 09 90 00   | PAINTS AND COATINGS                                              |
| 10 21 13   | TOILET COMPARTMENTS                                              |
| 10 44 16   | FIRE EXTINGUISHERS                                               |
| 12 32 00   | MANUFACTURED WOOD CASEWORK                                       |
| 22 00 00   | PLUMBING, GENERAL PURPOSE                                        |
| 22 07 19   | Plumbing Piping Insulation                                       |
| > 23 00 00 | AIR SUPPLY, DISTRIBUTION, VENTILATION, AND EXHAUST SYSTEMS       |
| 23 05 15   |                                                                  |
| 23 05 93   | Testing, Adjusting, and Balancing for HVAC                       |
| 23 07 00   | THERMAL INSULATION FOR MECHANICAL SYSTEMS                        |
| 23 09 23   | DIRECT DIGITAL CONTROL FOR HVAC AND OTHER LOCAL BUILDING SYSTEMS |

< Back      **Next >**      Cancel

All the items associated with the selected specification that must still be submitted are displayed. These include those items that have been previously submitted but were not accepted/approved by the Government and therefore require resubmittal. To remove the filter and to see all submittal items, check the *All Submittal Items* box.

A Transmittal can contain more than one item, but all items in the Transmittal must have the same Classification. Once the first item is selected, only those other items with the same Classification can be picked. RMS 3.0 will remove all other items from the view, e.g., selecting item 8 which is FIO, will reduce the selection table to show FIO items only.

Select all items to include in the Transmittal, then click *Next*. Complete the Transmittal Number in the subsequent data entry screen, then click *Finish*.

**Add Transmittal**

☐ All Submittal Items

**Outstanding Submittals Items for Section 23 00 00**

**Submittal Items to Include on New Transmittal**

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

|                          | Item No | Description                              | SD No | Reviewing Office Name       | Classification | Last Transmittal | QA Code |
|--------------------------|---------|------------------------------------------|-------|-----------------------------|----------------|------------------|---------|
| <input type="checkbox"/> | 1       | Detail Drawings                          | 02    |                             | GA             |                  |         |
| <input type="checkbox"/> | 2       | Metallic Flexible Duct                   | 03    |                             | FIO            | 23 00 00-10.1    | G       |
| <input type="checkbox"/> | 5       | Duct Access Doors                        | 03    |                             | GA             |                  |         |
| <input type="checkbox"/> | 7       | Manual Balancing Dampers                 | 03    |                             | GA             |                  |         |
| <input type="checkbox"/> | 8       | Automatic Smoke-Fire Dampers             | 03    |                             | FIO            |                  |         |
| <input type="checkbox"/> | 12      | In-Line Centrifugal Fans                 | 03    | Capital Area Integrated Pro | FIO            | 23 00 00-5       | X       |
| <input type="checkbox"/> | 16      | Test Procedures                          | 03    |                             | FIO            |                  |         |
| <input type="checkbox"/> | 17      | Diagrams                                 | 03    |                             | GA             |                  |         |
| <input type="checkbox"/> | 18      | Performance Tests                        | 06    |                             | GA             |                  |         |
| <input type="checkbox"/> | 19      | Damper Acceptance Test                   | 06    |                             | GA             |                  |         |
| <input type="checkbox"/> | 20      | Bolts                                    | 07    |                             | FIO            |                  |         |
| <input type="checkbox"/> | 21      | Manufacturer's Installation Instructions | 08    |                             | FIO            |                  |         |
| <input type="checkbox"/> | 22      | Operation and Maintenance Training       | 08    |                             | FIO            |                  |         |
| <input type="checkbox"/> | 23      | Operation and Maintenance Manuals        | 10    |                             | FIO            |                  |         |
| <input type="checkbox"/> | 24      | Fire Dampers                             | 10    |                             | GA             |                  |         |
| <input type="checkbox"/> | 25      | Manual Balancing Dampers                 | 10    |                             | GA             |                  |         |
| <input type="checkbox"/> | 26      | In-Line Centrifugal Fans                 | 10    |                             | GA             |                  |         |
| <input type="checkbox"/> | 27      | Ceiling Exhaust Fans                     | 10    |                             | GA             |                  |         |
| <input type="checkbox"/> | 28      | Variable Volume, Single Duct Terminal Un | 10    |                             | GA             |                  |         |

< Back   Next >   Cancel

Code G, resubmittal still required.

|                                     | Item No | Description                              | SD No | Reviewing Office Name | Classification | Last Transmittal | QA Code |
|-------------------------------------|---------|------------------------------------------|-------|-----------------------|----------------|------------------|---------|
| <input checked="" type="checkbox"/> | 8       | Automatic Smoke-Fire Dampers             | 03    |                       | FIO            |                  |         |
| <input type="checkbox"/>            | 16      | Test Procedures                          | 03    |                       | FIO            |                  |         |
| <input type="checkbox"/>            | 20      | Bolts                                    | 07    |                       | FIO            |                  |         |
| <input type="checkbox"/>            | 21      | Manufacturer's Installation Instructions | 08    |                       | FIO            |                  |         |
| <input type="checkbox"/>            | 22      | Operation and Maintenance Training       | 08    |                       | FIO            |                  |         |
| <input type="checkbox"/>            | 23      | Operation and Maintenance Manuals        | 10    |                       | FIO            |                  |         |

< Back   **Next >**   Cancel

Only items classified FIO are available to select.

**Assign Item Number for new Submittal Item**

Section 08610

Item Number

Item Number Extension

< Back   **Finish**   Cancel

RMS3 automatically inserts the next number in sequence. However, the number can be manually changed if desired.

"0" for new transmittals. RMS3 automatically inserts the next number in the sequence for a re-transmittal. Although this can be changed manually, **DON'T** change it.

Items can still be added or deleted using these widgets.

Set Primary Contractor Reviewer.

Click Variation if applicable, refer to the Variation in the text below

Enter additional comments/notes to the Government here.

4025 Report

Transmittal 23 00 00-1 - Draft

Date Prepared 6/26/2023

| Item | Description            | Primary Contractor Reviewer | No. of Copies | Classification | QC Code | Variation                | QA Code | Attachment         |
|------|------------------------|-----------------------------|---------------|----------------|---------|--------------------------|---------|--------------------|
| 13   | Centrifugal Type Power | <Not Set>                   | 5             | FIO            | A       | <input type="checkbox"/> |         | 0 Attachments: N/A |

Paragraph 2.9.1.2 Drawing

Contractor / Government Remarks

Contractor Remarks to Government

Government Remarks to Contractor

**Complete and Submit 4025**  
To complete and submit the Transmittal, click to create and sign a 4025; or, click to manually attach a signed copy. Ensure all files are added before completing.  
☐ Include digital signature title

Create and Digitally Sign 4025  
Manually Attach Signed 4025

Transmittal 23 00 00-1 Shared Package: Complete a document package for the transmittal package and submit it using this document package manager. The document package should include the signed 4025 and all supporting documents.

Add Edit Delete

| Title of Package | No. | Status |
|------------------|-----|--------|
|------------------|-----|--------|

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

The **No. of Copies** should have already been input by the Contract's USACE Representative. However, you should still verify that it is correct. Refer to section 01 33 00 Submittal Procedures, paragraph Quantity of Submittals.

The item's **Classification** was entered in the Submittal Register. It should not be changed here to avoid having items with different classifications on the Transmittal.

RMS 3.0 has automatically inserted the **QC Code** "A" on all items. While permitted to change it by clicking in the QC Code box and selecting another code, this may want to be avoided because all other codes are for Government use only; and using any other code will result in the Submittal being returned for corrections.

Your Quality Control Manager should have reviewed the Submittal and its inclusion on the Transmittal, ensuring that the item conforms to the Contract. If it is not in conformance, do not include it on the Transmittal, unless you are deliberately submitting a non-conforming item as a **variation**. If that is the case, place a check mark in the variation box for the item. Any request for variation must be accompanied by an explanation of how it varies, why the variation is equal to or better than what the Contract calls for, and the cost impact. Variations should not increase the cost of the Contract.

## **Step 2.** Attach the Submittal items.

The most important piece of the Transmittal is/are the actual document(s) that make up the item. Click on the **Attachments** button in the right-most column to add a Document Package

containing the Submittal documents, then click on **Add**. See the section on [Document Packages](#) for detailed instructions on working with Document Packages.

**Transmittal 23 00 00-1 - Item 13**

**NOTE: These docs are only for Submittal Item 13. Your 4025 should be added to the main transmittal doc package.**

Transmittal 23 00 00-1 - Item 13 *CONTRACTOR: Complete a document package for the transmittal of this submittal item and submit it using this document package manager. The document package should include all documents necessary for the review of this item.*

Document Packages

Add Edit > Delete

| Title of Package                 | No. | Status    |
|----------------------------------|-----|-----------|
| Transmittal 23 00 00-1 - Item 13 | 1   | Not Ready |

Transmittal 23 00 00-1 - Item 13 Response *GOVERNMENT: Complete a document package for the response to the transmittal of this submittal item. The document package should include any explanatory documents and attachments related to the review of this item.*

Document Packages

Add View Delete

| Title of Package | No. | Status |
|------------------|-----|--------|
|------------------|-----|--------|

The attachments do not usually need to be signed. After all attachments in the Document Package have been added, click on **Submit for Review** to complete the Document Package, then click on **BACK**. Repeat if additional Document Packages are needed.

The status of the attached Document Package should now indicate that it is in review. Click on **BACK** to return to the Transmittal screen and repeat for each item on the Transmittal Form.

Every item in the Transmittal should now have a completed attachment(s). If any are showing *Not Complete*, open the attachment by clicking on the button to return to its Document Package. Click on **Submit for Review** to complete the attachment.

Submittal Items Included on this Transmittal

| Item | Description                      | Primary Contractor | Reviewer | No. of | OC | Attachment                  | QA Code |
|------|----------------------------------|--------------------|----------|--------|----|-----------------------------|---------|
| 13   | Centrifugal Type Power Roof Vent | <Not Set>          |          |        |    | 2 Attachments: Not Complete |         |

Complete all attachments before continuing.

**Note:** Please coordinate with the Government Field Staff on preference to where the backup documents for Transmittals are placed. Some Districts add backup data to the Shared Document Package on the Transmittal Log screen. The Contractor can create the Document Package there, attach the backup data, and click the **Back** button. Then, the Contractor clicks on the **Create and Digitally Sign the 4025** button. This will add the signed 4025 and submit the created Document Package for Government review. It has been noted that it is easier for reviewers to have all the information located in one location, instead of uploading each item separately. This is especially helpful when there are several items included on a 4025.

**Step 3.** Complete and Submit the ENG Form 4025-R.

After attaching all applicable submittal items and completing the Document Packages, the 4025 must be signed before transmitting the finished Submittal Package. The signature on the 4025



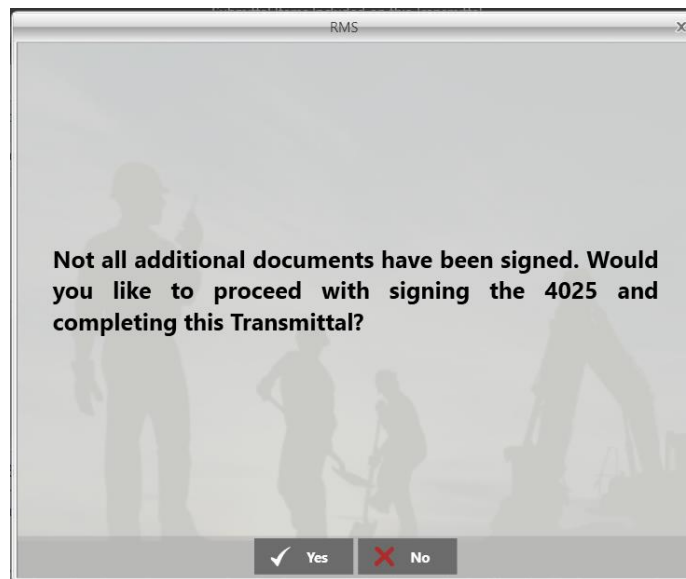
can be applied either electronically using RMS or manually outside of RMS.

### 8.4.3 Create and Digitally Sign 4025

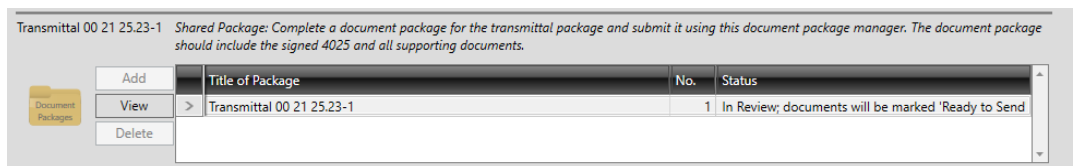
When using RMS to create the 4025, the document can also be signed in RMS. First, click on *Select and Include Digital Signature* to enter the title of the person signing the 4025. This is usually the QC Manager. Then click on *Create and Digitally Sign 4025*. The User will be prompted to enter the login password or CAC PIN. The digital signature of the logged in User will be added to the 4025, and the Transmittal and its contents (4025 and submittal items) will be transferred to RMS3/GM. Ensure this person is authorized to perform this action to avoid the Transmittal being rejected. Then click on **BACK** to return to the *Transmittal Log* screen.

If there are unsigned documents found in the Transmittal when the Create and Digitally Sign

4025 button is clicked, a message will appear to notify the User.



After the User has confirmed the signature on the ENG 4025, a Shared Document Package to contain the ENG 4025 will be created (if it has not already been created) to contain the signed ENG 4025. All Document Packages in the Transmittal will be submitted to the Government for review, as well.



#### 8.4.4 Manually Attach Signed 4025

Select this option when if the 4025 was either “wet sign” or electronically sign outside of RMS instead of digitally signing within RMS. User’s will be prompted to select a file saved on the user’s computer. Before selecting the document, ensure the document is signed by a person authorized to perform this action to avoid rejection of the Transmittal. Upon completion of this action, the Transmittal, and its contents (4025 and submittal items) will be transferred to RMS3/GM.

Click on **BACK** to return to the *Transmittal Log* screen.

The Transmittal is now complete and has been transferred to RMS3/GM.

| Transmittal Log                                               |                         |                                         |                     |                 |                             |                      |
|---------------------------------------------------------------|-------------------------|-----------------------------------------|---------------------|-----------------|-----------------------------|----------------------|
| Register 01-Main Register<br>Click to select another Register | Draft Transmittals<br>1 | Pending Government Receipt<br>1         | 6                   | 2               | 68                          | Deleted Transmittals |
| Transmittals Pending Government Receipt                       |                         |                                         |                     |                 |                             |                      |
| Drag a column header and drop it here to group by that column |                         |                                         |                     |                 |                             |                      |
| Section                                                       | Transmittal Number      | Submittal Items included on Transmittal | Contractor Prepared | Contractor Sent | Date Received by Government |                      |
| 23 00 00                                                      | 23 00 00-11             | 8,16                                    | 06/03/2019          | 06/03/2019      |                             |                      |

The transmittal can now be viewed in Pending Government Receipt.

## 8.4.5 Resubmittals

There may be times when the Government finds reason to request a resubmittal of a Transmittal. When this happens, the Government will have applied a resubmittal QA Code on the Transmittal. While the QC Code should always be A on Transmittals sent from Contractor Mode, the Government has several other codes to indicate an item's acceptability and resubmittal status.

|                                                         |                                                |
|---------------------------------------------------------|------------------------------------------------|
| A - Approved as submitted [Completed]                   | } Submittals classified GA                     |
| B - Approved, except as noted on drawings [Completed]   |                                                |
| C - Approved, resubmission required [Resubmit]          |                                                |
| D - Returned by correspondence [Completed]              |                                                |
| E - Disapproved (See attached) [Resubmit]               | } Submittals classified FIO                    |
| F - Receipt acknowledged [Completed]                    |                                                |
| G - Other (Specify) [Resubmit]                          | } Submittals classified DA, CR, DA/CR or DA/GA |
| X - Receipt acknowledged, does not comply [Resubmit]    |                                                |
| R - Acceptable for Release for Construction [Completed] |                                                |
| K - Government concurs with Interim Design [Completed]  |                                                |

Items receiving QA Code C, E, G, or X require resubmittal.

**Note:** Code G may also be used on items classified GA. Code X may also be used on items classified as DA, CR, DA/CR or DA/GA.

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

Type in a date in the *Contractor Received* column or click on the grid icon to open a calendar from which to select a date.

**Transmittal Log**

|                                                               |                         |                                 |                             |                                          |                               |
|---------------------------------------------------------------|-------------------------|---------------------------------|-----------------------------|------------------------------------------|-------------------------------|
| Register 01-Main Register<br>Click to select another Register | Draft Transmittals<br>2 | Pending Government Receipt<br>1 | Transmittals in Review<br>6 | Pending Contractor Acknowledgement<br>13 | Completed Transmittals<br>149 |
|---------------------------------------------------------------|-------------------------|---------------------------------|-----------------------------|------------------------------------------|-------------------------------|

**Returned Transmittals** Search X Export

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

| Section  | Transmittal Number | Submittal Items included on Transmittal | Contractor Prepared | Government Received | Government Returned | Contractor Received |
|----------|--------------------|-----------------------------------------|---------------------|---------------------|---------------------|---------------------|
| 00 80 00 | 00 80 00-1         | 1                                       | 04/06/2023          | 06/02/2023          | 06/02/2023          |                     |
| 00 80 00 | 00 80 00-2         | 2                                       | 06/29/2023          | 06/29/2023          | 06/29/2023          | Enter date          |
| 01 33 00 | 01 33 00-7         | 7                                       | 03/29/2023          | 03/29/2023          |                     |                     |
| 011000   | 011000-9,1         | 13                                      | 05/05/2023          | 05/05/2023          |                     |                     |
| 08 11 16 | 08 11 16-1         | 7,8,9                                   | 03/28/2023          | 04/25/2023          |                     |                     |
| 08 11 16 | 08 11 16-2         | 1,2,3,4,5,6,10,11,12                    | 05/03/2023          | 05/03/2023          |                     |                     |
| 08 51 13 | 08 51 13-15        | 5,6                                     | 04/26/2023          | 04/27/2023          |                     |                     |
| 08 51 13 | 08 51 13-16        | 7,8                                     | 05/03/2023          | 05/03/2023          |                     |                     |

Transmittal 00 80 00-2 - Pending Contractor Acknowledgement

| Item | Description      | QA Code | Primary Contractor Reviewer | QC Code | Variation |
|------|------------------|---------|-----------------------------|---------|-----------|
| 2    | Project Schedule | E       |                             | A       | No        |

Government Remarks to Contractor

If no *Government Remarks to Contractor* were entered, then discuss the corrections needed with the Contract's USACE Representative to find out which corrections need to be made. Once those corrections have been made, resubmit the item to the government by creating a new Submittal as previously described in the *Create a Submittal* section.

RMS recognizes when an item was previously submitted and is being resubmitted. The Transmittal for the resubmitted item will retain the same number as its original transmittal, except that its resubmittal status will be identified by a decimal point followed by the iteration number. For instance, in the example below, item 16's resubmittal transmittal number would be 23 00 00-11.1. This transmittal number is automatically assigned by RMS and can be tracked in the history of the submittal item in the *Submittal Register* module (for more information on the history of a transmittal, see the section on *Building the Submittal Register*). While it is possible to change the number, it should not be changed.

**Note:** When an item is selected for resubmittal, RMS will not allow the Transmittal to include any other item except those that were on the original transmittal. When a new (never submitted) item is selected, RMS will not allow inclusion of any previously submitted items, including those requiring resubmittal.

**Add Transmittal**

☒ All Submittal Items      **All Submittals Items for Section 23 00 00**      Limited to Items on Transmittal 23 00 00-11  
 Limited to Classification(s) FIO

**Submittal Items to Include on New Transmittal**      Search      X      Export

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

| <input type="checkbox"/>            | Item No | Description                  | SD No | Reviewing Office Name | Classification | Last Transmittal | QA Code |
|-------------------------------------|---------|------------------------------|-------|-----------------------|----------------|------------------|---------|
| <input type="checkbox"/>            | 8       | Automatic Smoke-Fire Dampers | 03    |                       | FIO            | 23 00 00-11      |         |
| <input checked="" type="checkbox"/> | 16      | Test Procedures              | 03    |                       | FIO            | 23 00 00-11      | G       |

**Assign Transmittal Number for New Transmittal**

This is a retransmittal of 23 00 00-11

Section: 23 00 00

Transmittal Prefix: 11

Transmittal Extension: 1

**Resubmittal iteration indicator**

## 8.5 Submittal Assignments

The Submittal Assignments module provides an alternate means for assigning activities to submittal items. This can be done one item at a time, or for multiple items simultaneously assigned to the same activity.

**Note:** It is the Contractor's responsibility to make sure that all scheduled activities are linked to the corresponding submittal item.

### 8.5.1 Single Item Assignment

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

Select the item, double click in the *Required for Activity* column of that item, then click on the little grey box to open the Activity Lookup table. Select the Pay Activity which will be assigned to the selected submittal items click on *OK*. Repeat for as many items that need to be assigned an activity. Click on *BACK* when done.

Register 01-Main Register  
Click to select another Register

This view allows for batch type operations on submittal register items. Click on the UPDATE button to access these operations such as assigning activities.

UPDATE Submittal Items

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

| Section  | Item No | Description            | SD No | Info Only | Required for Activity |
|----------|---------|------------------------|-------|-----------|-----------------------|
| 01 35 26 | 4       | Critical Lift Plan     | 01    | GA        | <Not Set>             |
| 01 50 00 | 1       | Construction Site Plan | 01    | GA        | <Not Set>             |
| 01 50 00 | 2       | Traffic Control Plan   | 01    | GA        | <Not Set>             |
| 01 50 00 | 3       | Haul Road Plan         | 01    | GA        | <Not Set>             |
| 01 57 19 | 1       | Preconstruction Survey | 01    | GA        | <Not Set>             |

Resident Management System

Activity Lookup

Pay Activities

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

| Activity # | Description           | CLIN | Amount       |
|------------|-----------------------|------|--------------|
| 1234       | SY CLIN               | 0005 | \$9,000.00   |
| 12346      | NT CLIN               | 0007 | \$10,020.00  |
| 1235       | CY CLIN               | 0006 | \$15,000.00  |
| A002       | another w/o CLIN      | 0002 | \$129,837.29 |
| A001       | activity without CLIN | 0001 | \$110,233.17 |
| 12347      | A CLIN                | 0008 | \$10,000.00  |

OK Cancel Clear Selection

### 8.5.2 Multiple Item Assignment

Instead of assigning an activity to items individually or accessing each item individually from the Submittal Register, an activity can be assigned to multiple items at the same time. Open this table, then click on *UPDATE* and *Assign Activity*.

Register 01-Main Register  
Click to select another Register

This view allows for batch type operations on submittal register items. Click on the UPDATE button to access these operations such as assigning activities.

UPDATE Submittal Items

Assign Activity

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

| Section     | Item No | Description                     | SD No | Info Only | Required for Activity               |
|-------------|---------|---------------------------------|-------|-----------|-------------------------------------|
| 00 31 26.23 | 7       | Final TEM's                     |       | FIO       | <Not Set>                           |
| 00 31 26.23 | 8       | Clean Air Samples & IH Report   |       | DA/CR     | <Not Set>                           |
| 00 31 26.23 | 9       | Asbestos Removal - Final Report |       | FIO       | <Not Set>                           |
| 01 32 16    | 1       | Construction Progress Schedule  |       | DA/CR     | <Not Set>                           |
| 01 32 16    | 2       | Construction Progress Schedule  | 04    | FIO       | 05030 - DEMO EXISITING STEPS/CONCRI |
| 01 32 16    | 3       | Schedule                        |       | FIO       | <Not Set>                           |

Use the radio buttons to select the range of submittal items from which to select. Click on the blue box to open the Activity Lookup table. Select the Pay Activity which will be assigned to the selected submittal items, click on *OK*, then *Next*.

**Assign Activity to Submittal Items**

Assign Activity <Not Set>

To submittals: ☒ Selected Submittal Items from those Not Assigned to an Activity  
☐ Selected Submittal Items from All Submittal Items

< Back
Next >
Cancel

Resident Management System

**Activity Lookup**

**Pay Activities**

Search X Export

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

| Activity # | Description                    | CLIN | Amount |
|------------|--------------------------------|------|--------|
| A01150     | PREP/SBMT 019100 COMMISSNG AGT | 0001 | \$0.00 |
| A01160     | PREP/SBMT 019100 COMMISSNG PLN | 0001 | \$0.00 |
| A01165     | PREP/SBMT 019100 FNL COMM PLN  | 0001 | \$0.00 |
| A01170     | PREP/SBMT 024100 DEMO PLAN     |      | \$0.00 |
| A01180     | PREP/SBMT 031113 STRUC CIP FRM | 0001 | \$0.00 |
| A01190     | PREP/SBMT 032000 REINFORCING   | 0001 | \$0.00 |
| A01200     | PREP/SBMT 033000 CIP CONC      | 0001 | \$0.00 |
| A01210     | PREP/SBMT 047200 UNIT MASONRY  | 0001 | \$0.00 |
| > A01220   | PREP/SBMT 051200 LT GA TRUSSES | 0001 | \$0.00 |
| A01230     | PREP/SBMT 053000 STL DECKS     | 0001 | \$0.00 |
| A01240     | PREP/SBMT 054000 COLD FORM MTL | 0001 | \$0.00 |
| A01250     | PREP/SBMT 055012 MISC MTL E&R  | 0001 | \$0.00 |

OK
Cancel
Clear Selection



Click the checkbox to place a check on an item. Repeat for all items that are related to the selected activity, then click on *Finish*.

**Assign Activity to Submittal Items**

**Assign Activity [03180 - BOILERS] to selected submittals not assigned an activity**

**Submittal Items**

Search X Export

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

| Section                             | Item     | Description                              | SD No | Type                            | Required for Activity |
|-------------------------------------|----------|------------------------------------------|-------|---------------------------------|-----------------------|
| <input type="checkbox"/>            | 23 52 00 | 0 Piping Installation                    | 02    | SHOP DRAWINGS                   | <Not Set>             |
| <input checked="" type="checkbox"/> | 23 52 00 | 0 Installation                           | 02    | SHOP DRAWINGS                   | <Not Set>             |
| <input checked="" type="checkbox"/> | 23 52 00 | 0 Installation                           | 02    | SHOP DRAWINGS                   | <Not Set>             |
| <input checked="" type="checkbox"/> | 23 52 00 | 0 Materials and Equipment                | 03    | PRODUCT DATA                    | <Not Set>             |
| <input checked="" type="checkbox"/> | 23 52 00 | 0 Spare Parts                            | 03    | PRODUCT DATA                    | <Not Set>             |
| <input checked="" type="checkbox"/> | 23 52 00 | 0 Boiler Water Treatment                 | 03    | PRODUCT DATA                    | <Not Set>             |
| <input checked="" type="checkbox"/> | 23 52 00 | 0 Unit Heaters                           | 03    | PRODUCT DATA                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Welding                                | 03    | PRODUCT DATA                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Qualifications                         | 03    | PRODUCT DATA                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Field Instructions                     | 03    | PRODUCT DATA                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Tests                                  | 03    | PRODUCT DATA                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Heating System Tests                   | 06    | TEST REPORTS                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Fuel System Tests                      | 06    | TEST REPORTS                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Water Treatment Testing                | 03    | PRODUCT DATA                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Bolts                                  | 07    | CERTIFICATES                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Continuous Emissions Monitoring        | 07    | CERTIFICATES                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Energy Star                            | 07    | CERTIFICATES                    | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Operation and Maintenance Instructions | 10    | OPERATIONS AND MAINTENANCE DATA | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Water Treatment System                 | 10    | OPERATIONS AND MAINTENANCE DATA | <Not Set>             |
| <input type="checkbox"/>            | 23 52 00 | 0 Burner Systems                         |       |                                 | <Not Set>             |

< Back
Finish
Cancel



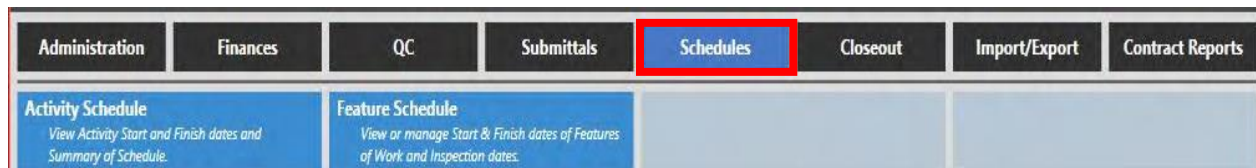
Replacement Complete. 6 submittal items were updated

OK



## 9.0 SCHEDULES

A Contract requires a Project Schedule depicting a proposed sequence to perform the work and the intended dates for starting and completing all schedule activities. This schedule requirement is mandated by [FAR 52.236-15 Schedules for Construction Contracts](#). Depending on the complexity of the project, the schedule may be either a bar chart or Network Analysis System (NAS). Check the Contract Specifications.



### 9.1 Overview

RMS 3.0 is not a scheduling program, but it does provide the tools to link a User's schedule's activities with the other requirements of the Contract's Quality Control Program. Wherever RMS 3.0 presents the User with an opportunity to connect to an activity, use it. This feature will allow closer monitoring of Contract progress and compliance with the Contract.

**Note:** It is the Contractor's responsibility to make sure that all scheduled activities are linked to the corresponding submittal item. For instructions on how to link activities to submittal items, please see the section on [submittal assignments](#).

Develop your schedule in accordance with your specifications, section 01 32 01.00 10 Project Schedule, or equivalent. The schedule starts at Notice to Proceed (NTP) and ends at the Contract Completion Date (CCD). Whether a NAS or bar chart is used, break down the work into activities that can be accomplished by a single Subcontractor.

In addition to completing the work as specified, completion on schedule is also very important and factors into the evaluation of your performance. Therefore, monitoring your progress by keeping track of actual Activity Start and Finish Dates and accurately recording these dates in RMS 3.0 and your scheduling program will help you to stay on schedule. An added advantage to maintaining current dates in RMS 3.0 is that the dates can also be easily viewed by everyone on your construction team with access to RMS 3.0 without them having to know how to use your scheduling program.

Activities are not added to RMS 3.0 in this module. This action is performed either in **Finances | Pay Activities** or **Import/Export | NAS (SDEF)**. Use the **Schedules** module to view or enter Activity and Features of Work Actual Start and Finish Dates.

The information accessed from the Schedules tile are:

**Activity Schedule:** This selection displays a tabular view of your schedule's activities with Scheduled and Actual Start and Finish Dates. The table that is displayed depends on the type of schedule you are using.

**Feature Schedule:** Use this selection to view and manage the Features of Work Start, Finish, and Preparatory/Initial Inspections Dates.



## 9.2 Activity Schedule

| Administration                                                                            | Finances | QC                                                                                                       | Submittals | Schedules | Closeout | Import/Export | Contract Reports |
|-------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------|------------|-----------|----------|---------------|------------------|
| <b>Activity Schedule</b><br>View Activity Start and Finish dates and Summary of Schedule. |          | <b>Feature Schedule</b><br>View or manage Start & Finish dates of Features of Work and Inspection dates. |            |           |          |               |                  |

Activity Schedule Summary screen:

| All Activities | Not Started | In Progress | Not Finished | Finished | Critical |
|----------------|-------------|-------------|--------------|----------|----------|
| 8              | 8           | 0           | 8            | 0        | 0        |

| Activity Schedule - All Activities                            |                      |             |              |            |             |             |              |               |        |
|---------------------------------------------------------------|----------------------|-------------|--------------|------------|-------------|-------------|--------------|---------------|--------|
| Drag a column header and drop it here to group by that column |                      |             |              |            |             |             |              |               |        |
| Activity Number                                               | Activity Description | Early Start | Early Finish | Late Start | Late Finish | Total Float | Actual Start | Actual Finish | Status |

The work Activity Schedule is the schedule used at the jobsite to forecast projected need dates for submittals, materials, equipment, work crews, testing schedules, 3-Phase inspections, etc.

Activities are grouped into 5 or 6 subsets, depending on whether you are using a NAS or manually entering the schedule:

**All Activities:** Comprehensive

**Not Started:** Activities without Actual Start and Actual Finish dates.

**In Progress:** Activities with an Actual Start date and no Actual Finish date.

**Not Finished:** Activities with an Actual Start date and no Actual Finish date (In Progress), and Activities without Actual Start and Actual Finish dates (Not Started).

**Finished:** Activities with Actual Start and Actual Finish dates.

**Critical** (only visible when a NAS is used): Activities on the critical path, i.e., Total Float = 0.

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

### 9.2.1 Activity Schedule Table Using NAS

| All Activities | Not Started | In Progress | Not Finished | Finished | Critical |
|----------------|-------------|-------------|--------------|----------|----------|
| 192            | 166         | 5           | 171          | 21       | 31       |

| Activity Schedule - All Activities                            |                                |             |              |            |             |             |              |               |             |
|---------------------------------------------------------------|--------------------------------|-------------|--------------|------------|-------------|-------------|--------------|---------------|-------------|
| Drag a column header and drop it here to group by that column |                                |             |              |            |             |             |              |               |             |
| Activity Number                                               | Activity Description           | Early Start | Early Finish | Late Start | Late Finish | Total Float | Actual Start | Actual Finish | Status      |
| MI1360                                                        | Demobilize                     | 08/10/2018  | 08/10/2018   | 08/08/2018 | 08/08/2018  | 0           |              |               | Not Started |
| MI1700                                                        | Substantial Completion         | 08/08/2018  | 08/08/2018   | 10/04/2018 | 10/04/2018  | 57          |              |               | Not Started |
| MI1710                                                        | Contract Completion            | 10/05/2018  | 10/05/2018   | 10/04/2018 | 10/04/2018  | 0           |              |               | Not Started |
| MI1835                                                        | Preconstruction Meeting with U |             |              |            |             | 0           | 11/02/2017   | 11/02/2017    | Finished    |
| MI1840                                                        | NTP Acknowledged               |             |              |            |             | 0           | 11/02/2017   | 11/02/2017    | Finished    |
| MI2020                                                        | Provide Payment Bond (Base Bid |             |              |            |             | 0           | 10/05/2017   | 10/06/2017    | Finished    |
| MI2025                                                        | Provide Performance Bond (Base | 12/18/2017  | 12/18/2017   | 10/04/2018 | 10/04/2018  | 176         |              |               | Not Started |
| MI2030                                                        | Provide Insurance (Base Bid)   |             | 12/18/2017   |            | 10/04/2018  | 201         | 10/02/2017   |               | In Progress |
| S10000                                                        | Start Construction             | 03/05/2018  | 03/05/2018   | 03/08/2018 | 03/08/2018  | 4           |              |               | Not Started |

## 9.2.2 Entering Actual Dates

| All Activities | Not Started | In Progress | Not Finished | Finished |
|----------------|-------------|-------------|--------------|----------|
| 960            | 255         | 26          | 281          | 679      |

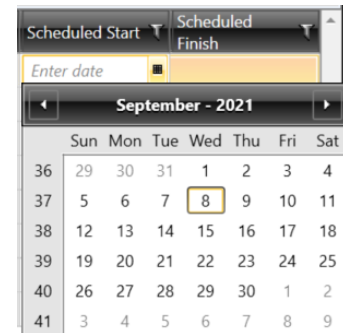
  

| Activity Schedule - All Activities                            |                                |              |               |                 |                  |
|---------------------------------------------------------------|--------------------------------|--------------|---------------|-----------------|------------------|
| Search <input type="text"/> Export                            |                                |              |               |                 |                  |
| Drag a column header and drop it here to group by that column |                                |              |               |                 |                  |
| Activity Number                                               | Activity Description           | Actual Start | Actual Finish | Scheduled Start | Scheduled Finish |
| 104-0300                                                      | SITE INSTALLATION              | 06/27/2017   | 06/29/2017    |                 |                  |
| 104-100000                                                    | PRE-FINAL INSPECTION           | 12/12/2018   |               | 02/28/2018      | 02/27/2018       |
| 104-100500                                                    | HANDOVER AS-BUILTS & CLOSEOUTS |              |               | 02/28/2018      | 02/27/2018       |
| 104-101000                                                    | PRE-FINAL INSPECTION PUNCHLIST |              |               | 02/28/2018      | 03/06/2018       |
| 104-102000                                                    | REMOVE SITE INSTALLATION       |              |               | 03/05/2018      | 03/06/2018       |
| 104-103000                                                    | FINAL INSPECTION               |              |               | 03/07/2018      | 03/06/2018       |
| 104-104000                                                    | FINAL CLEANING                 |              |               | 02/28/2018      | 03/06/2018       |
| 104-1100                                                      | REMOVE BASE/WALL CABINETS      | 07/17/2017   | 08/25/2017    |                 |                  |
| 104-1101                                                      | REMOVE BASE/WALL CABINETS      | 06/28/2017   | 07/12/2017    |                 |                  |

The method for entering actual dates depends on the type of schedule used on the Contract.

### 9.2.2.1 Manual Schedules

Manually, by double clicking in the desired date field in the table. Type in a date or click on the calendar widget to select the date from the calendar (pictured right). Or, by recording see [QC Daily Report](#).



### 9.2.2.2 NAS Schedules

The dates in the table are read-only. Actual Start and Finish dates can only be entered through the [QC Daily Report](#) (see Section 7.3). These dates should be accurately communicated to the Project's Scheduler to update the NAS.

The way dates are entered is controlled by the Government in RMS3/GM. If you are unsure of the method available on your Contract or if RMS 3.0 does not allow you to do what you think you need to do, consult with the Contract's USACE Representative. Refer him/her to [Administration | Contract Setup, Submittals/Schedule](#) tab to adjust the setting for your Contract.

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

## 9.3 Feature Schedule Summary Screen

| Administration                                                                     | Finances | QC                                                                                                | Submittals | Schedules | Closeout | Import/Export | Contract Reports |
|------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------|------------|-----------|----------|---------------|------------------|
| Activity Schedule<br>View Activity Start and Finish dates and Summary of Schedule. |          | Feature Schedule<br>View or manage Start & Finish dates of Features of Work and Inspection dates. |            |           |          |               |                  |

Feature Start and Finish Dates are not entered directly, these dates are "discovered" by RMS 3.0 based on the activities that you have assigned to the feature. The activities contributing these dates are displayed in the detail box at the bottom of the screen. Knowing feature start

dates is important for scheduling the required Preparatory Control Meeting which must occur prior to starting work on the feature's first activity.

To set the scheduled dates for the Preparatory and Initial Inspections, double-click on the feature or click on *Edit*.

*Scheduled* and *Held* dates can be entered here. This information can also be entered through the [QC Daily Report](#). Type in a date or click on the calendar widget to select a date from the calendar. Entering a time is optional.

The screenshot shows the 'Feature Schedule' window. At the top, there is an 'Edit' button (circled in red) and a search bar. Below the header, a table lists various features with their start and finish dates and inspection status. The 'ELECTRICAL' feature is highlighted in orange.

| Feature Schedule               | Start Date | Finish Date | Preparatory Inspection | Initial Inspection |
|--------------------------------|------------|-------------|------------------------|--------------------|
| GENERAL REQUIREMENTS           | 03/19/2013 | 09/11/2013  | Not Scheduled          | Not Scheduled      |
| ELECTRICAL WORK, INTERIOR      | 02/25/2013 | 07/17/2013  | Not Scheduled          | Not Scheduled      |
| TESTING, ADJUSTING & BALANCING | 08/13/2013 | 07/17/2013  | Not Scheduled          | Not Scheduled      |
| ELECTRICAL                     | 08/15/2013 | 09/05/2013  | Held 2/21/2013         | Held 2/21/2013     |
| MECHANICAL SYSTEM              |            |             | Not Scheduled          | Not Scheduled      |
| PLUMBING SYSTEM                |            |             | Not Scheduled          | Not Scheduled      |
| STORM-DRAINAGE SYSTEM          |            | 07/12/2013  | Not Scheduled          | Not Scheduled      |
| SANITARY SEWERS                |            |             | Not Scheduled          | Not Scheduled      |

Below the table, a detailed view for the 'ELECTRICAL' feature is shown:

Feature - ELECTRICAL

First Activity 05270 PLACE AND FINISH CONC RAMP&STE      Start      08/15/2013

Last Activity 05270 PLACE AND FINISH CONC RAMP&STE      Finish      09/05/2013

Feature start and finish dates computed from the activity schedule

Preparatory and Initial Inspection Dates from Daily QC Reports



**Recommendation:** Enter *Held* dates in the [QC Daily Report](#). This will ensure that the report is a complete record of the day's occurrences. If the *Held* date is entered here and this entry is made after the QC Daily Report has been submitted to the Government, the date will not be reflected on the submitted report. This could result in the report getting rejected and returned for correction. While not disallowed, these are just extra steps adding unnecessary additional effort to the process.

The screenshot shows the 'Feature Schedule - Earthworks' window. It has two main sections: 'Preparatory' and 'Initial'. Each section has 'Scheduled' and 'Held' date fields with calendar widgets. Below these sections is a table for 'Multiple Prep/Initial Schedule Meetings'.

Preparatory

Scheduled: Select a date [15] [15]

Held: Select a date [15] [15]

Initial

Scheduled: Select a date [15] [15]

Held: Select a date [15] [15]

Multiple Prep/Initial Schedule Meetings

| Initial Insp Time    | Preparatory Insp Time |
|----------------------|-----------------------|
| 8/5/2021 12:00:00 AM | 8/23/2021 12:00:00 AM |
| 8/6/2021 12:00:00 AM | 8/9/2021 12:00:00 AM  |

## 10.0 CLOSEOUT

Construction is complete, but your Contract obligations are not yet over! The closeout period starts the day after your Construction Completion Date/final acceptance of the work and lasts a minimum of 1-year thereafter. During this period, you are required to fulfill the requirements described in section 01 78 00 Closeout Submittals, or equivalent. These responsibilities include providing as-builts and operation and maintenance manuals and responding to warranty calls.

### 10.1 Overview

| Administration                                                                                        | Finances | QC                                                                                                            | Submittals | Schedules | Closeout | Import/Export | Contract Reports |
|-------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------|------------|-----------|----------|---------------|------------------|
| <b>Real Property</b><br><i>Tabulation of structures and firmly attached and integrated equipment.</i> |          | <b>Warranty Tracking</b><br><i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i> |            |           |          |               |                  |

Closeout encompasses several activities, such as Real Property Transfers, Requisitions, Performance Evaluations, Warranty Tracking and Closeout documents. Your responsibilities during this period are described in detail in Specification Section 01 78 00 Closeout Submittals, or equivalent. While the Government has the capability to manage these activities in RMS3/GM; at this time however, only Warranty Tracking is included in RMS 3.0/CM.

Currently, the only information accessed from the Closeout tile is:

**Warranty Tracking.** Use this selection to record the results of the 4-month and 9-month Warranty Inspections.

#### 10.1.1 Real Property

| Administration                                                                                        | Finances | QC                                                                                                            | Submittals | Schedules | Closeout | Import/Export | Contract Reports |
|-------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------|------------|-----------|----------|---------------|------------------|
| <b>Real Property</b><br><i>Tabulation of structures and firmly attached and integrated equipment.</i> |          | <b>Warranty Tracking</b><br><i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i> |            |           |          |               |                  |

For military construction Contracts, Real Property is required to be documented by use of the DD Form 1354, "Transfer and Acceptance of Military Real Property". This form is used to transfer a facility, or part of a facility, to the Using Service prior to either partial or complete occupancy. This form may be supplemented by DA Form 2877, "Real Property Record", on Army construction Contracts. The initial DD Form 1354 is required to be provided by the Design A-E. The Resident/Project Engineer Staff supplements the information provided on the initial DD Form 1354 and accompanying forms.

Real Property consists of land and capital improvement to land. Real Property is considered as anything attached to the land, such as a building, parking lot, and underground piping systems. It also includes items on the interior of a building, such as fire protection systems, plumbing systems, and electrical systems.

To view, add, or edit Real Property Items, navigate to the Closeout module and click on the Real Property submodule tile. The Real Property selection view will display.

**Note:** If the item's status is Government Accepted, no further changes can be made to the item.

| Real Property                                                    |          |          |                 |                     |
|------------------------------------------------------------------|----------|----------|-----------------|---------------------|
| <div> Add Edit Delete </div> <div>Search</div> <div>Export</div> |          |          |                 |                     |
| Drag a column header and drop it here to group by that column    |          |          |                 |                     |
| Real Property ID                                                 | Facility | Cat Code | Description     | Status              |
| RP-00001                                                         |          |          |                 | Government Accepted |
| RP-00002                                                         |          | 17950    | TRAINING COURSE | Government Review   |

When adding or editing a Real Property item, the following screen will display.

| Real Property Item                             |                                              |                                       |                                |
|------------------------------------------------|----------------------------------------------|---------------------------------------|--------------------------------|
| Item No                                        | RP-00003                                     |                                       |                                |
| RPUID (Real Property Unique Identifier)        | <input type="text"/>                         | <button>Select RPUID</button>         |                                |
| Facility                                       | <input type="text"/>                         |                                       |                                |
| Category Code                                  | <input type="text"/>                         | <button>Select Category Code</button> |                                |
| Category Title                                 | <input type="text"/>                         |                                       |                                |
| <b>Unit of Measure / Quantity</b>              |                                              |                                       |                                |
| 1. Unit                                        | <input type="text" value="&lt;Not Set&gt;"/> | Total Quantity                        | <input type="text" value="0"/> |
| 2. Unit                                        | <input type="text" value="&lt;Not Set&gt;"/> | Total Quantity                        | <input type="text" value="0"/> |
| Construction Cost                              | <input type="text" value="\$0.00"/>          |                                       |                                |
| <input type="checkbox"/> Submit for Acceptance |                                              |                                       |                                |

**Item Number:** The item number is a field used to identify the Real Property item, this number is automatically generated by the RMS software and generates this number in sequential order (e.g., if a new Real Property were to be created after RP-00003 the next would be RP-00004).

**RPUID (Real Property Unique Identifier):** Enter the Real Property Item's Unique Identifier here.

A Real Property Asset is a land parcel, building, structure, or linear structure located on a site and a unique identifier is assigned to each individual land parcel or facility (i.e., a building, structure, or linear structure). A Real Property site is comprised of one or more Real Property Assets and is also assigned a unique identifier.

Upon receiving official authorization to perform work on a Real Property construction project, the sponsoring entity will obtain and assign an RPUID from the Real Property-Accountable Component for each Real Property Asset that will result during the construction. A sponsoring entity is defined as the Military Department, DoD agency, or Combatant Command that sponsors the construction project.

Either assets or sites may be entered into RMS. The ID is 18-characters long and is generated by, and maintained in, the Registry. An ID is never duplicated or reused and remains archived in the Registry database even after the asset is retired or disposed, so that the ID and associated organizational information will be available for audit and reporting purposes.

**Facility:** The facility or building that is attached to the Real Property Item.

**Category Code and Category Title:** Select a Category Code by clicking on the blue tile “Select Category Code” this will open a lookup where Users can link the real property item with the Category Code, this will populate the two fields Category Code and Category Title.

**Unit of Measure / Quantity:** The unit of measure is used to define the measurement used with in the Real Property Asset the quantity can be set using the text box to the right of the unit.

**Construction Cost:** The total cost of construction for the Real Property Item.

Upon completion of the Real Property Item form, check the Submit for Acceptance checkbox and click on the Back button to save. The item will be sent to the Government for completion, review, and acceptance.

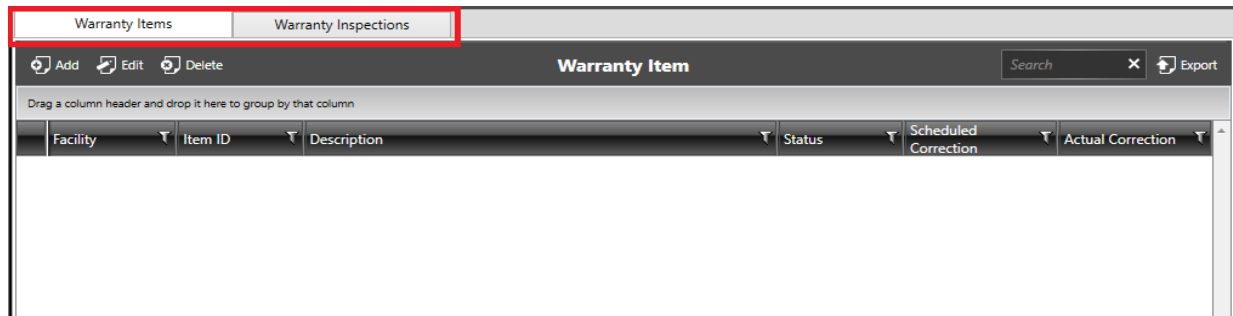
### 10.1.2 Warranty Tracking

| Administration                                                                          | Finances | QC                                                                                              | Submittals | Schedules | Closeout | Import/Export | Contract Reports |
|-----------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------|------------|-----------|----------|---------------|------------------|
| Real Property<br>Tabulation of structures and firmly attached and integrated equipment. |          | Warranty Tracking<br>Document the 4 and 9 month Warranty Inspections of the completed contract. |            |           |          |               |                  |

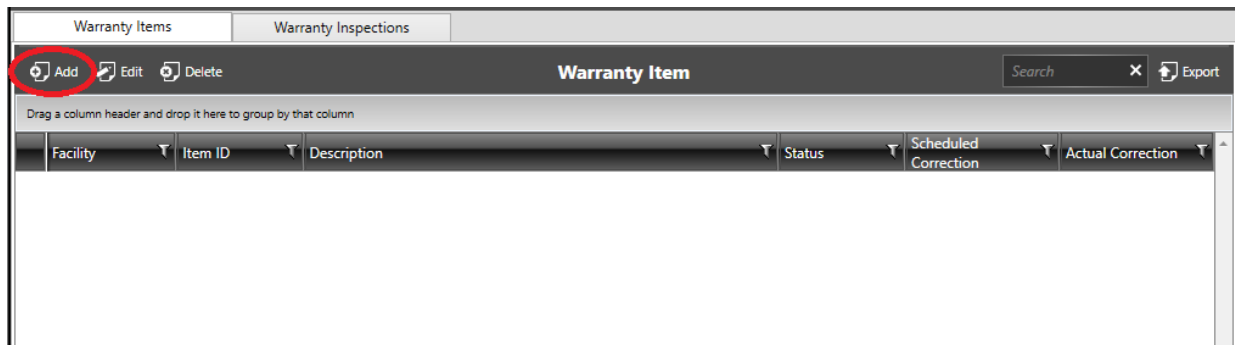
Construction Contracts include [FAR 52.246-21 Warranty of Construction](#) . This clause requires a warranty period of 1-year from the date of final acceptance of the work. Under this provision, you warrant that the work performed under the Contract conforms to the Contract requirements and is free of any defect in equipment, material, or design-furnished workmanship performed by the Contractor or any Subcontractor or supplier at any tier.

Your Contract should also include Specification Section 01 78 00 Closeout Submittals, or equivalent, where the requirement for 4-month and 9-month Warranty Inspections is covered. Use RMS 3.0 to keep track of these inspections, their findings and required actions.

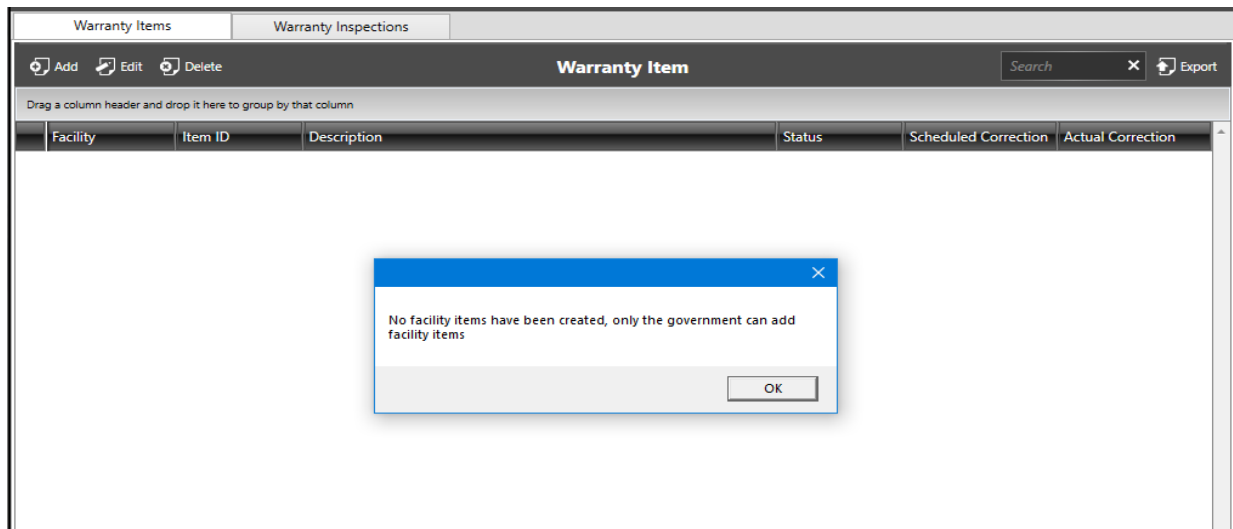
After opening the Warranty Tracking module use the tabs at the top for navigation between the Warranty Items and Warranty Inspections.



Click on **Add** to create a new Warranty Item.



After clicking “Add” if there have been no facilities created, the following alert will be displayed. If this happens, contact the designated Government Representative to add a new facility.





Once a facility has been established after clicking the “Add” button a lookup view will display to select the appropriate facility. After selecting click, “OK” to create the Warranty Item.

After the Warranty Item has been created it will be visible in the selection view. You can edit the Warranty Item by either highlighting the item and clicking, “Edit” or simply double clicking on the item itself.

Warranty Items

Warranty Inspections

Add

Edit

Delete

Warranty Item

Search

X

Export

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

|   | Facility  | Item ID  | Description | Status    | Scheduled Correction | Actual Correction |
|---|-----------|----------|-------------|-----------|----------------------|-------------------|
| > | Module 10 | WI-00001 |             | In Review | N/A                  | N/A               |

Resident Management System

### Warranty Facility Lookup

Warranty Facilities

Search X Export

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

| Facility ID | Facility Title | Facility Description | Warranty Months |
|-------------|----------------|----------------------|-----------------|
| > E1000001  | TestWarranty   | Test Warranty        | 1               |

OK Cancel

### Warranty Item

Item ID: WI-00001 Location:

Description:

**Status**

☐ Item in Review - Warranty Status Undetermined
 ☒ Warranty Item
 ☐ Non-Warranty Item

**Dates**

Date Reported by Owner:  Select a date 
 Date Contractor Notified:  Select a date

Date Corrected - Scheduled:  Select a date 
 Date Corrected - Actual:  Select a date

Govt Remarks:

Contractor Remarks:

**Evaluation of Contractor Performance on this Item**

Quality Control: 
 Timely Performance: 
 Effectiveness of Management:

After opening the Warranty Item in edit view complete the necessary fields.

**Item ID:** Is read-only and automatically created when the Warranty Item is created.

**Warranty Title:** Choose the location where the item exists. A Location look-up is available by clicking the **Change Location** button or optionally by manually typing one in.

**Description:** Provide a brief description of the item.

**Item in Review – Warranty Status Undetermined:** Select this radio button if the item is in review.

**Warranty Item:** Select this radio button if the item is currently in warranty.

**Non-Warranty Item:** Selection this radio button if it is a Non-Warranty Item.

**Date Reported by Owner:** Enter the date the Owner reported item.

**Date Contractor Notified:** Enter the date the Contractor was notified.

**Date Corrected - Scheduled:** Enter the date the item correction was scheduled.

**Date Corrected - Actual:** Enter the date the item correction occurred.

**Govt Remarks:** Government remarks are always read-only in Contractor Mode.

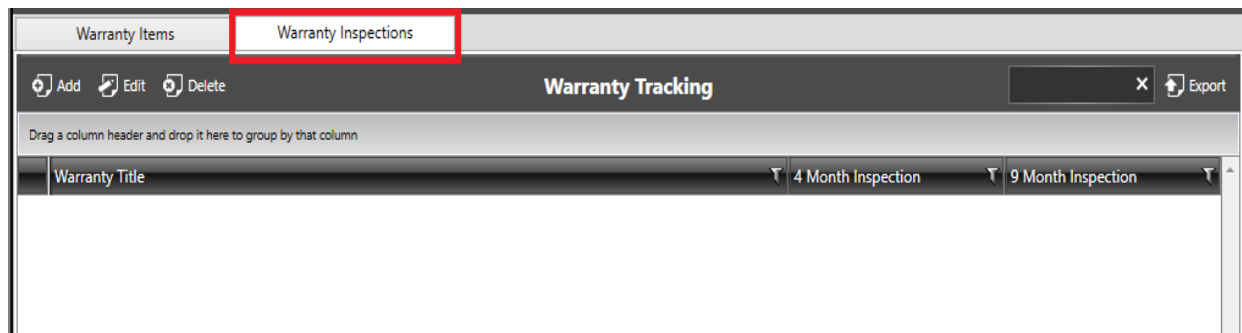
**Contractor Remarks:** Enter any pertinent remarks about the Warranty Item.

**Quality Control:** Using the dropdown box select an option to evaluate the Quality Control; outstanding, above average, satisfactory, or unsatisfactory.

**Timely Performance:** Using the dropdown box select an option to evaluate the adherence to the required time constraints; outstanding, above average, satisfactory, or unsatisfactory.

**Effectiveness of Management:** Using the dropdown box select an option to evaluate the effectiveness of management; outstanding, above average, satisfactory, or unsatisfactory.

Next, select the “Warranty Inspections” tab to enter inspection(s) for the Warranty Item(s).



To add a Warranty Inspection, click on the “Add” button.

Warranty Items      Warranty Inspections

**Warranty Tracking**      X      Export

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

| Warranty Title | 4 Month Inspection | 9 Month Inspection |
|----------------|--------------------|--------------------|
|                |                    |                    |

Enter a title for the item(s) covered by the inspection, then click **OK**.

RMS Add View

**Add**

The following information is required to add a new

Warranty Title

OK Cancel



**Warranty Information**

Warranty Title

Warranty Start  15

Warranty End  15

☒ Four month inspection required

☒ Nine Month Inspection Required

**4 Month Inspection**

Four month inspection due date  15

Four month inspection remarks

☐ Four month inspection complete

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

Document Packages

| Title of Package | No. | Status |
|------------------|-----|--------|
|                  |     |        |

**9 Month Inspection**

Nine Month Inspection Due Date  15

Nine Month Inspection Remarks

☐ Nine Month Inspection Complete

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

Document Packages

| Title of Package | No. | Status |
|------------------|-----|--------|
|                  |     |        |

**Warranty Title:** Identify the item to which the inspection applies. The previously entered title can still be edited here. There is a 50-character limit.

**Warranty Start:** Enter the date on which this item was accepted by the Government. Typically, this is the actual Construction Completion Date. However, if there was a partial facility turnover, enter the date of the partial turnover that included this item.

**Warranty End:** Typically, one year after the Warranty Start Date. However, some items, such as roofing, come with a manufacturer's warranty this is longer than a year. In these cases, enter the date associated with the longer warranty period.

**Four-month inspection required:** Check this box when a 4-month Inspection of this item is required. Consult with the Contract's USACE Representative.

**Nine-month inspection required:** Check this box when a 9-month Inspection of this item is required. Consult with the Contract's USACE Representative.

**Four-month inspection due date:** RMS 3.0 will automatically calculate the date that is 4 months from the date entered in Warranty Start. However, you can also manually change this to another date if needed.

**Four-month inspection complete:** Check this box upon completion of the 4-month Inspection.

**Four-month inspection remarks:** Enter any notes related to the inspection.

**4 Month Warranty Inspection Document Package:** Select **Add** to attach supporting documents to a documented package. See the section on [Document Package](#) for detailed instructions on working with Document Packages.

**Nine-month inspection due date:** RMS 3.0 will automatically calculate the date that is 9 months from the date entered in Warranty Start. However, you can also manually change this to another date if needed.

**Nine-month inspection complete:** Check this box upon completion of the 9-month Inspection.

**Nine months inspection remarks:** Enter any notes related to the inspection.

**9 Month Inspection Document Package:** Select **Add** to attach supporting documents to a Document Package. See the section on [Document Package](#) for detailed instructions on working with Document Packages.

## 11.0 IMPORT/EXPORT

| Administration                                                                                                             | Finances | QC                                                                                                                           | Submittals | Schedules                                                                                                          | Closeout | Import/Export                                             | Contract Reports |
|----------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------|------------------|
| <b>Import QC Deficiencies</b><br><small>Import QC Deficiencies generated from an Excel worksheet.</small>                  |          | <b>Import Submittal Register - SpecsIntact</b><br><small>Submittal items can be imported from a SpecsIntact txt file</small> |            | <b>Import Submittal Register - Excel</b><br><small>Submittal items can be imported from an Excel Template.</small> |          | <b>NAS (SDEF)</b><br><small>Import SDEF schedule.</small> |                  |
| <b>Document Package Export</b><br><small>Mass export documents from selected modules contained in document package</small> |          |                                                                                                                              |            |                                                                                                                    |          |                                                           |                  |

This module provides the tools for bringing data from other sources into RMS 3.0 and for saving a copy of QC Daily Reports and Document Packages outside of RMS3.

### 11.1 Overview

To facilitate the input of the large amounts of data related to the Submittal Register and NAS,

RMS 3.0 has worked with the Software Developers of the applications generating this data that are the most widely used by the Corps of Engineers, SpecsIntact and Oracle's Primavera, respectively. This has resulted in the development of formatted text files generated by SpecsIntact and Oracle's Primavera from which RMS 3.0 reads in data. Use of this import capability simplifies the input of the data into RMS 3.0 and helps to ensure the data in RMS 3.0 is complete and consistent with the information's source.

When SpecsIntact is not used to generate the Contract's Specifications, the Submittal Register can also be imported from an Excel spreadsheet that has been specially formatted for this purpose.

The functions accessed from the Import/Export tile are:

**Import QC Deficiencies:** Use this selection to import a Deficiency Log using the Excel spreadsheet template designed for this purpose.

**Import Submittal Register - SpecsIntact:** Use this selection to import a Submittal Register using the text file generated by SpecsIntact for this purpose. The default file name is either army4288.txt or navy4288.txt but may be named anything if it is a text (.txt) file.

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

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

**NAS (SDEF):** Only available when the Government has indicated a NAS is required. Use this selection to import schedule data, primarily Scheduled Activity Start and Finish Dates from a Network Analysis System (NAS) schedule or requested amounts for a Progress Payment. The generated file is typically referred to as SDEF or Standard Data Exchange Format. This formatted text file was specially designed for use with RMS 3.0. Currently Oracle's Primavera is the only commercial software package that generates this file. However, its specifications are available to anyone wanting to produce an SDEF file.

**Document Package Export:** Use this selection when you have a need to store a copy of your QC Daily Report Document Packages outside of RMS 3.0. All items can be downloaded in the Transmittal/Submittal Document Packages in the Import/Export area.

## 11.2 Import QC Deficiencies

| Administration                                                                                               | Finances | QC                                                                                                             | Submittals | Schedules                                                                                           | Closeout | Import/Export                              | Contract Reports |
|--------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------|----------|--------------------------------------------|------------------|
| <b>Import QC Deficiencies</b><br>Import QC Deficiencies generated from an Excel worksheet.                   |          | <b>Import Submittal Register - SpecsIntact</b><br>Submittal items can be imported from a SpecsIntact txt file. |            | <b>Import Submittal Register - Excel</b><br>Submittal items can be imported from an Excel Template. |          | <b>NAS (SDEF)</b><br>Import SDEF schedule. |                  |
| <b>Document Package Export</b><br>Mass export documents from selected modules contained in document package. |          |                                                                                                                |            |                                                                                                     |          |                                            |                  |

This module provides you with the capability to import a Deficiency List using a Government-provided Excel template. A separate file must be used for each day's deficiencies. RMS 3.0 will automatically number the added deficiencies with the next available number in the QC-xxxxx deficiency item sequence.

**Recommendation:** The best way to log deficiencies is through the [QC Daily Report](#). This will ensure that the QC Daily Report is a complete record of the day's occurrences. If an import is used however, do it before completing and submitting the report to the Government. If the

deficiencies are imported here and the entries are made after the QC Daily Report has been submitted to the Government, the deficiencies will not be reflected on the submitted report. This could result in the report getting rejected and returned for correction. While not disallowed, these are just extra steps adding unnecessary additional effort to the process.

**Import From:** Click on *Download Template* to obtain the formatted Excel template. The date the deficiencies were discovered, and a Contract Number must be entered in the header. Follow the instructions embedded in the template. The file name may be anything, but retain the default .xlsx file type.

Click on *Import Deficiency Items from Excel* when ready. Navigate to the location where your data file is stored, select the file to import, then click on *Open*.

**Note:** The only acceptable file type is Worksheets (\*.xlsx). This selection cannot be changed.



A successful import will be acknowledged. Click on *OK*, then the *BACK* button to continue.

## 11.3 Import Submittal Register - SpecsIntact

| Administration                                                                                                     | Finances | QC                                                                                                                    | Submittals | Schedules                                                                                                  | Closeout | Import/Export                                     | Contract Reports |
|--------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------|------------------|
| <b>Import QC Deficiencies</b><br><i>Import QC Deficiencies generated from an Excel worksheet.</i>                  |          | <b>Import Submittal Register - SpecsIntact</b><br><i>Submittal items can be imported from a SpecsIntact .txt file</i> |            | <b>Import Submittal Register - Excel</b><br><i>Submittal items can be imported from an Excel Template.</i> |          | <b>NAS (SDEF)</b><br><i>Import SDEF schedule.</i> |                  |
| <b>Document Package Export</b><br><i>Mass export documents from selected modules contained in document package</i> |          |                                                                                                                       |            |                                                                                                            |          |                                                   |                  |

This module provides you with the capability to import Submittal Register items using the text file generated by SpecsIntact. This selection can also be used in conjunction with a Submittal Register that was imported using the Excel template or input manually.

Click on **Add** to initiate a SpecsIntact import. Since RMS 3.0 retains a copy of all SpecsIntact files that have been imported, to access previously imported files, simply click on **Edit**. This action will allow you to view and/or re-import the data if needed.

| Files                                                                                 |                                                                                        |                                                                                          |                     |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------|
|  Add |  Edit |  Delete |                     |
| Drag a column header and drop it here to group by that column                         |                                                                                        |                                                                                          |                     |
|                                                                                       | Date Imported                                                                          | File                                                                                     | Approval Status     |
| >                                                                                     | 5/16/2023 11:21:56 AM                                                                  | SpecsIntact File: Submittal Item Count 1,506                                             | Accepted for Import |
|                                                                                       | 5/17/2023 11:37:45 AM                                                                  | SpecsIntact File: Submittal Item Count 10                                                | Request Rejected    |
|                                                                                       | 5/19/2023 9:51:57 AM                                                                   | SpecsIntact File: Submittal Item Count 10                                                | Not Requested       |

Navigate to the location where your data file is stored, select the file to import, then click on **Open**.

**Note:** The only accepted file type is an exported SpecsIntact File (\*.txt). Direct SpecsIntact files (.sec) are not accepted.

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| File name: <input type="text"/>     | SpecsIntact Files (*.txt)             |
| <input type="button" value="Open"/> | <input type="button" value="Cancel"/> |

RMS 3.0 displays the contents of the file before importing the data into the Contract. Click on the tabs at the bottom of the screen to review the data identified by the tab selected.



**SpecsIntact Import File**

Approval Status: Not Requested Request Acceptance to Import

---

**Import Data**

Submittal Item Count: 10  
 Section Count: 2  
 Reviewer Count: 0

Click here to select a different Submittal Register if the Contract has more than one. Import Into Register 01 - Main Register  
Click to select another Register

Merge into Register 01

Submittal Items Sections Reviewers SpecsIntact File

**Submittal Items** Search X Export

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

| Section    | Description                            | Paragraph | Submittal Type                | Reviewer |
|------------|----------------------------------------|-----------|-------------------------------|----------|
| 01 32 01   | Preliminary Construction Schedule      | 3.4.1     | 01-PRECONSTRUCTION SUBMITTALS |          |
| 01 32 01   | Initial Construction Schedule          | 3.4.2     | 01-PRECONSTRUCTION SUBMITTALS |          |
| 01 32 01   | Periodic Construction Schedule Updates |           | 01-PRECONSTRUCTION SUBMITTALS |          |
| 01 32 01   | Project Schedule                       |           | 01-PRECONSTRUCTION SUBMITTALS |          |
| 01 32 01   | Periodic Project Schedule Updates      |           | 01-PRECONSTRUCTION SUBMITTALS |          |
| 01 32 01   | Narrative Report                       | 3.5.2     | 06-TEST REPORTS               |          |
| 01 32 01   | Schedule Status Reports                | 3.1.2     | 06-TEST REPORTS               |          |
| 01 32 01   | Qualifications                         | 1.7       | 07-CERTIFICATES               |          |
| 01 33 00   | Submittal Register                     | 3.1       | 01-PRECONSTRUCTION SUBMITTALS |          |
| > 01 33 00 | Monthly Updates                        | 3.5.1     | 01-PRECONSTRUCTION SUBMITTALS |          |

**Request Acceptance to Import:** Click this button to request that the Government accept the import once the contents of import file have been verified and the file is ready to be merged into the Contract's Submittal Register.

**Import Into:** If the Contract has more than one Submittal Register, click in this box to select the appropriate register from the Submittal Register List Lookup table. Multiple registers can be created in RMS3/GM. Inform the Contract's USACE Representative when you are using more than one register and provide him/her with the name(s) of your additional register(s).

**Merge into Register:** Once the Government has accepted the request to import, click this button to merge the Submittal Items included in the SpecsIntact file into the Contract's Submittal Register. Unless otherwise selected, this can result in duplicate items. RMS 3.0 will automatically increment the item numbers to the next in the sequence if the duplicates are imported during the import process (details discussed later in this section).

In the **Sections** tab, the Specification Sections included in the import file will be displayed.

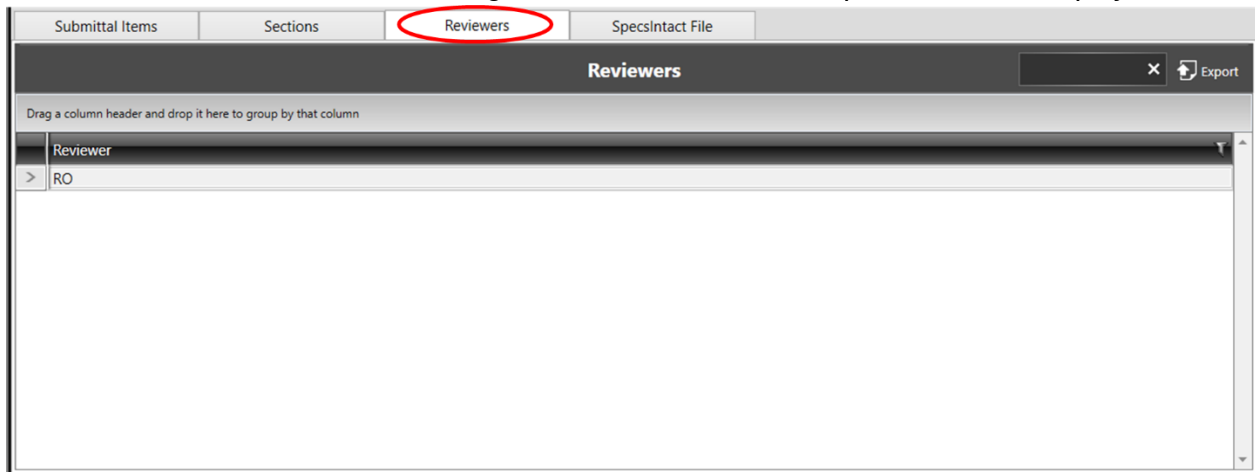
Submittal Items **Sections** Reviewers SpecsIntact File

**Sections** X Export

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

| Section    | Title                                      |
|------------|--------------------------------------------|
| 01 32 01   | <Unknown Section - Add Title after import> |
| > 01 33 00 | SUBMITTAL PROCEDURES                       |

In the *Reviewers* tab, the users assigned as reviewers in the import file will be displayed.



In the *SpecsIntact File* tab, a preview of the .txt file to be imported will be displayed.



Once it has been determined that the data can be imported and the *Merge into Register* button has been clicked, the import preview screen shown below will display. Click on the *Import Data as Shown* button to complete the import.

**Note:** Reviewer Assignments can be disregarded. This information should be input by the Contract's USACE Representative.

**SpecsIntact Import Instructions**  
The information from your selected SpecsIntact file is shown below. Before importing into your contract, carefully review the data displayed for submittal items, sections, and reviewers. The sections displayed will be added to the list of sections for your contract. You should click on each tile in the reviewer assignment part of this screen in order to assign actual reviewers to the items. When you are ready to import, click the import button to accept the data as displayed.



**Submittal Items To Be Merged Into Register 01-Main Register**

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

| Section  | Description                            | Paragraph | Submittal Type                | Reviewer |
|----------|----------------------------------------|-----------|-------------------------------|----------|
| 01 32 01 | Preliminary Construction Schedule      | 3.4.1     | 01-PRECONSTRUCTION SUBMITTALS |          |
| 01 32 01 | Initial Construction Schedule          | 3.4.2     | 01-PRECONSTRUCTION SUBMITTALS | RO       |
| 01 32 01 | Periodic Construction Schedule Updates |           | 01-PRECONSTRUCTION SUBMITTALS |          |
| 01 32 01 | Project Schedule                       |           | 01-PRECONSTRUCTION SUBMITTALS |          |
| 01 32 01 | Periodic Project Schedule Updates      |           | 01-PRECONSTRUCTION SUBMITTALS |          |
| 01 32 01 | Narrative Report                       | 3.5.2     | 06-TEST REPORTS               |          |
| 01 32 01 | Schedule Status Reports                | 3.1.2     | 06-TEST REPORTS               |          |
| 01 32 01 | Qualifications                         | 1.7       | 07-CERTIFICATES               |          |

**Sections to Be Added To Contract**

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

| Section                                                                          | Title |
|----------------------------------------------------------------------------------|-------|
| Specification Sections not already included in the Contract will be listed here. |       |

**Reviewer Assignments**

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

Reviewers pre-assigned by the Designer will be listed here.

**Submittal Item Duplicates** Search  Export 

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

| Section  | Description                       | Paragraph | Submittal Type                |
|----------|-----------------------------------|-----------|-------------------------------|
| 01 32 01 | Preliminary Construction Schedule | 3.4.1     | 01-PRECONSTRUCTION SUBMITTALS |
| 01 32 01 | Initial Construction Schedule     | 3.4.2     | 01-PRECONSTRUCTION SUBMITTALS |
| 01 32 01 | Periodic Const                    |           | 01-PRECONSTRUCTION SUBMITTALS |
| 01 32 01 | Project Schedu                    |           | 01-PRECONSTRUCTION SUBMITTALS |
| 01 32 01 | Periodic Projec                   |           | 01-PRECONSTRUCTION SUBMITTALS |
| 01 32 01 | Narrative Repor                   |           | 06-TEST REPORTS               |
| 01 32 01 | Schedule Status Reports           | 3.1.2     | 06-TEST REPORTS               |
| 01 32 01 | Qualifications                    | 1.7       | 07-CERTIFICATES               |

If duplicate Submittal Items are found, they will be listed here.

If there are duplicate Submittal Items, a window will appear displaying the duplicate items after the **Import Data as Shown** button is clicked. Select the items that should still be included in the import. Any items that are not selected and left unchecked will be excluded from the import. Click the **OK** button to confirm the selection(s).

Down below is a list of potential duplicate submittal items. Please select which submittal items you would like to import/update, then click the "ok" button when ready to import. Note all unselected submittals items will not be imported/updated into the submittal register.

**Submittal Item Duplicates** Search X Export

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

| <input type="checkbox"/> | Section  | Description                            | Paragraph | Submittal Type                |
|--------------------------|----------|----------------------------------------|-----------|-------------------------------|
| <input type="checkbox"/> | 01 32 01 | Preliminary Construction Schedule      | 3.4.1     | 01-PRECONSTRUCTION SUBMITTALS |
| <input type="checkbox"/> | 01 32 01 | Initial Construction Schedule          | 3.4.2     | 01-PRECONSTRUCTION SUBMITTALS |
| <input type="checkbox"/> | 01 32 01 | Periodic Construction Schedule Updates |           | 01-PRECONSTRUCTION SUBMITTALS |
| <input type="checkbox"/> | 01 32 01 | Project Schedule                       |           | 01-PRECONSTRUCTION SUBMITTALS |
| <input type="checkbox"/> | 01 32 01 | Periodic Project Schedule Updates      |           | 01-PRECONSTRUCTION SUBMITTALS |
| <input type="checkbox"/> | 01 32 01 | Narrative Report                       | 3.5.2     | 06-TEST REPORTS               |
| <input type="checkbox"/> | 01 32 01 | Schedule Status Reports                | 3.1.2     | 06-TEST REPORTS               |
| <input type="checkbox"/> | 01 32 01 | Qualifications                         | 1.7       | 07-CERTIFICATES               |
| <input type="checkbox"/> | 01 33 00 | Submittal Register                     | 3.1       | 01-PRECONSTRUCTION SUBMITTALS |
| <input type="checkbox"/> | 01 33 00 | Monthly Updates                        | 3.5.1     | 01-PRECONSTRUCTION SUBMITTALS |

OK Cancel

A successful import will be acknowledged through authentication, and all imported Submittal Items will be viewable in the **Submittal Register** module.

**SpecsIntact Import Complete**

0 Sections Imported

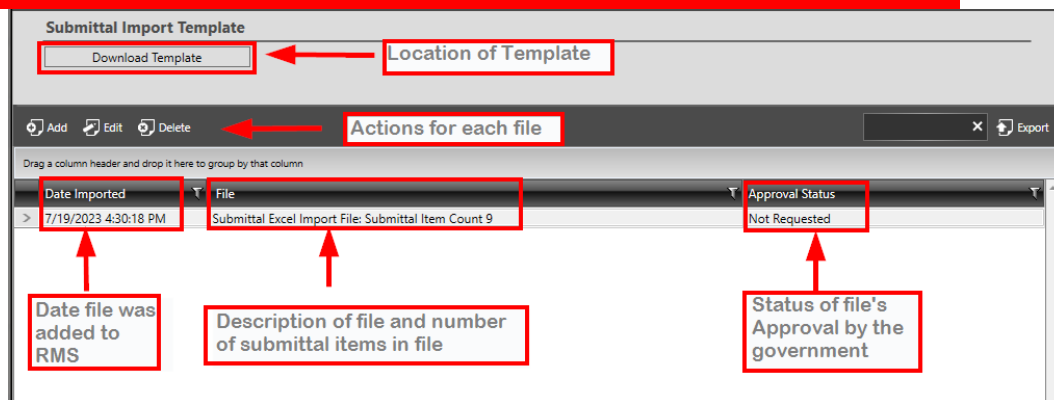
5 Submittal Items Imported

## 11.4 Import Submittals Register - Excel

| Administration                                                                                               | Finances | QC                                                                                                             | Submittals | Schedules                                                                                           | Closeout | Import/Export                              | Contract Reports |
|--------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------|----------|--------------------------------------------|------------------|
| <b>Import QC Deficiencies</b><br>Import QC Deficiencies generated from an Excel worksheet.                   |          | <b>Import Submittal Register - SpecsIntact</b><br>Submittal items can be imported from a SpecsIntact txt file. |            | <b>Import Submittal Register - Excel</b><br>Submittal items can be imported from an Excel Template. |          | <b>NAS (SDEF)</b><br>Import SDEF schedule. |                  |
| <b>Document Package Export</b><br>Mass export documents from selected modules contained in document package. |          |                                                                                                                |            |                                                                                                     |          |                                            |                  |

This module provides the capability to import a Submittal Register even though SpecsIntact was not used to generate the specifications. Using the Government-provided Excel template, a Submittal Register can still be imported. This selection can also be used in conjunction with a Submittal Register that was imported from SpecsIntact or input manually.

When users first open this module, the following view will be displayed.



*Download Template* is used to provide the users with a copy of the template to create the submittal registry import file.

*Date Imported* shows the date and time that the file was uploaded to RMS.

*File* will display the type of file and the count of the number of submittal items included in the Excel file. If this number does not match what is expected, then there are blank cells in the A column after cell A6 that need to be updated with the repeated section number above it.

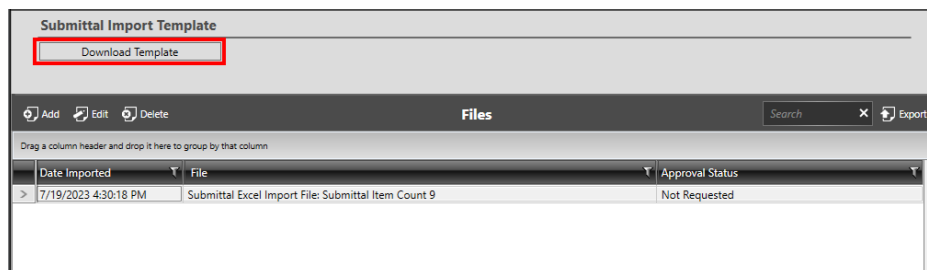
*Approval Status* has 4 different statuses:

- *Not Requested* – contractor has not yet requested corresponding file be imported.
- *Acceptance Requested* – contractor has requested import, but government has not yet granted or denied the request
- *Request Rejected* – government has denied the requested import and the contractor must submit a new request with a new file.
- *Accepted for Import* – government has accepted the request.

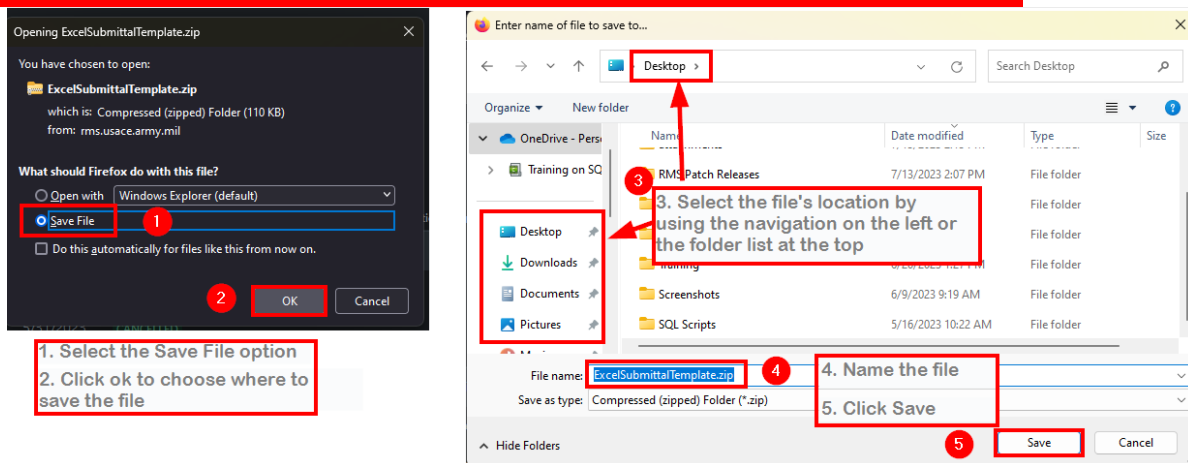
As with most areas in RMS, this module also has the *Add*, *Edit* and *Delete* actions for the files listed or to be listed in this module.

### 11.4.1 Download the Template

Click on *Download Template* to obtain the formatted Excel template.



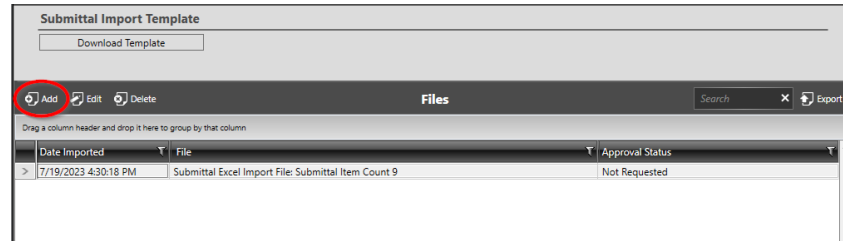
Upon selecting this option, RMS will open the RMS website and start the download process of the .zip files containing the template file and a sample file. Depending on the user's internet browser settings, the user may be prompted to either open or save the file. If prompted choose to save the file, and select destination location.



If not prompted, then the file will be automatically downloaded to the User's computer in the Downloads folder (or the folder chosen in the user's browser settings). Extract all files from the .zip folder. Follow the instructions embedded within the template, and save the file as an .xlsx file type. The filename may contain any preferred and/or required verbiage, but the default .xlsx file type must be retained when saving. A Contract Number must be entered for the import, as well.

### 11.4.2 Importing the File

Click the **Add** button to add an Excel import file.



**Note:** The only acceptable file type is an Excel Workbook (\*.xlsx). This selection cannot be changed.



After the file has been uploaded, it will automatically take users to the Excel Import File Edit view, as seen below. This view is the second step to importing the submittal register. Users must first request that the file be accepted for import, prior to being allowed to continue with this process. To do that, click on the **Request Acceptance to Import** button.

**Excel Import File**

Approval Status: Not Requested Request Acceptance to Import

**Import Data**

Click here to select a different Submittal Register if the Contract has more than one.

Submittal Item Count: 9

Click here to view the Excel file for the import.

Import Into Register 01-Main Register  
Click to select another Register

View Excel

Merge into Register 01

**Submittal Items**

Search × Export

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

| Section     | Description     | Paragraph | Submittal Type |
|-------------|-----------------|-----------|----------------|
| 01 02 10.1  | Register item 1 | 1         | 03             |
| 2 02 10.1   | Register item 2 | 2         | 04             |
| 3 02 10.1   | Register item 3 | 3         | 05             |
| 4 02 10.1   | Register item 4 | 4         | 06             |
| 5 02 10.1   | Register item 5 | 5         | 07             |
| 6 02 10.1   | Register item 6 | 6         | 08             |
| 7 02 10.1   | Register item 7 | 7         | 09             |
| 8 02 10.1   | Register item 8 | 8         | 10             |
| > 9 02 10.1 | Register item 9 | 9         | 11             |

This button will update the status of the file from *Not Requested* to *Acceptance Requested*. The Government will then accept or reject the import once the contents of import file have been verified.

Once the government has accepted the import, the contractor is then able to proceed with importing the file into RMS. By first selecting the register to import the file to with the *Import Into* lookup field. This option allows the User to select a second register when there is more than one associated with the contract. Click in this box and select the appropriate Submittal Register from the dropdown. Multiple registers are created in RMS3/GM. Inform the Contract's USACE Representative when more than one register is being used and provide the name(s) of the additional Submittal Register(s) prior to attempting to import any submittal registers.

Resident Management System

**Submittal Register List Lookup**

**Submittal Register List** Search × Export

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

| Register | Title         |
|----------|---------------|
| 01       | Main Register |
| 02       | Second        |
| 03       | Third         |
| 04       | Fourth        |
| 05       | Fifth         |

OK Cancel

If users wish to view the excel file that was uploaded prior to final upload, use the *View Excel*



button. This button will open the file in Excel.

When ready, click on the *Merge into Register* button. This button will bring up the data in the excel file that will be imported and a partial comparison with the data currently in the register. At the top of the view, users will see all of the items that this file contains. At the bottom of the view, users will see the list of items that already exist in RMS.

**Submittal Excel Import Instructions**

The information from your selected Excel file is shown below. Before importing into your contract, carefully review the data displayed for submittal items. When you are ready to import, click the import button to accept the data as displayed.



**Submittal Items To Be Merged Into Register 01-Main Register**

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

| Section    | Description     | Paragraph | Submittal Type |
|------------|-----------------|-----------|----------------|
| 01 02 10.1 | Register item 1 | 1         | 03             |
| 2 02 10.1  | Register item 2 | 2         | 04             |
| 3 02 10.1  | Register item 3 | 3         | 05             |
| 4 02 10.1  | Register item 4 | 4         | 06             |
| 5 02 10.1  | Register item 5 | 5         | 07             |
| 6 02 10.1  | Register item 6 | 6         | 08             |
| 7 02 10.1  | Register item 7 | 7         | 09             |
| 8 02 10.1  | Register item 8 | 8         | 10             |
| 9 02 10.1  | Register item 9 | 9         | 11             |

**Submittal Item Duplicates**

Search  Export 

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

| Section | Description | Paragraph | Submittal Type |
|---------|-------------|-----------|----------------|
|---------|-------------|-----------|----------------|

If any duplicate Submittal Items are found in the import file, the items will be displayed in the data grid at the bottom of the import preview screen.

| Section        | Description          | Paragraph | Submittal Type |
|----------------|----------------------|-----------|----------------|
| 12 45 22.25 00 | This is my test desc | 0125.2    | 12             |
| 13 45 22.25 00 | Description 2        | 12.152.1  | 10             |
| 14 45 22.25 00 | Description 3        | 55.265.2  | 12             |
| 14 45 22.25 00 | Desc 4               | 55.265.2  | 01             |
| 14 45 22.25 00 | Desc 5               | 55.265.2  | 02             |
| 14 45 22.25 00 | Desc 6               | 55.265.2  | 03             |
| 14 45 22.25 00 | Desc 7               | 55.265.2  | 04             |
| 14 45 22.25 00 | Desc 8               | 55.265.2  | 05             |
| 14 45 22.25 00 | Desc 9               | 55.265.2  | 06             |

**Note** that there is no need to remove those duplicates from the excel file and repeat the acceptance request process, as the next screen will prompt users which items to INCLUDE during import.

After reviewing all the information, click on the *Import Data as Shown* button. If there are duplicate Submittal Items, a window will appear displaying the duplicate items. Select the items that should still be included in the import. Any items that are not selected and left unchecked will be excluded from the import. Click the **OK** button to confirm the selection(s).

Down below is a list of potential duplicate submittal items. Please select which submittal items you would like to import/update, then click the "ok" button when ready to import. Note all unselected submittals items will not be imported/updated into the submittal register.

**Submittal Item Duplicates**

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

| <input type="checkbox"/> | Section       | Description          | Paragraph | Submittal Type |
|--------------------------|---------------|----------------------|-----------|----------------|
| <input type="checkbox"/> | 2 45 22.25 00 | This is my test desc | 0125.2    | 12             |
| <input type="checkbox"/> | 3 45 22.25 00 | Description 2        | 12.152.1  | 10             |
| <input type="checkbox"/> | 4 45 22.25 00 | Description 3        | 55.265.2  | 12             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 4               | 55.265.2  | 01             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 5               | 55.265.2  | 02             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 6               | 55.265.2  | 03             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 7               | 55.265.2  | 04             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 8               | 55.265.2  | 05             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 9               | 55.265.2  | 06             |
| <input type="checkbox"/> | 4 45 22.25 00 | 10Desc               | 55.265.2  | 07             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 11              | 55.265.2  | 08             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 12              | 55.265.2  | 09             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 13              | 55.265.2  | 10             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 14              | 55.265.2  | 11             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 15              | 55.265.2  | 12             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 16              | 55.265.2  | 11             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 17              | 55.265.2  | 10             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 18              | 55.265.2  | 09             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 19              | 55.265.2  | 08             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 230             | 55.265.2  | 07             |

A successful import will be acknowledged through authentication, and all imported submittals will be viewable in the **Submittal Register** module.

**Excel Import Complete**

9 Submittal Items Imported

## 11.5 Import NAS (SDEF)

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

| Administration                                                                                                     | Finances                                                                                                             | QC | Submittals                                                                                                 | Schedules | Closeout                                          | Import/Export | Contract Reports |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----|------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------|---------------|------------------|
| <b>Import QC Deficiencies</b><br><i>Import QC Deficiencies generated from an Excel worksheet.</i>                  | <b>Import Submittal Register - SpecsIntact</b><br><i>Submittal items can be imported from a SpecsIntact txt file</i> |    | <b>Import Submittal Register - Excel</b><br><i>Submittal items can be imported from an Excel Template.</i> |           | <b>NAS (SDEF)</b><br><i>Import SDEF schedule.</i> |               |                  |
| <b>Document Package Export</b><br><i>Mass export documents from selected modules contained in document package</i> |                                                                                                                      |    |                                                                                                            |           |                                                   |               |                  |

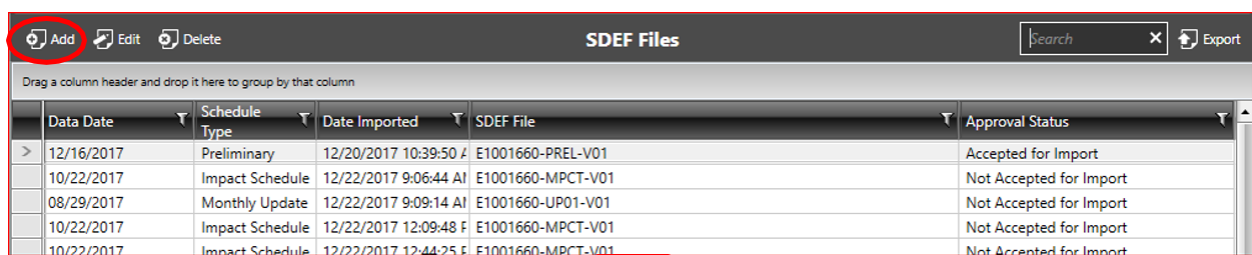
Use of a schedule in Corps of Engineers' Contracts is mandated by [FAR 52.236-15 Schedules for Con](#) and your Contract's Specifications, either section 01 32 01.00 10 Project Schedule or 01 32 16.00 20 Small Project Construction Progress Schedules, or equivalent. Check your specifications for schedule requirements.

The Schedule and its activities play a very important part in RMS3. Most actions associated with

Quality Control, and more importantly your Progress Payments rely on purposeful use and management of your schedule's activities. Use of the Standard Data Exchange Format (SDEF) file import may not be mandatory, but it is the easiest and recommended way to input and manage schedule dates in RMS3.

Currently, Oracle's Primavera P6 is the only known commercially available software packages that can generate a properly formatted SDEF file for import into RMS3. However, since the SDEF file is just a formatted text file, it is possible to manually create this file following the file's specifications, found in [ER 1-1-11 Project Schedules](#), Appendix A. This approach is not recommended though, especially for schedules with many activities.

Since RMS 3.0 retains a copy of all SDEF files that have been imported, to access previously imported files, simply click on *Edit*. This action will allow you to view and/or re-import the data if needed. Click on *Add* to initiate a new SDEF file import.



|   | Data Date  | Schedule Type   | Date Imported         | SDEF File         | Approval Status         |
|---|------------|-----------------|-----------------------|-------------------|-------------------------|
| > | 12/16/2017 | Preliminary     | 12/20/2017 10:39:50 F | E1001660-PREL-V01 | Accepted for Import     |
|   | 10/22/2017 | Impact Schedule | 12/22/2017 9:06:44 AI | E1001660-MPCT-V01 | Not Accepted for Import |
|   | 08/29/2017 | Monthly Update  | 12/22/2017 9:09:14 AI | E1001660-UP01-V01 | Not Accepted for Import |
|   | 10/22/2017 | Impact Schedule | 12/22/2017 12:09:48 F | E1001660-MPCT-V01 | Not Accepted for Import |
|   | 10/22/2017 | Impact Schedule | 12/22/2017 12:44:25 F | E1001660-MPCT-V01 | Not Accepted for Import |

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

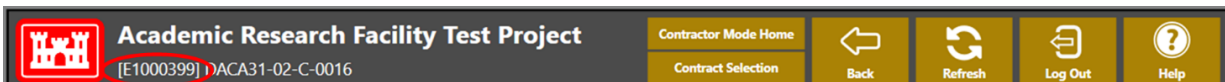
**Note:** The file should be a text file with a .txt file extension.

**File Type:** Identify the purpose of the SDEF file. Click in the box to select the type of schedule from the dropdown list.

**Data Date:** This date is read from the SDEF file and should represent the reporting period cutoff date. This is not an editable field.

**File Version:** Use this field to differentiate revisions of the same file.

**Project ID:** Also referred to as Contract ID. It is the 7-character alphanumeric shown in brackets found in the upper left corner of the RMS 3.0 screen header, next to the Contract Number.



Click on *Finish* to initiate the import.

**SDEF Data File Import Wizard**

**Data File Information**

File Type: [Dropdown Menu] (Options: Preliminary, Initial, Impact Schedule, Re-baselined Schedule, Monthly Update, Recovery Schedule, Completion Schedule)

Data Date: 12/16/2017

File Version: 1

Project ID: [Text Field]

< Back Finish Cancel

RMS 3.0 displays the contents of the file before importing the data into the Contract. Click on the tabs to review the data identified by the tab selected.

**Approval Status:** When a file is initially added, the status will indicate “Not Accepted for Import.” The status will change to “Accepted for Import” after the Government has approved the import. This status will remain until a new file is added for import. When the new file’s status is “Accepted for Import,” the status of the previous file will change to “Not Accepted for Import.” There will only be one file with the status “Accepted for Import” at any given time.

**SDEF Import File**

Project ID: [Text Field] Approval Status: Not Accepted for Import

Data Date: 8/29/2017

Schedule Type: Monthly Update

Activity Count: 597

Critical Activity Count: 101

Cost to Date: \$0.00

Buttons: Compare to Live Data, Request Acceptance to Import this Schedule, Preview Data Import into Contract, Preview Import Earnings into Payment

Tabs: Activities (selected), Calendars, SDEF File

**SDEF Activities**

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

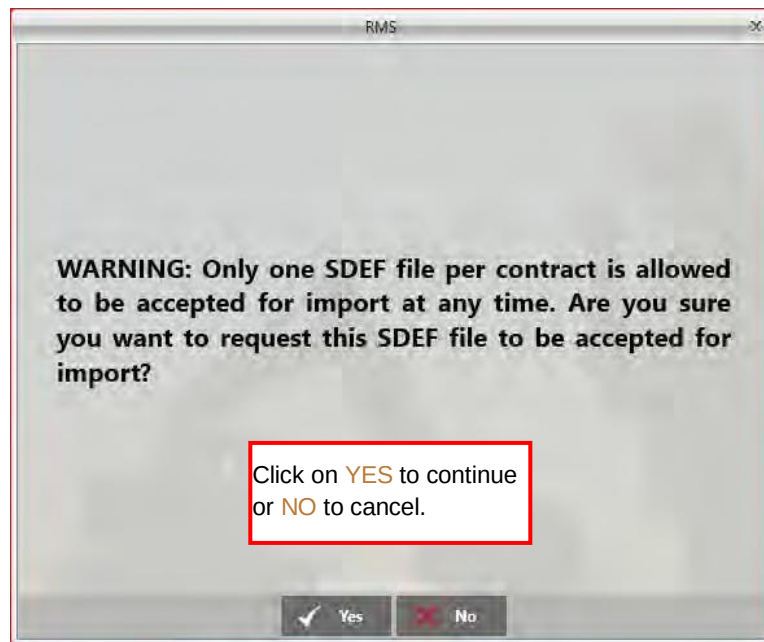
**SDEF Calendars**

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

**Compare to Live Data:** This feature is not yet available.

| Activities                                                                                                                     | Calendars                       | SDEF File                                    |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------|
| VOLM 1                                                                                                                         |                                 |                                              |
| PROJ 29AUG17 DLAP DLA Preliminary Schedule W91278-16-D-0116                                                                    |                                 |                                              |
| CLDR 5 NYYYYY SDH                                                                                                              |                                 |                                              |
| CLDR 1 NYYYYY SDH                                                                                                              |                                 |                                              |
| CLDR 7 YYYYYY 7D                                                                                                               |                                 |                                              |
| CLDR 5 NYYYYY Standard                                                                                                         |                                 |                                              |
| CLDR U NYYYYY Used for Microsoft Project 98                                                                                    |                                 |                                              |
| CLDR E YYYYYY Elapsed Duration Calendar                                                                                        |                                 |                                              |
| HOLI 5 23NOV17 24NOV17 25DEC17 01JAN18 15JAN18 22FEB18 28MAY18 04JUL18 03SEP18 22NOV18 23NOV18 25DEC18 01JAN19 27MAY19 04JUL19 |                                 |                                              |
| HOLI 5 02SEP19 28NOV19 29NOV19 25DEC19 01JAN20                                                                                 |                                 |                                              |
| HOLI 1 22NOV18 04JUL19 25DEC18 23NOV18 01JAN19 15JAN18 28MAY18 25DEC19 22FEB18 03SEP18 28NOV19 04JUL18 29NOV19 25DEC17 23NOV17 |                                 |                                              |
| HOLI 1 24NOV17 01JAN20 27MAY19 01JAN18 02SEP19                                                                                 |                                 |                                              |
| ACTV ADM1000                                                                                                                   | Notice to Proceed               | 1 1 0 GOVT GEN 0001 PC USACE                 |
| ACTV ADM1020                                                                                                                   | APP & QC Submittals to USACE f  | 1 7 0 PRIM SAQP 0001 PR Project Supervision  |
| ACTV ADM1190                                                                                                                   | APP & QC Submittals to USACE Di | 11 1 0 PRIM SAQP 0001 PR Project Supervision |
| ACTV ADM1400                                                                                                                   | APP & QC Submittals to GASTON   | 5 1 0 GOVT SAQP 0001 PR USACE                |
| ACTV ADM1080                                                                                                                   | Procure Painting Subcontract    | 7 1 0 PRIM PSS 0001 PR Project Supervision   |
| ACTV ADM1270                                                                                                                   | Paint Submittals to GASTON fro  | 2 1 0 PRIM PSS 0001 PR Project Supervision   |
| ACTV ADM1340                                                                                                                   | Paint Submittals to USACE from  | 14 7 0 PRIM PSS 0001 PR Project Supervision  |

**Request Acceptance to Import this Schedule:** Click this button when you are ready to import the file. Acknowledge the warning. This will transfer the next action to the Government.



**Preview Data Import into Contract:** This is your next step after the Government has accepted your request. The status will change to “Accepted for Import.” Review the data and the indicated actions in the Import Preview. Highlight an activity to view the details associated with it. Scroll through the CLINs vs Activity Budgeted cost in the lower right corner. If everything is correct, click on **Import SDEF data into Contract**. If there are errors, go back to your scheduling program, correct the errors, create a new SDEF and repeat the previous import steps.



**SDEF Activity Import Preview**

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

| Activity ID | Description                    | SDEF Import Status                                           |
|-------------|--------------------------------|--------------------------------------------------------------|
| 2400        | Review & Accept SD-03 01 50 00 | Activity Not found in SDEF - ACTIVITY WILL BE DELETED        |
| 2420        | Review & Accept SD-06 01 50 00 | Activity Not found in SDEF - ACTIVITY WILL BE DELETED        |
| 2430        | Review & Accept SD-07 01 50 00 | Activity Not found in SDEF - ACTIVITY WILL BE DELETED        |
| 2440        | Review & Accept Surveyor Quali | Activity Not found in SDEF - ACTIVITY WILL BE DELETED        |
| ADM1000     | Notice to Proceed              | Activity does not exist - Activity will be added to Contract |
| ADM1010     | Acquire Permits                | Activity does not exist - Activity will be added to Contract |
| ADM1020     | APP & QC Submittals to USACE f | Activity does not exist - Activity will be added to Contract |
| ADM1030     | Procure Plumbing Subcontract   | Activity does not exist - Activity will be added to Contract |
| ADM1040     | Procure Roofing Subcontract    | Activity does not exist - Activity will be added to Contract |

Activity ID: ADM1010      Description: Acquire Permits

CLIN: 0010      Feature of Work: Project Supervision

Responsibility Code: PRIM      Duration: 1      Cost: \$0.00

Phase of Work: PC      Category of Work:      Work Area Code: GEN

**Subcontractor Codes to be Added Contract**

| Responsibility Code |
|---------------------|
| SIDI                |
| MSNR                |
| PNT                 |
| INS                 |
| AIRD                |
| ODOR                |
| ODOO                |

**Features of work to be Added to Contract**

| Feature of Work              |
|------------------------------|
| USACE                        |
| Project Supervision          |
| Miscellaneous Metals & Metal |
| Insulation Replacement       |
| Air Distribution System      |
| Overhead Doors & Day Gates   |
| Water Distribution System    |

**CLIN Balances including SDEF data**

| CLIN | Current Amount  | Activity Total |
|------|-----------------|----------------|
| 0001 | \$29,532,000.00 | \$26,599.08    |
| 0002 | \$7,000,000.00  | \$14,494.96    |
| 0003 | \$115,000.00    | \$6,994.98     |
| 0004 | \$137,000.00    | \$43,354.68    |
| 0005 | \$0.00          | \$4,985.85     |
| 0006 | \$0.00          | \$48,715.33    |
| 0007 | \$20,393.00     | \$8,119.39     |

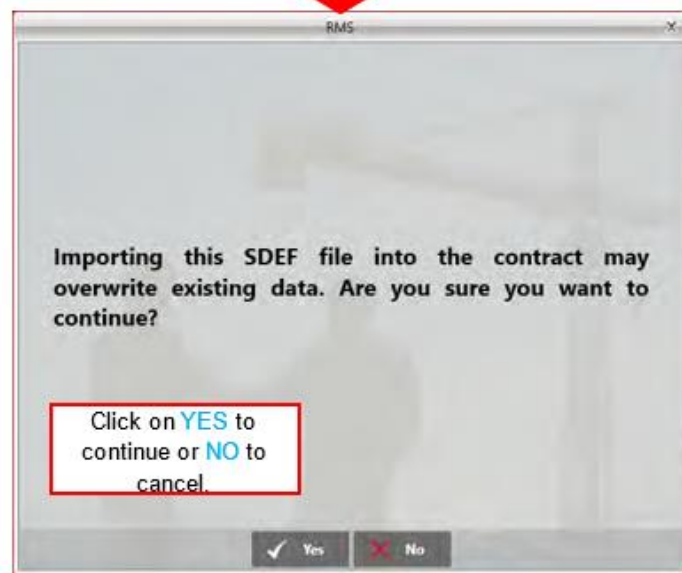
Importing the above SDEF data into the contract may overwrite existing data - Review carefully prior to import

Import SDEF data into Contract

**Important:** For all Pay Activities that exist in the Contract but do not match with the SDEF (matched by “Activity ID”), the activity in the Contract will be deleted and the activity on the SDEF will be added. It is highly recommended that once an Activity ID pattern is established it is not changed for the duration of the Contract. Deleting existing Pay Activities can have an adverse effect on Progress Payments if earnings have previously been charged against the deleted Pay Activities. When the “SDEF Import Status” column indicates, “Activity Not found in SDEF – ACTIVITY WILL BE DELETED” be sure to confirm this is an acceptable change prior to proceeding to “Import SDEF data into Contract.”

**Administration | Contract Notification Control** can be used to help inform both the Government and Contractor about the status of SDEF submission and approval.

**Note:** Subcontractors included on the SDEF whose “Responsibility Code” do not match what currently exists in the Contract will be added as new Contractors. The existing Contractors will remain.



Click on *Yes*, then **CONTRACT MENU**.

**Note:** Although the SDEF file contains Actual Start and Finish Dates, RMS 3.0 does not import these into the RMS 3.0 database. The only dates imported are the Early and Late Start and Finish Dates. Actual Start and Finish Dates can only be entered through the [QC Daily Reports](#) (see section 7.3) However, every attempt should be made to ensure the actual dates in the NAS are the same as those entered in the Daily Reports. RMS will identify dates that are not the same. The Contract's USACE Representative may not accept an import when these dates do not match.

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

**Note:** There can be only one open invoice in RMS 3.0 at any time. If the User's attempt an import and the Government has not yet completed the previous Progress Payment, RMS 3.0 will not allow the import to proceed. The payment does not have to be paid, just marked completed in RMS 3.0.



This is the next step after the Government has accepted the request. The status will change to "Accepted for Import." Review the data and the indicated actions in the Import Preview. If everything is correct, click on **Import into Invoice #**. If there are errors, go back to your scheduling program, correct the errors, create a new SDEF file and repeat the previous import steps.



SDEF Payment Import Preview - Invoice 2

Search

Export

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

| Activity ID | Description                           | Activity Amount | SDEF Earnings to Date | Earnings to Date for Invoice | Payment Status                               |
|-------------|---------------------------------------|-----------------|-----------------------|------------------------------|----------------------------------------------|
| >           | 0001 1                                | \$1,000.00      | \$0.00                | \$0.00                       | Not found in SDEF - Keeping current earnings |
|             | MI1000 Notice of Award (NOA) - Base B | \$0.00          | \$0.00                | \$0.00                       | Matched - SDEF earnings will be imported     |
|             | MI1050 Execution of the Project Agree | \$0.00          | \$0.00                | \$0.00                       | Matched - SDEF earnings will be imported     |
|             | MI1835 Preconstruction Meeting with U | \$0.00          | \$0.00                | \$0.00                       | Matched - SDEF earnings will be imported     |
|             | MI1840 NTP Acknowledged               | \$0.00          | \$0.00                | \$0.00                       | Matched - SDEF earnings will be imported     |
|             | MI2020 Provide Payment Bond (Base Bid | \$111,689.62    | \$111,689.62          | \$111,689.62                 | Matched - SDEF earnings will be imported     |
|             | MI2030 Provide Insurance (Base Bid)   | \$0.00          | \$0.00                | \$0.00                       | Matched - SDEF earnings will be imported     |

Total Earnings in SDEF

\$111,689.62

Total Earnings to Import

\$111,689.62

Earnings this Period

\$111,589.62

Import into Invoice 2

**L1002456**  
[E1001974]

Contractor Mode Home  
Contract Selection  
Contract Menu

Back Refresh Log Out Help

Add Edit Delete

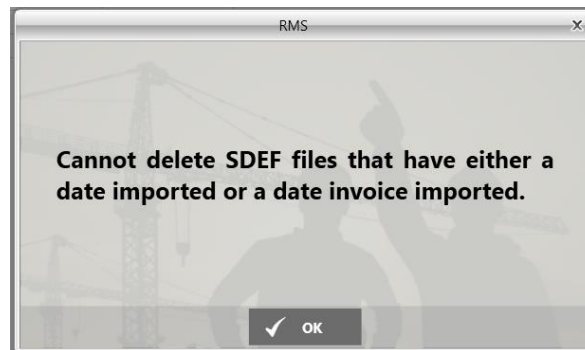
**SDEF Files**

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

| Data Date  | Schedule Type  | Date Imported | Date Invoice Imported | SDEF File         | Approval Status      |
|------------|----------------|---------------|-----------------------|-------------------|----------------------|
| 07/01/2020 | Initial        |               |                       | Test              | Accepted for Import  |
| 07/01/2020 | Monthly Upda   |               |                       | E1001974-UP01-V01 | Acceptance Requested |
| 07/01/2020 | Re-baselined S |               |                       | E1001974-RBAS-V01 | Not Requested        |

Export

Attempts to delete the above files will result in the below warning message:



To delete an unused SDEF file, select the file that is not needed and click on the **delete** button.

**L1002456**  
[E1001974]

Contractor Mode Home  
Contract Selection  
Contract Menu

Back Refresh Log Out Help

Add Edit **Delete**

**SDEF Files**

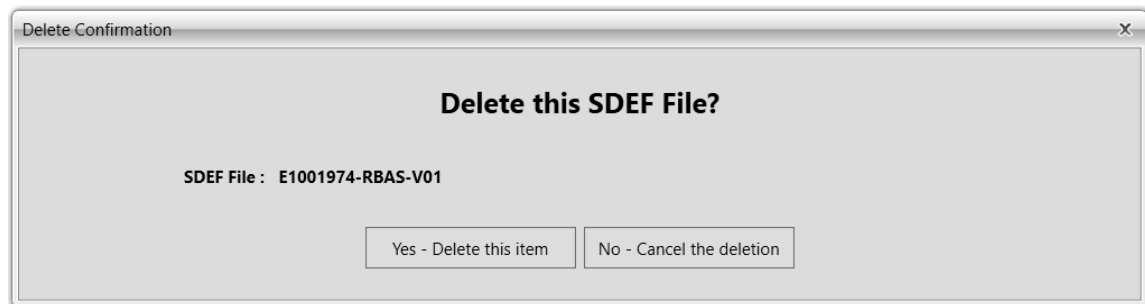
Search

Export

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

| Data Date  | Schedule Type  | Date Imported | Date Invoice Imported | SDEF File         | Approval Status      |
|------------|----------------|---------------|-----------------------|-------------------|----------------------|
| 07/01/2020 | Initial        |               |                       | Test              | Accepted for Import  |
| 07/01/2020 | Monthly Upda   |               |                       | E1001974-UP01-V01 | Acceptance Requested |
| 07/01/2020 | Re-baselined S |               |                       | E1001974-RBAS-V01 | Not Requested        |

The following screen will display:



Click **Yes – delete this item** to delete the SDEF file.

## 11.6 Document Package Export

This module provides you with a quick and easy way to save a copy of RMS 3.0 Document Packages outside of RMS3. Currently, only QC Daily Report Packages are available for export.

| Administration                                                                                               | Finances | QC                                                                                                             | Submittals | Schedules                                                                                           | Closeout | Import/Export                              | Contract Reports |
|--------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------|----------|--------------------------------------------|------------------|
| <b>Import QC Deficiencies</b><br>Import QC Deficiencies generated from an Excel worksheet.                   |          | <b>Import Submittal Register - SpecsIntact</b><br>Submittal items can be imported from a SpecsIntact txt file. |            | <b>Import Submittal Register - Excel</b><br>Submittal items can be imported from an Excel Template. |          | <b>NAS (SDEF)</b><br>Import SDEF schedule. |                  |
| <b>Document Package Export</b><br>Mass export documents from selected modules contained in document package. |          |                                                                                                                |            |                                                                                                     |          |                                            |                  |

Check the appropriate boxes, then click on *Get Documents*.

Document Package Export

Select one or more of the document package areas for download and click, "Get Documents".

Get Documents

☐ Include Signed Documents Only

**Daily Report Packages**

☐ QC Daily Reports only
 ☐ All Documents in QC Daily Document Packages

**Transmittal Log Packages**

☐ 4025 and Government Remarks Only
 ☐ All Documents in Contractor Transmittal Document Packages
 ☐ All Documents in Contractor Submittal Item Document Packages

**QC Requirements**

☐ All QC Test Documents

Check box(es) identifying the documents to include.

Navigate to the location where you want to save the Export, click on *OK*. You will then see a confirmation message with the location of the exported file. Click on *OK*, then *CONTRACT MENU*.

Finished Exporting reports to C:\Users\trave\Desktop\RMStemp

OK

## 12.0 CONTRACT REPORTS

| Administration                                                                                              | Finances | QC                                                                                         | Submittals | Schedules                                        | Closeout | Import/Export                              | Contract Reports |
|-------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------|------------|--------------------------------------------------|----------|--------------------------------------------|------------------|
| Import Submittals<br><i>Submittal items can be imported from an Excel Template.</i>                         |          | Import QC Deficiencies<br><i>Import QC Deficiencies generated from an Excel worksheet.</i> |            | Import SpecsIntact<br><i>Import SpecsIntact.</i> |          | NAS (SDEF)<br><i>Import SDEF schedule.</i> |                  |
| Document Package Export<br><i>Mass export documents from selected modules contained in document package</i> |          |                                                                                            |            |                                                  |          |                                            |                  |

Click on **Contract Reports** to access all the reports currently available in RMS3.

Click here to expand the groups and see a complete list of all reports in alphabetical order.

|              |             |        |              |
|--------------|-------------|--------|--------------|
| Grouped by:  | Report Menu |        |              |
| Report Title | Report Menu | Author | Developed By |

Click and drag the column header up to the grey bar above it to restore the groupings.

| Drag a column header and drop it here to group by that column |             |        |              |
|---------------------------------------------------------------|-------------|--------|--------------|
| Report Title                                                  | Report Menu | Author | Developed By |

|                                                                                                                                                                                                                                                                                                                                                                                      |                        |                   |               |                   |                  |                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|---------------|-------------------|------------------|------------------|
| All Reports                                                                                                                                                                                                                                                                                                                                                                          | Administration Reports | Financial Reports | QA/QC Reports | Submittal Reports | Schedule Reports | Closeout Reports |
| 41                                                                                                                                                                                                                                                                                                                                                                                   | 6                      | 9                 | 17            | 6                 | 3                | 0                |
| <div><div> Edit</div><div>Contract Reports</div><div><input type="text" value="Search"/> </div><div> Export</div></div> |                        |                   |               |                   |                  |                  |
| Grouped by: <div>Report Menu</div>                                                                                                                                                                                                                                                                                                                                                   |                        |                   |               |                   |                  |                  |
|                                                                                                                                                                                                                                                                                                                                                                                      | Report Title           | Report Menu       | Author        | Developed By      |                  |                  |
|                                                                                                                                                                                                                                                                                                                                                                                      | ▼ ADMIN                |                   |               |                   |                  |                  |
|                                                                                                                                                                                                                                                                                                                                                                                      | ▼ FINANCE              |                   |               |                   |                  |                  |
|                                                                                                                                                                                                                                                                                                                                                                                      | ▼ QAQC                 |                   |               |                   |                  |                  |
|                                                                                                                                                                                                                                                                                                                                                                                      | ▼ SCHEDULE             |                   |               |                   |                  |                  |
|                                                                                                                                                                                                                                                                                                                                                                                      | ▼ SUBMIT               |                   |               |                   |                  |                  |

When first opened, the list of reports is collapsed and grouped by Report Menu. The list of reports corresponding to any of the groups can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the group selected will be displayed in the table below. You can get the same result by clicking on one of the Report Title categories. Click on the title again to re-collapse the list.

**Action Items - Contractor**

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### RMS Contract Report





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**Date**

Actions that need to be taken on or before   ( 7 days )

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**Include**

- ☒ Missing Data
- ☒ Payrolls/Insurance/
- ☒ Correspondence
- ☒ Modifications
- ☒ Finances

- ☒ Quality Control
- ☒ Exposure Hours
- ☒ Submittals
- ☒ Schedules
- ☒ Hazard Analysis

**Start**

☒ Early Start Dates
☐ Late Start Dates

To generate a report, double-click on a report title or single click on a report title, then click on *Edit*. Depending on the report, you may be presented with various selections to limit the contents of the report. Make your selections, then click on *Preview* to view the report before printing or click on *Print* to send the report directly to your printer.

| All Reports | Administration Reports | Financial Reports | QA/QC Reports | Submittal Reports | Schedule Reports | Closeout Reports |
|-------------|------------------------|-------------------|---------------|-------------------|------------------|------------------|
| 49          | 12                     | 8                 | 17            | 6                 | 4                | 2                |

| Contract Reports                             |             |            |              |        |
|----------------------------------------------|-------------|------------|--------------|--------|
| Edit                                         |             | Search     |              | Export |
| Grouped by: Report Menu                      |             |            |              |        |
| Report Title                                 | Report Menu | Author     | Developed By |        |
| ADMIN                                        |             |            |              |        |
| Action Items - Contractor                    | ADMIN       | RMS Center | RMS Center   |        |
| All Request For Information                  | ADMIN       | RMS Center | RMS Center   |        |
| List of Contractors                          | ADMIN       | RMS Center | RMS Center   |        |
| Correspondence Listing                       | ADMIN       | RMS Center | RMS Center   |        |
| RFI Form                                     | ADMIN       | RMS Center | RMS Center   |        |
| Outstanding Requests for Information         | ADMIN       | RMS Center | RMS Center   |        |
| Certified Payroll Statement of Compliance    | ADMIN       | RMS Center | RMS Center   |        |
| CUI Cover Page                               | ADMIN       | RMS Center | RMS Center   |        |
| CLOSEOUT                                     |             |            |              |        |
| Warranty Items Listing                       | CLOSEOUT    | RMS Center | RMS Center   |        |
| Warranty Inspection Listing                  | CLOSEOUT    | RMS Center | RMS Center   |        |
| FINANCE                                      |             |            |              |        |
| CLIN History                                 | FINANCE     | RMS Center | RMS Center   |        |
| Activity Earnings by Invoice                 | FINANCE     | RMS Center | RMS Center   |        |
| Progress Payment History                     | FINANCE     | RMS Center | RMS Center   |        |
| Activity Summary by CLIN                     | FINANCE     | RMS Center | RMS Center   |        |
| Prompt Payment Certification Report          | FINANCE     | RMS Center | RMS Center   |        |
| ENG Form 93 - Payment Estimate               | FINANCE     | RMS Center | RMS Center   |        |
| Contractor Pay Request Worksheet             | FINANCE     | RMS Center | RMS Center   |        |
| Activity Total Earnings                      | FINANCE     | RMS Center | RMS Center   |        |
| QAQC                                         |             |            |              |        |
| Three Phase Schedule of Control Meetings     | QAQC        | RMS Center | RMS Center   |        |
| QC Test Status Listing                       | QAQC        | RMS Center | RMS Center   |        |
| Form 4267 Dredge QC Daily Log Report         | QAQC        | RMS Center | RMS Center   |        |
| Form 3735-A Dredge QC Daily Log Report       | QAQC        | RMS Center | RMS Center   |        |
| Form 27A Dredge QC Daily Log Report          | QAQC        | RMS Center | RMS Center   |        |
| Three Phase Control Worksheet Initial        | QAQC        | RMS Center | RMS Center   |        |
| Transfer Property Listing                    | QAQC        | RMS Center | RMS Center   |        |
| QC Daily Report                              | QAQC        | RMS Center | RMS Center   |        |
| QC/QA Deficiency Items Issued                | QAQC        | RMS Center | RMS Center   |        |
| Three Phase Control Schedule                 | QAQC        | RMS Center | RMS Center   |        |
| Three Phase Control Worksheet Preparatory    | QAQC        | RMS Center | RMS Center   |        |
| Three Phase Control Worksheet Final Followup | QAQC        | RMS Center | RMS Center   |        |
| QC Test Listing                              | QAQC        | RMS Center | RMS Center   |        |
| QC Narratives                                | QAQC        | RMS Center | RMS Center   |        |
| Installed Property Listing                   | QAQC        | RMS Center | RMS Center   |        |
| QC Equipment Hours                           | QAQC        | RMS Center | RMS Center   |        |
| QC Labor Hours                               | QAQC        | RMS Center | RMS Center   |        |
| SCHEDULE                                     |             |            |              |        |
| Project Calendar                             | SCHEDULE    | RMS Center | RMS Center   |        |
| Activity Start/Finish                        | SCHEDULE    | RMS Center | RMS Center   |        |
| Activity Schedule                            | SCHEDULE    | RMS Center | RMS Center   |        |
| NTP Milestones Schedule                      | SCHEDULE    | RMS Center | RMS Center   |        |
| SUBMIT                                       |             |            |              |        |
| Submittal Register ENG 4288                  | SUBMIT      | RMS Center | RMS Center   |        |
| Transmittal Log                              | SUBMIT      | RMS Center | RMS Center   |        |
| Transmittal Variance Request                 | SUBMIT      | RMS Center | RMS Center   |        |
| Transmittal Sheet 4025-R                     | SUBMIT      | RMS Center | RMS Center   |        |
| Transmittals in Review                       | SUBMIT      | RMS Center | RMS Center   |        |
| Transmittal Remarks (ENG 4025-R)             | SUBMIT      | RMS Center | RMS Center   |        |

This is the list of reports available at the time this User Guide was prepared. As other reports are developed, the list will expand. If there is a specific report that would be useful to you and others, you can submit a request through the **HELP** button.

Click on **HELP**, select [RMS Support Tickets](#), (see section details in section 1.0.6) then **Add**. Fill in the information describing the requested report. If you have a sample and/or rough layout, include it as an attachment.

**Note:** When the Contract is marked as CUI by the Government, a **Print Security Markings header and footer** checkbox will be displayed in the report's parameter view.

If the Contract is marked CUI as a "Whole," the checkbox will be selected and disabled. The

security markings header and footer entered by the Government will automatically be added to the report.

**Security Classification**☒ Print security markings header and footer

Contract marked CUI in Whole; CUI header and footer will be included on the printed report. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin reports area.

If the Contract is marked as CUI “In Part,” the checkbox will be editable, and the User will have the *option* to add the Security Markings Header and Footer to the report.

**Security Classification**☐ Print security markings header and footer

Contract marked CUI in Part; CUI header and footer may be required on the printed report. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin reports area.



## APPENDIX A – USING STANDARD DATA EXCHANGE FORMAT

### A.1 What is Standard Data Exchange Format?

Standard Data Exchange Format is abbreviated as SDEF is a proprietary software protocol that makes data exchange between USACE project management systems. The SDEF can be used to import data from Primavera into RMS.

The easiest way to load information is to use the SDEF Import option in RMS.

**Note:** That any information in RMS that is not in Primavera (in these respective areas) will be overwritten with what comes from the SDEF file. Also, a Progress Payment must be available for an SDEF file to import financial information into RMS.

### A.2 SDEF Uses in RMS

There are several places in RMS that use SDEF data loaded files.

Updated project schedule consisting of pay activities

- Progress Payments
- Features of Work
- Importing Contractor Pay Activities
- Schedules
  - Activity Schedule
  - Milestone Schedule
  - Placement Schedule
  - Feature Schedule

### A.3 How to Import/Export SDEF Files

The use of the SDEF utility is very basic. The example below provides instructions for importing. For exporting simply select the export option and follow the screen prompts.

Basic Steps:

1. Under the Contractor Menu Select Import/Export
  - a. Select NAS SDEF Module (A view will be displayed of all SDEF files that have been loaded and their approval status)
2. Click Add/Edit/Delete – Select desired option. To Add, click Add.
3. Click Select file
4. A standard file explore dialogue box will be displayed. Select the desired file.
5. Click Open to post the file in RMS.
6. Click Next
7. Select File Type
  - a. Preliminary
  - b. Initial
  - c. Impact schedule
  - d. Re-baseline Schedule
  - e. Monthly Updated

- f. Recovery Schedule
  - g. Completion Schedule
- 8. Click Finish
- 9. A file preview is displayed. Three tabs can be reviewed to see file details.
  - a. Activities listed in file.
  - b. Calendar record listed in file.
  - c. SDEF text conversion

When RMS completes the import process the data fields on the screen will be completed, reflecting the particulars of the import. Click here for Import /Export details. [Import NAS \(SDEF\)](#).

## APPENDIX B – GENERAL INFORMATION

### B.1 Abbreviations/Terms

| Abbreviation/Terms | Definitions                        |
|--------------------|------------------------------------|
| ACO                | Administrative Contracting Officer |
| AIS                | Automated Information System       |
| RMS                | Resident Management System         |
| CCD                | Construction Complete Date         |
| CM                 | Contractor Mode                    |
| CAO                | Contract Administration Office     |
| COR                | Contracting Officer Representative |
| GM                 | Government Mode                    |
| KTR                | Contractor                         |
| LD                 | Liquidated Damages                 |
| SDEF               | Standard Data Exchange Files       |
| SCD                | Substantial Completion Date        |
| PII                | Personal Identifiable Information  |
| QA                 | Quality Assurance                  |
| QC                 | Quality Control                    |
| RFI                | Request For Information            |

## B.2 Accepted File Types in RMS

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| .3gp  | .eml  | .mp3  | .png  | .wma  |
| .7z   | .flv  | .mp4  | .ppt  | .wmv  |
| .avi  | .gif  | .mpeg | .pptx | .xer  |
| .bak  | .iam  | .mpg  | .rvt  | .xls  |
| .bmp  | .ipt  | .msg  | .text | .xlsm |
| .cad  | .jp2  | .nwd  | .tgt  | .xlsx |
| .csv  | .jpeg | .odt  | .tif  | .xml  |
| .dgn  | .jpg  | .oli  | .tiff | .xyz  |
| .doc  | .lib  | .oti  | .txt  | .zip  |
| .docx | .mms  | .pc3  | .vob  |       |
| .dwg  | .mov  | .pdf  | .wav  |       |

Return to section on: [\*Working with Document Packages\*](#)