

**US Army Corps  
of Engineers ®**

# **RESIDENT MANAGEMENT SYSTEM USER MANUAL**

## **Contractor Manual**

**RMS 3.0**

**Version 4.9**

# US Army Corps of Engineers

RMS Center

Kansas City, Kansas, USA

September 2024

The data provided herein is current as of patch release 491.

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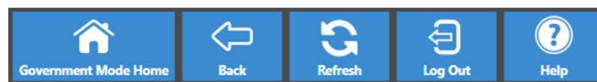
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## 1.0 INTRODUCTION

The Resident Management System (RMS) is a comprehensive system for the management of construction contracts through tracking and documentation used by the United States Army Corps of Engineers' field offices. RMS 3.0 (herein referred to as "RMS") 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 RMS and is designed to provide detailed, easy to understand instructions on how to use the RMS Contractor Mode (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 instructions and standards provided in this guide are current as of patch release 471. For any updates or changes that have been made to RMS, please see the release notes found on the RMS website, [RMS Release Notes](https://rms.usace.army.mil/rms_release_notes.html). Click on the PDF link for the patch to see changes made in that patch.

The screenshot shows the 'RMS Release Notes' page on the US Army Corps of Engineers website. The browser address bar shows the URL [https://rms.usace.army.mil/rms\\_release\\_notes.html](https://rms.usace.army.mil/rms_release_notes.html), which is annotated with a red box and the text 'URL to Release Notes page.' The page content includes a table of release notes. Annotations with red boxes and arrows point to specific parts of the table:

- 'Patch version numbers.' points to the 'Version' column.
- 'Link to Release Notes for specific patch number.' points to a 'PDF' link in the 'Document' column.
- 'Release information if no release notes provided.' points to the 'Supplemental Information' column.

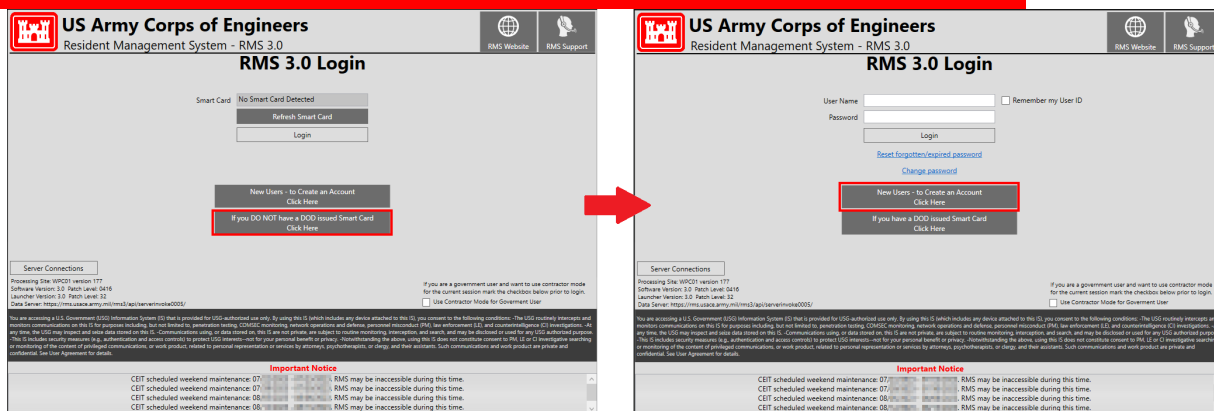
| Application | Version   | Release Date | Document            | Supplemental Information                                                                                                                   |
|-------------|-----------|--------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| RMS 3.0     | Patch 470 | 03/04/2024   |                     |                                                                                                                                            |
| RMS 3.0     | Patch 466 | 02/29/2024   | <a href="#">PDF</a> | Replace the BCD button, Add CEIT maintenance dates, Prevent frequent reconnection alert, Resolve exception error during letter generation. |
| RMS 3.0     | Patch 453 | 01/04/2024   | <a href="#">PDF</a> |                                                                                                                                            |

The chapters follow a common management workflow sequence of a typical job, beginning with planning and end with briefing reports. Reading individual sections will assist in providing an understanding of how to use RMS 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 CM see [Download and Install the RMS 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.

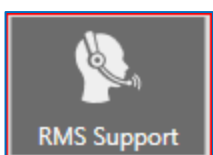
The maintenance schedule is displayed in the *Important Notice* section at the bottom of the login view.



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



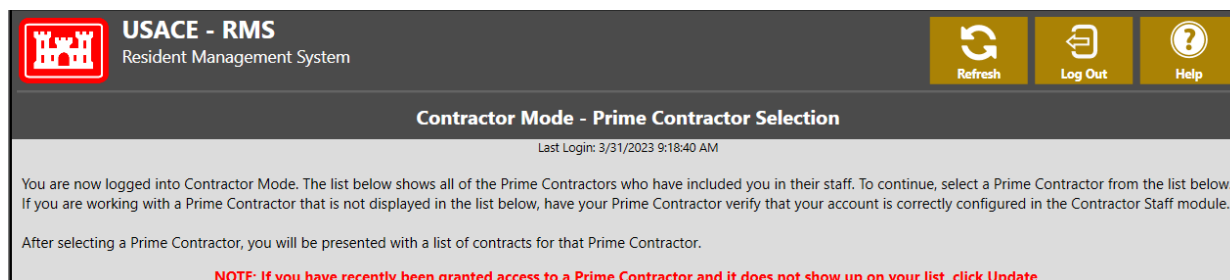
The **RMS Website** button will take users to the RMS website where users can download RMS software and access various User Guides, Guide Specs, Help Files, Import Templates, RMS Documentation files, YouTube training videos, and the Support Ticket submittal website.



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 the 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.

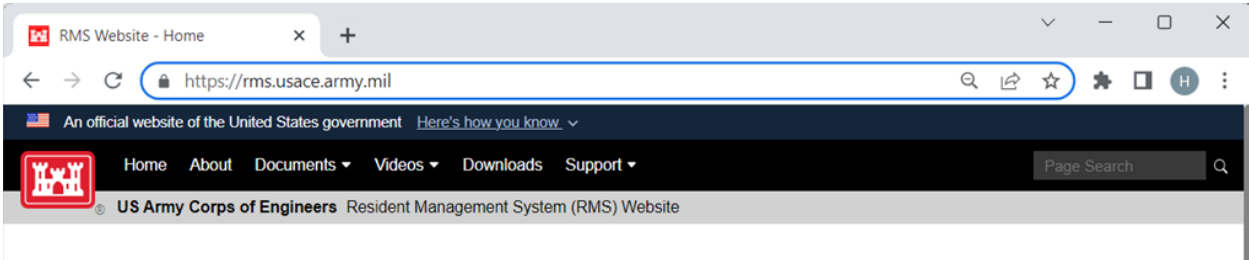
After the User has successfully logged in, the screen shown below will be presented and help is always just a click away. From this opening screen, to get assistance, click on the **Help** button.



Using the **Help** button, users can choose to get the Online User Guide, go to the RMS Support website, open a Support Ticket, or check for updates to the program.

## 1.1 RMS Website

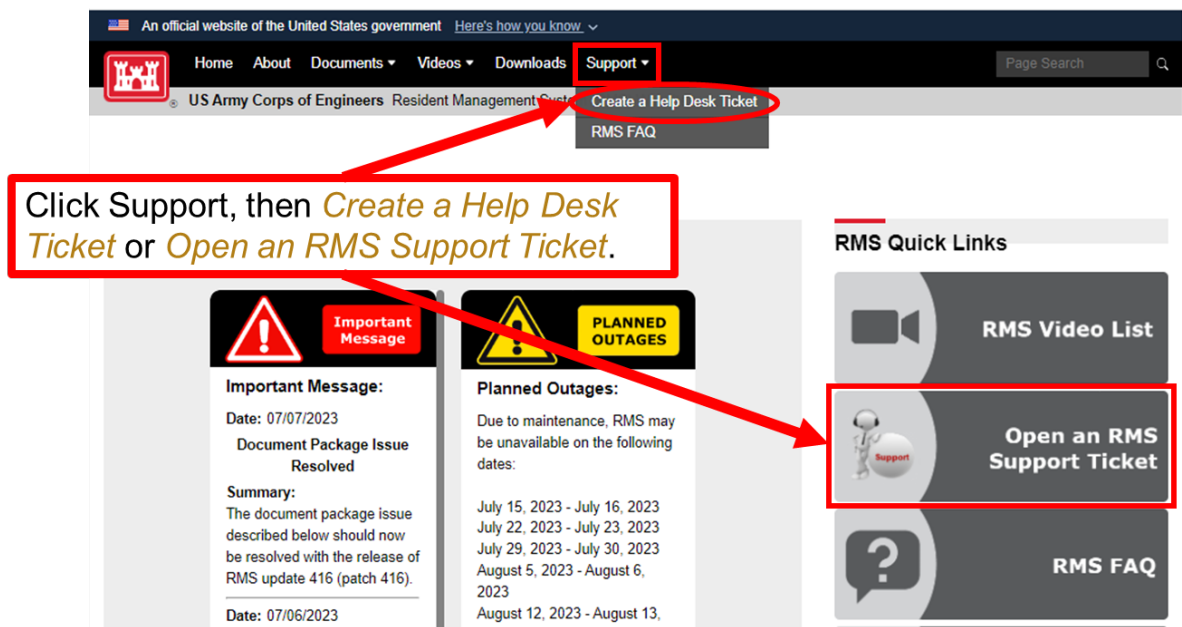
The RMS website can be reached by entering <https://rms.usace.army.mil> into any web browser. Internet Explorer is not recommended for use, as some features may not work with that browser. Below is a view of the top of the website using the Firefox web browser:



## 1.2 Getting Help

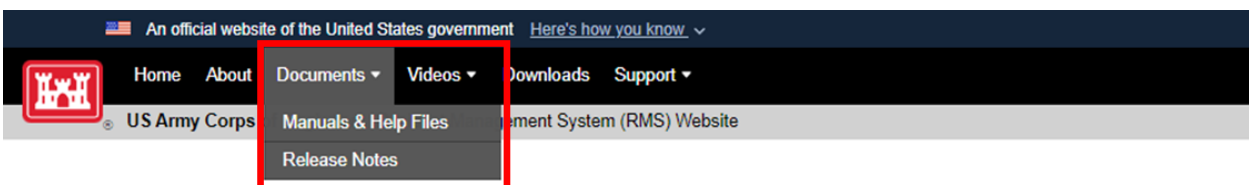
### 1.2.1 On the Website

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

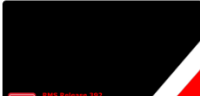
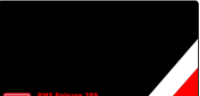
**Brown Bag Sessions**

- [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](#)

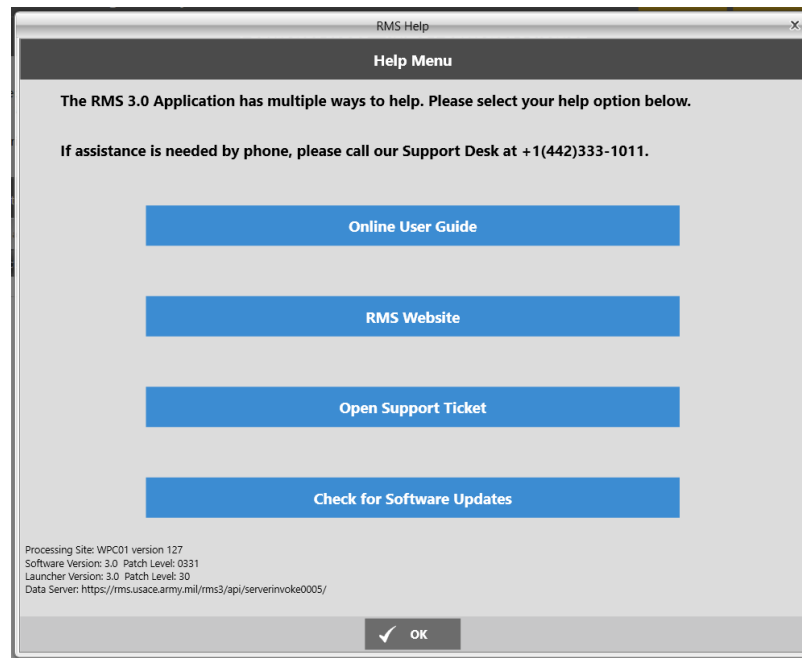
**Most Recent Webinars**

- [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 |
|                                                |                                                |                                 |                                   |

## 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.

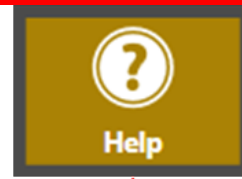
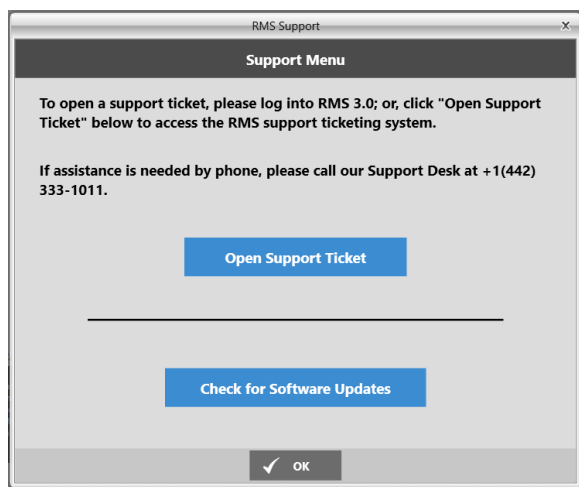
## 1.2.3 RMS Helpdesk Support Tickets

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.



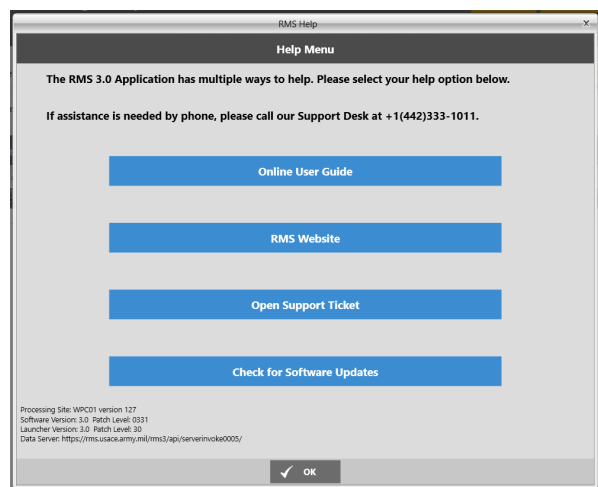
From the Login screen, click this button

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



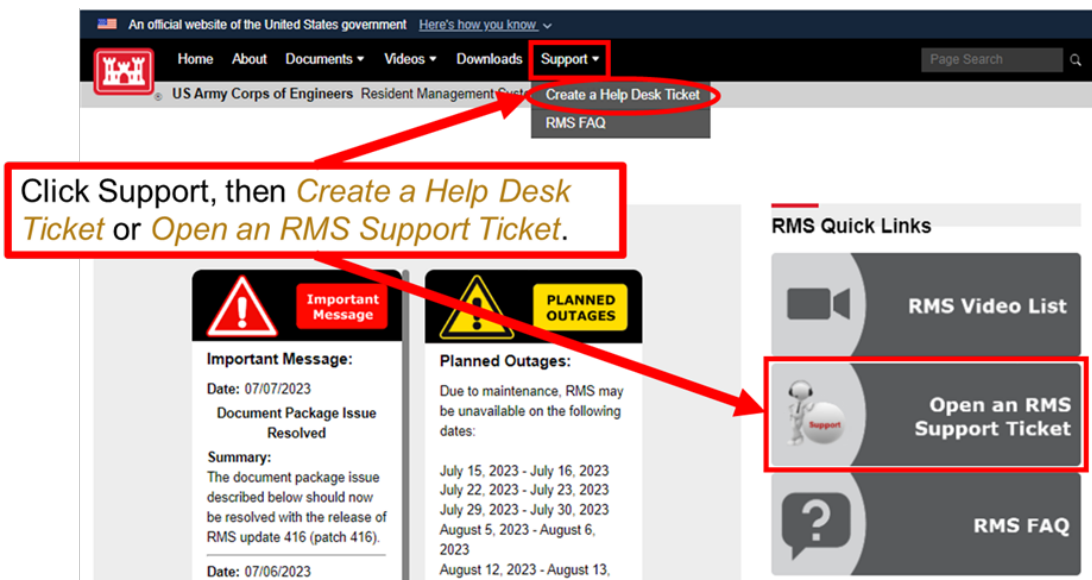
From within a contract, click this button

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

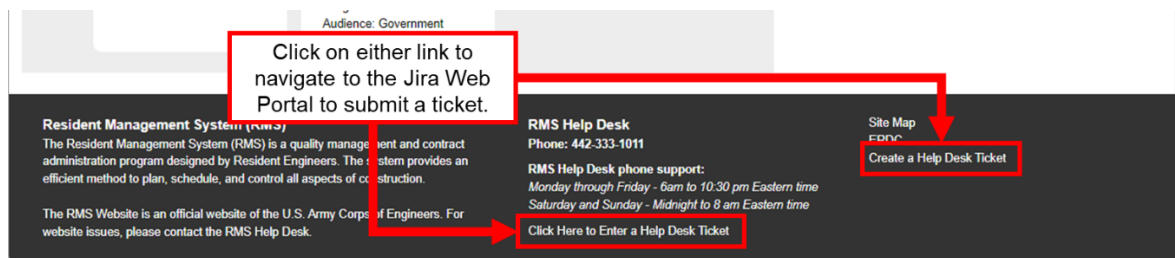


For either option, click on the *Open Support Ticket* button to open the [Jira Web Portal](#).

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 the users 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 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 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

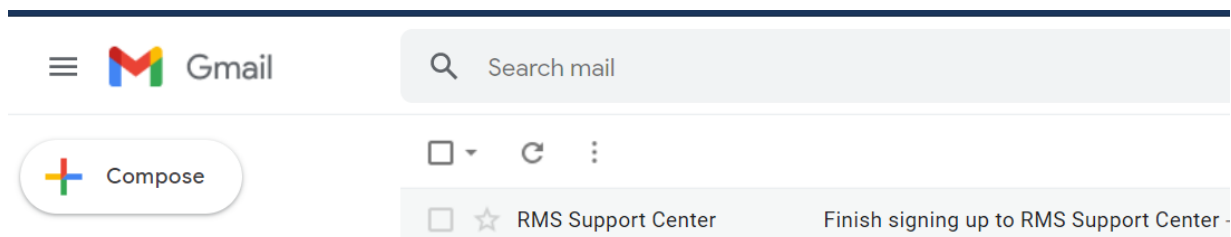
RMS Support Center

Check your email to finish signup

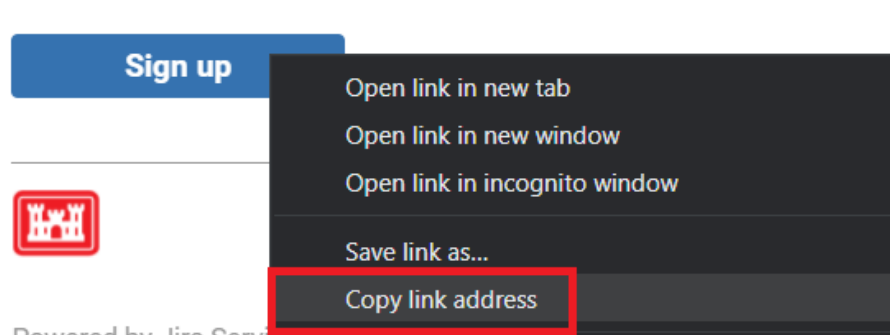
We've sent a private signup link to @email.com.

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](#).

The screenshot shows the 'Sign up' page. The 'Email address' field is annotated with 'User's email will show here'. The 'Full name' field is annotated with 'Enter name'. The 'Choose a password' field is annotated with 'Create password'. Below the fields, there is a 'Sign up' button. An arrow points to the button with the annotation 'Click on Sign Up to finish the process.'.

### 1.2.3.3 Change/Set Jira Account Password

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

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

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

The screenshot shows the login page. The 'Enter your email to log in or sign up' field is annotated with 'User email displayed here'. The 'Email address' field is annotated with 'Password'. Below the fields, there is a 'Next' button.

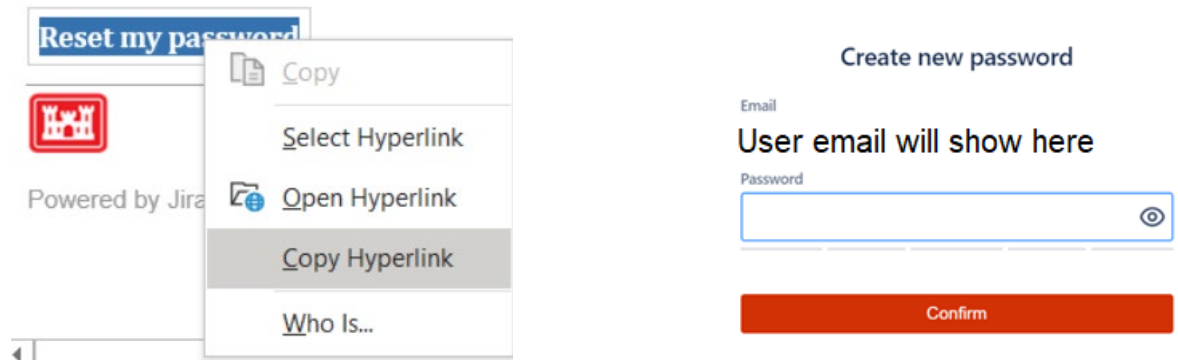
The screenshot shows the login page. The 'Log in to RMS Support Center' header is at the top. Below it is the 'User email displayed here' field. The 'Password' field is below that. The 'Log in' button is at the bottom. To the right of the 'Log in' button, there is a link 'Forgot your password?' and a link 'Need an account? Sign up'. An arrow points to the 'Forgot your password?' link with the annotation '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

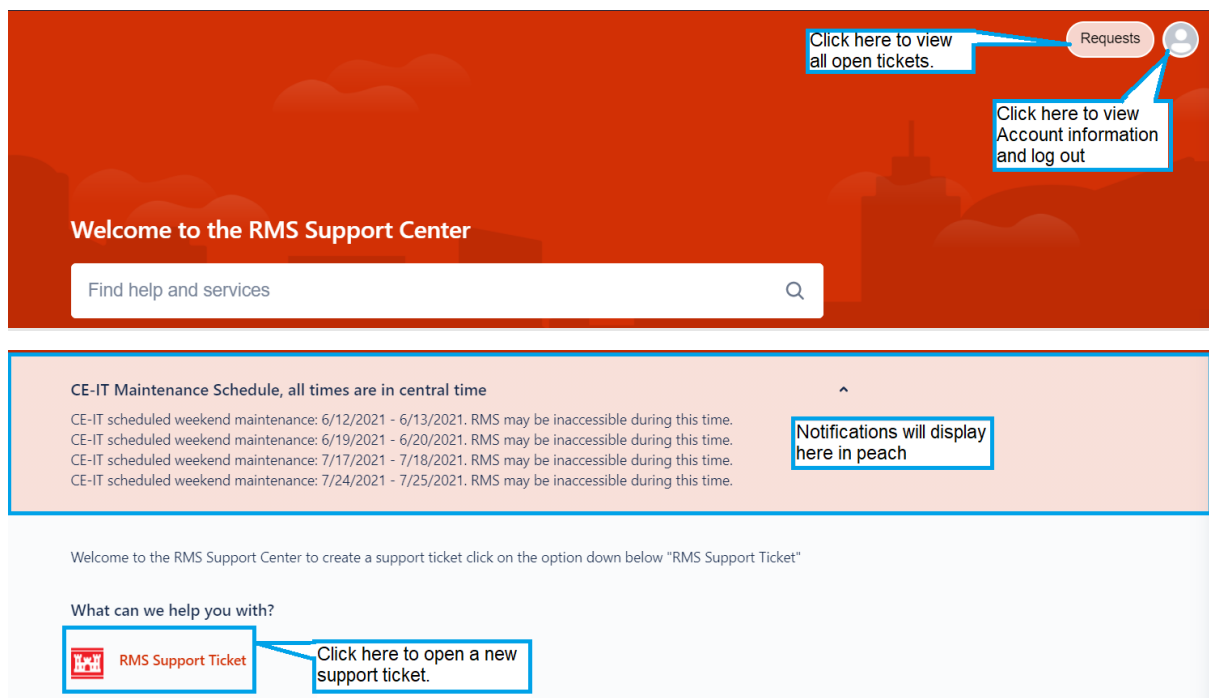
Open the email and right click on the box in the email that says *Reset my password* and then click on *Copy Hyperlink* (seen below, left).



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:



**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.

### 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.

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.

## 1.2.4 Online User Guides

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

| RMS                                                                           |                                                                     |                                                                      |                                                     |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------|
| Welcome to the RMS Documentation index page.                                  |                                                                     |                                                                      |                                                     |
| Government                                                                    | Contractor                                                          | Government/Contractor                                                | Virtual Trainings                                   |
| <a href="#">RMS 3.0 Government Manual Volume 1 (updated 10/2022)</a>          | <a href="#">NEW: RMS 3.0 Contractor Manual (updated 10/2022)</a>    | <a href="#">RMS Support Center YouTube Channel</a>                   | <a href="#">Brown Bag Training Slides - 06/2022</a> |
| <a href="#">RMS 3.0 Government Manual Volume 2 Finances (updated 10/2022)</a> | <a href="#">How to Install RMS 3.0 Contractor Mode</a>              | <a href="#">Kelly McGowan's Help Files for USACE and Contractors</a> | <a href="#">Beginner Training Slides - 06/2022</a>  |
| <a href="#">RMS 3.0 Government Manual Volume 3 (updated 10/2022)</a>          | <a href="#">How to Create an Account in RMS 3.0 Contractor Mode</a> | <a href="#">NEW: Submittal Process Power Point</a>                   | <a href="#">Advanced Training Slides - 06/2022</a>  |

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

## 1.3 Operational Basics

RMS operates in one of two modes: Library or contract. Each mode in RMS is further subdivided into modules represented by grey or colored tiles in the respective screens.

### 1.3.1 Library Mode

|               |                    |            |                  |
|---------------|--------------------|------------|------------------|
| User Settings | Government Library | User Roles | Contractor Staff |
|---------------|--------------------|------------|------------------|

The first mode that is encountered after logging into RMS and selecting the Prime Contractor, is the Library Mode. When RMS 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 Settings:** 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 RMS 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 RMS have the same look and feel for menus, headers, buttons, etc. The tiles, buttons, and widgets used throughout RMS perform the same function regardless of which screen those 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 RMS/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.

**Contractor Mode Home**

Return to Prime Contractor Selection list.

**Contract Selection**

Return to Contract Selection list.

**Contract Menu**

Return to Contract Menu screen.



Back

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

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



Refresh

**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

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



Help

**Help** provides quick access to the RMS 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.

| 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         |
| [E1002889]                  | E1002889                        | SERVICE-68066 Example - Final Follow-up | NWO Project Office und     | Active         |
| [E1002888]                  | E1002888                        | New Contract Test - MDC                 | T2 Baltimore Test Di       | Future         |
| [W911]                      | RMSDEV-3690 2nd Ttest - 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 when entering a screen.

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

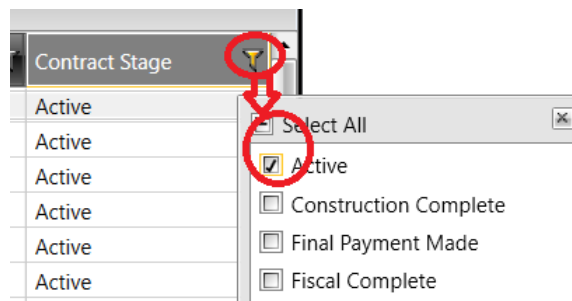
### Grouping column headers:

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

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



### Filtering columns:



### 1.4.3 Action Items Dashboard 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 contains four different colors associated 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                                               |         |             |       |           |                  |             |  |
|---------------------------------------------------------------|---------|-------------|-------|-----------|------------------|-------------|--|
| 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    |

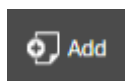
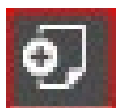
  

| Contractor Action Items - All                                 |                                     |                                                      |             |                        |  |  |  |
|---------------------------------------------------------------|-------------------------------------|------------------------------------------------------|-------------|------------------------|--|--|--|
| 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        |                        |  |  |  |

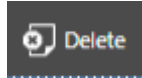
The blue tiles identify the number of actions in a category indicated and the priority. Click on a tile to view a filtered list of items of the type selected.

For assistance with resolving common action items, please see [Appendix C](#).

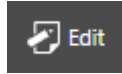
#### 1.4.4 Button Operations Explained



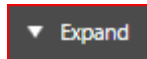
Add/create a new item.



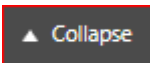
Delete/remove an existing item. Depending on the item, in addition to single deletions, there may also be options to delete more than one item at a time or all items in one step.



Edit/revise/modify an existing item.



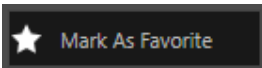
Expand the associated list of items.



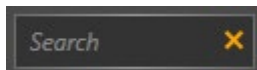
Collapse the associated list of item(s).



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



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



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



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



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



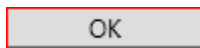
When a date is required, click on this widget to open a calendar from which to select the date.



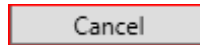
Use the funnel widget to filter/limit the data displayed in the table. The selections will vary depending on the data contained in that column. There is also the capability to build a simple logic filter to further refine the data displayed.



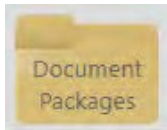
Clicking on a box containing this graphic will open a list displaying the items corresponding to the selected box.



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



Voids the selected entry/action.



Document Packages are used extensively throughout RMS 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.*

|  | Add | Edit | Delete | Title of Package  | No. | Status    |
|--|-----|------|--------|-------------------|-----|-----------|
|  |     | >    |        | Letter No. H-0003 | 1   | Not Ready |

Document Packages are used throughout RMS 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.

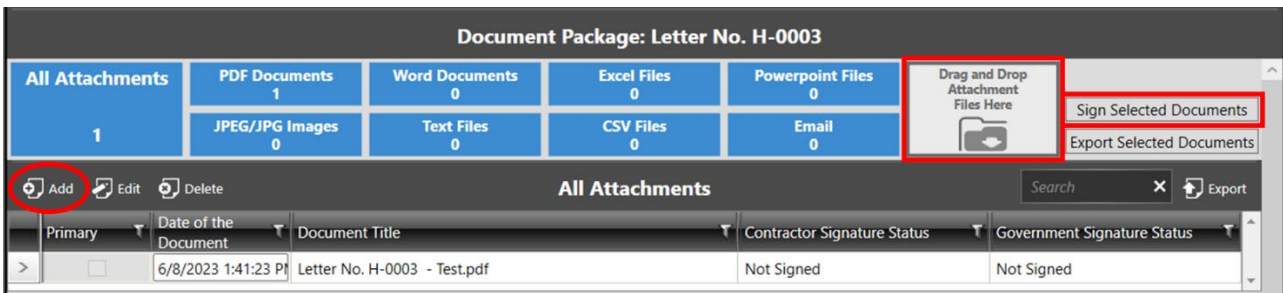
**Add:** Add/create a new package.

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

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



## 1.5.1 Working with Document Packages



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 prohibited file types in RMS, see [Prohibited File Types in RMS](#) 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**.

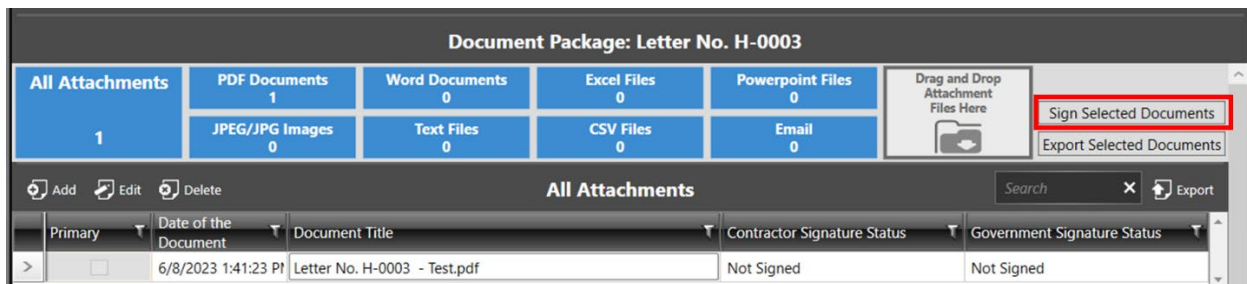
**Sign Selected Documents:** Attached .doc/.docx (Word) and .pdf documents can be electronically signed in RMS. A Common Access Card (CAC) is not needed to perform this action. Click on this button, then select the documents to be signed from the list that is shown.

**Export Selected Documents:** To save attached documents outside of RMS, 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 the documents 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 RMS. 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.

**Document Signing**

RMS provides digital signature capabilities for Word documents and PDF documents. Word documents are first converted to PDF prior to signing. Select documents to sign from the list below and then click next to choose positioning to be used for digital signatures.

The default signing position can be set in the district library. Current setting is: 8 - Last Page - Bottom Right

**Select Documents to Digitally Sign (PDF and Word only)** Search Export

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

| <input checked="" type="checkbox"/> | Date of the Document | Document Title               |
|-------------------------------------|----------------------|------------------------------|
| <input checked="" type="checkbox"/> | 5/8/2023 1:41:23 PM  | Letter No. H-0003 - Test.pdf |

< Back **Next >** Cancel

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

RMS 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.

**Document Signing**

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

To include a title with the signature, enter it here Enter a name or title here if required.

**Assign Digital Signature Positions for Selected Documents** Search Export

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

| Document Title               | Digital Signature Position                    |
|------------------------------|-----------------------------------------------|
| Letter No. H-0003 - Test.pdf | 8 - Last Page - Bottom Right <span>...</span> |

Double-click in the field to show the ellipses button which can be used to change the signature position.

**Document Signature Position Lookup** Export

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

| Title                         |
|-------------------------------|
| 1 - First Page - Top Left     |
| 2 - First Page - Top Right    |
| 3 - First Page - Bottom Left  |
| 4 - First Page - Bottom Right |
| 5 - Last Page - Top Left      |
| 6 - Last Page - Top Right     |
| 7 - Last Page - Bottom Left   |

OK Cancel Clear Selection

< Back **Finish** Cancel



**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.

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

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

**Signed by:** The individual who signed the document will be listed here.

**Document Title:** RMS automatically names the document with the package and filename. Although this field is editable, the Document Title is used to identify the document in Paperless Contract File (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.

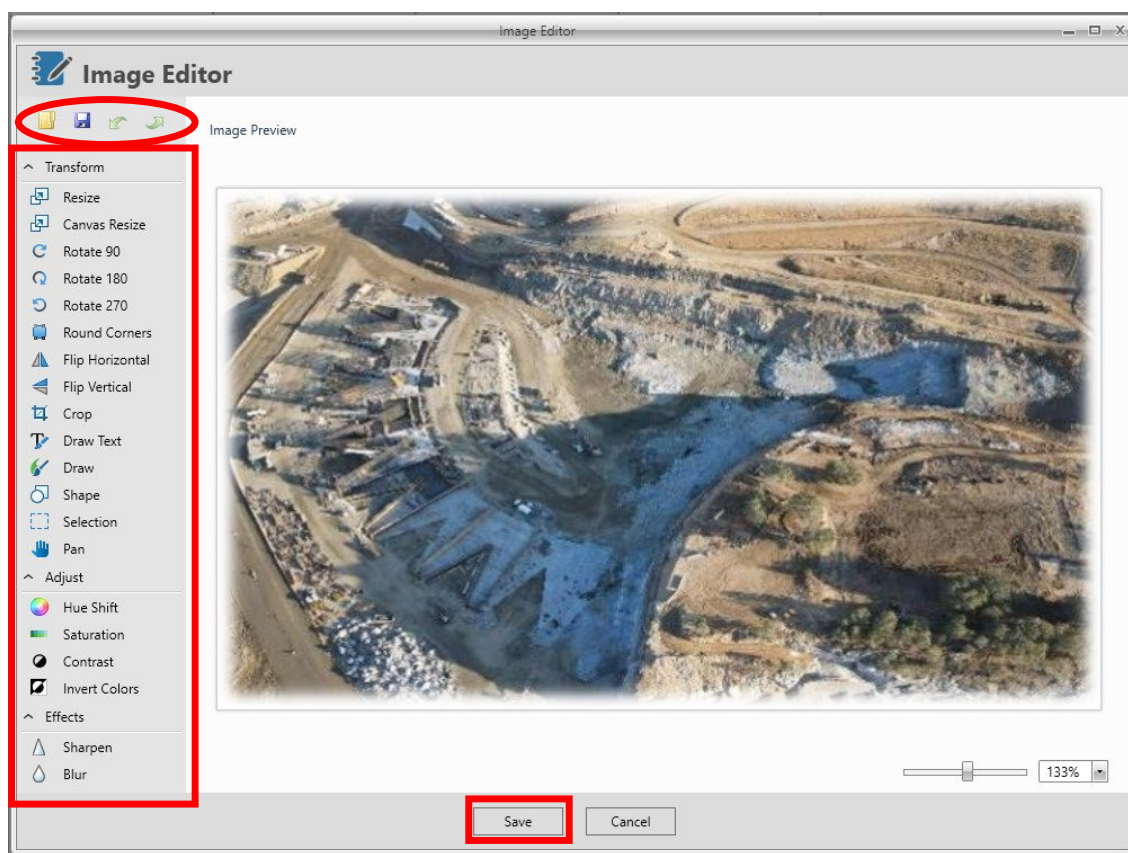
**Manually signed by Contractor:** Check this box if the document is signed, and the signature was placed outside of RMS.

**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.

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

**Edit Image:** This button will only show as **Edit Image** if an image is selected in the Document Package. Clicking on this button will present the **Image Editor** screen. This screen allows numerous types of edits to be made on the image as shown in

the left side menu. Above this menu, options are available to open a new image from the local file system, save the image locally, and undo/redo edits made on the image.



Once all edits are complete, click on the **Save** button to save the edited image to RMS. After the edited image is saved, a new version of the image will be added to the Document Package with the “(Edit)” addendum on the **Document Title**.

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

| All Attachments | PDF Documents   | Word Documents | Excel Files | Powerpoint Files |
|-----------------|-----------------|----------------|-------------|------------------|
| 3               | 0               | 1              | 0           | 0                |
|                 | JPEG/JPG Images | Text Files     | CSV Files   | Email            |
|                 | 2               | 0              | 0           | 0                |

Drag and Drop Attachment Files Here

Generate Letter  
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 | Status                 | PCF Container    |
|--------------------------|----------------------|-------------------------------------------------------|-----------------------------|-----------------------------|------------------------|------------------|
| <input type="checkbox"/> | 8/21/2024 1:12:59 PM | Letter No. C-0003 - Test Letter.docx                  | Not Signed                  | Not Signed                  | Document not Ready     | Outgoing Corres; |
| <input type="checkbox"/> | 9/12/2024 3:31:32 PM | Letter No. C-0003 - Status Photo - IMG_5312.jpg       | Not Required                | Not Required                | Document Ready to Send | Outgoing Corres; |
| <input type="checkbox"/> | 9/12/2024 3:31:32 PM | Letter No. C-0003 - Status Photo - IMG_5312(Edit).jpg | Not Required                | Not Required                | Document Ready to Send | Outgoing Corres; |

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 | 9/12/2024                                       | Signed By |  |
| Document Title       | Letter No. C-0003 - Status Photo - IMG_5312.jpg |           |  |
| Description          |                                                 |           |  |

Edit Image  
View Image  
Save Image to File

**View Document/Image:** Select this button to open the document or image in a read-only/view

mode.

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

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.



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.

In most modules, the **Submit** button is also available outside the Document Package view for

submission of all existing Document Packages within the data grid.

QC Daily Report No. 0065 CONTRACTOR: Completing the report will also submit the document package. Ensure all signatures are included.

|        |     |                             |  |     |           |
|--------|-----|-----------------------------|--|-----|-----------|
| Submit | Add | Title of Package            |  | No. | Status    |
| Edit   | >   | QC Daily Report No. 0065(2) |  | 2   | Not Ready |
| Delete |     | QC Daily Report No. 0065    |  | 1   | Not Ready |

When this **Submit** button is used, all existing Document Packages that contain documents within the data grid will be submitted to the Government. Any empty Document Packages any documents will be deleted when this button is used.

**Note:** If the work performed in a module dictates the handling of the Document Package(s) for that module, the **Submit** button will not be available on the Document Package data grid. Instead, the Document Package will be submitted automatically upon completion of the work performed in the module.

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

If no **Submit** button is available, then the submission of the Document Package is tied to the submission of the item. For example, an RFI's Document Package will be submitted when the RFI has been marked completed. See sections on the module in question for more information on completing these Document Packages.

### 1.5.5 Revision History

Revision History is used to track module and Document Package changes when items are submitted for Government review, rejected/returned for corrections, completed and/or accepted and by whom these actions were taken. Each revision entry for an item will include the UTC date/timestamp in the **Revision Date** column, the action taken in the **Action** column, and the user who took the action in the **Revised By** column.

Revision History

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 9/19/2024 7:27:32 PM UTC | Accept |            |
| 9/17/2024 8:13:26 PM UTC | Submit |            |
| 9/17/2024 8:13:01 PM UTC | Return |            |
| 9/17/2024 7:12:58 PM UTC | Submit |            |

A revision entry can be opened and viewed by selecting the revision entry and clicking the **View** button, which accompanies all **Revision History** tables throughout RMS, or by double clicking on the revision entry. The presented view will show the state of the item before the action listed was taken. The revision entry's date/timestamp information will be displayed at the top of the view to make it clear that a previous version is being viewed.

As shown in the example below, a view of the item before acceptance is presented when examining an **Accept** revision entry. This view is restricted, and no edits may be made on this screen.



**Correspondence Revision History - Accept 9/19/2024 7:27:32 PM UTC**

Letter Dated: 9/4/2024  Sent Status: Draft Letter Complete: Sent to Government

☒ Requires Answer? Answer Due: 9/19/2024 

Letter Summary: This letter needs review and response.

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

Document Packages

| Add                                                                               | Title of Package  | No. | Status                                              |
|-----------------------------------------------------------------------------------|-------------------|-----|-----------------------------------------------------|
|  | Letter No. H-0001 | 1   | In Review; documents will be marked 'Ready to Send' |

 View  Delete

Select Letter(s) Answered By H-0001    Create New Letter to Answer H-0001    Select Existing Letter(s) to Answer H-0001

**Letters Answered by H-0001**

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

**Letters Answering H-0001**

| Dated      | Letter No. | Brief Summary                                        |
|------------|------------|------------------------------------------------------|
| 09/17/2024 | C-0001     | This is a standard letter that can be used to answer |

## 2.0 GETTING STARTED

The first step is to determine if the contract requires the use of RMS/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/CM is mandatory. Also check for additional, custom-edited specifications that make the use of RMS/CM mandatory.

Next, identify an RMS contract Administrator for the appropriate contract/organization to get started with RMS/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, 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:

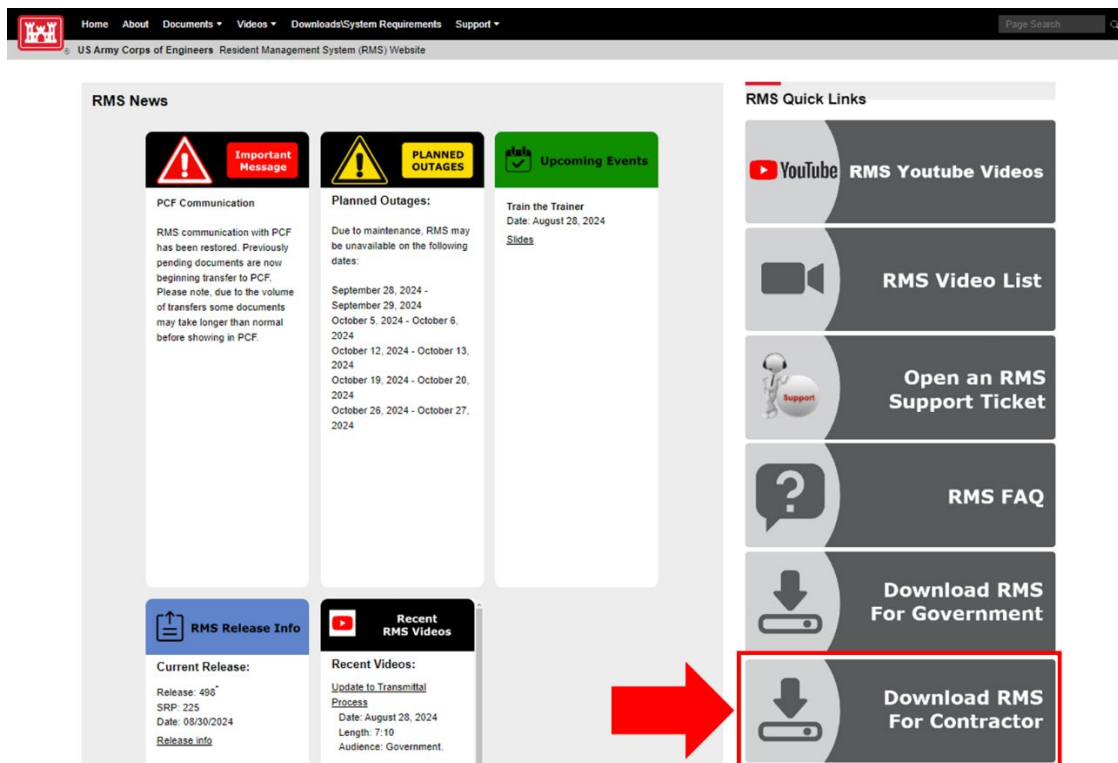
| HARDWARE                   |                                                                                      |
|----------------------------|--------------------------------------------------------------------------------------|
| Windows-based PC           | Intel i3 or- AMD A6 3650; 1.7 GHz 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/CM for contract management should be discussed. RMS/CM was developed specifically for use on USACE contracts. The use of RMS/CM application provides a tremendous benefit in assisting with contract compliance, especially the contract's Quality Control requirements. The use of RMS/CM will save time and money and can be implemented with no additional cost to the contract.

## 2.1 Download and Install the RMS Launcher

### 2.1.1 What is RMS Launcher?

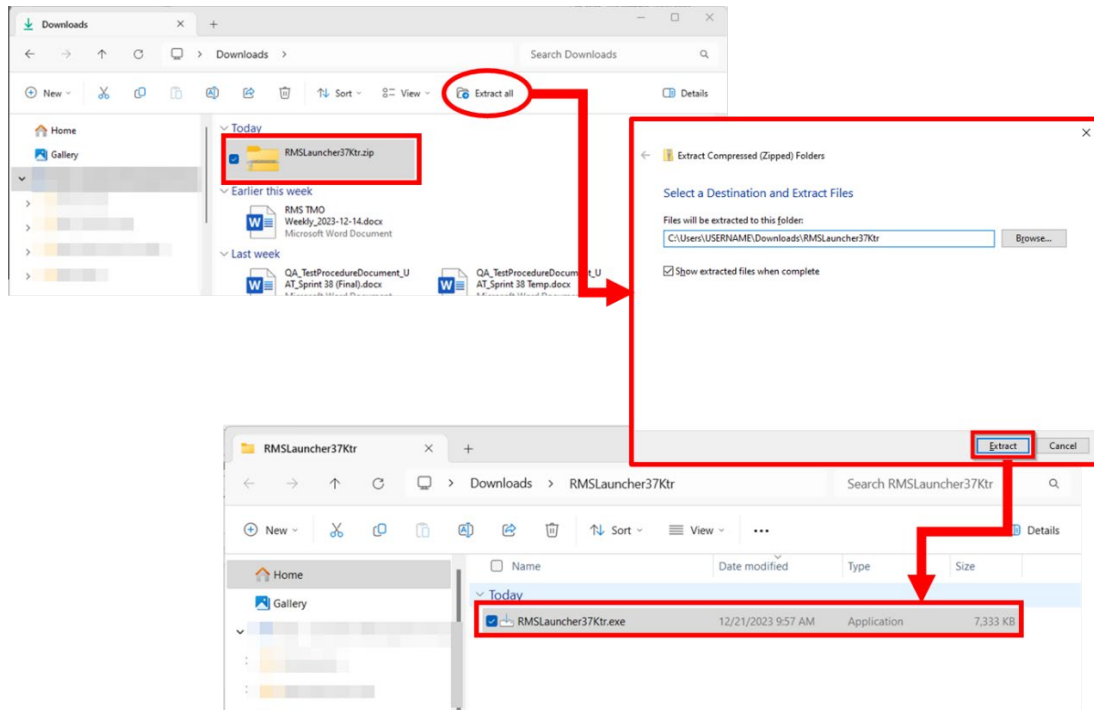
RMS Launcher is the first program that runs when the “RMS3” desktop icon is clicked. The RMS Launcher will automatically install RMS. The Launcher checks the RMS servers for the latest application updates and automatically updates software to the latest patch. The Launcher can be downloaded from the website at <https://rms.usace.army.mil/> by clicking on the box that says *Download RMS For Contractor*, or download the Launcher from the following link: [https://rms.usace.army.mil/datafiles/rms\\_application/RMSLauncher37Ktr.zip](https://rms.usace.army.mil/datafiles/rms_application/RMSLauncher37Ktr.zip).



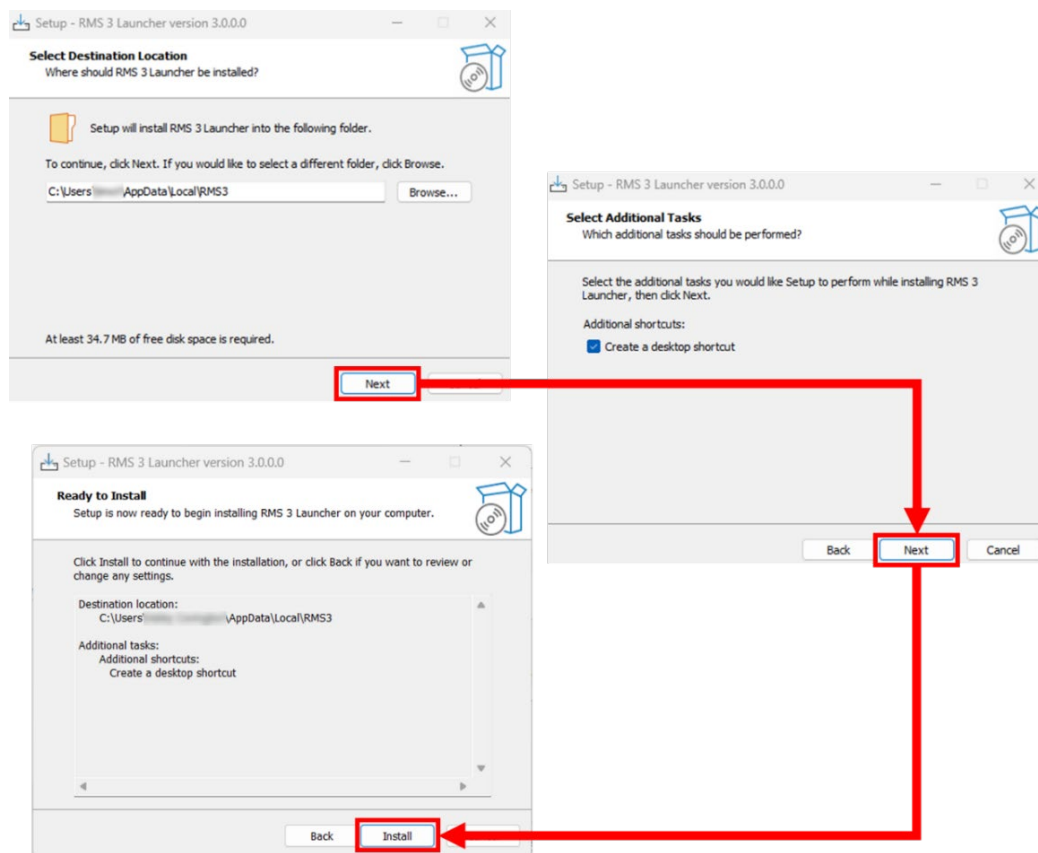
Contractors do not need to wait for the Government to set up a Prime Contractor for a contract before installing and registering an account in RMS/CM.

**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 downloading, navigate to the downloaded .zip file. Right-click on it or single click, then find and choose the **Extract All** option (extract the files to the Desktop or Documents folder for convenience).



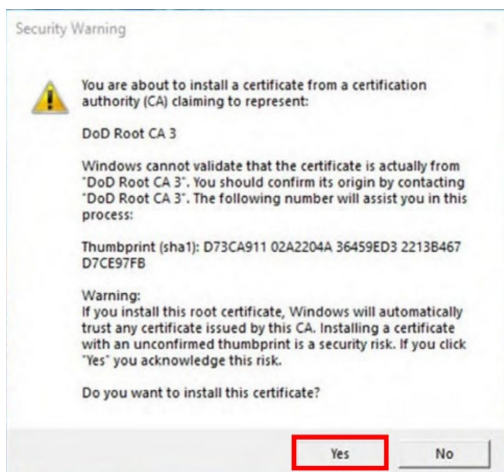
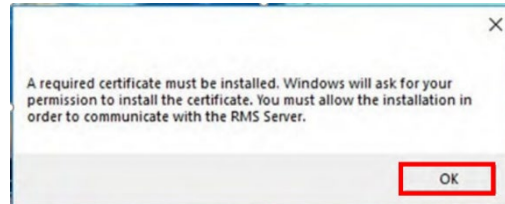
Navigate to the extracted folder and run the RMSLauncherSetupKtr37.exe file, by double clicking on it. During the installation, accept all the default options, and click **Finish** when done.





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

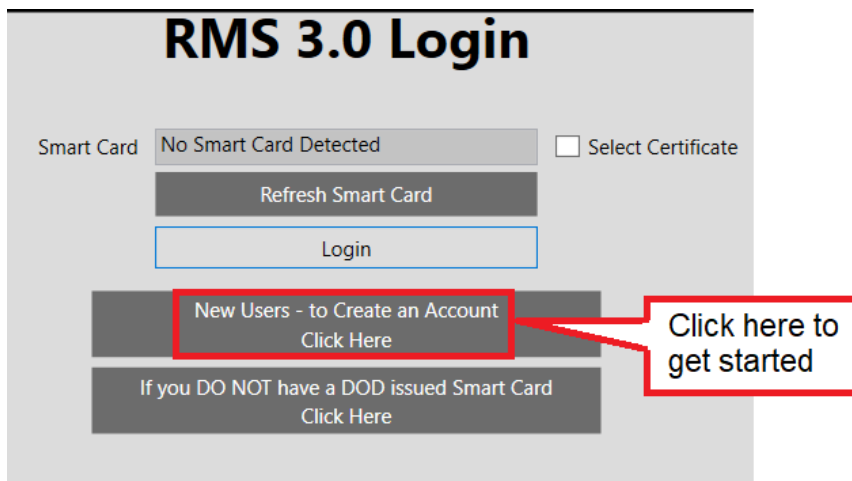
## 2.2 Create Account



Look for the “RMS3” icon on the desktop and double-click on it. This will complete the installation of RMS. 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 on any computer that RMS 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 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 login. 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, you 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

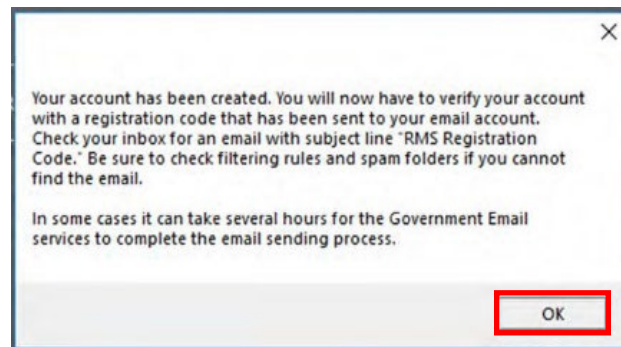
Password Confirmation

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 | <input type="text" value="Vb^kY^Gtp7bqC5t"/> | Example 2 | <input type="text" value="vj3 tv6nWm8Jkq_"/> |
| Example 3 | <input type="text" value="nh-AM6E_Uv4m7db"/> | Example 4 | <input type="text" value="wd_cPH4aq8v=6rN"/> |
| Example 5 | <input type="text" value="KJ2vB ZCX^VM7Ad"/> | Example 6 | <input type="text" value="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

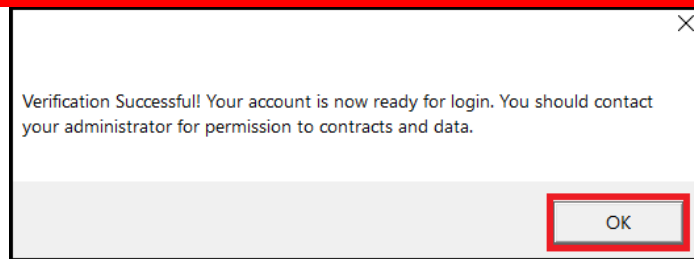
Every computer that you login to must be validated one time. An email has been sent to your registered email address. Check your email for a subject of "RMS Registration Code". Copy the registration code from that email and paste it in here to complete the verification for this computer.

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

Registration Code

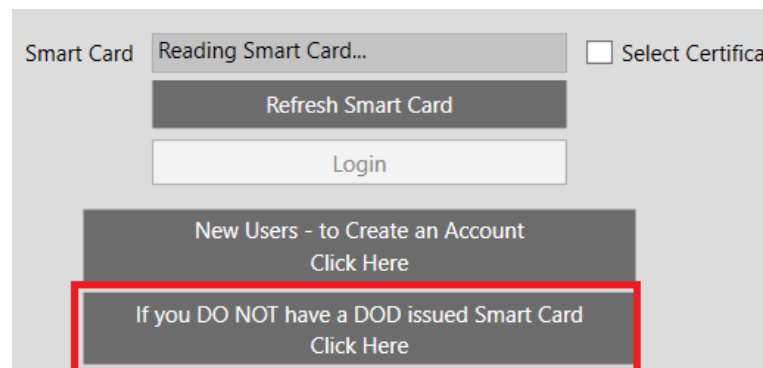
If you cannot find the registration email, click the button below and a new registration code will be sent to:

Email Account on File

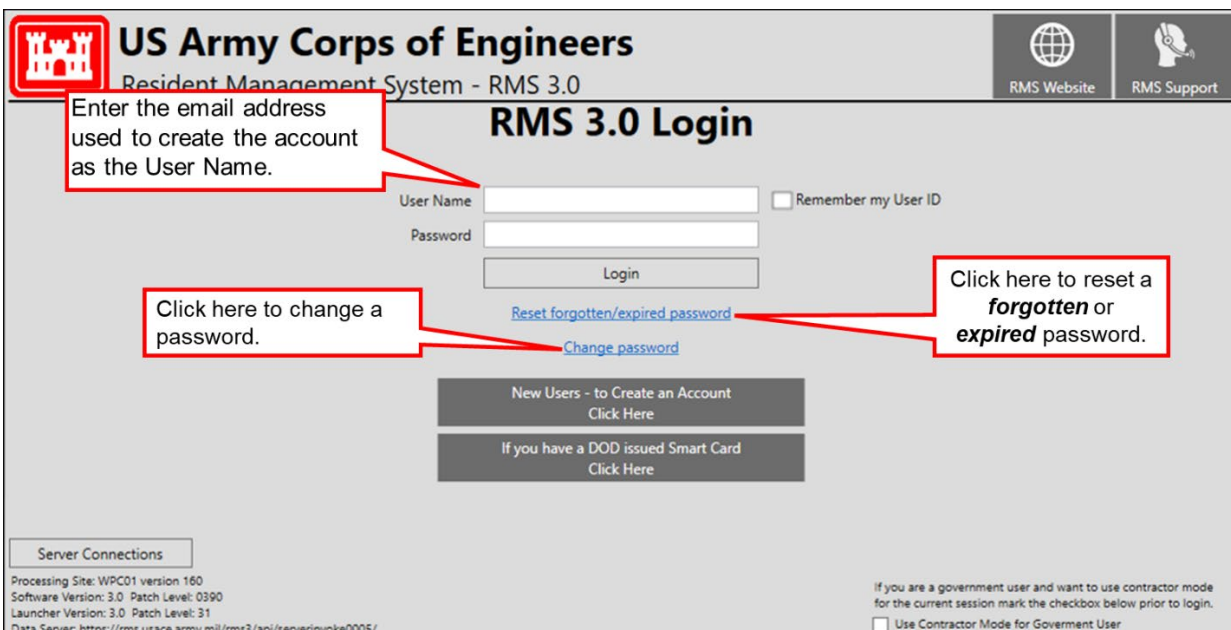


## 2.3 Log into RMS/CM

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



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



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.



The screenshot shows the 'US Army Corps of Engineers Resident Management System - RMS 3.0' login interface. At the top right are links for 'RMS Website' and 'RMS Support'. The main heading is 'RMS 3.0 Login'. A red-bordered box highlights a message: 'Log out Successful 1/27/2023 1:39:05 PM'. Below this, the 'User Name' field contains 'user@rmssupport.com' and the 'Remember my User ID' checkbox is checked. The 'Password' field is empty. A 'Login' button is at the bottom.

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.



The screenshot shows the same 'US Army Corps of Engineers Resident Management System - RMS 3.0' login interface. A red-bordered box highlights a message: 'Session terminated 02/08/2023 3:38:45 PM'. Below this, the 'Smart Card' field is empty. There is a 'Refresh Smart Card' button and a 'Login' button at the bottom.

### 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.

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

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).

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

**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** Confirm New Password:

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 (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.

|           |                 |           |                 |
|-----------|-----------------|-----------|-----------------|
| Example 1 | ry5HGv_=f6cn7hj | Example 2 | HC8wP4d^X64hxe  |
| Example 3 | Umj8rTq_P2x_8AZ | Example 4 | bX7G f6k_Kj7t4G |
| Example 5 | lxY_3fp6YnK-PH  | Example 6 | 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.

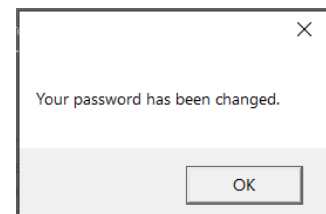
Passwords must meet the following complexity and security requirements:

- |                                                       |                                                                                   |
|-------------------------------------------------------|-----------------------------------------------------------------------------------|
| 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.

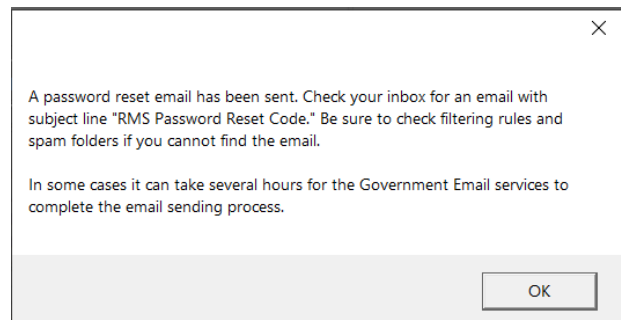


### 2.3.3 Change Password

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).





**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

Password Reset Code

Current Password

New Password  **Step 5. Click Submit Password Change button**

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                         | New password must be different from current password by at least 8 characters     |
| 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 | 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  |

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.

✕

Your password has been changed.



## 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.

**USACE - RMS**  
Resident Management System

**Contractor Mode - Prime Contractor Selection**  
Last Login: 6/15/2022 9:45:27 AM

You are now logged into Contractor Mode. The list below shows all of the Prime Contractors who have included you in their staff. To continue, select a Prime Contractor from the list below. If you are working with a Prime Contractor that is not displayed in the list below, have your Prime Contractor verify that your account is correctly configured in the Contractor Staff module.

After selecting a Prime Contractor, you will be presented with a list of contracts for that Prime Contractor.

**NOTE: If you have recently been granted access to a Prime Contractor and it does not show up on your list, click Update.**

**Select** **Update** Switch to Offline Mode

**Prime Contractors** [Search] [Export]

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

| Prime Contractor ID | Prime Contractor Name      |
|---------------------|----------------------------|
| A0000264            | LAWELAW Technology Service |
| E1000118            | The Ranger Group, LLC      |

Double-click on the Prime Contractor name in the table or click on **Select**

**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    |                                          |

**Contract Selection** [Search] [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    | PPFA MEF Entrance and Corridor 8 | PPFA Project Office             | Active         |

The Library Mode modules are:

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

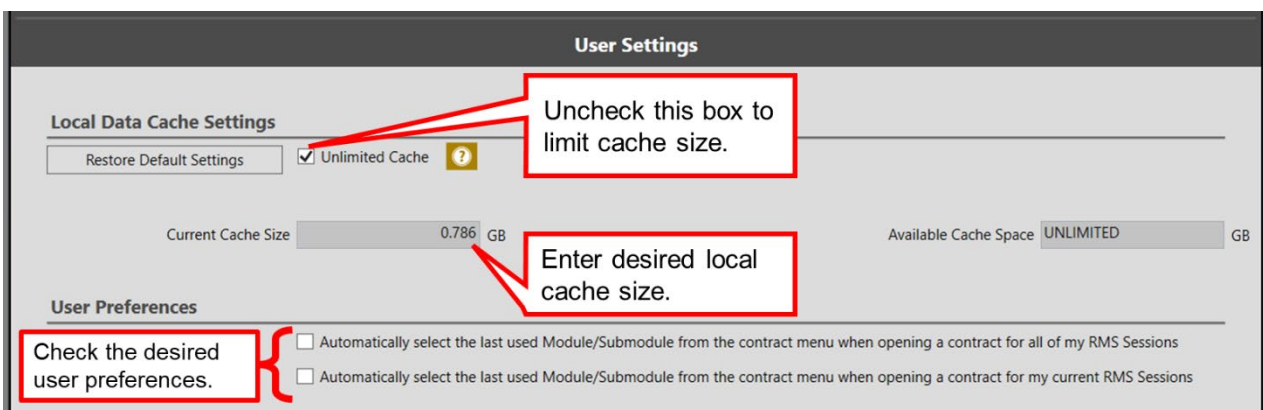
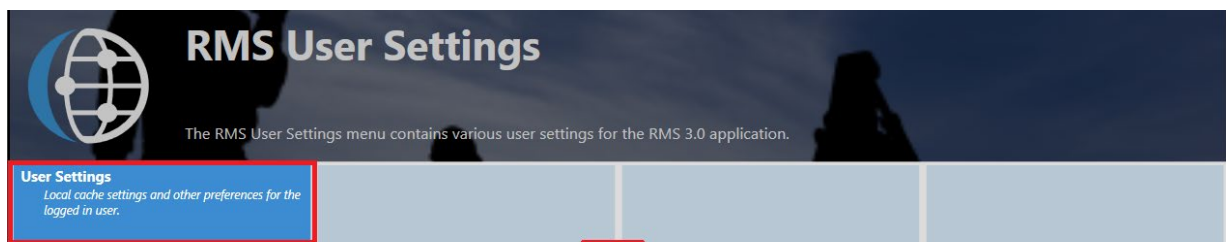
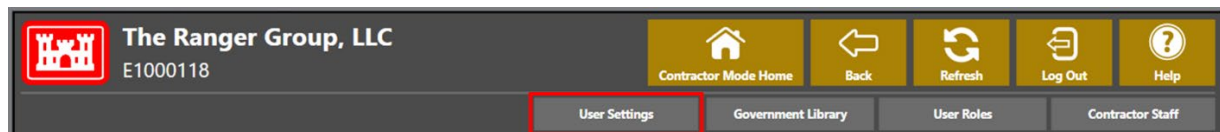
**Government Library:** This area contains data sets that are used in all contracts set by the Government to ensure consistency in both RMS/CM and RMS/GM. This module is read-only in RMS/CM.

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

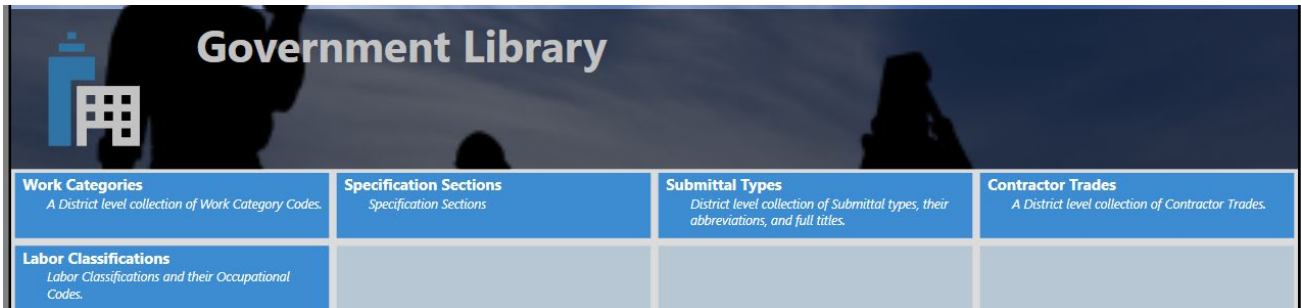
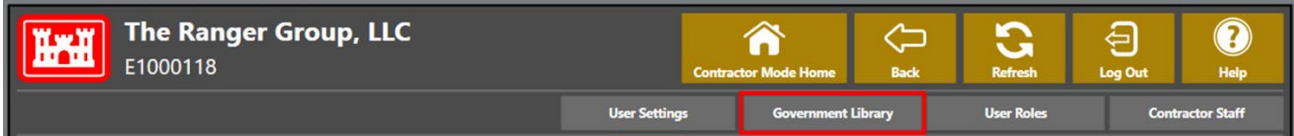
**Contractor Staff:** This area is used to identify all users with access to RMS/CM. The Government's District Administrator also has access to this module. Only users identified as Administrator have access to this module.

**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



## 3.2 Government Library



The 5 modules in this area represent data sets that are common to both RMS/CM and RMS/GM. These can only be edited in RMS/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.

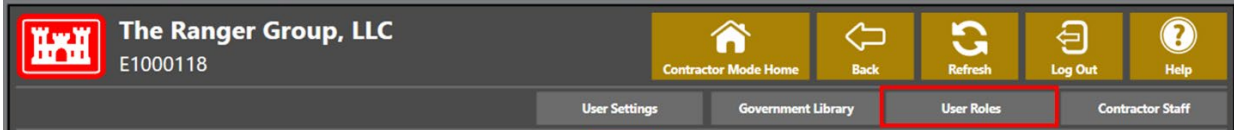
**Specification Sections:** This module contains lists of the Specification Sections found in the Unified Facilities Guide Specifications (UFGS). Since the format of the Specification number has changed over time, there are four lists representing the numbering formats: MasterFormat 1995, MasterFormat 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/CM or RMS/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 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.

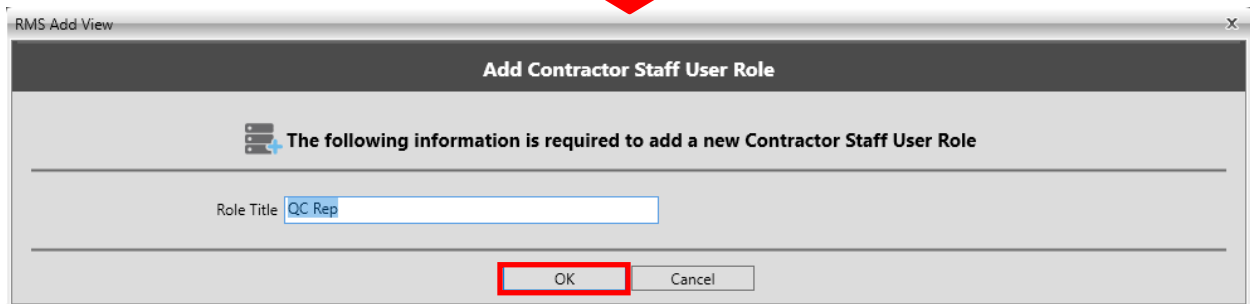
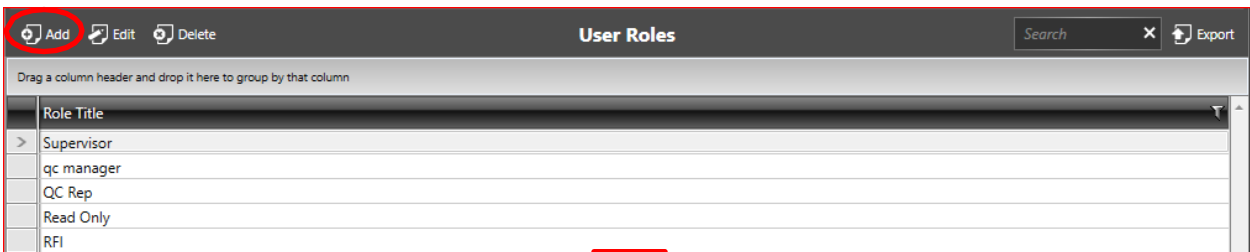
**Read-Only Access**—The User can see the data but cannot edit the data.

**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 may be assigned in any combination.

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

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

**User Role**

**User Role Title**

Role Title

Assign all as No Access
Assign all as Read-Only
Assign all as Read/Write

**Administration - Permissions**

|                                                      |                     |   |
|------------------------------------------------------|---------------------|---|
| Contract Description - General Information           | Read & Write Access | ✓ |
| Contract Description - Location/Coordinates          | Read & Write Access | ✓ |
| Contract Access Control                              | Read & Write Access | ✓ |
| Correspondence - Prepare/Draft Correspondence        | Read & Write Access | ✓ |
| Correspondence - Approve Outgoing Correspondence     | Read & Write Access | ✓ |
| Request for Information - Prepare/Draft RFI Response | Read & Write Access | ✓ |
| Prime Contractor                                     | Read & Write Access | ✓ |
| Contractor Staff                                     | No Access           | ✗ |
| Subcontractors                                       | Read & Write Access | ✓ |
| Contractor Insurance                                 | Read & Write Access | ✓ |
| Contractor Payrolls                                  | Read & Write Access | ✓ |
| Contractors On Site                                  | No Access           | ✗ |

**Finances - Permissions**

|                                                               |                     |   |
|---------------------------------------------------------------|---------------------|---|
| Future Contract                                               | Read & Write Access | ✓ |
| Pay Activities                                                | Read & Write Access | ✓ |
| Progress Payments - Enter Requested/Allowed Activity Earnings | Read & Write Access | ✓ |
| Progress Payments - Requested Earnings Completed              | Read & Write Access | ✓ |

**Quality Control - Permissions**

|                               |                     |   |
|-------------------------------|---------------------|---|
| QC Daily Reports / QC Summary | Read & Write Access | ✓ |
| Features of Work              | Read & Write Access | ✓ |
| 3 Phase Inspections           | Read & Write Access | ✓ |
| Hazard Analysis               | Read & Write Access | ✓ |
| QC Requirements               | Read & Write Access | ✓ |
| Equipment Checks              | Read & Write Access | ✓ |
| Dredging Equipment            | Read & Write Access | ✓ |
| Exposure Hours                | Read & Write Access | ✓ |

**Submittals - Permissions**

|                                 |                     |   |
|---------------------------------|---------------------|---|
| Contract Specification Sections | Read & Write Access | ✓ |
| Submittal Register              | Read & Write Access | ✓ |
| Transmittal Log                 | Read & Write Access | ✓ |

| Schedules - Permissions |                       |
|-------------------------|-----------------------|
| Activity Schedule       | Read & Write Access ✓ |
| Feature Schedule        | Read & Write Access ✓ |

| Closeout - Permissions          |                       |
|---------------------------------|-----------------------|
| Warranty Tracking / Inspections | Read & Write Access ✓ |

| Import/Export - Permissions                      |                       |
|--------------------------------------------------|-----------------------|
| Import Submittal Register from SpecsIntact/Excel | Read & Write Access ✓ |
| NAS (SDEF) - Import Schedule                     | Read & Write Access ✓ |
| NAS (SDEF) - Import Pay Request                  | Read & Write Access ✓ |

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

## 3.4 Contractor Staff

The Government must add the first Contractor Staff member to RMS 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/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**.



**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 User must have a unique username and password. New staff can be added at any time. After a new User is added, the User can load the application onto the computer that will be used, then log in and register as described in [Download and Install the RMS 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**

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

**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    | PFPA MEF Entrance and Corridor 8 | PFPA 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 by the Government.

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

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

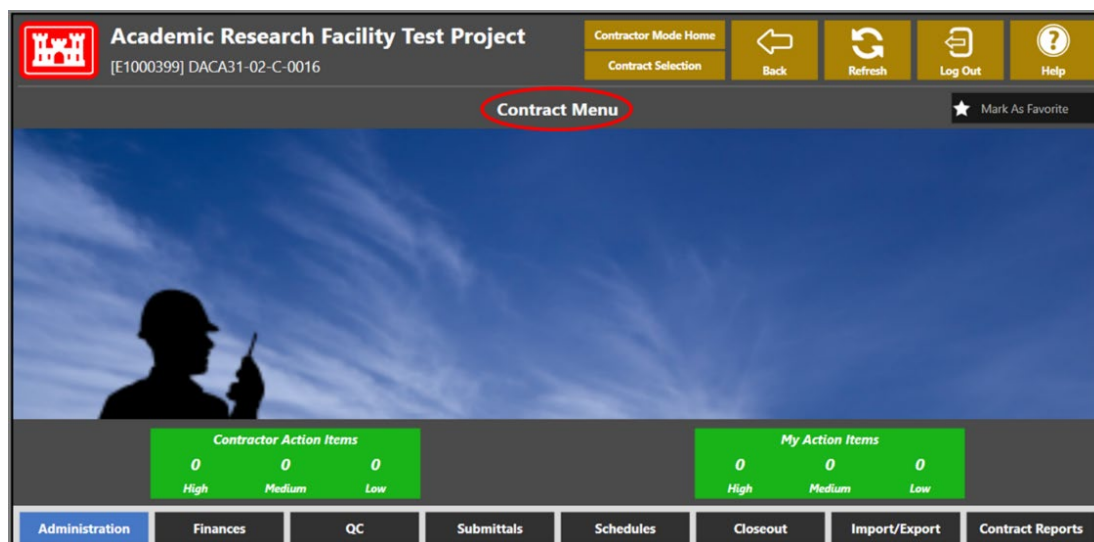
*Office Name:* The name of the local office administering the contract. This is entered in RMS by the Government.

*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 RMS. Return to this screen from any screen within RMS 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 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/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><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> |    |            |                                                                                       |          |                                                                                           |                  |

### 5.1 Overview

The information accessed from the **Administration** tab 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/CM.

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

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

Contract Description

Contract Title

MD Atlantic Coast Shoreline Protection

Fiscal Year

Contract Short Title

OC Beach Renourishmt

Contract No.

W912DR-10-C-0088

Delivery Order No.

NA

Contract Office

CENAB-COF-BFM - Fort Meade Resident Office

Select Contract Office

Contract Long Title

Atlantic Coast of MD Shoreline Protection Berm and Dune Reconstruction

Contract Awd - Act

6/14/2010

15

Construction Start - Act

9/7/2010

15

Current Contract Duration

0

Contract Description

Reconstruct OC Beaches and Dunes with dredged sand.

Select location on map

Latitude

Longitude

Existing contract locations

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

Wage Determination No

Wage Determination Date

Select a date

15

Bid Open Date

Select a date

15

BIM Compliant

☐

Design Build Code

Architect-Engineer

Design Cost

\$0.00

Designer Name

Address

Contract requires a small business plan

Small business plan goal

0

%

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

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

**Fiscal Year:** The Fiscal Year (FY) indicates the FY the contract was authorized for funding. In RMS, 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/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.

## 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 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> |            |                                                                                       |          |                                                                                               |                  |

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

| 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**

**Add** Edit Delete

Letter from Contractor Home Office  
Letter from Contractor Site Office

RMS 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-  1 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: 9/19/2024  15

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.*





| Title of Package | No. | Status |
|------------------|-----|--------|
|                  |     |        |



Letters Answered by H-0003

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



Letters Answering H-0003

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

**Revision History**

 View

| Revision Date | Action | Revised By |
|---------------|--------|------------|
|               |        |            |

**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).

Resident Management System

**Correspondence Entry Lookup**

**Correspondence**

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

|   | Serial Number | Dated      | Letter Summary                                            |
|---|---------------|------------|-----------------------------------------------------------|
| > | C-0001        | 09/16/2011 | Precon Meeting Minutes                                    |
|   | C-0002        | 10/26/2011 | Contractor is late in submitting Initial Project Schedule |
|   | C-0003        | 12/30/2011 | Pre-construction safety conference meeting minutes        |
|   | C-0004        | 12/29/2011 | CQC Coordination Meeting Minutes                          |

**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).

The **Revision History** table can be found at the bottom of the screen. This will capture actions taken on the correspondence in CM and GM. Select a revision entry and click the **View** button or double click a revision entry to open a read-only view of the correspondence before the listed action was taken.

**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.*

**Add**

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



## 5.4.2 Complete the Correspondence and Send to the Government

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

First, make sure that any necessary signatures have been added to the documents within the Document Package. Then, change the **Sent Status**.

Click on the **Sent Status** drop-down field and select **Draft Letter Complete: Sent to Government** from the selection box. A prompt will appear to ensure that the correspondence can be completed.

**Note:** All necessary documents for the correspondence need to be uploaded to the Document Package **before** setting the **Draft Letter Complete: Sent to Government** status. Completing the correspondence will lock the Document Package area, and no further edits or additions will be allowed.

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 will submit the correspondence and any associated Document Packages that contain documents to the Government. The Document Package *Status* will update 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.

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

## 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 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.

### 5.5.2 Add/Create New RFI

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

X

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    | ✓                |



**Request For Information - RFI No. RFI-0003**

**Contractor RFI** | Government Response

**Contractor Request**

Requested: Select a date [15] ☐ Completed - Ready for Government

Requester's Name:  Required: Select a date [15]

☒ Link to Subcontractor ☐ Potential Cost Impact

Subcontractor: <Not Set> ☐ Potential Schedule Impact

RFI Subject:  Feature of Work: <Not Set>

Spec Sections:  Drawings and Details:

Information Requested:

Contractor's Recommendation:

RFI-0003 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, Edit, Delete

| Title of Package     | No. | Status |
|----------------------|-----|--------|
| <input type="text"/> |     |        |

**Revision History**

View

| Revision Date        | Action | Revised By |
|----------------------|--------|------------|
| <input type="text"/> |        |            |

**Requested:** RMS 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.

**Note:** Revision history can be found at the bottom of the screen. This will capture actions taken on the RFI in CM and GM. Select a revision entry and click the **View** button or double click a revision entry to open a read-only view of the RFI before the listed action was taken.

### 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 locally.

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

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 Edit Delete

| Title of Package | No. | Status |
|------------------|-----|--------|
|                  |     |        |

At this point, the previously saved RFI and any other attachments needed to support the RFI can be added to the newly created Document Package. See the section on **Document Packages** for additional instructions. The RFI does not require a signature from the Contractor.

Document Package: RFI-0007

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 |
|---------|----------------------|---------------------|-----------------------------|-----------------------------|
| >       | 6/22/2023 2:08:28 F  | RFI-0007 - test.pdf | Not Signed                  | Not Signed                  |

### 5.5.5 Complete the RFI and Send to the Government

After the RFI and any supporting documents have been added to the package, back out to the RFI edit view to complete and finalize both the RFI and the associated document packages. Then, check the **Completed—Ready for Government** checkbox to send the RFI and any associated Document Packages that contain documents to the Government for review.

**Note:** This checkbox will become active once the **RFI Subject**, **Information Requested**, and **Requested Date** fields are entered.

**Note:** Any Document Packages that do not contain documents, will be deleted.

Request For Information - RFI No. RFI-0003

RFI Form

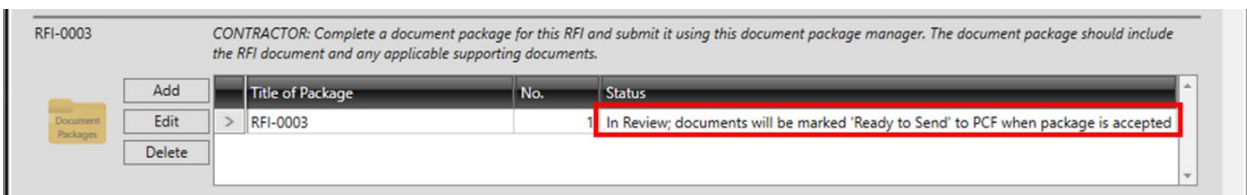
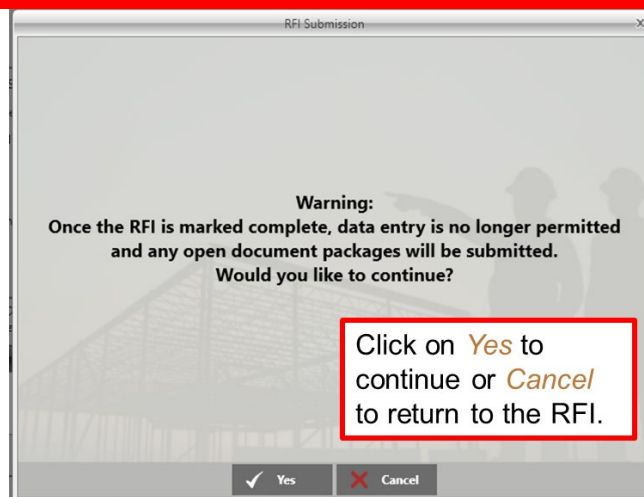
Contractor RFI Government Response

Contractor Request

Requested 9/19/2024 15

☐ Completed - Ready for Government





### 5.5.6 View the Government Response to RFI

Double-click on the RFI, then click on the **Government Response** tab 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: [Redacted]

Answer Prepared By: [Redacted] - 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.

Document Packages

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

### 5.5.7 View an RFI Returned for Corrections

If an RFI is returned from the Government for corrections, select the returned RFI from the *All RFIs* or *Contractor RFIs – Preparing* sort tile.

All RFIs  
16

Contractor RFI's - Preparing  
7

Contractor RFI's - Waiting for Response  
3

Contractor RFI's - Completed  
6

Add

Edit

Delete

Contractor RFI's - Preparing

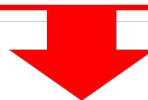
Search

✕

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         |
|---|----------------|----------|-----------------------|---------------|---------------|--------------------------|
| > | 06/21/2024     | RFI-0005 | my subject            |               |               | <input type="checkbox"/> |
|   | 08/21/2024     | RFI-0006 | Request               |               |               | <input type="checkbox"/> |
|   | 06/21/2024     | RFI-0007 | new subject           |               |               | <input type="checkbox"/> |
|   | 09/30/2024     | RFI-0008 | sfsf                  |               |               | <input type="checkbox"/> |
|   | 06/28/2024     | RFI-0011 | Information Requested |               |               | <input type="checkbox"/> |
|   |                | RFI-0014 |                       |               |               | <input type="checkbox"/> |
|   | 10/01/2024     | RFI-0016 | Subject               |               |               | <input type="checkbox"/> |



The fields in the RFI screen will be active again so that the corrections needed can be made, and if needed, an additional Document Package can be added. The returned Document Package will also display the *Returned for Correction* status, and a Return entry will be generated in the *Revision History* table.

**Request For Information - RFI No. RFI-0016**

RFI Form

Contractor RFI    Government Response

---

**Contractor Request**

Requested: 10/1/2024 15 ☐ Completed - Ready for Government

Requester's Name: Test User Required: Select a date 15

☐ Link to Subcontractor ☐ Potential Cost Impact  
☐ Potential Schedule Impact

RFI Subject: Subject Feature of Work: <Not Set>

Spec Sections: Drawings and Details:

Information Requested: Request

Contractor's Recommendation: Recommendation

RFI-0016 *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.*

Add  
Document Packages

| Title of Package | No. | Status                  |
|------------------|-----|-------------------------|
| RFI-0016         | 1   | Returned for Correction |

Edit

Delete

**Revision History**

View    Revision History

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 10/1/2024 1:30:54 PM UTC | Return |            |
| 10/1/2024 1:29:19 PM UTC | Submit |            |

Navigate to the **Government Response** tab to view any response that may have been received from the Government regarding the corrections.

**Request For Information - RFI No. RFI-0016**

RFI Form

Contractor RFI    **Government Response**

---

**Government Response**

Date Received: Select a date 15    Answered: Select a date 15

Received by: Haley

Answer Prepared By: <Not Set>

Govt Response: Please correct the document and resend.

RFI-0016 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  
Document Packages

| Title of Package | No. | Status |
|------------------|-----|--------|
|------------------|-----|--------|

View

Delete

If the corrections were not communicated in the **Govt Response** field, contact the Government representative to discuss the corrections needed. Once the corrections have been made, check the Completed – Ready for Government checkbox to resubmit the RFI. See section [5.5.5 Complete the RFI and Send to the Government](#) for more information on completing RFIs.

### 5.5.8 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.



## 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**
- **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

NAICS Code

Contractor Full Name

Contractor Short Name

Send Mail To  Contractor Home Office

Payee Office

**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

**Bonding Company / Work Days**

Bond Number

Bonding Company

Address 1

Address 2

Work Phone

Fax

**Work Days**

☐ Sunday

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☒ Insurance Required?

☒ Payroll Required?

Payrolls ending day of week  Saturday

☒ Use Last Day as Payroll end override?

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

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

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

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

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

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

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

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

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

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

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

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

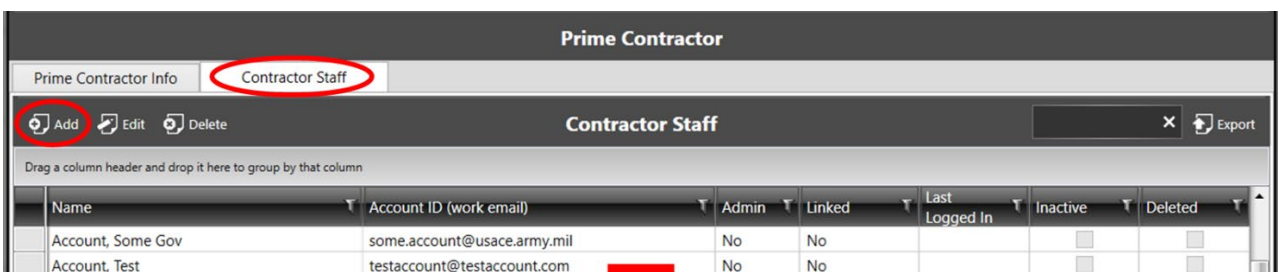
**Insurance Required?** This is a read-only field; the requirement will be identified by the Government.

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

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

## 5.6.2 Enter Contractor Staff

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



The screenshot shows the 'Prime Contractor' interface with the 'Contractor Staff' tab selected. The 'Add' button is circled in red. Below the tab, there is a table with columns: Name, Account ID (work email), Admin, Linked, Last Logged In, Inactive, and Deleted. The table contains two rows: 'Account, Some Gov' and 'Account, Test'.

| 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><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> |    |            |                                                                                       |                                                                                           |               |                  |

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

Subcontractors are identified in this module and are linked to RMS/CM features in other modules by associations to the Pay Activities the Subcontractors are responsible to perform.

Subcontractor Responsibility Codes can be imported into RMS via scheduling software by going to the [Import/Export](#) tab and choosing the [Network Analysis Schedule \(NAS\)](#) module, or the codes 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**.

The screenshot shows the 'Subcontractors' module window. At the top, there are buttons for 'Add', 'Edit', and 'Delete'. The 'Add' button is circled in red. Below the buttons is a search bar and an 'Export' button. The main area contains a table with the following columns: 'Contractor Full Name', 'Responsibility Code', 'Trade', and 'Subcontract Amount'.



The screenshot shows the 'RMS Add View' dialog box titled 'Add Subcontractor'. It contains the text: 'The following information is required to add a new Subcontractor'. Below this is a field for 'Contractor Code'. To the right of this field is a red-bordered box containing the text: 'Enter the unique 4-character alphanumeric code that will be used as a shortcut to identify each subcontractor, then click on OK.' At the bottom of the dialog are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.



**Note:** If using a NAS 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 are included in the NAS and will automatically populate upon import. To avoid conflicts between RMS and the scheduling program, Subcontractor data should be entered and edited within the scheduling program and imported into RMS 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 the **Use Last Day as Payroll end override?** checkbox.

*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><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> |    |                                                                                       |           |                                                                                           |               |                  |

This module shows a list of all the Contractors from the *Subcontractors* module and the 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><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 RFIs 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> |    |            |                                                                                       |          |                                                                                           |                  |

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.

All51

Insurance Missing41

SF1413 Missing44

Expired Insurance5

Edit

All

Search

Export

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

|   | Contractor Name                              | Responsibility Code | Trade             | General Insurance | Auto Insurance | Workers' Comp | Form SF 1413 |
|---|----------------------------------------------|---------------------|-------------------|-------------------|----------------|---------------|--------------|
|   | Summit Construction & Environmental Services | PRIM                | PRIM              |                   |                |               |              |
|   | Martinez Quality Painting                    | 008                 | Painting/Wall Cov |                   |                |               |              |
|   | ADM Construction Inc.                        | 011                 | Masonry           |                   |                |               |              |
|   | VarcoMac Electrical                          | 002                 | Electrical        |                   |                |               |              |
|   | All Phase Drywall                            | 003                 | Drywall/Gypsum B  | 05/15/2014        | 05/15/2014     | 05/15/2014    | 04/01/2013   |
|   | Precision Doors                              | DOOR                | Doors, Frames anc | N/A               | N/A            | N/A           |              |
| > | ADM Construction Inc.                        | 012                 | Concrete          |                   |                |               |              |
|   | Premier Millwork                             | CASE                | Cabinetry/Casewo  | N/A               | N/A            | N/A           |              |
|   | Homeland Security Group                      | 014                 | AV Equipment      |                   |                |               |              |
|   | LVI Environmental Services, Inc.             | 018                 | Asbestos/HTRW     | 07/01/2013        | 07/01/2013     | 07/01/2013    | 04/01/2013   |
|   | SIGN                                         | SIGN                |                   |                   |                |               |              |

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

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

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

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

Subcontractor information screen.

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

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

**Contractor Insurance [Test] - 2 test**

---

**Insurance Expiration Dates**

General Insurance Expires Select a date 15

Auto Insurance Expires Select a date 15

Workman Comp Expires Select a date 15

Enter applicable dates.

---

**Form SF 1413 Statement and Acknowledgment**

SF1413 Attached Select a date 15

---

Contractor Insurance - [Test] *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.*

| Title of Package | No. | Status |
|------------------|-----|--------|
|                  |     |        |

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

## 5.10 Contractor Payrolls

| Administration                                                                                                          | Finances                                                                                                       | QC | Submittals | Schedules                                                                             | Closeout | Import/Export                                                                             | Contract Reports |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----|------------|---------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------|------------------|
| <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> |    |            |                                                                                       |          |                                                                                           |                  |

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 a user with Read/Write permission in this area, RMS 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** column:

**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 (1) the **Payroll Required?** box is checked on the Subcontractor information screen, (2) the **First Day On Site** date is entered, and (3) a **Last Day On Site** date for the missing Subcontractor has not been entered or is a future date.

Statement of Compliance

### Contractor Payroll Edit

---

**Contractor**

Contractor Name: Sub Contractor for Training

Payroll Date: 5/13/2022

Payroll Number:  (Optional) Reference No.:

Number of Employees:  Payroll hours:

Contractor Comments:

Submitted Date:

☐ Payroll Ready for Review

**Government**

Accepted/Rejected Date:

☐ Payroll Accepted ☐ Payroll Rejected

Government Comments:

Weekly Payroll 1234 5/13/2022

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

| 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**

| Revision Date | Action | Revised By |
|---------------|--------|------------|
|               |        |            |

Copy information from payroll printouts. Submit a printed hardcopy using the Document Package below.

This area is Government entry only. The Government will use this area to accept/reject the payroll and add any comments.

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

**(Optional) Reference Number:** Copy number from printed payroll.

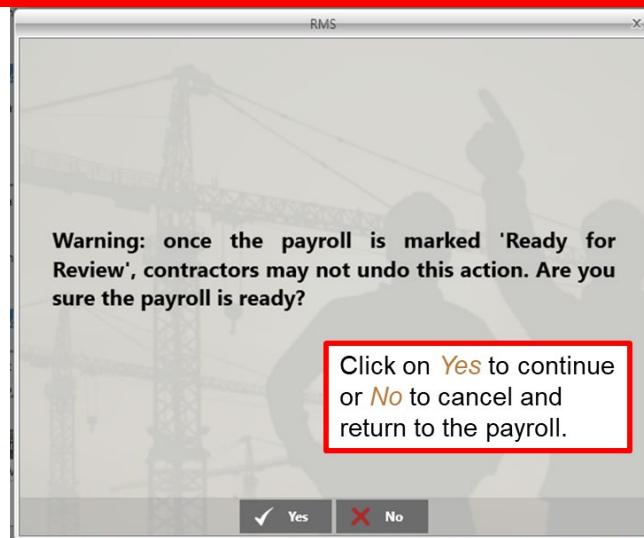
**Non-Work Week:** Until a Contractor has a reported last day onsite, a payroll record for each week starting from its reported first day onsite is required, regardless of whether the Contractor performed work onsite. Check this box when the Contractor is still reported onsite but did not have any work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

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

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

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

**Payroll Ready for Review:** Check this box when data entry is complete. When this is checked, both the payroll and any associated Document Packages that contain documents will be submitted to the Government for review.



**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.

**Contractor Payroll Edit** Statement of Compliance

---

**Contractor**

Contractor Name: Sub Contractor for Training Payroll Date: 5/13/2022

Payroll Number: 1234 (Optional) Reference No.: ☐ Non Work Week

Number of Employees: 3 Payroll hours: 84

Contractor Comments:

Submitted Date: 9/19/2024

☒ Payroll Ready for Review Generate Statement of Compliance

---

**Government**

Accepted/Rejected Date:

☐ Payroll Accepted ☐ Payroll Rejected

Government Comments:

---

The documents in this document package are not viewable because they may contain Personally Identifiable Information (PII).

Weekly Payroll 1234 5/13/2022 *CONTRACTOR: Complete a document package for this weekly payroll and submit it using this document package manager.*

Document Packages

| Add                                   | Title of Package              | No. | Status                                                                              |
|---------------------------------------|-------------------------------|-----|-------------------------------------------------------------------------------------|
| <input type="button" value="View"/>   | Weekly Payroll 1234 5/13/2022 | 1   | In Review; documents will be marked 'Ready to Send' to PCF when package is accepted |
| <input type="button" value="Delete"/> |                               |     |                                                                                     |

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**

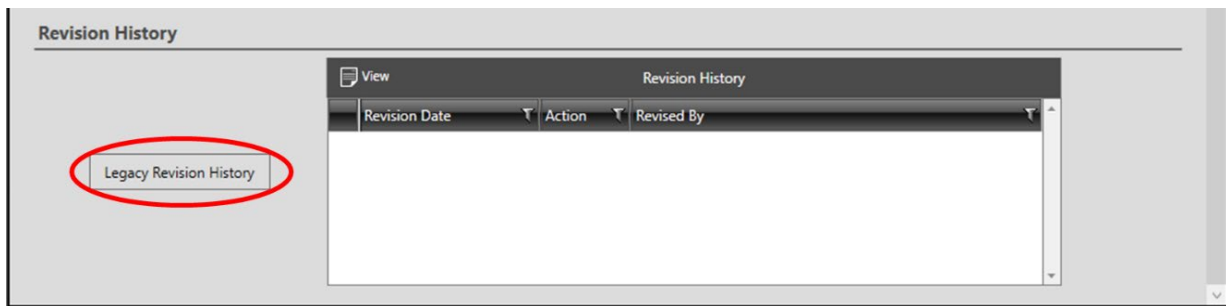
| View                     | Revision History |            |
|--------------------------|------------------|------------|
| Revision Date            | Action           | Revised By |
| 9/19/2024 10:25:19 PM UT | Submit           |            |

**Revision History:** This tracks whenever an action is taken on the payroll (Submit, Return,



Accept). The name of the user who made the update will also be listed in this table. The first entry will be the for the initial submission of the payroll record. Subsequent revision entries will be captured each time the payroll is returned and resubmitted, until it is approved by the Government and marked as accepted.

**Note:** The *Legacy Revision History* button will be available to view revision history information present on screens for payrolls created and/or edited before the release of patch 491 on July 25, 2024.



### 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 labeled, *Problem Payroll* and click the *Edit* button or double click to open the payroll.

Contractor Payrolls

Contractors Onsite

All

13

Outstanding

7

Submitted for Review

0

Completed

6

Edit

All Payrolls

Search

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  |
|---|-----------|-----------------------------|--------------|--------------------|---------------|------------------------|-----------------|
| > | 1234      | Sub Contractor for Training | 05/27/2022   | 0                  | 0             |                        | Draft Payroll   |
|   | 1234      | Sub Contractor for Training | 05/20/2022   | 0                  | 0             |                        | Draft Payroll   |
|   | 1234      | Sub Contractor for Training | 05/13/2022   | 3                  | 84            | 9/19/2024              | Problem Payroll |



**Contractor Payroll Edit** Statement of Compliance

---

**Contractor**

Contractor Name: Sub Contractor for Training Payroll Date: 5/13/2022

Payroll Number: 1234 (Optional) Reference No.:

Number of Employees: 3 Payroll hours: 84

Contractor Comments:

Submitted Date: 9/19/2024 ☐ Non Work Week

☐ Payroll Ready for Review Generate Statement of Compliance

---

**Government**

Accepted/Rejected Date: 9/19/2024

☐ Payroll Accepted ☒ Payroll Rejected

Government Comments:

---

Weekly Payroll 1234 5/13/2022 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 1234 5/13/2022 | 1   | Returned for Correction |

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**

View

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 9/19/2024 10:43:29 PM UT | Return |            |
| 9/19/2024 10:25:19 PM UT | Submit |            |

Legacy Revision History

Make the requested changes, then check the *Payroll Ready for Review* box to resubmit the payroll and any updated or new associated Document Packages. The payroll will be sent back to the Government for review along with the Document Package(s), and a new *Submit* revision entry will be added to the *Revision History* table.

## 5.11 Contract Notification 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> |    |            |                                                                                       |          |                                                                                           |                  |

To streamline the flow of information between the Contractor and the Government, RMS 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.

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

Enter a **Work email address** to receive notifications via email. Place a checkmark in the boxes corresponding to the event and method for which notifications are desired. Both email and in-application notification methods may be selected for each event. However, these notifications can only be set for the individual currently applying this information. Multiple Contractors can activate notifications per contract.

**Note:** These notifications are on a per contract basis. Notifications that are checked in one contract may be different for the same User in other contracts.

**Note:** Changing the email in one contract WILL change the email entered in ALL other contracts.

## 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. RMS/ CM includes the forms needed to submit monthly Progress Payment requests.

The Finances module can be accessed as shown below.

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

### 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 two 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 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 USACE Pays 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 either manually or by importing a NAS SDEF or XML file. 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 **Network Analysis**

[Schedule \(NAS\)](#) for information on this process.

However, if the contract is not set up to import a schedule, then manual entry of Pay Activities must be completed to prepare the Progress Payment request in RMS.

## 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 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 RMS. 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.

The table below 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 RMS. 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

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   |



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 and the scheduling program used, Activity data should be entered and edited within the scheduling program and imported into RMS 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 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 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 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 does not currently use this information anywhere.



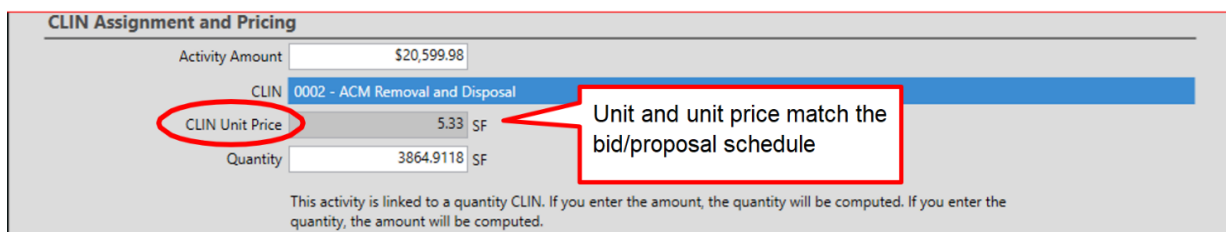
**Area:** (Optional) Specify areas within the project site where the Activity takes place. However, RMS does not currently use this information anywhere.

**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 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 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

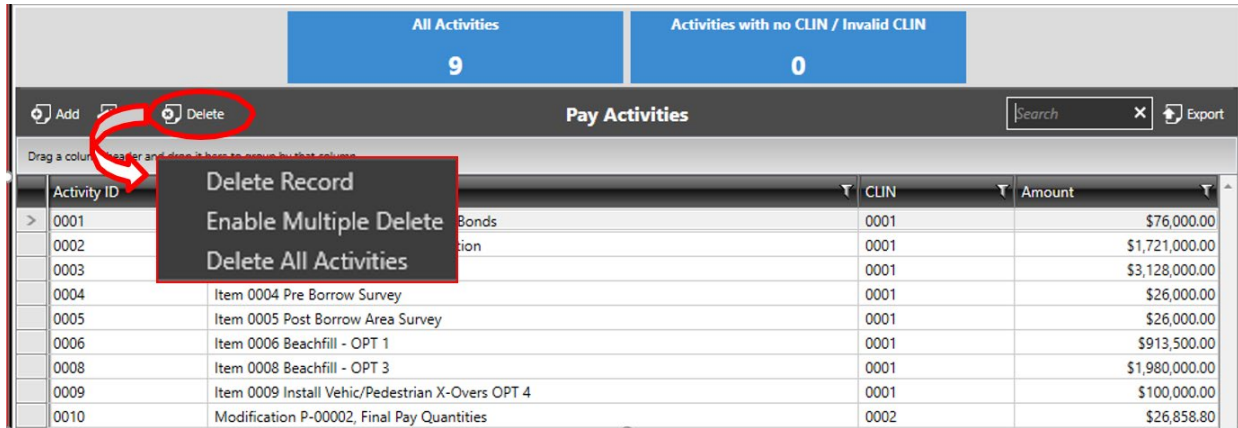
This activity is linked to a quantity CLIN. If you enter the amount, the quantity will be computed. If you enter the quantity, the amount will be computed.

**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

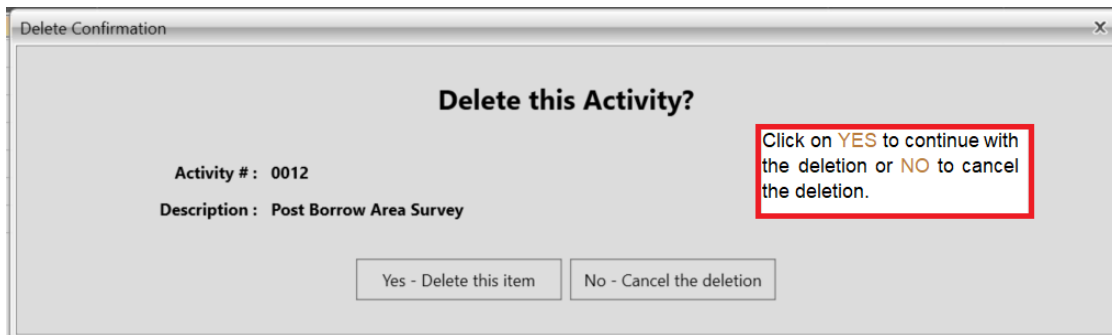
It is sometimes necessary to delete one or more Pay Activities. When using an SDEF file, this action should be performed in the scheduling program to avoid activity inconsistencies between the scheduling program and RMS. However, when the schedule is manually entered and edited in RMS, several deletion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



| Activity ID | Description                                      | CLIN | Amount         |
|-------------|--------------------------------------------------|------|----------------|
| 0001        | Bonds                                            | 0001 | \$76,000.00    |
| 0002        | tion                                             | 0001 | \$1,721,000.00 |
| 0003        |                                                  | 0001 | \$3,128,000.00 |
| 0004        | Item 0004 Pre Borrow Survey                      | 0001 | \$26,000.00    |
| 0005        | Item 0005 Post Borrow Area Survey                | 0001 | \$26,000.00    |
| 0006        | Item 0006 Beachfill - OPT 1                      | 0001 | \$913,500.00   |
| 0008        | Item 0008 Beachfill - OPT 3                      | 0001 | \$1,980,000.00 |
| 0009        | Item 0009 Install Vehic/Pedestrian X-Overs OPT 4 | 0001 | \$100,000.00   |
| 0010        | Modification P-00002, Final Pay Quantities       | 0002 | \$26,858.80    |

- Delete a Single Activity

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



**Delete this Activity?**

Activity # : 0012  
Description : Post Borrow Area Survey

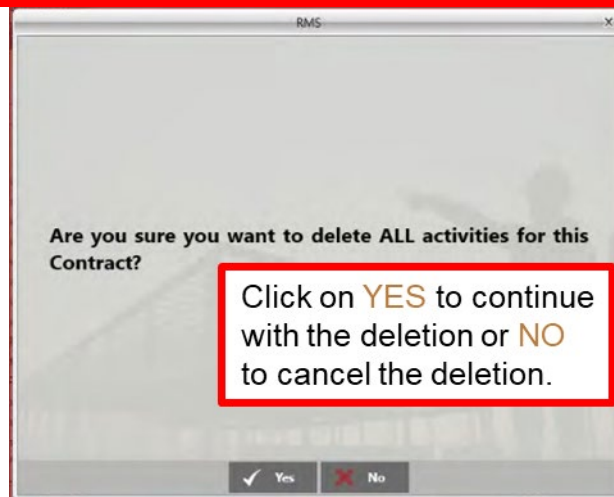
Click on YES to continue with the deletion or NO to cancel the deletion.

Yes - Delete this item    No - Cancel the deletion

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

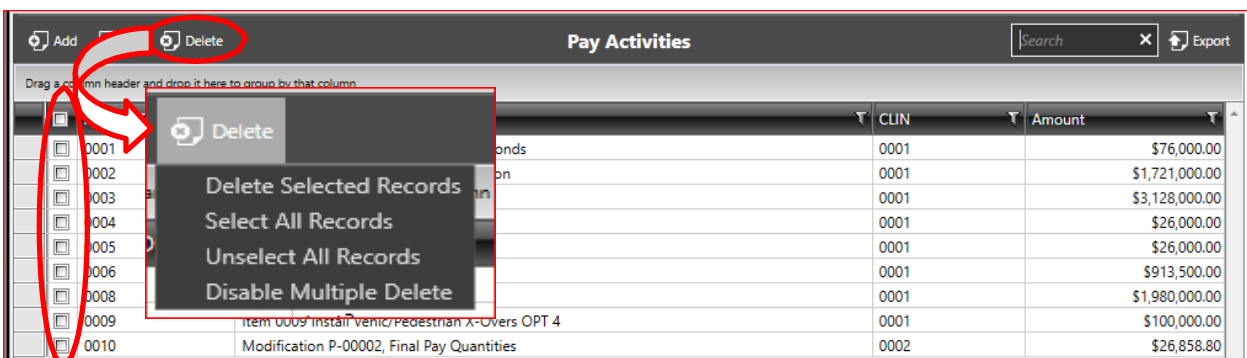
- Delete All Activities

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



- Delete More Than One Activity

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



- More Delete Options

Notice there are 3 other options in this dropdown. Another way to delete all the Activities in the schedule is by selecting **Select All Records** from this dropdown, RMS 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 will remove all the previously placed checkmarks.

If activity deletion is no longer needed or desired, select **Disable Multiple Delete**. RMS 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                                  |                                |        |                |
|---------------------------------------------------------------|--------------------------------|--------|----------------|
| Add                                                           | Edit                           | Delete |                |
| 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 – **Contractors** 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

Edit

Subcontractors

×

Export

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

| Activity Count | Contractor Full Name               | Responsibility Code | Trade                   | Subcontract Amount |
|----------------|------------------------------------|---------------------|-------------------------|--------------------|
| 0              | Long Fence                         | FEEN                | Fencing                 | \$2,100.00         |
| 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                         | Features                          |
| All Features                                                                                 |                               | Features Linked to Pay Activities |
| 644                                                                                          |                               | 12                                |
| Features not Linked to Pay Activities                                                        |                               |                                   |
| 632                                                                                          |                               |                                   |
| <div>  Edit           Features of Work           <input type="text"/>  Export         </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 |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----|------------|-----------|----------|---------------|------------------|
| Pay Activities<br><small>Pay Activity Listing and tabulations by CLIN, Contractor, and Feature of Work.</small> | Progress Payment<br><small>Add, modify, or view Payments to the Contractor.</small> |    |            |           |          |               |                  |

One of the most significant improvements in RMS over previous versions of RMS is the capability to prepare and submit monthly Progress Payment requests electronically. Advantages to using RMS to perform this task include quicker communication between the Contractor and the Government and RMS 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 exclusively.

Prerequisite to initiating a Pay Request, there are several things that must be completed for RMS 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 the associated 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 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.

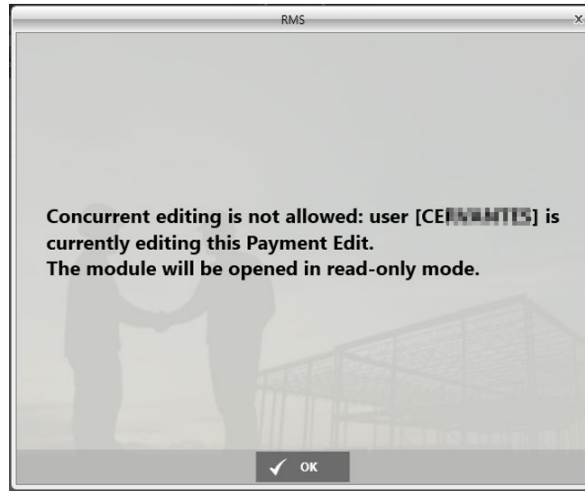
Do not forget to sign and date the Prompt Payment Certificate.

**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

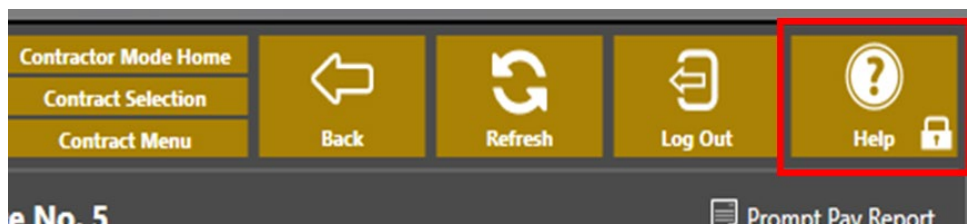


beforehand.

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 Government requirements, a payment must be made within 14 calendar days of receipt of a proper payment request/invoice. Using RMS 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 the 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 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.

| 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. CLIN 0007 is not balanced with its activities. |
|-------------|-------------------------------------------------------------------------------------------------------------------|
|             |                                                                                                                   |

RMS 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 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 manually. Either enter a percentage, representing the percentage of work completed or a quantity. Whichever is entered, RMS 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 NAS file to manage the Activity Schedule in RMS, 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 NAS file (SDEF or XML), then import the file into RMS as described in [Network Analysis Schedule \(NAS\)](#).

Whenever the NAS 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 without using the NAS, 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 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 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

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

**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: Select a date [15] Payment Invoice Date: Select a date [15] ☐ Requested Earnings Complete

#### Revision History

| Revision Date | Action | Revised By |
|---------------|--------|------------|
|               |        |            |

**Note:** The *Revision History* table will be displayed on all tabs of the Pay Request. This will capture actions taken on the Pay Request in CM and GM (Submit, Return, Accept). Select a revision entry and click the *View* button or double click a revision entry to open a read-only view of the Pay Request before the listed action was taken.

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

**CLIN summary**

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 |

**Invoice summary**

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   Payment Invoice Date   ☐ Requested Earnings Complete

### 6.4.4 Subcontractor Earnings

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

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. 1** Prompt Pay Report

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

■ Update Previous Subcontractor Payments **Subcontractor Earnings** Search Export

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

| Subcontractor Name            | Amount Subcontracted | Previous Subcontractor Payments (Excluding Deductions) | Subcontractor Amount Included in this Payment Estimate | Subcontractor Earnings Deducted By Contractor (Total to Date) |
|-------------------------------|----------------------|--------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------|
| CIVL                          | \$0.00               | \$0.00                                                 | \$0.00                                                 | \$0.00                                                        |
| COMM                          | \$0.00               | \$0.00                                                 | \$0.00                                                 | \$0.00                                                        |
| <input type="checkbox"/> CONC | \$0.00               | \$0.00                                                 | 0                                                      | \$0.00                                                        |
| CONT                          |                      |                                                        | \$0.00                                                 | \$0.00                                                        |
| CRAN                          |                      |                                                        | \$0.00                                                 | \$0.00                                                        |
| DOOR                          |                      |                                                        | \$0.00                                                 | \$0.00                                                        |
| EART                          | \$0.00               | \$0.00                                                 | \$0.00                                                 | \$0.00                                                        |
| EIFS                          | \$0.00               | \$0.00                                                 | \$0.00                                                 | \$0.00                                                        |
| ELEC                          | \$0.00               | \$0.00                                                 | \$0.00                                                 | \$0.00                                                        |

Enter total amount by Subcontractor.

Do not enter an amount into this column.

### 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**.

**Invoice No. 5** Prompt Pay Report

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

**Additional Earnings**

| Activity Earnings                         | Previous Total Earnings | Total Earnings To Date | Invoice No. 5  | Estimated Stored Materials Included in Activity Earnings |
|-------------------------------------------|-------------------------|------------------------|----------------|----------------------------------------------------------|
| Total Requested Activity Earnings to Date | \$27,146,946.00         | \$31,156,934.75        | \$4,009,988.75 | \$0.00                                                   |

**Additional Requested Earnings not included in above Activity Earnings**

Additional Earnings are not enabled for this contract. If additional stored materials, preparatory work or performance and payment bond are required, request that the government enable additional earnings in contract setup.

**Subcontractor Deductions**

|                                             |        |        |        |
|---------------------------------------------|--------|--------|--------|
| Less Subcontractor Deductions held by Prime | \$0.00 | \$0.00 | \$0.00 |
|---------------------------------------------|--------|--------|--------|

**Sum of Requested Earnings to Date**

|                          |                 |                 |                |
|--------------------------|-----------------|-----------------|----------------|
| Total Requested Earnings | \$27,146,946.00 | \$31,156,934.75 | \$4,009,988.75 |
|--------------------------|-----------------|-----------------|----------------|

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

Although RMS 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 the direction provided.

### 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   Payment Invoice Date   ☐ Requested Earnings Complete



### 6.4.9 Invoice Dates

Pay Period Thru   Payment Invoice Date   ☒ 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. 1

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

Invoice No. 0001 *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.*

Submit | Add | Edit | Delete

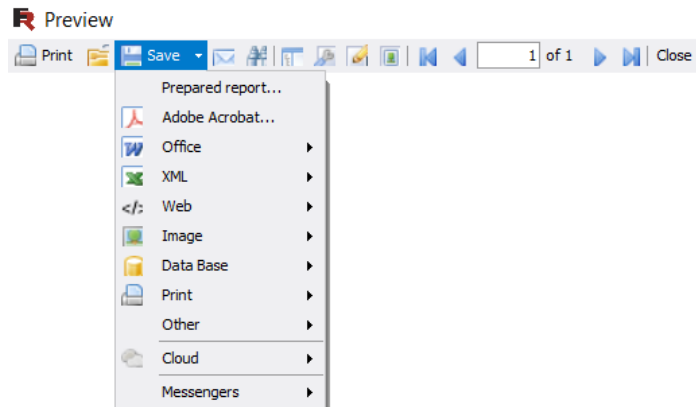
| Prompt Pay Signed | Title of Package | No. | Status |
|-------------------|------------------|-----|--------|
|                   |                  |     |        |

Pay Period Thru   Payment Invoice Date   ☐ Requested Earnings Complete

The Prompt Pay Report is generated in Preview mode by clicking on the *Prompt Pay Report* button in the top right corner of the screen. Take this opportunity to the information that 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 RMS, click on *Save* and select either Adobe Acrobat or Office as the file type and save the document to a hard drive.

If the document is 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 three main sections, the Header, Subcontractor Earnings and Prompt Payment Certification Statement, and Invoice Summary.

| Prompt Payment Certification and Supporting Data For Contractor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                           |                                                             |                                                                                    | Page 1 of 3 pages                                                       |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------|
| Payment Invoice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                           |                                                             |                                                                                    |                                                                         |                      |
| (1) Contract No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | (2) Location and Description:                                                             | (3) Estimate No.:                                           |                                                                                    |                                                                         |                      |
| W912DR-13-C-0005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Fort Meade, Maryland<br>High Performance Computing Center (HPCC2) Project, Fort Meade, MD | 5                                                           |                                                                                    |                                                                         |                      |
| (4) Invoice Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 11/30/2018                                                                                |                                                             |                                                                                    |                                                                         |                      |
| (5) Contractor Official (name and address) to whom payment is to be sent:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | (6) Discount Terms:                                                                       |                                                             |                                                                                    |                                                                         |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0 Days                                                                                    |                                                             |                                                                                    |                                                                         |                      |
| (9) Subcontractor Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | (10) Total Amount Subcontracted                                                           | (11) Previous Subcontractor Payments (Excluding Deductions) | (12) Subcontractor Amount Included in this Payment Estimate (Excluding Deductions) | (13) ** Subcontractor Earnings Deductions by Contractor (Total to Date) |                      |
| AFLR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$0.00                                                                                    | \$0.00                                                      | \$0.00                                                                             | \$0.00                                                                  |                      |
| FUELi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$0.00                                                                                    | \$0.00                                                      | \$0.00                                                                             | \$0.00                                                                  |                      |
| Gensler Architecture Design & Planning D.C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$15,866,566.00                                                                           | \$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 work performed by the subcontractor under 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                                     | % Earnings To-Date                                                                 | Total Earnings To-Date                                                  | Earnings This Period |
| \$0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                           | \$0.00                                                      | 6%                                                                                 | \$31,156,934.75                                                         | \$4,009,988.75       |
| Stored Material included in Activity Earnings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                           |                                                             |                                                                                    |                                                                         |                      |
| \$0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                           |                                                             |                                                                                    | \$0.00                                                                  | \$0.00               |
| Additional Stored Material not included in Activity Earnings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                           |                                                             |                                                                                    | \$0.00                                                                  | \$0.00               |
| Preparatory Work not included in Activity Earnings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                           |                                                             |                                                                                    | \$0.00                                                                  | \$0.00               |
| Performance and Payment Bond not included in Activity Earnings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                           |                                                             |                                                                                    | \$0.00                                                                  | \$0.00               |
| Less Subcontractor Deductions held by Primer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                           |                                                             |                                                                                    | \$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.

**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.*

Submit | Add | Prompt Pay Signed | Title of Package | No. | Status

Edit | Delete

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.*

Submit | Add | Prompt Pay Signed | Title of Package | No. | Status

**Edit** | Delete

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

Before submitting 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).

**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 Certificate is signed immediately after the **Requested Earnings Complete** checkbox is checked, as this notifies the Government that 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**, which is then submitted to the Government for review.

**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 | Signed By |

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

Description:

☒ Manually signed by Contractor | **Select if signed outside of RMS.**

☐ Manually signed by Government

Edit Document | View Document | Save Document to File

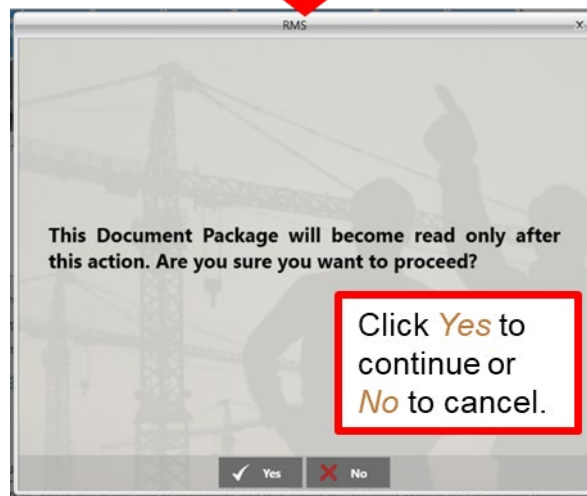
**Document Package**

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

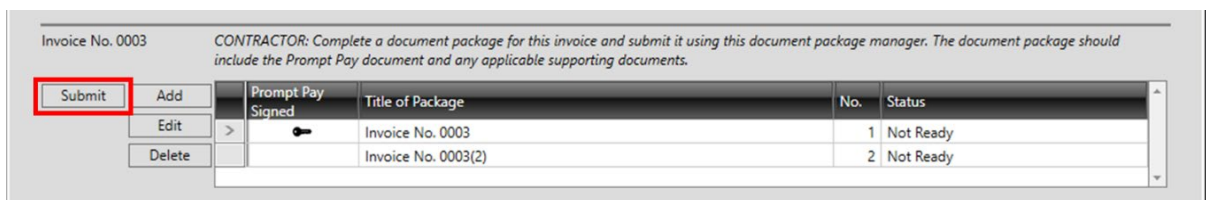
CONTRACTOR: Attach documents, sign as appropriate, and then submit this document package for Government Review. | Submit for Review

Contractor Notes to Government

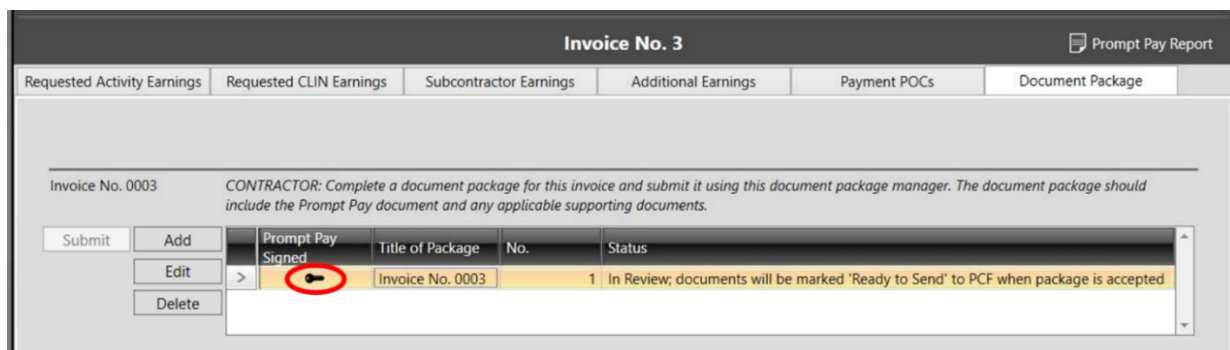
**Select when complete.**



Click on the **Submit for Review** button to send it to the Government. The **Submit** button outside the Document Package is also available to use. This button can be helpful if more than one Document Package has been created for the Pay Request. Clicking on this button will submit all Document Packages that contain documents all at once.



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 JPEG/JPG Images 0 Word Documents 0 Text Files 0 Excel Files 0 CSV Files 0 Powerpoint 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 Signed By

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 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** can be edited, allowing additional documents to be added and resubmitted to the Government. Click **Edit** to open the Document Package.

**Invoice No. 1** Prompt Pay Report ENG 93

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

Invoice No. 0001 *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.*

Submit | Add | **Edit** | Delete

| Prompt Pay Signed | Title of Package    | No. | Status    |
|-------------------|---------------------|-----|-----------|
|                   | Invoice No. 0001(2) | 2   | Not Ready |

Pay Period Thru 8/13/2024 15 | Payment Invoice Date 8/29/2024 19 | **✓ 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** or **Submit** button to send it to the Government.

## 7.0 QUALITY CONTROL (QC)

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

| Administration                                                                                                          | Finances | QC                                                                                                                    | Submittals | Schedules                                                                                                             | Closeout | Import/Export                                                                                                          | Contract Reports |
|-------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------|------------------|
| <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>      |          |                                                                                                                       |            |                                                                                                                       |          |                                                                                                                        |                  |

### 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/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** tab includes:

**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.

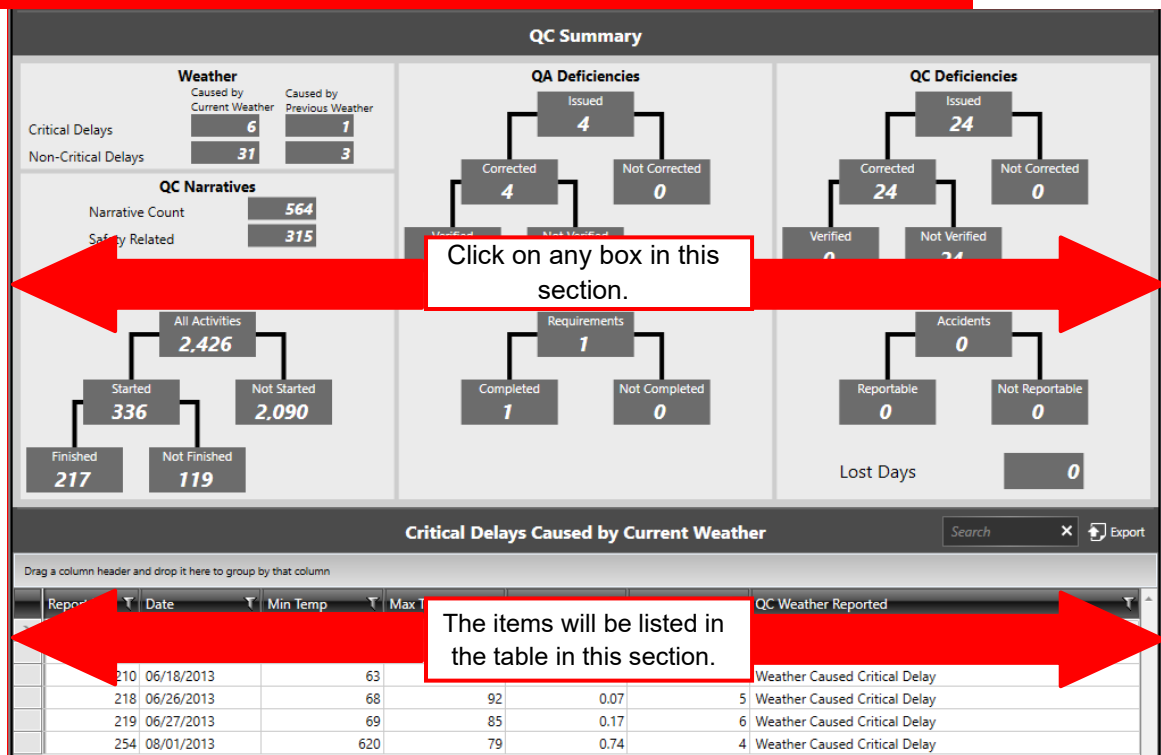
**Dredging Equipment:** On contracts which include Dredging, use this selection to log and track Dredging Equipment.

**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 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 **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 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.      |          |                                                                                                                |            |                                                                                                                |          |                                                                                                                 |                  |

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

|                      |                      |                          |                                 |
|----------------------|----------------------|--------------------------|---------------------------------|
| All Daily QC Reports | Completed QC Reports | Not Completed QC Reports | Accepted and Transferred to PCF |
| 3                    | 3                    | 0                        | 0                               |

| Report No. | QC Report Date       | QC Weather Reported     | QC Report Status                  | Contains Signed Documents           |
|------------|----------------------|-------------------------|-----------------------------------|-------------------------------------|
| 798        | 11/16/2023 Thursday  | Weather Caused No Delay | Completed - Received by the Gov't | <input checked="" type="checkbox"/> |
| 797        | 11/15/2023 Wednesday | Weather Caused No Delay | Completed - Received by the Gov't | <input checked="" type="checkbox"/> |
| 796        | 11/14/2023 Tuesday   | Weather Caused No Delay | Completed - Received by the Gov't | <input type="checkbox"/>            |

For contracts that do not include Dredging Daily Reports, this view will group the reports into four categories:

**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.

**Accepted and Transferred to PCF:** Reports that have been accepted by the Government and sent to PCF.

**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 | Completed QC Reports | Not Completed QC Reports | Accepted and Transferred to PCF |
| 1                    | 0                    | 1                        | 0                               |

| 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"/> | <input type="checkbox"/>  |
| 100        | 10/17/2020 Saturday | Weather Caused No Delay | Completed - Received by the Gov't | <input type="checkbox"/> | <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"/> | <input type="checkbox"/>  |
| 75         | 09/22/2020 Tuesday  | Weather Caused No Delay | Completed - Received by the Gov't | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |
| 0          | 07/09/2020 Thursday | Weather Not Entered     | Not Completed by Contractor       | <input type="checkbox"/> | <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. 1788, 08/23/2024 - Friday

**Weather**  
Weather Caused No Delay

**QC Narratives**  
1 Written Today

**QC/QA Deficiencies**  
0 of 480 Corrected Today

**QC Requirements**  
0 of 92 Completed Today

**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

**Activities Started/Finished**

Project: Wideband Satellite Communications Center  
Contract Number: W912DR-11-C-0033  
Contractor: AISOW Technologies Corporation

QC Weather  
Weather Caused No Delay  
Temperature Min 61 °F, Max 99 °F

QC  
Activities in Progress:  
Unresolved: No

QC Daily Report No. 1788 CONTRACTOR: Completing the report will also submit the document package. Ensure all signatures are included.

| Title of Package         | No. | Status    |
|--------------------------|-----|-----------|
| QC Daily Report No. 1788 | 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.

Yes No



QC Daily Report No. 1397 CONTRACTOR: Completing the report will also submit the document package. Ensure all signatures are included.

Submit Add Edit Delete

| Title of Package         | No. | Status    |
|--------------------------|-----|-----------|
| QC Daily Report No. 1397 | 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 the documents 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                |

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"/> | 6/23/2023 1:42:45 F  | 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 has been 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 Signed By: \_\_\_\_\_

Document Title: QC Daily Report No. 0806 - QcDailyReport.PDF

Description: \_\_\_\_\_

☒ Manually signed by Contractor **Select if signed outside of RMS.**

☐ Manually signed by Government

Edit Document View Document 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**

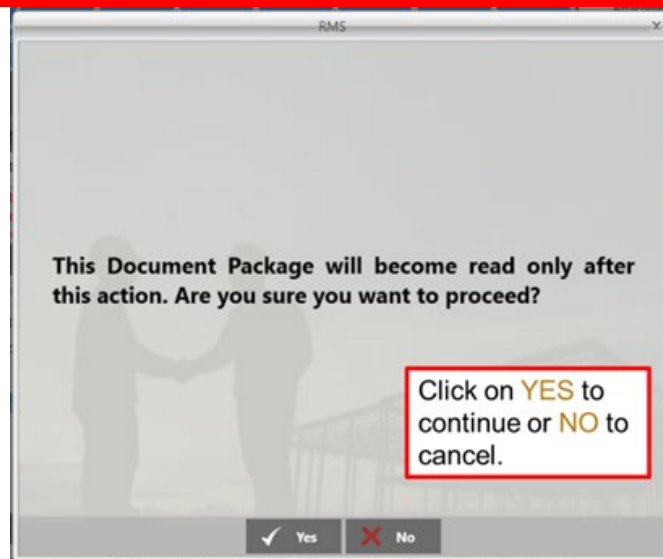
The **Submit** button outside the Document Package can also be used to submit all associated Document Packages that contain documents all at once. This can be helpful when more than one Document Package exists.

QC Daily Report No. 1397 CONTRACTOR: Completing the report will also submit the document package. Ensure all signatures are included.

Submit Add Edit Delete

| Title of Package         | No. | Status    |
|--------------------------|-----|-----------|
| QC Daily Report No. 1397 | 1   | Not Ready |

☒ Generate QC Report in Document Package



QC Daily Report No. 1306 *CONTRACTOR: Completing the report will also submit the document package. Ensure all signatures are included.*

| Title of Package         | No. | Status                                                                              |
|--------------------------|-----|-------------------------------------------------------------------------------------|
| QC Daily Report No. 1306 | 1   | In Review; documents will be marked 'Ready to Send' to PCF when package is accepted |

☒ 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 the documents are marked complete.

The **Revision History** table can be found at the bottom of the screen. This will capture any action taken on the report in CM and GM. Select a revision entry and click the **View** button or double click a revision entry to open a read-only view of the QC Daily Report before the listed action was taken.

☒ Generate QC Report in Document Package

Scroll down to see Revision History. →

**Revision History**

**View**

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 9/20/2024 1:10:11 PM UTC | Submit |            |

### 7.3.2 QC Daily Report Returned for Corrections

There may be times when the Government finds reason to return a QC Daily Report, and when this happens, an RMS-generated message will be received if notifications are 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*.

| Report No. | QC Report Date      | QC Weather Reported     | QC Report Status                        | Contains Signed Documents           |
|------------|---------------------|-------------------------|-----------------------------------------|-------------------------------------|
| 66         | 09/13/2024 Friday   | Weather Not Entered     | Not Completed by Contractor             |                                     |
| 65         | 09/12/2024 Thursday | Weather Caused No Delay | Not Complete - Returned for Corrections | <input checked="" type="checkbox"/> |

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.

QC Daily Report No. 0063 CONTRACTOR: Completing the report will also submit the document package. Ensure all signatures are included.

Buttons: Submit, Add, Edit, Delete

| Title of Package         | No. | Status                  |
|--------------------------|-----|-------------------------|
| QC Daily Report No. 0063 | 1   | Returned for Correction |

☒ Generate QC Report in Document Package
 ☒ Return to Contractor for Corrections

Sign the edited report, then resubmit the Document Package by using the *Submit for Review* button inside the Document Package or the *Submit* button outside the Document Package.

| Primary                             | Date of the Document | Document Title                               | Contractor Signature Status | Government Signature Status |
|-------------------------------------|----------------------|----------------------------------------------|-----------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | 9/20/2024 8:41:50 A  | QC Daily Report No. 0063 - QcDailyReport.PDF | Electronically Signed       | Not Signed                  |
| <input type="checkbox"/>            | 9/18/2024 11:46:16   | QC Daily Report No. 0063 - 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. The report cannot be completed without selecting from this dropdown list. This data is important in documenting weather conditions that affect the contract's ability to work and whether a time extension as a result of unusually severe weather is due.

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**

0 Written Today

**QC Narratives** are the most important input part of the QC Daily Report. Descriptions of what happened at the work site are added here. Do not rely on the Government to record the day's events. In the event of a dispute with the Government, these QC Narratives can be beneficial for the

Contractor's position.

Select **Add** to either *Manually Add QC Narrative* or *Copy Narratives From Previous Report*.

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

Search X Export

Manually Add QC Narrative

Copy Narratives From Previous Report

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

### 7.3.5 Manually Add QC Narrative

Make this selection to record the day's activities. The list of Narrative types is customized by each USACE District and may vary 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:** The Contractor is 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.

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

**QC Daily Report No. 5682 Dated 12/12/2018 Wednesday - QC Narratives QC-00002**

**Activities in Progress:**

Inspected On: 12/12/2018 ☐ Safety Related Status: QC Report Not Complete

Comments:

Shift: Shift 1

**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 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. Request that the contract's USACE Representative return the report for corrections if changes need to be made to an earlier report. 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

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

Buttons: Add, Edit, Delete

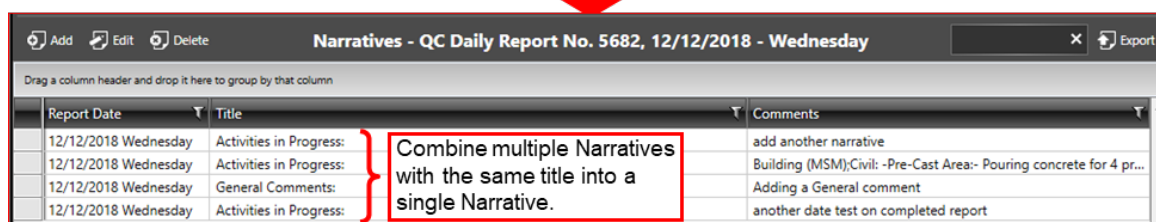
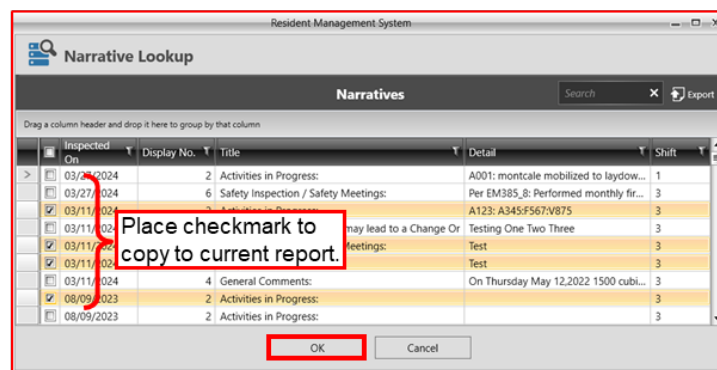
Options: Manually Add QC Narrative, Copy Narratives From Previous Report

Columns: Report Date, Title, Comments

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**. There is no limit on the number of narratives that can be copied. One Narrative can be copied several times and maintain 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.

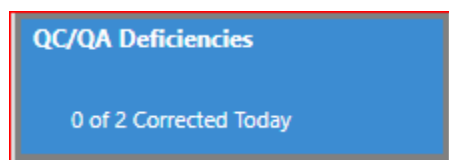
The copied Narratives can be edited as needed to tailor it to the specifics of the day.



**Recommendation:** If the report contains 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 have been reported as corrected, and the Government has not yet confirmed the correction is complete and satisfactory.

**Verified:** Deficiencies that have been corrected and corrections the Government has determined acceptable.

**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 |

Buttons: 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.

Check the box to report a deficiency corrected.

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

**QC Daily Report No. 66 Dated 09/13/2024 - QC Deficiency QC-00001**

Location [ ] Select a location

Description of Deficiency Item [ ]

Activity <Not Set>

Deficiency QC-00001 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.

Buttons: Submit, Add, Edit, Delete

| Title of Package | No. | Status |
|------------------|-----|--------|
|                  |     |        |

View Deficiency History

| Status | Revised | Revised By |
|--------|---------|------------|
|        |         |            |

If users need to add any documents to a deficiency, that 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. Manually enter a location or click on the **Select a**

**location** lookup to choose from a list of locations that have been associated with this project elsewhere in RMS.

**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:** When associating an activity with an item, this information should always be entered. This enables RMS to assist with supporting Payment Requests by documenting the status of actions that affect activity completion. A complete accounting of quality control efforts is essential to ensure timely payment from the Government.

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

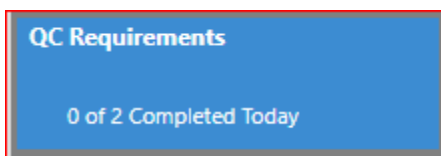
- A deficiency is added by way of either the **Add** button or the **Copy** button.
- A deficiency is corrected (**QA Verification Required**).
- A deficiency is marked as Concur (**QA Concurs Corrected**).
- A deficiency is returned or reissued (**QA Reissued**).

| View Deficiency History Search X |                          |           |            |
|----------------------------------|--------------------------|-----------|------------|
|                                  | Status                   | Revised   | Revised By |
| >                                | QA Concurs Corrected     | 9/20/2024 |            |
|                                  | QA Verification Required | 9/20/2024 |            |
|                                  | QA Reissued              | 9/20/2024 |            |
|                                  | QA Verification Required | 9/20/2024 |            |
|                                  | Not Reported Corrected   | 9/20/2024 |            |

**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"/>            |

QCQA No. CT-00001    Description test    Activity ID 100-0100

View details of the selected QC Requirement here.

Check the box to report a QC Requirement completed.

When reporting that a QC Test has been completed, click on the *QC Tests* sort tile to see the *Status* column after the test results have been completed.

QC Requirements - QC Daily Report No. 54, 09/26/2024 - Thursday

All QC Requirements 1    **QC Tests 1**    User Schools 0    Installed Property 0    Transfer Property 0

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                     |
|----------|-----------------------------|------------|-------------------------------------|----------------------------|
| CT-00001 | Some item that needs a test | 09/26/2024 | <input checked="" type="checkbox"/> | Completed-Awaiting Results |

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

Enter test results in the daily report. Add any applicable notes or observations in the *Description* field by double clicking on the *Description* title to open the QC Test for edits. Test results can also be uploaded to the QC Test's Document Package as well. See the section on [QC Requirements – Add QC Test](#) for more information. 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** module, 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 choose the appropriate test result.

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

All QC Requirements: 1 | **QC Tests: 1** | User Schools: 0 | Installed Property: 0 | Transfer Property: 0

QC Requirement: CT-00001 | Description: | QC Date: 04/09/2022 | Completed: ☒

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

QC Test: CT-00001 | Description: | QC Date: 04/09/2022 | Completed: ☒ | Status: **Completed-Passed**

Status dropdown options:  
Completed-Awaiting Results  
Not Completed  
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 and within QC Daily Reports in the **QC Requirements** submodule.

**QC Test Edit View**

QC Test

QC Test No. CT-00001

Section 1.01. -

Paragraph Test QC R

Location CA

Performed By JMM

Required for Activity <Not Set>

Activity Start Date  Lag/Lead Days 0 Requirement Needed by

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.

| 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, navigate to the **QC Tests** tile.

## 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 Select a date  Enter time when scheduled date is confirmed hours:minutes AM/PM

Held Select a date  **Select the report date.**

---

**Initial**

Date Time

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

Held Select a date

**Note:** RMS will not prevent the selection of 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 9/30/2020  09:00 AM

Held 9/30/2020

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                     |

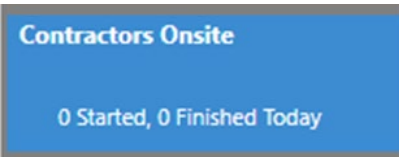
| Activities In Progress - QC Daily Report No. 5682, 12/12/2018 - Wednesday |                               |            |             |  |
|---------------------------------------------------------------------------|-------------------------------|------------|-------------|--|
| Drag a column header 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           | 11/20/2018 |             |  |
| 104-4901                                                                  | SPRINKLER PIPE MAIN           | 11/20/2018 |             |  |
| 104-5000                                                                  | RAISER/SPRINKLER ROOM         | 11/20/2018 |             |  |
| 104-5200                                                                  | STANDPIPE & FIRE HOSE         | 01/10/2019 |             |  |

| December - 2018 |     |     |     |     |     |     |
|-----------------|-----|-----|-----|-----|-----|-----|
| Sun             | Mon | Tue | Wed | Thu | Fri | Sat |
| 25              | 26  | 27  | 28  | 29  | 30  | 1   |
| 48              | 2   | 3   | 4   | 5   | 6   | 7   |
| 49              | 8   | 9   | 10  | 11  | 12  | 13  |
| 50              | 14  | 15  | 16  | 17  | 18  | 19  |
| 51              | 20  | 21  | 22  | 23  | 24  | 25  |
| 52              | 26  | 27  | 28  | 29  | 30  | 31  |
| 1               | 2   | 3   | 4   | 5   | 6   | 7   |

Select the activity and double-click in the date field. Manually type in the date or click on the button on the right side of the field to open a calendar widget from which the applicable date can be selected. If a date other than the date of the report in progress is selected, 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 for corrections. Make the correction, sign, and resend.

### 7.3.11 Contractors Onsite



Use the **Contractors Onsite** 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.

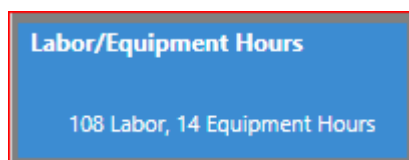
Select the Subcontractor and double-click the applicable date field.

The screenshot shows the "Contractors Onsite" section of the software. At the top, there are three blue tiles: "All Contractors" (41), "Contractors Onsite" (2), and "Contractors not Onsite" (39). Below these is a header for "All Contractors - QC Daily Report No. 173, 09/02/2013 - Monday". A search bar and an "Export" button are on the right. Below the header is a table with columns: Contractor, Resp Code, Trade, First Day, and Last Day. The table lists several subcontractors, including Modular Genius, Total, Langan Engineering & Environmental Services, MASN, IMDE, and MECH. A calendar widget is open over the "First Day" column, showing the month of December 2018. A red arrow points to the date 21 in the calendar.

| 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                 |            |            |
| IMDE                                        | IMDE      |                         |            |            |
| MECH                                        | MECH      |                         |            |            |

Manually type in a date or click on the button on the right side of the field to open a calendar widget from which the applicable date can be selected. If a date other than the date of the report in progress is selected, 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 for corrections. Make the correction, sign, and resend.

### 7.3.12 Labor/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 Checks** 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 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.

RMS Add View

Add

The following information is required to add a new

Contractor <Not Set>

Labor Classification <Not Set>

Resident Management System

Subcontractor Lookup

Subcontractors

| Resp Code | Contractor Full Name         | Subcontract Amount |
|-----------|------------------------------|--------------------|
| ADVA      | Advanced Masonry             | \$295,652.00       |
| AIR       | Building Science Innovations | \$8,750.00         |
| AJER      | TEST                         | \$0.00             |
| ARCH      |                              | \$0.00             |
| ASPH      |                              | \$0.00             |

OK Cancel Clear Selection

Labor Classification Lookup

Labor Classifications

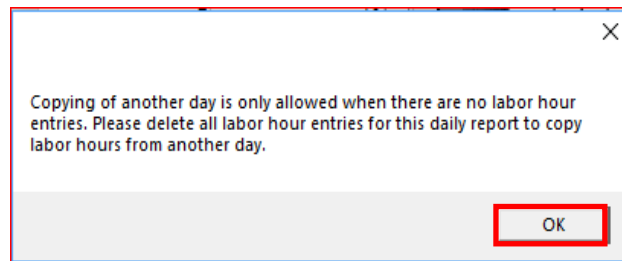
| Occupation Code | Labor Classification        |
|-----------------|-----------------------------|
| 637.687-010     | A/C INSTLR-SERV HLPK WINDOW |
| 637.261-010     | A/C INSTLR-SERVICER-WINDOW  |
| 637.261-014     | A/C MECHANIC                |
| 862.281-026     | A/C MECHANIC APPRENTICE     |
| 939.462-010     | ACIDIZER, WATER WELL        |
| 861.381-010     | ACID-TANK LINER             |

OK Cancel Clear Selection

When done, click on **OK**. Continue to **Add** until all onsite labor has been identified. It is very important that all onsite labor is accurately logged. This data can be copied directly into the monthly Department of Labor Exposure Report.

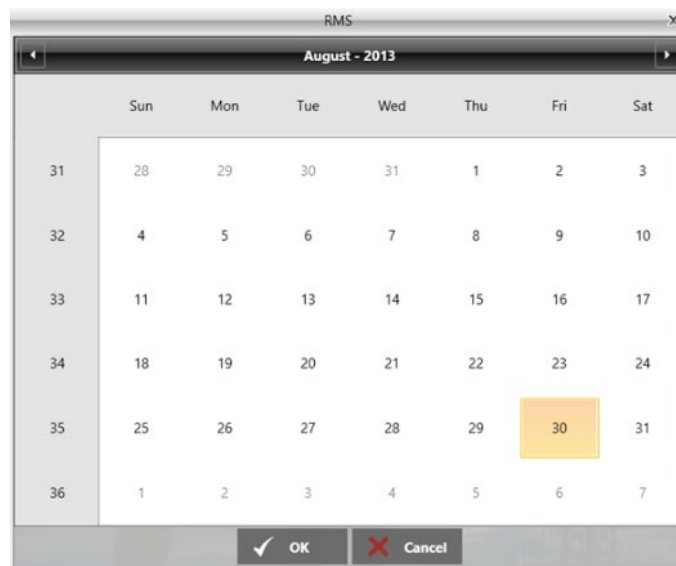
### 7.3.13.2 Copy from Previous Day

Make this selection to copy labor hours from a previous day's report. This option can be selected only when there have been no other labor hours previously entered.



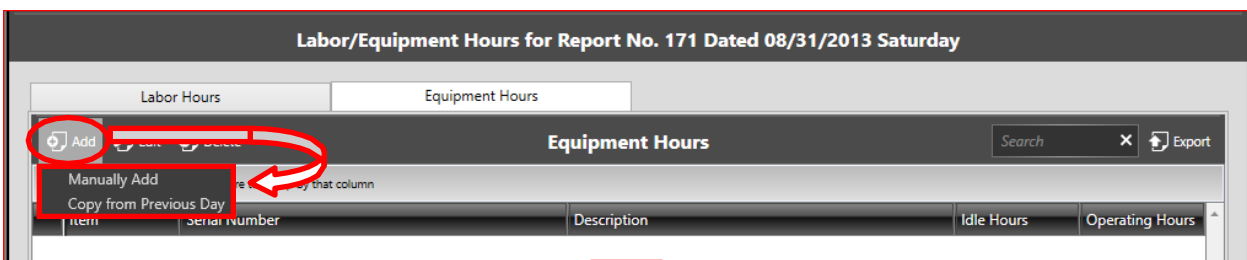
Click **OK** to continue. Then either delete the previously entered hours to continue with the **Copy** or revert to **Manually Add** instead of **Copy**.

When continuing with the copy, a calendar will display. From the calendar, any date can be selected for copying labor hours. Click on **OK** to confirm the selection. 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**.

**Add Equipment Hours**

The following information is required to add a new Equipment Hours

Equipment: **<Not Set>**

**Equipment Item Lookup**

Equipment Checks

| Equipment ID | Make & Model                   | Serial No. | Description                    | Equipment is | Last Inspected |
|--------------|--------------------------------|------------|--------------------------------|--------------|----------------|
| 00000000     | Bobcat Truck Skidloader        | BC 1217    | Bobcat Truck Skidloader (RH)   | Yes          | 12/12/201      |
| 00000000     | Cat Truck Loader/Root Rake     | TL-900/963 | Cat Truck Loader/Root Rake     | Yes          | 12/12/201      |
| 00000000     | IRR626 Smooth Drum Roller      | IRR626     | IRR626 Smooth Drum Roller      | Yes          | 12/12/201      |
| 00000000     | John Deere                     | 1179 550   | REMOVE                         | Yes          | 12/15/201      |
| 00000001     | CAT 320 Track Hoe with Grabber | CAT 320    | CAT 320 Track Hoe with Grabber | Yes          | 12/28/201      |

**OK** Cancel Clear Selection

If the selected equipment has a previously reported Last Day on Site, RMS will display a notification. Acknowledge the notification by clicking on **OK**. The equipment will still be included in the Equipment Hours table for the QC Daily Report in progress.

Last day on site for 'Rubber Tire Drill Rig' was reported as 5/29/2013 12:00:00 AM

**OK**

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*.

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.

**OK**

When continuing with the copy, a calendar will display. From the calendar, any date can be selected for copying Equipment Hours. Click on **OK** to confirm the selection. The copied equipment hours will match the original exactly. The copied equipment hours can also be edited



as needed to tailor it to the specifics of the day.

RMS

August - 2013

|    | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 31 | 28  | 29  | 30  | 31  | 1   | 2   | 3   |
| 32 | 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 33 | 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 34 | 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 35 | 25  | 26  | 27  | 28  | 29  | 30  | 31  |
| 36 | 1   | 2   | 3   | 4   | 5   | 6   | 7   |

✓ OK X Cancel

### 7.3.15 Mishap Reporting

#### Mishap Reporting

0 Mishaps Today

All mishaps are reportable, whether it occurs on or off the jobsite, there was injury or damage to someone, or something incurred during performance of work related to the contract, it must be reported on the QC Daily Report. The contract's

District may also have additional reporting requirements.

Discuss this with the Contact's USACE Representative during the Safety Coordination meeting and include the requirements in the 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.

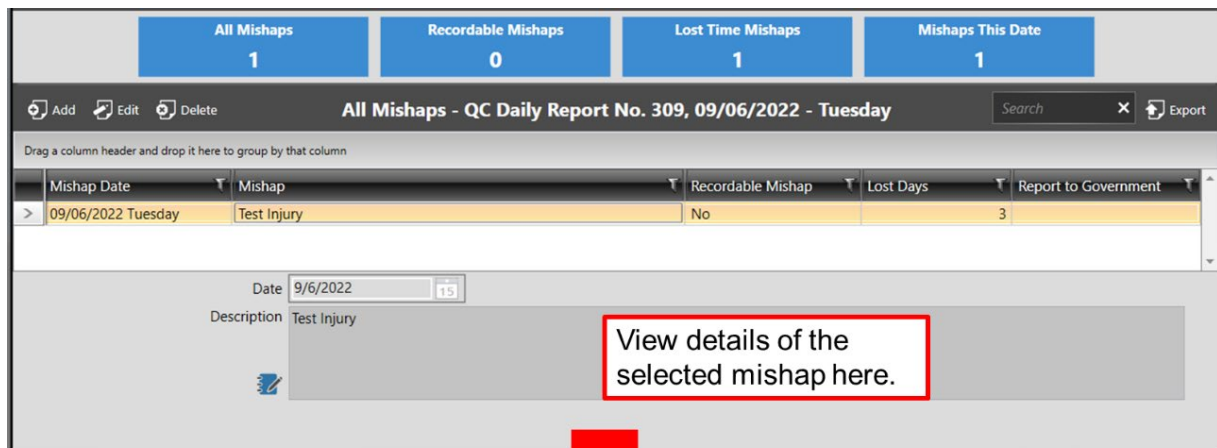
- Mishap resulted in any Government employee or Contractor lost-time injury, illness, or fatality.
- Mishap caused damage in excess of \$1,000 to Contractor property, including motor vehicles.
- Mishap involved a motor vehicle, regardless of whether injury, illness or fatality occurred.
- Mishap involved 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 and permanent disabilities/conditions that prevent the employee 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. Click **Edit** to make edits to a Mishap already created. To delete, select a Mishap and click **Delete** button.



The screenshot displays the 'All Mishaps - QC Daily Report No. 309, 09/06/2022 - Tuesday' interface. At the top, there are four summary boxes: 'All Mishaps' (1), 'Recordable Mishaps' (0), 'Lost Time Mishaps' (1), and 'Mishaps This Date' (1). Below these are 'Add', 'Edit', and 'Delete' buttons. A search bar and an 'Export' button are also present. The main table has columns: 'Mishap Date', 'Mishap', 'Recordable Mishap', 'Lost Days', and 'Report to Government'. A single row is visible for '09/06/2022 Tuesday' with the description 'Test Injury', marked as 'No' for recordable, with '3' lost days, and 'Report to Government' set to 'Yes'. Below the table, a details view for the selected date '9/6/2022' shows the description 'Test Injury'. A red box highlights the text 'View details of the selected mishap here.' with a red arrow pointing downwards.

| Mishap Date          | Mishap      | Recordable Mishap | Lost Days | Report to Government |
|----------------------|-------------|-------------------|-----------|----------------------|
| > 09/06/2022 Tuesday | Test Injury | No                | 3         | Yes                  |

Date: 9/6/2022  
Description: Test Injury

View details of the selected mishap here.

**QC Mishap**

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

**Mishap Description** ☒ Personal Injury ☐ Non Personal Injury

Date: 10/26/2020

Description: TEST

---

**Identify the Person**

Contractor/Subcontractor: 0001 - test add

Age: 37

Gender: Male

Labor Classification: TEST

Location:

Date Started Work: 11/11/2022

---

**Classify the Case**

**Injury Result**

☐ Death ☒ Remained at work - Job transfer or restriction

☐ Days away from work ☐ Remained at work - Other

Lost Days: 0

**Injury Type**

☒ Injury ☐ Poisoning

☐ Skin Disorder ☐ Hearing Loss

☐ Respiratory Condition ☐ All Other Illnesses

---

**Recordable Mishap**

☐ Recordable

**A mishap is recordable when any one of the following occurs. Complete and submit ENG Form 3394, USACE Accident Investigation Report, within the time frame directed by the Government's representative.**

- \* Any government employee or contractor lost-time injury, illness, or fatality
- \* Damage in excess of \$5,000 to contractor property, including motor vehicles
- \* Involving a motor vehicle, regardless of whether injury, illness or fatality occurred
- \* Involving a contractor diving activity

---

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

| Title of Package | No. | Status |
|------------------|-----|--------|
|                  |     |        |

Submit Add Edit Delete

**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 list.

**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](#).

Summary of Reports:

| Report Category           | Count |
|---------------------------|-------|
| All Daily QC Reports      | 2     |
| Completed QC Reports      | 0     |
| Not Completed QC Reports  | 2     |
| All Dredge Reports        | 3     |
| Complete Dredge Reports   | 0     |
| Incomplete Dredge Reports | 3     |

**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 of Dredge 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  | 28  | 29  | 30  | 31  | 1   | 2   |
| 6 | 3   | 4   | 5   | 6   | 7   | 8   | 9   |

OK Cancel

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      |
| 6         | DREDGEASURUS             | 4,500    | Hopper Dredge          |
| 7         | DREDGESTER               | 0        | Hopper Dredge          |
| 8         | THISISATESTDREDGE        | 0        | Hopper Dredge          |

OK Cancel Clear Selection

### 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 Pay Requests, Performance Evaluation, and any Disputes or Claims that may arise during the contract. Take the time to document; these efforts will not be wasted.

The screenshot shows the 'Dredge Daily Report No. 66 Dated 11/04/2022 Friday' interface. On the left, there are five blue tiles: 'Character of Report', 'Weather / Draft', 'Work Performed', 'Attendant Plants', and 'QC Narratives'. A red circle highlights the 'Copy' button at the top left and the 'Form 27A' button at the top right. A red box with a callout points to the blue tiles, stating: 'Click on a blue tile to enter report information.' At the bottom, a checkbox labeled 'Generate QC Report in Document Package' is circled in red. The main form area contains fields for Project, Contract Number, Contractor, Dredge, Shifts per Day, Days per Week, Location of Work, and various measurement fields like AVG Length of Cut, AVG Width of Cut, and CY Deposited Gross.

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. The version that will print can be viewed at any time by clicking on the [Form 27A](#) widget. Alternatively, click on [Copy](#) to copy the selected areas from a previous day's report.

The screenshot shows the 'Copy Dredge Report' dialog box. It has a 'Select Report' section with a date picker set to '1/4/2023'. A red box with a callout points to the date picker, stating: 'Select a date from which to copy.' Below this is a 'Select Areas you wish to copy' section with a list of checkboxes: 'Character of Report', 'Weather / Draft', 'Work Performed', 'Operating Supplies', 'Attendant Plants', and 'Distribution of Work'. A red box with a callout points to the 'Weather / Draft', 'Work Performed', and 'Operating Supplies' checkboxes, stating: 'Select area(s) to copy into the report.' The dialog box has 'OK' and 'Cancel' buttons at the bottom.



**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.

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.

Add any other supporting documents 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.

**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                    |       |    |       |         |    |  |
|---------------------------------------------------------------|-------|----|-------|---------|----|--|
| Drag a column header and drop it here to group by that column |       |    |       |         |    |  |
| Name                                                          | Type  | HP | Hours | Minutes |    |  |
| > Barge 1                                                     | Barge |    | 25    | 8       | 15 |  |



RMS Add View

### 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**.



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 that can be copied into the current Dredge Report, then click on **OK**.

### QC Narratives

0 Written Today

The **QC Narratives** are the most important input part of the QC Daily Report. This is where descriptions of what happened at the work site are entered. Do not rely on the Government to record the day's events. In the event of a dispute with the Government, these QC Narratives can be

beneficial for the Contractor's position.

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 the contract's pay requests, performance evaluation, and any disputes or claims that may arise during the contract. Efforts taken to maintain thorough documentation 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 be built in the grey section of the screen. The version that will print can be viewed 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 **Generate Dredge Report in Document Package** checkbox (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.

**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                 |

**RMS Add View**

**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 Disposal Area: Disposal area 1

Amount Dredged (CYS): 0 Amount Agitated (CYS): 0

Start Time (HH:MM): 00:00 Stop Time (HH:MM): 00:00 End Time (HH:MM): 00:00

**Timing Information (in minutes)**

Pumping: 0 Turning: 0 To Dump: 0

Dumping: 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 Pay Requests, Performance Evaluation, and any Disputes or Claims that may arise during the contract. Take the time to document. These efforts will not be wasted.

**Dredge Daily Report No. 67 Dated 01/09/2023 Monday**

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.

Submit 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. The version that will print can be viewed 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 Sidecaster Dredge Dated 01/28/2019 Monday**

**Effective Working Time (chargeable to cost of work)** Search X

|                                | Dredging |         | Miles Run  |
|--------------------------------|----------|---------|------------|
|                                | Hours    | Minutes | (Nautical) |
| Distribution                   |          |         |            |
| 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  |
|---------------------------------|----------|---------|------------|
|                                 | Hours    | Minutes | (Nautical) |
| Distribution                    |          |         |            |
| 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  |
|-------------------------------|----------|---------|------------|
|                               | Hours    | Minutes | (Nautical) |
| Distribution                  |          |         |            |
| 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

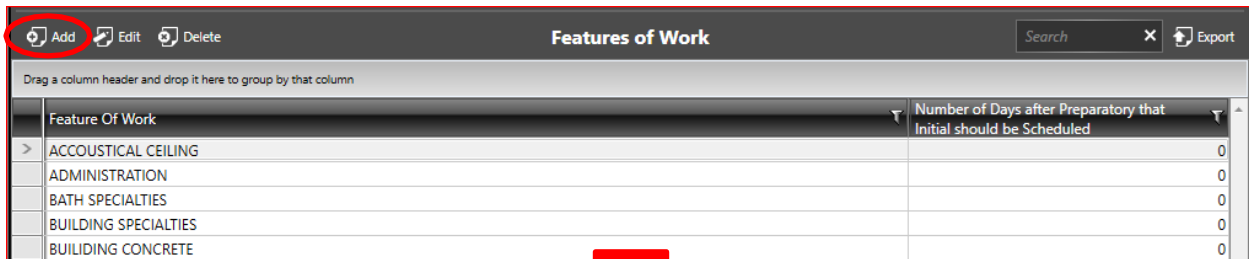
Fill in the time spent performing these activities in one-2-hour day.

## 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** module 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 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 in two ways: manual entry 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 will extract the information input in this field from the SDEF file during import and automatically populate the Features of Work table. An entry will be created for all Features of Work that are not already included in RMS.

**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, a feature can be selected from the Features of Work library by clicking on the **Select feature** button. The library consists of many common features found on many USACE construction projects. Features selected from the library may also be edited to tailor the feature for specific use in a specific contract.

The image shows a sequence of three screenshots illustrating the manual addition of a feature to the RMS system.

**Top Screenshot: RMS Add View - Add Feature**  
 This window has a title bar "RMS Add View" and a subtitle "Add Feature". Below the subtitle, it says "The following information is required to add a new Feature". There is a text input field labeled "Feature". To the right of this field is a button labeled "Select feature". At the bottom are "OK" and "Cancel" buttons. A red callout box points to the "Feature" field with the text: "Type in a title for the Feature or select from the library." Another red callout box points to the "Select feature" button.

**Middle Screenshot: Resident Management System - Feature Type Lookup**  
 This window has a title bar "Resident Management System" and a subtitle "Feature Type Lookup". It contains a table titled "Features of Work" with a search bar and an "Export" button. The table has a column "Feature Description" and lists several features. "ACCESS FLOORING SYSTEM" is highlighted. At the bottom are "OK" and "Cancel" buttons. A red arrow points from the "Select feature" button in the top screenshot to the "Feature Type Lookup" window.

**Bottom Screenshot: Feature of Work**  
 This window has a subtitle "Feature of Work". It shows the "Feature Title" field populated with "ACCESS FLOORING SYSTEM". To the right of this field is a button labeled "Select feature title from Library". Below the "Feature Title" field is a text input field labeled "Days after preparatory to hold initial". A red callout box points to the "Feature Title" field with the text: "Library selection may be manually edited." Another red callout box points to the "Days after preparatory to hold initial" field with the text: "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 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 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 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. Contents of this library can be advantageous when developing worksheets 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  |                    |                |                  |  |
|--------------------------|--------------------|----------------|------------------|--|
| Feature Title            | Preparatory Checks | Initial Checks | Follow-up Checks |  |
| A/C SYSTEM, UNITARY TYPE | 0                  | 0              | 0                |  |
| ACCESS FLOORING SYSTEM   | 7                  | 0              | 0                |  |
| ADM                      | 7                  | 2              | 0                |  |
| ADMINISTRATION           | 0                  | 0              | 0                |  |
| BMFB                     | 0                  | 0              | 0                |  |
| BOD                      | 0                  | 0              | 0                |  |
| CCD                      | 0                  | 0              | 0                |  |



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

**ACCESS FLOORING SYSTEM**

**All Checks** 7

| Preparatory             |   | Initial          |   | Final Follow-up  |   |
|-------------------------|---|------------------|---|------------------|---|
| All                     | 7 | All              | 0 | All              | 0 |
| Drawing Specification   | 2 | Inspection Check | 0 | Inspection Check | 0 |
| Repetitive Deficiencies | 0 | Job Site Safety  | 0 | QA Evaluation    | 0 |
| Inspection Check        | 5 | QA Evaluation    | 0 |                  |   |
| Job Site Safety         | 0 |                  |   |                  |   |
| QA Evaluation           | 0 |                  |   |                  |   |

**Add** (circled in red) →

- Manually Add Inspection Check
- Copy Checks from 3 Phase Inspections in Library
- Copy Checks from 3 Phase Inspections from another Contract
- Select Checks from 3 Phase Checks in Govt Library
- Select Checks from Work Types in Govt Library

**All Checks** Search Export

Select **Add**, then select from the dropdown.

### 7.5.1 Manually Add Inspection Check

Select from the **Check Type** dropdown that identifies the type of inspection check being added. Describe the check in the box provided, then select **OK**.

**RMS Add View**

**Add 3 Phase Check**

The following information is required to add a new 3 Phase Check

Check Type: Preparatory - Drawings / Specification

Check:

Enter check detail/description.

OK Cancel

Preparatory - Drawings / Specification  
 Preparatory - Repetitive Deficiencies  
 Preparatory - Inspection Check  
 Preparatory - Job Site Safety  
 Preparatory - QA Evaluation  
 Initial - Inspection Check  
 Initial - Job Site Safety  
 Initial - QA Evaluation  
 Final - Inspection Check  
 Final - QA Evaluation

**ACCESS FLOORING SYSTEM**

**All Checks** 1

| Preparatory             |   | Initial          |   | Final Follow-up  |   |
|-------------------------|---|------------------|---|------------------|---|
| All                     | 1 | All              | 0 | All              | 0 |
| Drawing Specification   | 1 | Inspection Check | 0 | Inspection Check | 0 |
| Repetitive Deficiencies | 0 | Job Site Safety  | 0 | QA Evaluation    | 0 |
| Inspection Check        | 0 | QA Evaluation    | 0 |                  |   |
| Job Site Safety         | 0 |                  |   |                  |   |
| QA Evaluation           | 0 |                  |   |                  |   |

**Add** **Edit** **Delete**

**All Checks** Search 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 contracts in the upper half of the box. When clicking on a contract, 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 to copy, then click on **OK**. All the checks are now copied into the 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               |
|-------------|--------------------------------------|
| E1001693    | Soil Removal - Meade                 |
| E1000541    | Monument and Snack Stand (Training)  |
| E1001209    | AOC SITE 6                           |
| E1001866    | Acoustical Improvements, Bldg. 61    |
| E1001545    | WB-2C Closure Structure              |
| E1001857    | ICCB Maury Hall Cafe                 |
| E1001777    | B42 550 Gallon UST Removal           |
| E1000190    | Military Entrance Processing Station |
| E1001200    | ATEF - Phase I                       |
| E1000854    | BRAC - General Purpose Warehouse     |

**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 |
|-------------------------------|--------------------|----------------|------------------|
| ABATEMENT                     | 0                  | 0              | 0                |
| CAST IN PLACE CONCRETE        | 19                 | 0              | 1                |
| CONCRETE FORMWORK             | 9                  | 3              | 0                |
| DEMO EXTERIOR & SITE WORK     | 0                  | 0              | 0                |
| DEMO INTERIOR HOMES - GUT OUT | 0                  | 0              | 0                |
| DEMO UTILITIES                | 0                  | 0              | 0                |
| ELECTRICAL                    | 0                  | 0              | 0                |
| EQUIPMENT                     | 0                  | 0              | 0                |
| EROSION AND SEDIMENT CONTROL  | 0                  | 0              | 0                |

OK Cancel

**ACCESS FLOORING SYSTEM**

**All Checks** 41

**Preparatory**

|                         |   |
|-------------------------|---|
| All                     | 1 |
| Drawing Specification   | 1 |
| Repetitive Deficiencies | 0 |
| Inspection Check        | 0 |
| Job Site Safety         | 0 |
| QA Evaluation           | 0 |

**Initial**

|                  |   |
|------------------|---|
| All              | 0 |
| Inspection Check | 0 |
| Job Site Safety  | 0 |
| QA Evaluation    | 0 |

**Final Follow-up**

|                  |    |
|------------------|----|
| All              | 40 |
| Inspection Check | 40 |
| QA Evaluation    | 0  |

Add Edit Delete

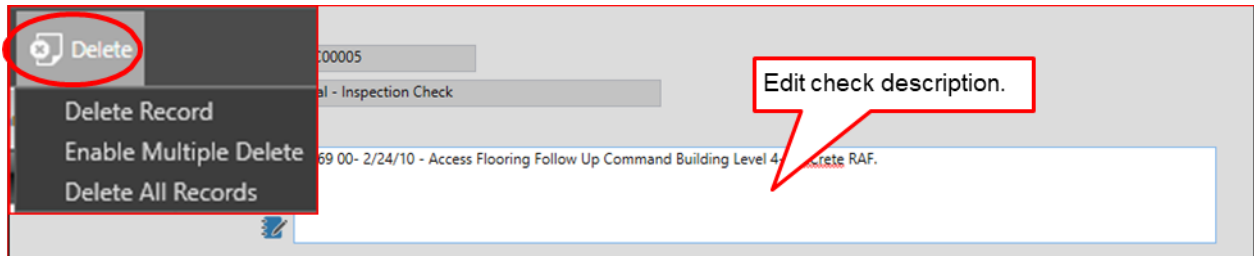
**Follow-up Inspection Check** Search X Export

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

| Check No. | Check Type               | Check Description                                                                                  |
|-----------|--------------------------|----------------------------------------------------------------------------------------------------|
| 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 the contract and match the checks in the contract from which the copy was performed. Any of the copied checks can still be deleted and/or edited. The details of the checks can be changed to conform to specific requirements or standards for the contract.

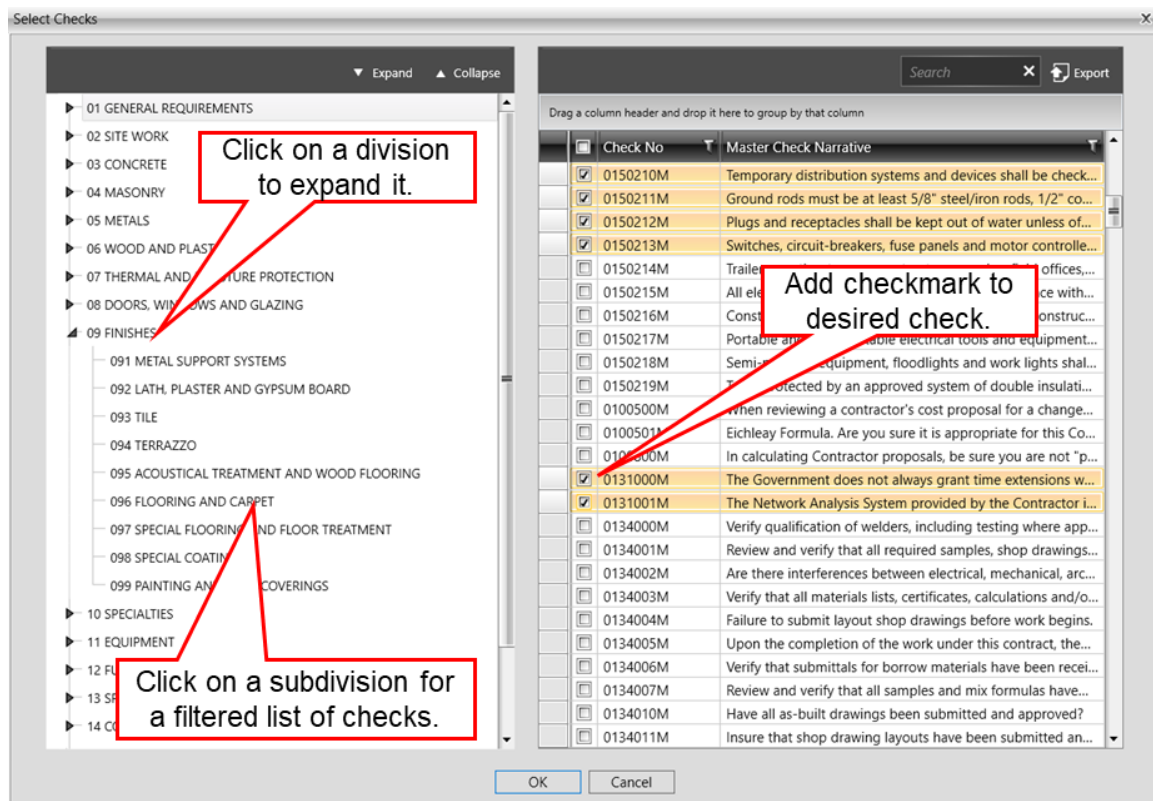
To change the details of a check, select the check and double click on it or select *Edit*. When done editing, click on the *Back* button. To remove unwanted checks, click on *Delete*. Individual checks, multiple checks, or all checks can be removed using the corresponding *Delete* action.



### 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 the contract, then click on *OK*. The selected checks are now copied into the contract.



The copied checks now in the Contractmatch those in the library. Any of the copied checks can still be deleted and/or edited. The details of the checks can be changed to conform to specific requirements of standard for the contract.

To change the details of a check, double click on it or select the check and click the **Edit** button. When editing is completed, click on the **Back** button. To remove unwanted checks, click the **Delete** button. Individual checks, multiple checks, or all checks can be removed using the corresponding Delete action.

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 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 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.

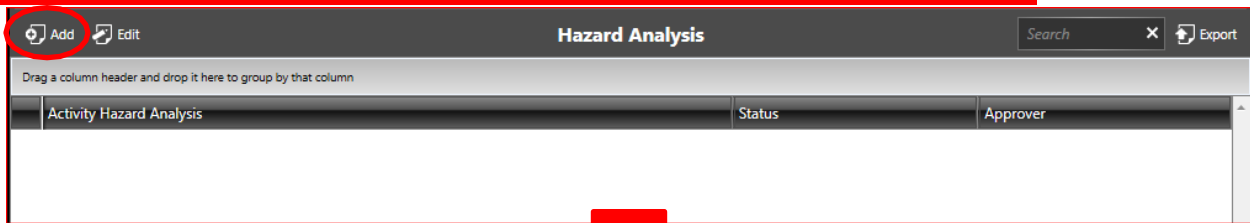
As required by detailed project-specific hazards and controls must be provided in AHAs for each DFOW. No work can begin on a DFOW until the initial AHA has been accepted by a responsible Government Safety Representative addressing project-specific hazards and discussed with all engaged in the activity, including the Contractor, any Subcontractor(s) performing the DFOW, 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 DFOWs shall be identified that will require an AHA. Before beginning each work activity, task or DFOW, 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.\*\*](#)

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



**Hazard Analysis**

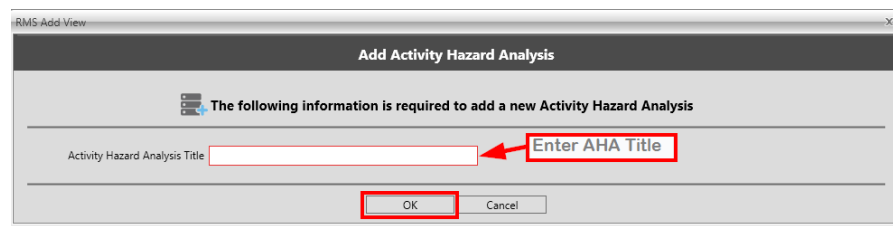
Drag a column header and drop it here to group by that column

| Activity Hazard Analysis | Status | Approver |
|--------------------------|--------|----------|
|--------------------------|--------|----------|



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, using the same title will ensure each one is correctly matched.



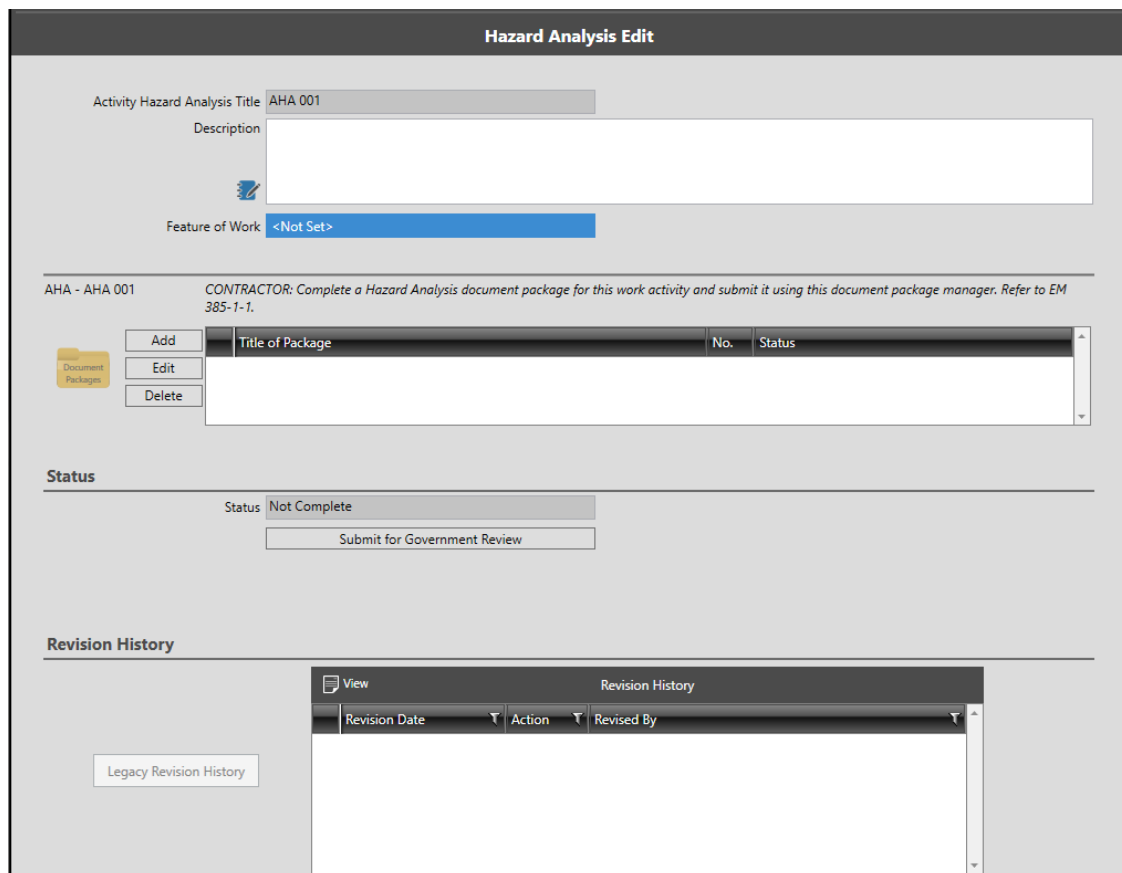
RMS Add View

**Add Activity Hazard Analysis**

The following information is required to add a new Activity Hazard Analysis

Activity Hazard Analysis Title  **Enter AHA Title**

**OK** Cancel

**Hazard Analysis Edit**

Activity Hazard Analysis Title: AHA 001

Description:

Feature of Work:  <Not Set>

AHA - AHA 001 **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.

| Title of Package | No. | Status |
|------------------|-----|--------|
|------------------|-----|--------|

**Status**

Status:

**Revision History**

| Revision Date | Action | Revised By |
|---------------|--------|------------|
|---------------|--------|------------|

**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, return to the AHA edit view and click on **Submit for Government Review**. The Document Package **Status** will change to **In Review: documents will be marked 'Ready to Send' when package is accepted**.

**Status:** Clicking on the **Submit for Government Review** button will change the Status to **In Review** and submit any associated Document Packages that contain documents to the Government. The AHA will no longer be available for editing.

**Revision History:** This will capture actions taken on the AHA in CM and GM (Submit, Return, Accept). Select a revision entry and click the **View** button or double click a revision entry to open a read-only view of the AHA before the listed action was taken.

**Hazard Analysis Edit**

Activity Hazard Analysis Title: AHA 001  
 Description: Description is as follows  
 Feature of Work: <Not Set>

AHA - AHA 001      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.

Document Packages

| Add    | Title of Package | No. | Status                                              |
|--------|------------------|-----|-----------------------------------------------------|
| Edit   | AHA - AHA 001    | 1   | In Review; documents will be marked 'Ready to Send' |
| Delete |                  |     |                                                     |

**Status**

Status: In Review

**Revision History**

A **Submit** revision will be added to Revision History when the **Submit for Government Review** button is clicked.

**View**

| Revision Date            | Action | Revised By       |
|--------------------------|--------|------------------|
| 9/20/2024 3:50:14 PM UTC | Submit | Hailey Covington |

**Note:** The **Legacy Revision History** button will be available to view revision history information present on screens for AHAs created and/or edited before the release of patch 491 on July 25, 2024.

**Revision History**

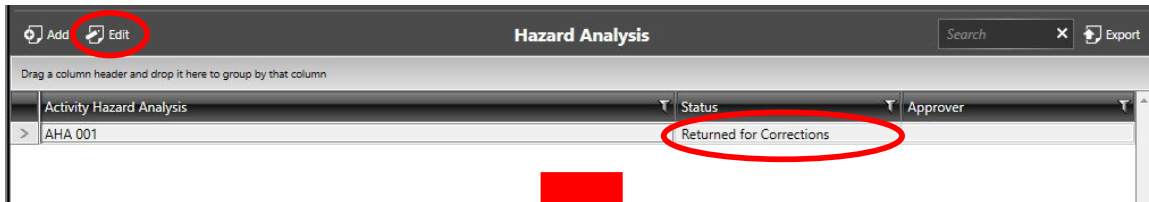
**View**

| Revision Date | Action | Revised By |
|---------------|--------|------------|
|---------------|--------|------------|

**Legacy Revision History**

## 7.6.1 AHA Returned for Corrections

There may be times when the Government finds reason to return a submission of an AHA. When this happens, the *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 the AHA and click *Edit*.



The screenshot shows the 'Hazard Analysis Edit' form. The 'Activity Hazard Analysis Title' is 'AHA 001'. The 'Description' is 'Description is as follows'. The 'Feature of Work' is '<Not Set>'. Below this, there is a table for 'Document Packages' with columns 'Title of Package', 'No.', and 'Status'. The first row shows 'AHA - AHA 001' with '1' and 'Returned for Correction'. A red box highlights the 'Add', 'Edit', and 'Delete' buttons on the left of this table. Below the table, there is a text box that says 'Edit the existing returned Document Package or add a new Document Package.' The 'Status' is 'Returned for Corrections'. At the bottom, there is a 'Revision History' table with columns 'Revision Date', 'Action', and 'Revised By'. The first row shows '9/25/2024 6:44:29 PM UTC' with 'Return' and the second row shows '9/25/2024 6:44:10 PM UTC' with 'Submit'.

The Document Package for the returned AHA will also reflect the *Returned for Corrections* status. If needed, a new Document Package can be added to make the corrections needed.

The existing Document Package can also be edited. Double click on the existing Document Package to open. Select the existing document to be updated and click the *Edit Document* button to make necessary revisions, then save it to the RMS database when prompted.

**Note:** The *Edit Document* button will only be available for certain types of MS Office documents. If the document cannot be editing, simply add/upload the corrected document.

Additional attachments can also be added by selecting *Add*, if needed. Do not forget to sign documents that require signatures.



**Document Package: AHA - AHA 001**

|                             |                             |                            |                         |                              |
|-----------------------------|-----------------------------|----------------------------|-------------------------|------------------------------|
| <b>All Attachments</b><br>2 | <b>PDF Documents</b><br>1   | <b>Word Documents</b><br>1 | <b>Excel Files</b><br>0 | <b>Powerpoint Files</b><br>0 |
|                             | <b>JPEG/JPG Images</b><br>0 | <b>Text Files</b><br>0     | <b>CSV Files</b><br>0   | <b>Email</b><br>0            |

Drag and Drop Attachment Files Here

Sign Selected Documents  
Export Selected Documents

**All Attachments** Search X Export

| Primary | Date of the Document | Document Title                                       | Contractor Signature Status | Government Signature Status |
|---------|----------------------|------------------------------------------------------|-----------------------------|-----------------------------|
| >       | 9/20/2024 11:12:28   | AHA - AHA 001 - AHA - test - Inspection checks .docx | Not Signed                  | Not Signed                  |
|         | 9/20/2024 10:48:55   | AHA - AHA 001.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: 9/20/2024 Signed By: [ ]

Document Title: AHA - AHA 001 - AHA - test - Inspection checks .docx

Description: [ ]

☐ Manually signed by Contractor  
☐ Manually signed by Government

**Document Package**

**Status: Not Complete.**

CONTRACTOR: Attach documents, sign as appropriate. Package completion will be handled by the view.

Contractor Notes to Government: [ ]

Complete the resubmittal process by clicking on **Submit for Government Review**. This action will complete the AHA and submit all associated Document Packages that contain documents to the Government. A new **Submit** revision entry will also be added to the **Revision History** table.

AHA - AHA 001

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.

Add Edit Delete

| Title of Package | No. | Status                  |
|------------------|-----|-------------------------|
| AHA - AHA 001    | 1   | Returned for Correction |

**Status**

Status: Returned for Corrections

**Submit for Government Review**

↓

AHA - AHA 001

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.

Add Edit Delete

| Title of Package | No. | Status                                              |
|------------------|-----|-----------------------------------------------------|
| AHA - AHA 001    | 1   | In Review; documents will be marked 'Ready to Send' |

**Status**

Status: In Review

**Revision History**

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 9/20/2024 4:26:12 PM UTC | Submit |            |
| 9/20/2024 4:02:27 PM UTC | Return |            |

Legacy Revision History

## 7.7 QC Requirements

| 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 DPOW 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>      |          |                                                                                                                       |            |                                                                                                                       |          |                                                                                                                        |                  |

**QC Requirements** is the collective term given to contract requirements for QC Tests, User Schools, Installed Property, and Transfer Property. The Contractor is responsible for developing complete lists of all these requirements and inputting these into RMS. 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 the Contractor's responsibility to develop a complete list of all QC Tests and enter it in RMS, 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 that must be delivered to 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. These records can protect the 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 is installed or used during performance of the contract. It also includes spare parts and supplies that are furnished by the Contractor and turned over to the Government as part of the contract requirements. It could also include equipment or materials that were deleted by contract modification and the Government decided to retain possession rather than take 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** 3 **QC Tests** 2 **User Schools** 1 **Installed Property** 0 **Transfer Property** 0

**All QC Requirements** Search Export

Add Edit Delete

Add QC Test  
Add User School  
Add Installed Property  
Add Transfer Property

| QC Requirement | Location | Description           | QC Date | Completed                |
|----------------|----------|-----------------------|---------|--------------------------|
| CT-00001       |          |                       |         | <input type="checkbox"/> |
| CT-00002       |          |                       |         | <input type="checkbox"/> |
| 000101         | US-00001 | HVAC equipment School |         | <input type="checkbox"/> |

Select the QC Requirement.

QCQA No. CT-00001 Activity ID 0001

Description

View details of the selected QC Requirements here.

## 7.7.2 Add QC Test

**QC Test**

QC Test No. CT-00096

Section <Not Set>

Paragraph

Location

Performed By

---

Required for Activity <Not Set>

Activity Start Date  Lag/Lead Days  Requirement Needed by

Description

QC Test - CT-00096 Contractor: use this document manager to submit a document package for this QC Test Requirement to the Government for review.

| Title of Package | No. | Status |
|------------------|-----|--------|
|                  |     |        |

**QC Test No.:** RMS 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 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 **Select Location from 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 the contract's 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 to assist 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 will automatically fill in the date from the 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 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.

**Document Package:** When the results for a QC Test come in, upload those results into a Document Package for submission to the Government for review. Click on **Add** to add a new Document Package to use for this purpose. Once the necessary documents have been

uploaded and signed (if required), click on the **Submit for Review** button within the Document Package or the **Submit** button outside the Document Package to submit to the Government for review.

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

**Note:** After a test has completed, the status of test (pass or failed) should be updated in an open (draft) QC Daily Report's QC Requirements. For more information, please see the section **7.3.8 QC Requirements** for editing QC Tests within a QC Daily Report.

### 7.7.3 Add User School

The screenshot shows the 'QC User School' form. It includes the following fields and elements:

- User School:** A text box containing 'US-00018'.
- Section:** A blue dropdown menu currently showing '<Not Set>'.
- Paragraph:** A text box.
- Location:** A text box with a button labeled 'Select Location from Lookup' next to it.
- Performed By:** A text box.
- Required for Activity:** A blue dropdown menu currently showing '<Not Set>'.
- Activity Start Date:** A date picker.
- Lag/Lead Days:** A text box containing '0'.
- Requirement Needed by:** A date picker showing '15'.
- Description:** A large text area with a small icon on the left.
- Footer:** A line of text: 'User School - US-00018 Contractor: use this document manager to submit a document package for this User School Requirement to the Government for review.'
- Buttons:** 'Submit', 'Add', 'Edit', and 'Delete'.
- Table:** A table with columns 'Title of Package', 'No.', and 'Status'. It is currently empty.

**User School:** RMS 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 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 **Select Location from 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 the 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 to assist with 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 will automatically fill in the date from the 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 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.

**Document Package:** If supporting documents need to be added, click on **Add** to add a new Document Package to use for this purpose. Once the necessary documents have uploaded, click on the **Submit for Review** button within the Document Package or the **Submit** button outside the Document Package to submit to the Government for review.

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

Performed By

---

Required for Activity <Not Set>

Activity Start Date  Lag/Lead Days  Requirement Needed by

Description

---

Unit Type <Not Set>

Unit Cost

Capacity: BTU, CFM, Volts etc...

---

Installed Property - IP-00016 Contractor: use this document manager to submit a document package for this Installed Property Requirement to the Government for review.

| Title of Package | No. | Status |
|------------------|-----|--------|
|                  |     |        |

**Installed No.:** RMS 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 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 **Select Location from 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 the 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 allow RMS to assist with 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 will automatically fill in the date from the 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 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.

**Document Package:** If supporting documents need to be added, click on **Add** to add a new Document Package to use for this purpose. Once the necessary documents have been uploaded, click on the **Submit for Review** button within the Document Package or the **Submit** button outside the Document Package to submit to the Government for review.

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

## 7.7.5 Add Transfer Property

**QC Transfer Property**

Transfer No. TP-00003

Section <Not Set>

Paragraph

Location

Performed By

---

Required for Activity <Not Set>

Activity Start Date  Lag/Lead Days  Requirement Needed by

---

Description

---

Transfer Property From  Transfer Property To  Transfer Property Type

Unit Type <Not Set>

Unit Cost

Total Units  Transfer Units  Remaining Units

---

Transfer Property - TP-00003 Contractor: use this document manager to submit a document package for this Transfer Property Requirement to the Government for review.

| Title of Package | No. | Status |
|------------------|-----|--------|
|------------------|-----|--------|

**Transfer No.:** RMS 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 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 **Select Location from 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 the 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 allow RMS to assist with 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 will automatically fill in the date from the 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 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.

**Document Package:** If supporting documents need to be added, click on **Add** to add a new Document Package to use for this purpose. Once the necessary documents have been uploaded, click on the **Submit for Review** button within the Document Package or the **Submit** button outside the Document Package to submit to the Government for review.

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 associated information in RMS, especially if any delays result in claims against the Government. By identifying equipment, RMS can assist with 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      Last Reinspection: Select a date [15]

Description: TRACK HOE (EX300LC)

Notes: [Text Area]

**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: [Text Field]

Description: [Text Field]

**OK**      Cancel

**Equipment Check**

Equipment ID: 00000064      Serial No.: 123456

Make & Model: [Text Field]

Description: Test equipment

Initial Inspection: Select a date [15]      Last Day On Site: Select a date [15]

Last Reinspection: Select a date [15]      ☒ Equipment is safe

Authorized Hours: [0]

Hours Run Since Last Inspection: [0]

Remaining Hours Authorized: [0]

Notes: [Text Area]

**Equipment ID:** As added, equipment is automatically numbered sequentially by RMS.

**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 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 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

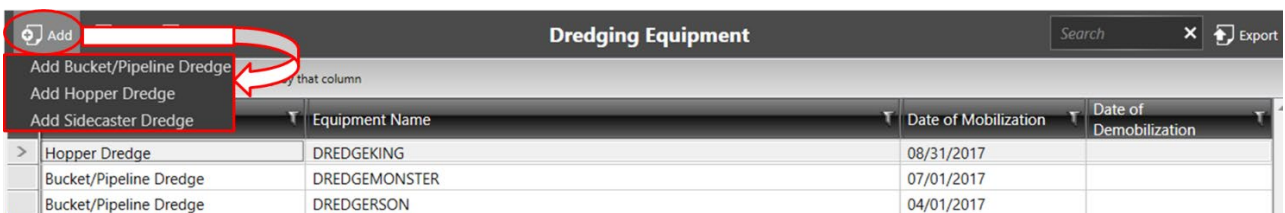
| Administration                                                                                                   | Finances                                                                                                       | QC | Submittals                                                                                                     | 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 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.      |                                                                                                                |    |                                                                                                                |           |                                                                                                                 |               |                  |

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 the contract includes dredging but shows the following message below 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**.

RMS Add View

**Add Dredge Equipment**

The following information is required to add a new Dredge Equipment

Equipment Name and Type: Test Bucket/Pipeline Dredge

OK Cancel

**Dredging Equipment**

**Bucket/Pipeline Dredge**

Mobilized: Select a date 15

Dredge Name: Test Bucket/Pipeline Dredge

Demobilized: Select a date 15

Dredge Capacity: 0

Pump HP: 0

Shifts Per Day: 0

Days Per Week: 0

Bucket Size: 0

Bucket HP: 0

Enter dredge equipment data



**Mobilized:** Enter the date on which the Dredging Equipment arrived at the worksite.

**Dredge Name:** Enter a name by which to identify this Dredging Equipment. The name entered when initially adding the equipment to the contract will carry forward and show here. The name can still be changed in this screen. However, once its use starts to get logged 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.

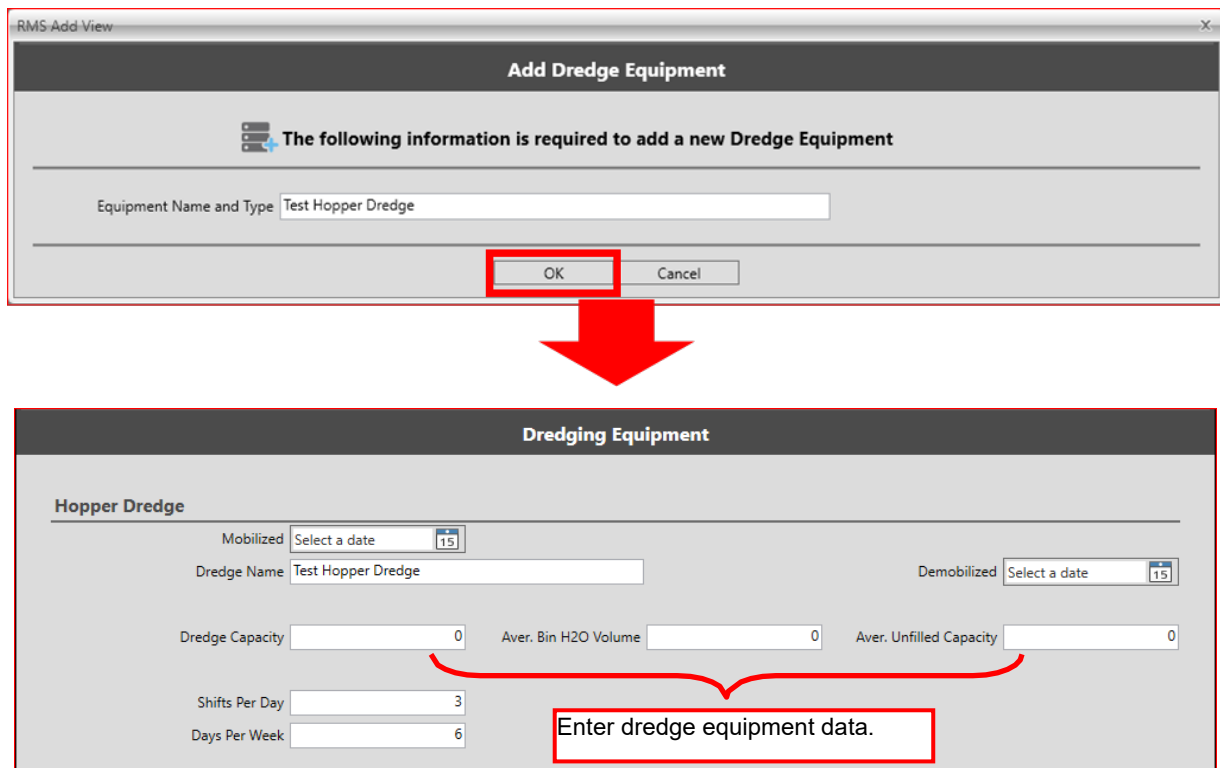
**Shifts Per Day:** Enter the number of shifts in which the Dredging Equipment is operating each day.

**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**.



The following information is required to add a new Dredge Equipment

Equipment Name and Type: Test Hopper Dredge

OK Cancel

**Dredging Equipment**

**Hopper Dredge**

Mobilized: Select a date [15]

Dredge Name: Test Hopper Dredge

Demobilized: Select a date [15]

Dredge Capacity: 0

Aver. Bin H2O Volume: 0

Aver. Unfilled Capacity: 0

Shifts Per Day: 3

Days Per Week: 6

Enter dredge equipment data.

**Mobilized:** Enter the date on which the Dredging Equipment arrived at the worksite.

**Dredge Name:** Enter a name by which to identify this Dredging Equipment. The name entered when initially adding the equipment to the contract will carry forward and show here. The name can still be changed in this screen. However, once its use starts to get logged 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 entered when initially adding the equipment to the contract will carry forward and show here. The name can still be changed in this screen. However, once its use starts to get logged 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. The Contractor is required to submit a monthly report of the Exposure Hours starting from Notice to Proceed (NTP) until the Actual Completion Date. This requirement should be included in the contract's safety specification. The months the Exposure Hours will be displayed start on the month of the NTP milestone actual date and will end the month of the Physical Completion milestone actual date.

RMS will create a line for each month on the first day of the subsequent month. A month's report cannot be completed 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. The options of manually inputting the Exposure Hours for each Contractor on the list or copying the hours that were logged in the QC Daily Reports are available. 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 most important for submitting the Exposure Hours.

Exposure Report

### Exposure Hours for July, 2024

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            |                             | Prime                 | 16                           | 6                           | 0                            |
| 1234            | Sub Contractor for Training | Subcontractor         |                              | 5                           | 0                            |
| ABDC            | Testing Subcontractor       | Subcontractor         |                              | 0                           | 0                            |
| > Sub           | Sub Test Contractor         | Subcontractor         |                              | 0                           | 0                            |
| Totals:         |                             |                       | 81                           | 81                          | 0                            |

Manually input hours here.

Submitte

Govt Remarks

Exposure Hours for Jul - 2024 CONTRACTOR: Complete a document package for the Exposure Hours package and submit it using this document package manager.

Title of Package No. Status

☐ Completed - Ready to send to the Government

Revision History

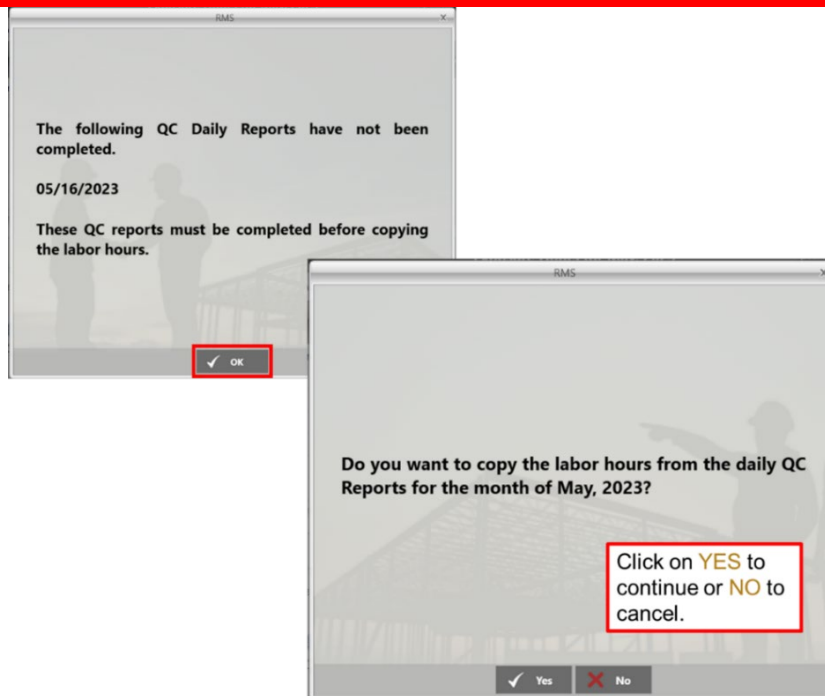
Revision History

| Revision Date | Action | Revised By |
|---------------|--------|------------|
|---------------|--------|------------|

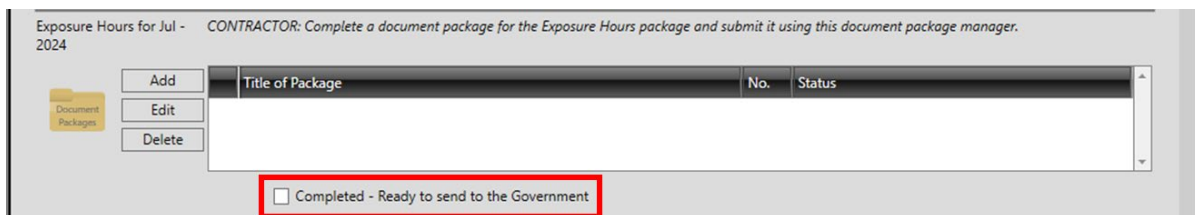
**Note:** Revision history can be found at the bottom of the screen in the **Revision History** table. This will capture actions taken in the Exposure Hours in CM and GM (Submit, Return, Accept). Select a revision entry and click the **View** button or double click a revision entry to open a read-only view of the Exposure Hours before the listed action was taken.

Select **Copy** to transfer all the labor hours for the selected month to the Exposure Hours Table.

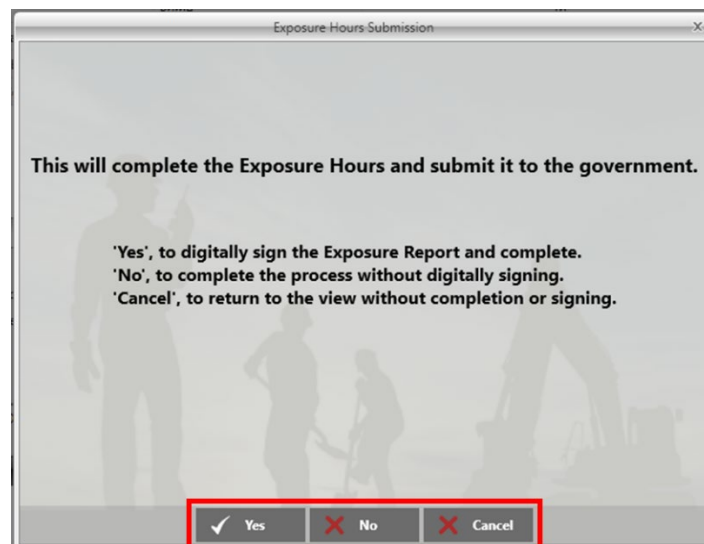
**Note:** That RMS will not perform the copy when there are incomplete QC Daily Reports. Return to the identified reports and complete the reports before continuing. Copied hours can still be manually edited.



If there are other documents to support the Exposure Report, add the documents to the Document Package before submitting. Type in the name of the user submitting the report, then check the *Completed—Ready to send to the Government* checkbox.



This action will generate the Exposure Report and present a prompt for completing the report with or without digital signature. Click *Yes* to digitally sign and submit the report to the Government. Click *No* to complete and submit the report to the Government without digitally signing. Click on *Cancel* to return to the Exposure Hours screen.



If **Yes** is clicked, the signing process for the Exposure Report will be initiated. After signing is complete, the Exposure Hours and all associated Document Packages that contain documents will be submitted to the Government. A **Submit** revision entry will also be added to the **Revision History** table.

**Exposure Hours for July, 2024**

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            |                             | Prime                 | 16                           | 16                          | 0                            |
| 1234            | Sub Contractor for Training | Subcontractor         | 65                           | 65                          | 0                            |
| ABDC            | Testing Subcontractor       | Subcontractor         | 0                            | 0                           | 0                            |
| > Sub           | Sub Test Contractor         | Subcontractor         | 0                            | 0                           | 0                            |
| Totals:         |                             |                       | 81                           | 81                          | 0                            |

Submitter: Test User

Govt Remarks:

Exposure Hours for Jul - 2024

CONTRACTOR: Complete a document package for the Exposure Hours package and submit it using this document package manager.

Document Packages:

| Title of Package                | No. | Status                                              |
|---------------------------------|-----|-----------------------------------------------------|
| > Exposure Hours for Jul - 2024 | 1   | In Review; documents will be marked 'Ready to Send' |

☒ Completed - Ready to send to the Government

Revision History

View

| Revision Date              | Action | Revised By |
|----------------------------|--------|------------|
| > 9/20/2024 5:00:20 PM UTC | Submit |            |

**Note:** Draft documents are not visible to the Government until completed. 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 the documents 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 Text** will indicate **Not Completed**. Within the Exposure Hours screen, the Document Package will reflect the **Returned for Corrections** status, and a new **Return** revision entry will be included in the **Revision History** table.

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, and check **Completed—Ready to send to the Government**.



| Exposure Hours  |               |            |             |                      |                      |
|-----------------|---------------|------------|-------------|----------------------|----------------------|
| Year Month Date | Hours To Date | Hours Year | Hours Month | QC Daily Labor Hours | Status Text          |
| 08/01/2024      | 81            | 81         | 0           | 0                    | In Review by Governm |
| 07/01/2024      | 81            | 81         | 0           | 0                    | Not Completed        |
| 06/01/2024      | 81            | 81         | 56          | 0                    | Not Completed        |

Exposure Hours for Jul - 2024

CONTRACTOR: Complete a document package for the Exposure Hours package and submit it using this document package manager.

Add Edit Delete

| Title of Package              | No. | Status                  |
|-------------------------------|-----|-------------------------|
| Exposure Hours for Jul - 2024 | 1   | Returned for Correction |

☐ Completed - Ready to send to the Government

Returned for corrections on 09/20/2024

Revision History

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 9/20/2024 5:14:47 PM UTC | Return |            |
| 9/20/2024 5:00:20 PM UTC | Submit |            |

In the submission prompt, click **Yes** to digitally sign and submit the report to the Government. Click **No** to complete and submit the report to the Government without digitally signing.

Exposure Hours Submission

This will complete the Exposure Hours and submit it to the government.

'Yes', to digitally sign the Exposure Report and complete.  
 'No', to complete the process without digitally signing.  
 'Cancel', to return to the view without completion or signing.

✓ Yes ✗ No ✗ Cancel

**Recommendation:** Do not delay in submitting 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 the associated 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 to manage the Submittal process is mandated by [ER 415-1-10 Contractor Submittal Procedures](#) and the contract. The RMS Submittals module was designed around the Corps of Engineers Submittals Procedures; therefore, using the tools provided in RMS 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. The contract's QC Plan should reflect the use of RMS 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 the 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** tab are:

**Specification Sections:** Use this selection to manage the list of Specification Sections included in the 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 the Submittal Register.

**Transmittal Log:** Create and track the transmittal of the 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 RMS. If the contract is Design-Bid-Build, it is very likely that the Designer developed the specifications for the contract using SpecsIntact. Check with the contract's USACE Representative. When SpecsIntact is used, specifications can be imported into the Submittal Register using the **Import Submittal Register – SpecsIntact** module. Performing an import in this module will simultaneously populate the **Specification Sections** module with all the section numbers that were prepared in SpecsIntact. However, the titles of the sections must still be manually entered.

If the contract is Design-Build, and the Designer used SpecsIntact to develop the specifications for the contract, this table will populate when the Submittal Register is imported.

When there are additional Specification Sections not present in the import file, the **Manually Add New Section** option can be used to add to the sections that were imported.

If SpecsIntact is not available, then use a specially formatted Excel template file via the **Import/Export | Import Submittal Register – Excel** module.

**Note:** If an import is performed after some sections are manually entered, RMS will not duplicate entries that are exact matches. *Both* spacing and capitalization must match to avoid duplication. If duplicates occur, make sure to delete the manually added entry. Do not 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 the contract should be listed here. Sections may be added through manual entry, individual or total selection from one of MasterFormat libraries included in RMS, import from a SpecsIntact file, or 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 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 the contract, then click *OK*. If the contract includes additional sections that are not found in this library, manually type those in to add. 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** Search X Export

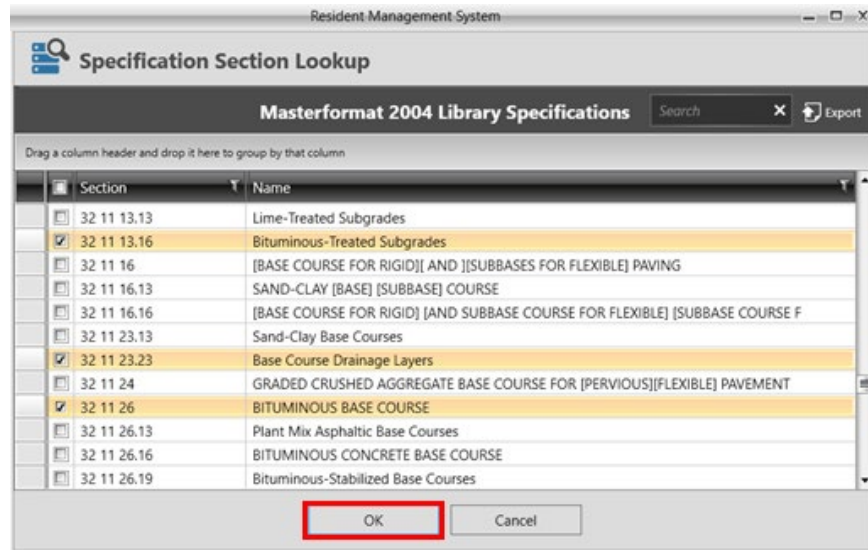
Drag a column header and drop it here to group by that column

| 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

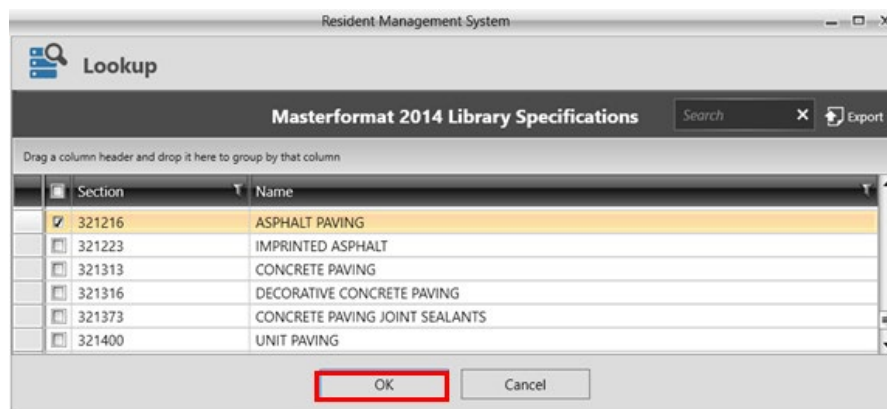
## 8.2.4 Select Sections from MasterFormat 2004 Library

Use this library when the Specification Section numbers follow the MasterFormat 2004 format. Place a checkmark on all sections that are in the contract, then click **OK**. If the contract includes additional sections that are not found in this library, manually type those in to add. See [Manually Add New Section](#). If titles from the library do not match exactly, Select **Edit** to revise the Name in the table.



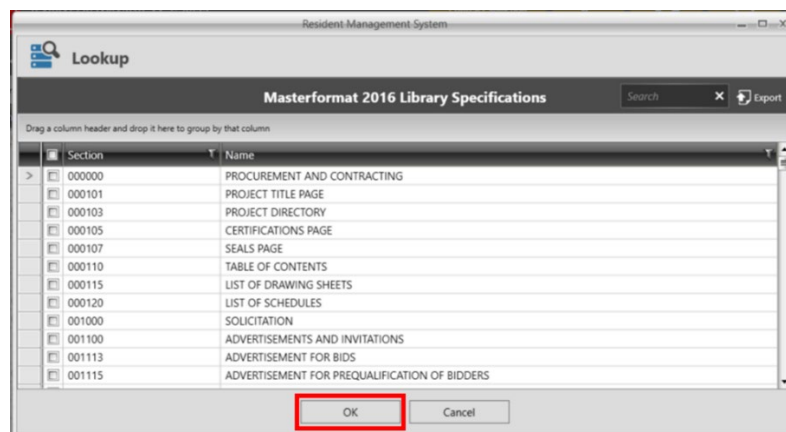
## 8.2.5 Select Sections from MasterFormat 2014 Library

Use this library when the Specification Section numbers follow the MasterFormat 2014 format. Place a checkmark on all sections that are in the contract, then click **OK**. If the contract includes additional sections that are not found in this library, manually type those in to add. 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 the contract, then click **OK**. If the contract includes additional sections that are not found in this library, manually type those in to add. 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 | QA/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 reviewer, review period and activities to submittal items.</i> |                  |

Contracts that include Specification Section 01 33 00 Submittal Procedures, or equivalent, require that the Contractor 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 important to carefully read all Specifications and drawings to identify all the Submittal Requirements. Additional items that were not on the original Submittal Register may need to be added. 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 an electronic copy of the Submittal Register provided at the end of section 01 33 00. Contact the contract's USACE Representative to obtain the file to import or request the file import. 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 (1) Design-Build contracts where the Contractor is responsible for the Design and thus the Submittal Register or (2) in simplified Designs with specifications that reside within the drawings, the Submittal Register can be created manually 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  
Items In Review - GOVT Action Required  
Completed Items

| 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**

**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      |
|----------------|---------|-------|---------------------------------------|------------|---------|------------|---------|-------------|
| 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    | Fuels/Hazardous Material              |            |         |            |         | Outstanding |
| 00 80 00.00 06 | 10      | 07    | Construction                          |            |         |            |         | Outstanding |
| 00 80 00.00 06 | 11      | 07    | AS - CONTAINING MATERIAL (ACM)        |            |         |            |         | Outstanding |
| 00 80 00.00 06 | 12      | 07    |                                       |            |         |            |         | Outstanding |
| 00 80 00.00 06 | 13      | 07    | and Use Tax                           |            |         |            |         | Outstanding |

Columns filled by SpecsIntact.

Columns filled as items are submitted.

**3**

**Transmittal History**

Show Government Remarks

| 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 RMS/GM Contract Setup module. 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 for which to add 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**

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   |
| 05500   | Welding Structural                       |

< Back **Next >** Cancel

**Assign Item Number for new Submittal Item**

Section: 08610

Item Number: 1

Item Number Extension: 0

< 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.

**Item Number:** When there are more than one items for the same section number, RMS will automatically increment the Item Number field.

**Item Number Extension:** Extension will not tie items together and does not work as a resubmittal.

After clicking the *Finish* button, users will be taken to the submittal item edit view as seen below.

**Submittal Item**

Section No. 08610 - Wood Windows

Item No. 1 . 0

Description Window Framing

Required for Activity A1D1100 - Wall Penetrations

Paragraph 1.3 Drawing

Start Date 1/7/2021 15 Submittal need dates based on Activity Start Date

Lag (+)/Lead (-) -5 Days Materials must be delivered by 01/02/2021 to be available 5 days before work starts

Procurement Period 10 Days Approval must be completed by 12/23/2020 to allow for 10 day procurement

Days to Review 21 Days Contractor must submit item by 12/02/2020 to allow 21 day government review

Classification GA - Government Approval Submittal Type 04 - SAMPLES

Primary Contractor Reviewer RMS, TEST USER Office Name:

| 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 |

**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:** There are two ways this start date can be entered, manually or automatically. If setup to automatically populate from the Activity Schedule, RMS 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 the Submittal Register are blank, return to the submittal item and identify the activity with which it is associated. If the contract is setup for manual entry, the date field will be editable by the users.

**Note:** Check with the contract's USACE Representative for how to set this date when manual entry is allowed.

**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 the representative know. The setting review period is entered in RMS/GM in Contract Setup.

**Classification:** Click on the dropdown 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. Click on **OK**

when done.

Classification: GA - Government Approval Submittal Type: 04 - SAMPLES  
 Primary Contractor Reviewer: RMS, TEST USER Office Name:

Resident Management System

**Submittal Type Lookup**

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

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

OK Cancel Clear Selection

**Primary Contractor Reviewer:** Click on the blue box to identify the staff member responsible for ensuring the submittal is correct and complete. The selection is made from the Contractor Staff Member lookup, which includes all the staff members in the Contractor Staff table. Click on **OK** to confirm the selection.

Classification: GA - Government Approval Submittal Type: 04 - SAMPLES  
 Primary Contractor Reviewer: RMS, TEST USER Office Name:

Resident Management System

**Contractor Staff Member Lookup**

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

| Name | Account ID (work email) | Administrator | Linked to Login Account |
|------|-------------------------|---------------|-------------------------|
| >    |                         | Yes           | Yes                     |
|      |                         | No            | Yes                     |
|      |                         | No            | Yes                     |
|      |                         | No            | Yes                     |
|      |                         | Yes           | Yes                     |
|      |                         | Yes           | Yes                     |
|      |                         | No            | Yes                     |
|      |                         | Yes           | Yes                     |
|      |                         | Yes           | Yes                     |

OK Cancel Clear Selection

**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 need to be added to the Submittal Register.

### 8.3.2 Using the Submittal Grid Edit View

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; however, it cannot be used to add new items.

| Section  | Item No | SD No | Description                     | Date In | QC Code | Date Out |
|----------|---------|-------|---------------------------------|---------|---------|----------|
| 00 08 00 | 1       | 12    | Accident Prevention Program     |         |         |          |
| 00 08 00 | 2       | 10    | Statement of Required Insurance |         |         |          |
| 00 08 00 | 3       | 12    | Accident Prevention Program     |         |         |          |
| 00 08 00 | 4       | 10    | Statement of Required Insurance |         |         |          |
| 00 80 00 | 1       |       | Project Schedule                |         |         |          |
| 00 80 00 | 2       |       | Project Schedule                |         |         |          |
| 01 00 00 | 1       |       | Test Refresh Register Item      |         |         |          |
| 01 11 00 | 1       | 01    | Utility Outage Requests         |         |         |          |

Double click on any white areas to enter missing information or edit the existing information. If all columns are not displayed, either expand the RMS view or use the scroll bar on the bottom of the view to see columns to the right or left. Click the **Save Changes** or **Back** button once the changes have been completed.

RMS Data Grid Editing mode provides a convenient method to quickly set values for multiple records. Changes are stored in memory and will be saved when this view is closed. Alternatively, changes can be saved or canceled using the provided buttons.

Save Changes Cancel Changes

Submittal Items

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

| Section     | Item No | Description                             | Required for Activity | Paragraph | Drawing | Start Date | Lag (+) / Lead (-) | Procurement Period | Days to Review | Classification   | Submittal Types                | Primary Contractor Reviewer |
|-------------|---------|-----------------------------------------|-----------------------|-----------|---------|------------|--------------------|--------------------|----------------|------------------|--------------------------------|-----------------------------|
| 00 08 00    | 1       | Accident Prevention Program             | <Not Set>             | 1.13      |         |            | 0                  | 0                  | 30             | FIQ - For Inform | <Not Set>                      | <Not Set>                   |
| 00 08 00    | 2       | Statement of Required Insurance         | <Not Set>             | 12.152.1  |         |            | 0                  | 0                  | 30             | GA - Governme    | 10 - OPERATIONS AND MAINTENAN  | <Not Set>                   |
| 00 08 00    | 3       | Accident Prevention Program             | <Not Set>             | 1.13      |         |            | 0                  | 0                  | 30             | FIQ - For Inform | <Not Set>                      | <Not Set>                   |
| 00 08 00    | 4       | Statement of Required Insurance         | <Not Set>             | 12.152.1  |         |            | 0                  | 0                  | 30             | GA - Governme    | 10 - OPERATIONS AND MAINTENAN  | <Not Set>                   |
| 00 80 00    | 1       | Project Schedule                        | <Not Set>             | 1.12      |         |            | 0                  | 0                  | 0              | DA / GA - Desig  | <Not Set>                      | <Not Set>                   |
| 00 80 00    | 2       | Project Schedule                        | <Not Set>             | 1.12      |         |            | 0                  | 0                  | 4              | DA / GA - Desig  | <Not Set>                      | <Not Set>                   |
| 01 00 00    | 1       | Test Refresh Regi                       | <Not Set>             |           |         |            | 0                  | 0                  | 30             | <Not Set>        | <Not Set>                      | <Not Set>                   |
| 01 11 00    | 1       | Utility Outage                          |                       |           |         |            |                    |                    |                |                  |                                |                             |
| 01 11 00    | 2       | Welding                                 |                       |           |         |            |                    |                    |                |                  |                                |                             |
| 01 14 00    | 1       | List of Comm                            |                       |           |         |            |                    |                    |                |                  |                                |                             |
| 01 15 00    | 1       | Access Road Plan                        |                       |           |         |            |                    |                    |                |                  |                                |                             |
| 01 15 00    | 2       | Quality control plan                    | <Not Set>             | 3.1       |         |            | 0                  | 0                  | 0              | CR - Governme    | <Not Set>                      | <Not Set>                   |
| 01 15 00    | 3       | Construction Sequencing Plan            | <Not Set>             | 3.2       |         |            | 0                  | 0                  | 0              | DA / CR - Desig  | <Not Set>                      | <Not Set>                   |
| 01 15 00    | 4       | Access Road Plan                        | <Not Set>             | 55.265.2  |         |            | 0                  | 0                  | 2              | DA - Designer c  | <Not Set>                      | <Not Set>                   |
| 01 15 00    | 5       | Quality control plan                    | <Not Set>             | 3.1       |         |            | 0                  | 0                  | 1              | CR - Governme    | <Not Set>                      | <Not Set>                   |
| 01 15 00    | 6       | Construction Sequencing Plan            | <Not Set>             | 3.2       |         |            | 0                  | 0                  | 3              | DA / CR - Desig  | <Not Set>                      | <Not Set>                   |
| 01 19 30.01 | 1       | Traffic Control Plan                    | <Not Set>             | 1.6       |         |            | 0                  | 0                  | 30             | GA - Governme    | 01 - PRECONSTRUCTION SUBMITTAL | <Not Set>                   |
| 01 19 30.01 | 2       | Temporary Site Electrical Plan          | <Not Set>             | 1.9       |         |            | 0                  | 0                  | 30             | GA - Governme    | 01 - PRECONSTRUCTION SUBMITTAL | <Not Set>                   |
| 01 19 30.01 | 3       | Temporary Facilities Site Plan          | <Not Set>             | 1.11.1.1  |         |            | 0                  | 0                  | 30             | GA - Governme    | 01 - PRECONSTRUCTION SUBMITTAL | <Not Set>                   |
| 01 19 30.01 | 4       | Temporary Heating Plan                  | <Not Set>             | 1.8       |         |            | 0                  | 0                  | 30             | GA - Governme    | 02 - SHOP DRAWINGS             | <Not Set>                   |
| 01 19 30.01 | 5       | Doyon Utilities' Service Application Fo | <Not Set>             | 1.9       |         |            | 0                  | 0                  | 30             | FIQ - For Inform | 05 - DESIGN DATA               | <Not Set>                   |

White columns represent editable fields.  
Grey columns represent restricted fields.

To leave without saving any changes made, click the **Cancel Changes** button.

## 8.4 Transmittal Log

| Administration                                                                              | Finances                                                                            | QA/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 reviewer, review period and activities to submittal items.</i> |          |               |                  |

The Transmittal Log maintains the record of submittals made and the associated status. All submittals must be made using a Transmittal Form or ENG Form 4025-R (4025), generated in RMS. See Specification Section 01 33 00 Submittal Procedures, or equivalent, for a detailed explanation of the Submittal process and requirements. RMS 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 these transmittals.

**Transmittals in Review:** Transmittals received and acknowledged by the Government, but not yet acted on. The transmittals are still viewable but read-only.

**Pending Contractor Acknowledgement:** Transmittals returned to the Contractor after Government review but awaiting acknowledged receipt by the Contractor. These transmittals may or may not require additional action by the Contractor. These transmittals can be viewed by both Contractor and the Government but are read-only.

**Completed Transmittals:** Transmittals returned in which the Government has completed its action, and the Contractor has acknowledged receipt.

**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 the 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<br>Click to select another Register | Draft Transmittals<br><b>1</b> | Pending Government Receipt<br><b>0</b> | Transmittals in Review<br><b>6</b> | Pending Contractor Acknowledgement<br><b>2</b> | Completed Transmittals<br><b>67</b> |
|---------------------------------------------------------------|--------------------------------|----------------------------------------|------------------------------------|------------------------------------------------|-------------------------------------|

**Draft 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 | 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 X Export

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

| 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   | Testing, Adjusting, and Balancing for HVAC                       |
| 23 05 93   | THERMAL INSULATION FOR MECHANICAL SYSTEMS                        |
| 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 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** Export

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

|   | Item No | Description                              | SD No | Reviewing Office Name       | Classification | Last Transmittal | QA Code |
|---|---------|------------------------------------------|-------|-----------------------------|----------------|------------------|---------|
| > | 1       | Detail Drawings                          | 02    |                             | GA             |                  |         |
|   | 2       | Metallic Flexible Duct                   | 03    |                             | FIO            | 23 00 00-10.1    | G       |
|   | 5       | Duct Access Doors                        | 03    |                             | GA             |                  |         |
|   | 7       | Manual Balancing Dampers                 | 03    |                             | GA             |                  |         |
|   | 8       | Automatic Smoke-Fire Dampers             | 03    |                             | FIO            |                  |         |
|   | 12      | In-Line Centrifugal Fans                 | 03    | Capital Area Integrated Pro | FIO            | 23 00 00-5       | X       |
|   | 16      | Test Procedures                          | 03    |                             | FIO            |                  |         |
|   | 17      | Diagrams                                 | 03    |                             | GA             |                  |         |
|   | 18      | Performance Tests                        | 06    |                             | GA             |                  |         |
|   | 19      | Damper Acceptance Test                   | 06    |                             | GA             |                  |         |
|   | 20      | Bolts                                    | 07    |                             | FIO            |                  |         |
|   | 21      | Manufacturer's Installation Instructions | 08    |                             | FIO            |                  |         |
|   | 22      | Operation and Maintenance Training       | 08    |                             | FIO            |                  |         |
|   | 23      | Operation and Maintenance Manuals        | 10    |                             | FIO            |                  |         |
|   | 24      | Fire Dampers                             | 10    |                             | GA             |                  |         |
|   | 25      | Manual Balancing Dampers                 | 10    |                             | GA             |                  |         |
|   | 26      | In-Line Centrifugal Fans                 | 10    |                             | GA             |                  |         |
|   | 27      | Ceiling Exhaust Fans                     | 10    |                             | GA             |                  |         |
|   | 28      | Variable Volume, Single Duct Terminal Un | 10    |                             | GA             |                  |         |

< Back Next > Cancel

Code G, resubmittal still required.

|   | Item No | Description                              | SD No | Reviewing Office Name | Classification | Last Transmittal | QA Code |
|---|---------|------------------------------------------|-------|-----------------------|----------------|------------------|---------|
| > | 8       | Automatic Smoke-Fire Dampers             | 03    |                       | FIO            |                  |         |
|   | 16      | Test Procedures                          | 03    |                       | FIO            |                  |         |
|   | 20      | Bolts                                    | 07    |                       | FIO            |                  |         |
|   | 21      | Manufacturer's Installation Instructions | 08    |                       | FIO            |                  |         |
|   | 22      | Operation and Maintenance Training       | 08    |                       | FIO            |                  |         |
|   | 23      | Operation and Maintenance Manuals        | 10    |                       | FIO            |                  |         |

< Back Next > Cancel

Only items classified FIO are available to select.



**Assign Item Number for new Submittal Item**

Section 08610

Item Number 1

Item Number Extension 0

RMS3 automatically inserts the next number in sequence. However, the number can be manually changed if desired.

"0" for new transmittals. RMS3 automatically inserts the next number in the sequence for a re-transmittal. Although this can be changed manually, **DON'T** change it.

< Back Finish Cancel

Items can still be added or deleted using these widgets.

Transmittal 23 00 00-1 - Draft

Date Prepared 6/26/2023

4025 Report

Set Primary Contractor Reviewer.

| 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

Enter additional comments/notes to the Government here.

Click Variation if applicable, refer to the Variation in the text below

**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, it is important to 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 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.

The 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 deliberately submitting a non-conforming item as a **Variation**. If that is the case, place a checkmark 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.

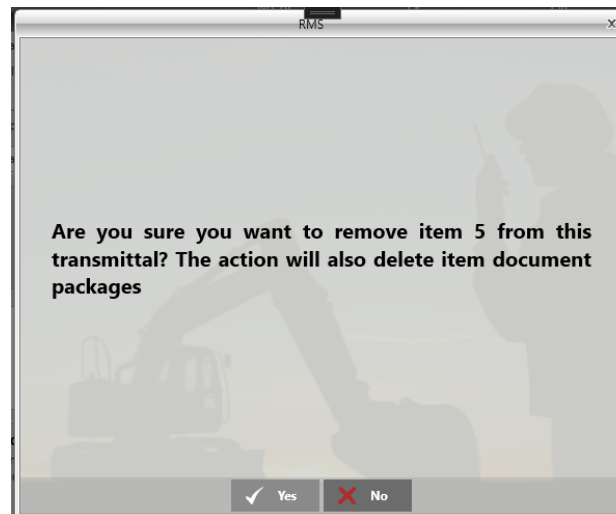
| Submittal Items Included on this Transmittal |                                  |                                |        |    |     |                             |
|----------------------------------------------|----------------------------------|--------------------------------|--------|----|-----|-----------------------------|
| Item                                         | Description                      | Primary Contractor<br>Reviewer | No. of | QC | ion | QA<br>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 supporting documents for Transmittals are placed. Some Districts add supporting data to the Shared Document Package on the Transmittal Log screen. The Contractor can create the Document Package there, attach the supporting 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.

If a submittal item is removed from the Transmittal, any contained Document Packages and documents within will also be deleted. RMS will ask for confirmation before the item(s) can be deleted.

| Item | Description                      | Primary Contractor<br>Reviewer |
|------|----------------------------------|--------------------------------|
| > 13 | Centrifugal Type Power Roof Vent | <Not Set>                      |



**Note:** Submittal items cannot be added nor removed from a transmittal once the transmittal has been submitted to the Government .

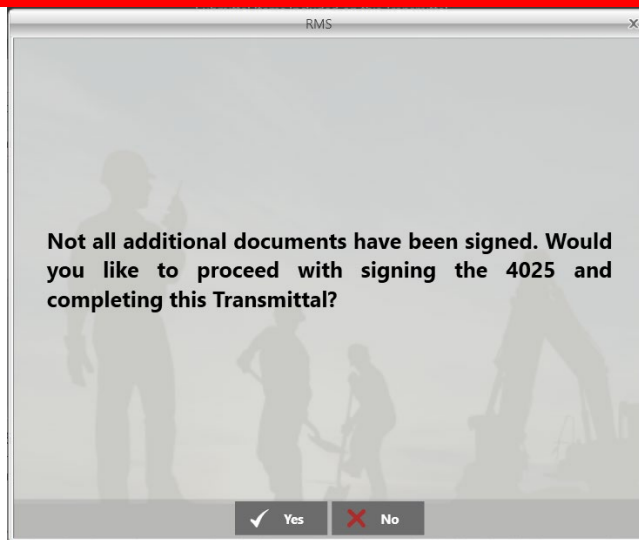
### **Step 3.** Complete and submit the ENG Form 4025-R.

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

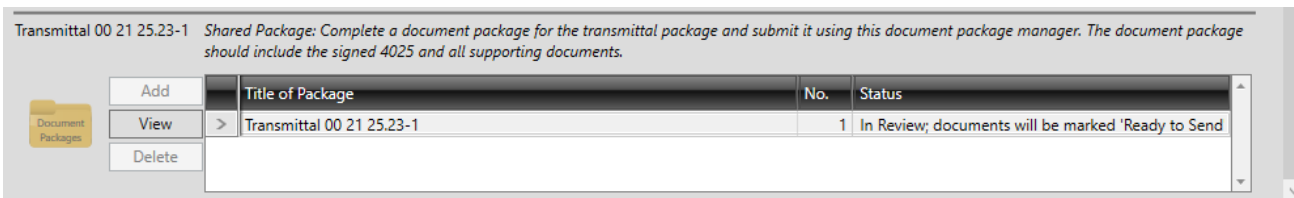
When using RMS to create the 4025, the document can also be signed in RMS. First, click on *Select and Include Digital Signature* to enter the title of the person signing the 4025. This is usually the QC Manager. Then click on *Create and Digitally Sign 4025*. The User will be prompted to enter the login 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 RMS/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.

**Note:** Submittal items cannot be removed once submitted.



#### 8.4.4 Manually Attach Signed 4025

Select this option when if the 4025 was either manually signed or electronically signed outside of RMS instead of digitally 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 RMS/GM.

Click on **Back** to return to the **Transmittal Log** screen.

The Transmittal is now complete and has been transferred to RMS/GM.

The screenshot shows the 'Transmittal Log' interface. At the top, there is a summary bar with columns: 'Register 01-Main Register' (Click to select another Register), 'Draft Transmittals' (1), 'Pending Government Receipt' (1), 'Deleted Transmittals' (68), and 'Transmitted Transmittals' (2). Below this is a table titled 'Transmittals Pending Government Receipt'. A callout box points to the 'Pending Government Receipt' column with the text: 'The transmittal can now be viewed in Pending Government Receipt.'

| Section  | Transmittal Number | Submittal Items included on Transmittal | Contractor Prepared | Contractor Sent | Date Received by Government |
|----------|--------------------|-----------------------------------------|---------------------|-----------------|-----------------------------|
| 23 00 00 | 23 00 00-11        | 8,16                                    | 06/03/2019          | 06/03/2019      |                             |

### 8.4.5 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]                          |                                                |
| X - Receipt acknowledged, does not comply [Resubmit]    | } Submittals classified DA, CR, DA/CR or DA/GA |
| 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        | Draft Transmittals | Pending Government Receipt | Transmittals in Review | Pending Contractor Acknowledgement | Completed Transmittals |
|----------------------------------|--------------------|----------------------------|------------------------|------------------------------------|------------------------|
| Click to select another Register | 2                  | 1                          | 6                      | 13                                 | 149                    |

**Returned 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 | 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          | <input type="text" value="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**

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 |
|---------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------|------------------|
| 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> |                  |

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 the

UPDATE **Submittal Items** Click here to open the Activity Lookup table. Export

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

|                          | Section  | Item No | Description            | SD No | Info Only | Required for Activity |
|--------------------------|----------|---------|------------------------|-------|-----------|-----------------------|
| <input type="checkbox"/> | 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** Export

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

| Activity # | Description           | CLIN | Amount       |
|------------|-----------------------|------|--------------|
| 1234       | SY CLIN               | 0005 | \$9,000.00   |
| 12346      | NT CLIN               | 0007 | \$10,020.00  |
| 1235       | CY CLIN               | 0006 | \$15,000.00  |
| A002       | another w/o CLIN      | 0002 | \$129,837.29 |
| > A001     | activity without CLIN | 0001 | \$110,233.17 |
| 12347      | A CLIN                | 0008 | \$10,000.00  |

**OK** Cancel Clear Selection

## 8.5.2 Multiple Item Assignment

Instead of assigning an activity to items individually or accessing each item individually from the Submittal Register, an activity can be assigned to multiple items at the same time. Open this table, then click on **UPDATE** and **Assign Activity**.

Register 01- Main Register

Click to select another Register

This view allows for batch type operations on submittal register items. Click on the UPDATE button to access these operations such as assigning activities.

**UPDATE**

**Submittal Items**

Search X Export

Assign Activity

Drop it here to group by that column

| Section     | Item No | Description                     | SD No | Info Only | Required for Activity              |
|-------------|---------|---------------------------------|-------|-----------|------------------------------------|
| 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 EXISTING STEPS/CONCRE |
| 01 32 16    | 3       | Schedule                        |       | FIO       | <Not Set>                          |

Use the radio buttons to select the range of submittal items from which to select. Click on the blue box to open the Activity Lookup table. Select the Pay Activity which will be assigned to the selected submittal items, click on **OK**, then **Next**.

**Assign Activity to Submittal Items**

Assign Activity <Not Set>

To submittals: ☒ Selected Submittal Items from those Not Assigned to an Activity  
☐ Selected Submittal Items from All Submittal Items

< Back **Next >** Cancel

Resident Management System

**Activity Lookup**

**Pay Activities**

Search X Export

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

| Activity # | Description                    | CLIN | Amount |
|------------|--------------------------------|------|--------|
| A01150     | PREP/SBMT 019100 COMMISSNG AGT | 0001 | \$0.00 |
| A01160     | PREP/SBMT 019100 COMMISSNG PLN | 0001 | \$0.00 |
| A01165     | PREP/SBMT 019100 FNL COMM PLN  | 0001 | \$0.00 |
| A01170     | PREP/SBMT 024100 DEMO PLAN     |      | \$0.00 |
| A01180     | PREP/SBMT 031113 STRUC CIP FRM | 0001 | \$0.00 |
| A01190     | PREP/SBMT 032000 REINFORCING   | 0001 | \$0.00 |
| A01200     | PREP/SBMT 033000 CIP CONC      | 0001 | \$0.00 |
| A01210     | PREP/SBMT 047200 UNIT MASONRY  | 0001 | \$0.00 |
| > A01220   | PREP/SBMT 051200 LT GA TRUSSES | 0001 | \$0.00 |
| A01230     | PREP/SBMT 053000 STL DECKS     | 0001 | \$0.00 |
| A01240     | PREP/SBMT 054000 COLD FORM MTL | 0001 | \$0.00 |
| A01250     | PREP/SBMT 055013 MISC MTL FAB  | 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*.

| Section  | Item | Description             | SD No | Type          | Required for Activity |
|----------|------|-------------------------|-------|---------------|-----------------------|
| 23 52 00 | 0    | Piping Installation     | 02    | SHOP DRAWINGS | <Not Set>             |
| 23 52 00 | 0    | Installation            | 02    | SHOP DRAWINGS | <Not Set>             |
| 23 52 00 | 0    | Installation            | 02    | SHOP DRAWINGS | <Not Set>             |
| 23 52 00 | 0    | Materials and Equipment | 03    | PRODUCT DATA  | <Not Set>             |
| 23 52 00 | 0    | Spare Parts             | 03    | PRODUCT DATA  | <Not Set>             |
| 23 52 00 | 0    | Boiler Water Treatment  | 03    | PRODUCT DATA  | <Not Set>             |
| 23 52 00 | 0    | Unit Heaters            | 03    | PRODUCT DATA  | <Not Set>             |
| 23 52 00 | 0    | Welding                 | 03    | PRODUCT DATA  | <Not Set>             |
| 23 52 00 | 0    | Qualifications          | 03    | PRODUCT DATA  | <Not Set>             |
| 23 52 00 | 0    | Qualifications          | 03    | PRODUCT DATA  | <Not Set>             |

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 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 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 the schedule in accordance with contract 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 the Contractor's performance. Therefore, monitoring the progress by keeping track of actual Activity Start and Finish Dates and accurately recording these dates in RMS and scheduling programs will assist with staying on schedule. An added advantage for maintaining current dates in RMS is that the dates can be easily viewed by the entire construction team without requiring the knowledge of how to use the scheduling program.

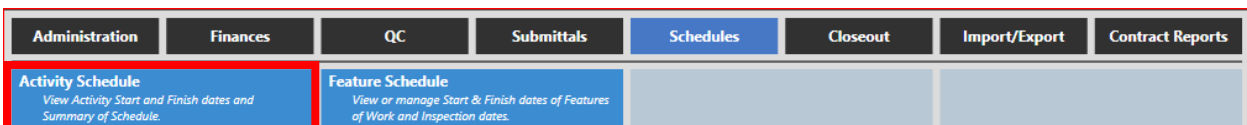
Activities are not added to RMS in this module. This action is performed either in [Pay Activities](#) or [Network Analysis Schedule \(NAS\)](#). Use the **Schedules** tab to view or enter Activity and Features of Work Actual Start and Finish Dates.

The information accessed from the **Schedules** tab are:

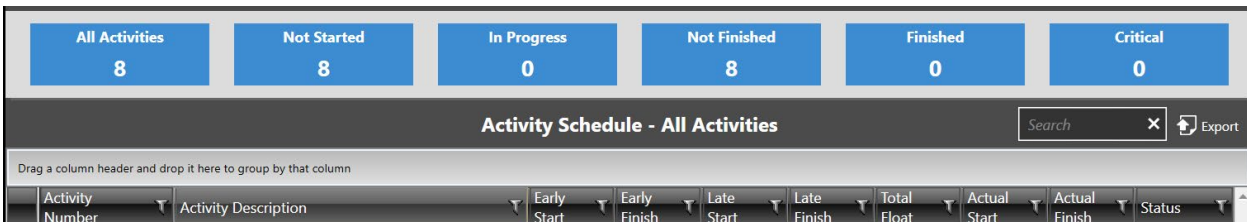
**Activity Schedule:** This selection displays a tabular view of the schedule's activities with Scheduled and Actual Start and Finish Dates. The table that is displayed depends on the type of schedule being used.

**Feature Schedule:** Use this selection to view and manage the Features of Work Start, Finish, and Preparatory/Initial Inspections Dates.

## 9.2 Activity Schedule



Activity Schedule Summary screen:



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 if the contract uses a NAS or a manually entered schedule:

**All Activities:** Comprehensive

**Not Started:** Activities without Actual Start and Actual Finish dates.

**In Progress:** Activities with an Actual Start date and no Actual Finish date.

**Not Finished:** Activities with an Actual Start date and no Actual Finish date (In Progress), and Activities without Actual Start and Actual Finish dates (Not Started).

**Finished:** Activities with Actual Start and Actual Finish dates.

**Critical** (only visible when a NAS is used): Activities on the critical path, i.e., Total Float = 0.

**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                            |                                |             |              |            |             |             |              |               |             |        |
|---------------------------------------------------------------|--------------------------------|-------------|--------------|------------|-------------|-------------|--------------|---------------|-------------|--------|
| Search                                                        |                                |             |              |            |             |             |              |               |             | Export |
| 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      |

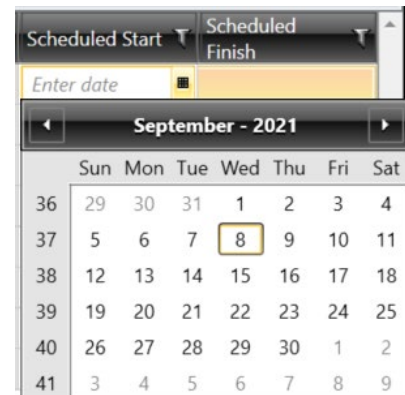
  

| Activity Schedule - All Activities                            |                                |              |               |                 |                  |        |
|---------------------------------------------------------------|--------------------------------|--------------|---------------|-----------------|------------------|--------|
| Search                                                        |                                |              |               |                 |                  | 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 [QC Daily Report](#) section). 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 RMS/GM. If the method available on the contract is unclear or if RMS does not allow it, consult with the contract's USACE Representative.

**Recommendation:** Regardless of the type of schedule used, the best way to log actual dates

is through the [QC Daily Report](#). This will not only ensure that the QC Daily Report is a complete record of the day's occurrences, but it will also provide a reliable source of information for the project scheduler to use when updating the NAS Feature Schedule.

### 9.3 Feature Schedule Summary Screen

| 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. |            |           |          |               |                  |

Feature Start and Finish Dates are not entered directly, these dates are discovered by RMS based on the activities that have been assigned to the feature. The activities contributing 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.

Edit

Feature Schedule

Search

X

Export

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

|   | Feature Schedule              | Start Date | Finish Date | Preparatory Inspection | Initial Inspection |
|---|-------------------------------|------------|-------------|------------------------|--------------------|
|   | GENERAL REQUIREMENTS          | 03/19/2013 | 09/11/2013  | Not Scheduled          | Not Scheduled      |
|   | ELECTRICAL WORK, INTERIOR     | 02/25/2013 | 07/17/2013  | Not Scheduled          | Not Scheduled      |
|   | TESTING, ADJUSTING &BALANCING | 08/13/2013 | 07/17/2013  | Not Scheduled          | Not Scheduled      |
| > | ELECTRICAL                    | 08/15/2013 | 09/05/2013  | Held 2/21/2013         | Held 2/21/2013     |
|   | MECHANICAL SYSTEM             |            |             | Not Scheduled          | Not Scheduled      |
|   | PLUMBING SYSTEM               |            |             | Not Scheduled          | Not Scheduled      |
|   | STORM-DRAINAGE SYSTEM         |            | 07/12/2013  | Not Scheduled          | Not Scheduled      |
|   | SANITARY SEWERS               |            |             | Not Scheduled          | Not Scheduled      |

Feature - ELECTRICAL

First Activity

05270 PLACE AND FINISH CONC RAMP&STE

Start

08/15/2013

Last Activity

05270 PLACE AND FINISH CONC RAMP&STE

Finish

09/05/2013

Feature start and finish dates computed from the activity schedule

Preparatory and Initial Inspection Dates from Daily QC Reports



**Recommendation:** Enter *Held* dates in the [QC Daily Report](#). This will ensure that the report is a complete record of the day's occurrences. If the *Held* date is entered here and this entry is made after the QC Daily Report has been submitted to the Government, the date will not be reflected on the submitted report. This could result in the report getting rejected and returned for correction. While not disallowed, these are just extra steps adding unnecessary additional effort to the process.



**Feature Schedule - Earthworks**

**Preparatory**

Scheduled

Held

---

**Initial**

Scheduled

Held

**Multiple Prep/Initial Schedule Meetings**

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

| Initial Insp Time      | Preparatory Insp Time |
|------------------------|-----------------------|
| > 8/5/2021 12:00:00 AM | 8/23/2021 12:00:00 AM |
| 8/6/2021 12:00:00 AM   | 8/9/2021 12:00:00 AM  |

## 10.0 CLOSEOUT

Construction is complete, but the contract obligations are not yet over! The closeout period starts the day after Construction Completion Date/final acceptance of the work and lasts a minimum of 1-year thereafter. During this period, requirements in section 01 78 00 Closeout Submittals or equivalent must be fulfilled. 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. Responsibilities during this period are described in detail in Specification Section 01 78 00 Closeout Submittals or equivalent. While the Government has access to all Closeout activity modules, limited activities as it relates to Closeout are available in Contractor Mode.

**Warranty Tracking:** Use this module to record the results of the 4-month and 9-month Warranty Inspections.

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



## 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 Transfer and Acceptance of Military Real Property DD Form 1354. 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 Real Property Record DA Form 2877 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                                                 |          |          |                 |                     |
|---------------------------------------------------------------|----------|----------|-----------------|---------------------|
| Add Edit Delete <input type="text" value="Search"/> Export    |          |          |                 |                     |
| 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.

**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 **Select Category Code** tile; 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.

**Testing Placement/progress**  
[E1002638] W912HP20C1009

**Real Property Item**

Item No: RP-00003

RPUID (Real Property Unique Identifier):  **Select RPUID**

Facility:

Category Code:  **Select Category Code**

Category Title:

**Unit of Measure / Quantity**

| Unit                                                  | Quantity                       | Total Quantity |
|-------------------------------------------------------|--------------------------------|----------------|
| 1. Unit: <input type="text" value="&lt;Not Set&gt;"/> | <input type="text" value="0"/> | 0              |
| 2. Unit: <input type="text" value="&lt;Not Set&gt;"/> | <input type="text" value="0"/> | 0              |

Construction Cost:

☐ **Submit for Acceptance**

Top navigation buttons: Contractor Mode Home, Contract Selection, Contract Menu, **Back** (highlighted), Refresh, Log Out, Help.

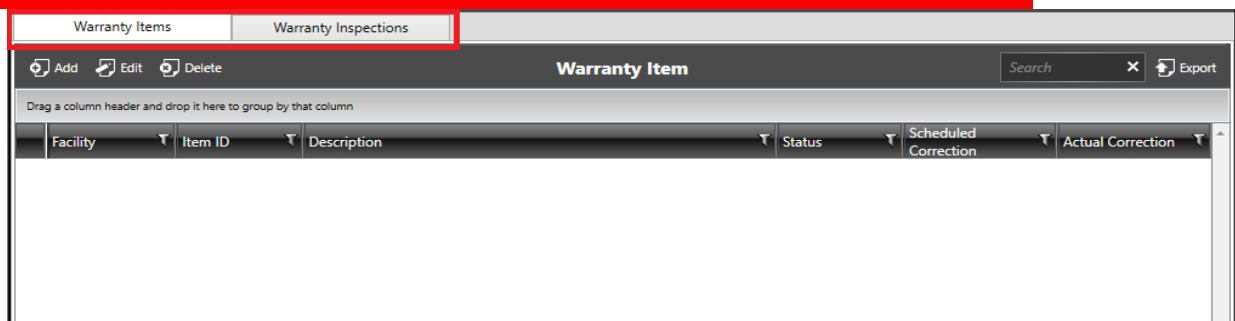
### 10.1.2 Warranty Tracking

| 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> |            |           |          |               |                  |

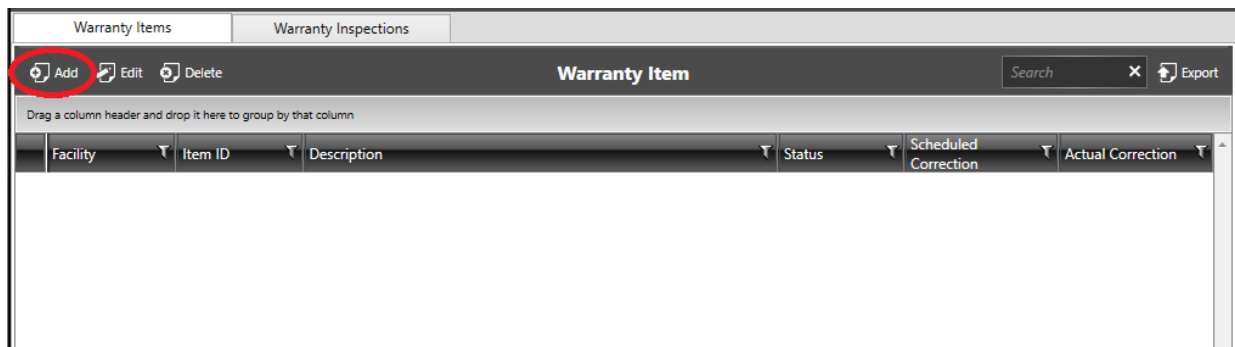
Construction contracts include [FAR 52.246-21 Warranty of Construction](#). This clause requires a warranty period of 1-year from the date of final acceptance of the work. Under this provision, the Contractor warrants that the work performed under the contract conforms to the contract requirements and is free of any defect in equipment, material, or design-furnished workmanship performed by the Contractor, any Subcontractor, or supplier at any tier.

The 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 to keep track of these inspections, the findings, and required actions.

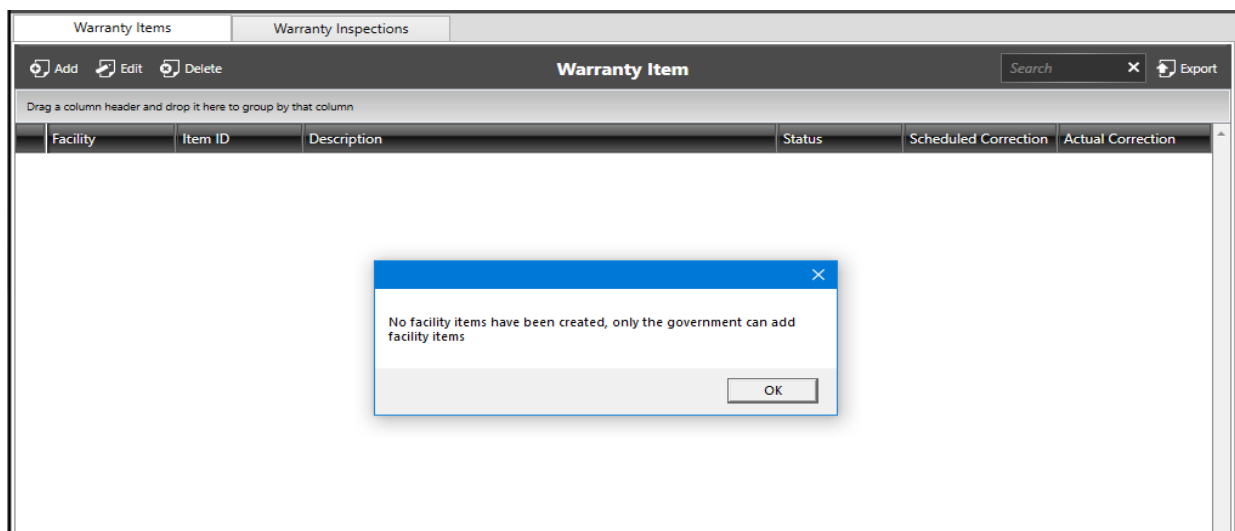
After opening the Warranty Tracking module use the tabs at the top for navigation between the Warranty Items and Warranty Inspections.



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. Highlighting the item and clicking **Edit** or double clicking on the item itself will open the Warranty Item.

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                                           |                |                      |                 |  |
| 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               |  |

| Warranty Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |  |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|-----------------|
| Item ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | WI-00001 |  | Location        |
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |  | Change Location |
| <b>Status</b><br><input type="radio"/> Item in Review - Warranty Status Undetermined <input checked="" type="radio"/> Warranty Item <input type="radio"/> Non-Warranty Item                                                                                                                                                                                                                                                                                                                                                    |          |  |                 |
| <b>Dates</b><br><div>             Date Reported by Owner <input type="text" value="Select a date"/> 15             Date Contractor Notified <input type="text" value="Select a date"/> 15           </div> <div>             Date Corrected - Scheduled <input type="text" value="Select a date"/> 15             Date Corrected - Actual <input type="text" value="Select a date"/> 15           </div> <div>             Govt Remarks <br/> <div></div> </div> <div>             Contractor Remarks <br/> <div></div> </div> |          |  |                 |
| <b>Evaluation of Contractor Performance on this Item</b><br><div>             Quality Control <input type="text"/> Timely Performance <input type="text"/> Effectiveness of Management <input type="text"/> </div>                                                                                                                                                                                                                                                                                                             |          |  |                 |

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. This field is Government entry only.

**Timely Performance:** Using the dropdown box select an option to evaluate the adherence to the required time constraints; outstanding, above average, satisfactory, or unsatisfactory. This field is Government entry only.

**Effectiveness of Management:** Using the dropdown box select an option to evaluate the effectiveness of management; outstanding, above average, satisfactory, or unsatisfactory. This field is Government entry only.

Next, select the **Warranty Inspections** tab to enter inspection(s) for the Warranty Item(s).

The screenshot shows the 'Warranty Tracking' application. At the top, there are two tabs: 'Warranty Items' and 'Warranty Inspections'. The 'Warranty Inspections' tab is selected and highlighted with a red box. Below the tabs, there is a toolbar with 'Add', 'Edit', and 'Delete' buttons. To the right of the toolbar is a search bar and an 'Export' button. The main area displays a table with the following columns: 'Warranty Title', '4 Month Inspection', and '9 Month Inspection'. The table is currently empty. Below the table, there is a text prompt: 'Drag a column header and drop it here to group by that column'.

To add a Warranty Inspection, click on the **Add** button.

Warranty Items Warranty Inspections

**Warranty Tracking**

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 Inspection - Warranty Item include warranty documents and any relevant supporting documents

Submit Add Edit Delete

| 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 Inspection - Warranty Item include warranty documents and any relevant supporting documents

Submit Add Edit Delete

| 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 will automatically calculate the date that is 4 months from the date entered in Warranty Start. If needed, this can be changed to another date.

*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 will automatically calculate the date that is 9 months from the date entered in Warranty Start. If needed, this can be changed to another date.

*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><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>Network Analysis Schedule (NAS)</b><br><i>Import P6 XML or SDEF schedule.</i> |                  |
| <b>Document Package Export</b><br><i>Mass export documents from selected modules contained in document package.</i> |          |                                                                                                                      |            |                                                                                                            |          |                                                                                  |                  |

This module provides the tools for bringing data from other sources into RMS and for saving a copy of QC Daily Reports and Document Packages outside of RMS.

### 11.1 Overview

To facilitate the input of the large amounts of data related to the Submittal Register and NAS, RMS 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 reads in data. Use of this import capability simplifies the input of the data into RMS and helps to ensure the data in RMS 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** tab 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.

**Network Analysis Schedule (NAS):** 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 NAS or requested amounts for a Progress Payment. The generated file can be an SDEF or XML file (only Primavera generated XML files are accepted at this time). This SDEF formatted file was specially designed for use with RMS. Currently, Oracle's Primavera is the only commercial software package that generates this file without external or additional software requirements. However, the specifications are available to anyone wanting to produce an SDEF file.

**Document Package Export:** Use this selection to store a copy or copies of selected Document Packages outside of RMS.

## 11.2 Import QC Deficiencies

| 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>Network Analysis Schedule (NAS)</b><br><i>Import P6 XML or SDEF schedule.</i> |                  |
| <b>Document Package Export</b><br><i>Mass export documents from selected modules contained in document package</i> |          |                                                                                                                      |            |                                                                                                            |          |                                                                                  |                  |

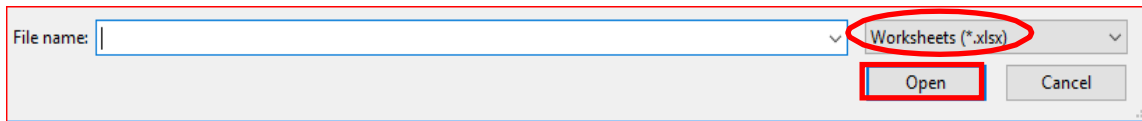
This module provides the capability to import a deficiency list using a Government-provided Excel template. A separate file must be used for each day's deficiencies. RMS will automatically number the added deficiencies with the next available number in the QC-xxxxx deficiency item sequence.

**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.

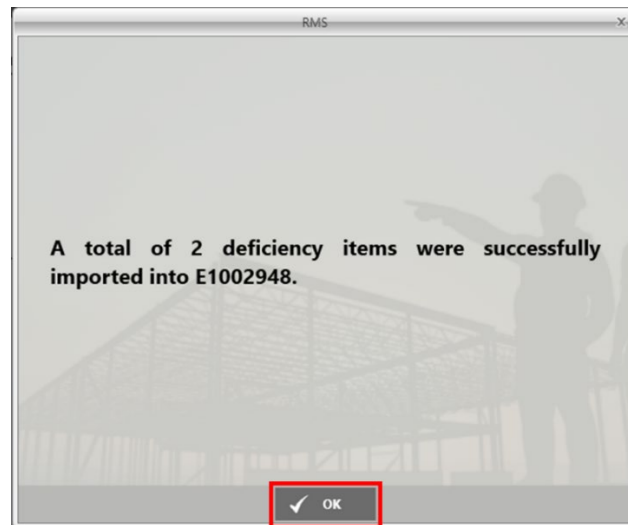
**Import From:** Click on *Download Template* to obtain the formatted Excel template. The date the deficiencies were discovered, and a Contract Number must be entered in the header. Follow the instructions embedded in the template. The file name may be anything, but retain the default .xlsx file type.

Click on *Import Deficiency Items from Excel* when ready. Navigate to the location where the 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>Network Analysis Schedule (NAS)</b><br><i>Import P6 XML or SDEF schedule.</i> |                  |
| <b>Document Package Export</b><br><i>Mass export documents from selected modules contained in document package</i> |          |                                                                                                                      |            |                                                                                                            |          |                                                                                  |                  |

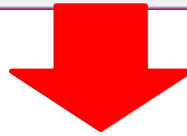
This module provides the capability to import Submittal Register items using the text file generated by SpecsIntact. This selection can also be used in conjunction with a Submittal Register that was imported using the Excel template or input manually.

Click on **Add** to initiate a SpecsIntact import. Since RMS retains a copy of all SpecsIntact files that have been imported, to access previously imported files, simply click on **Edit**. This action will preview and/or re-import of the data, if needed.

| Files                                                         |                                              |                     | Search | Export |
|---------------------------------------------------------------|----------------------------------------------|---------------------|--------|--------|
| 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 the 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.



RMS 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 |          |

**Revision History**

| Revision Date              | Action | Revised By |
|----------------------------|--------|------------|
| > 9/19/2024 6:35:30 PM UTC | Submit |            |

**Note:** The *Revision History* table will capture revision entries for submission (Submit), acceptance to import (Accept), and/or rejection of the import (Return) only. The revision entries recorded here **will not** capture whether the data was imported into the contract.

**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 Info:** 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 RMS/GM. Inform the contract's USACE Representative when using more than one register and provide the name(s) of 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 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                                                      |          |                                            |                  |
| 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.

| Submittal Items                                               | Sections | Reviewers | SpecsIntact File |
|---------------------------------------------------------------|----------|-----------|------------------|
| Reviewers                                                     |          |           |                  |
| Drag a column header and drop it here to group by that column |          |           |                  |
| Reviewer                                                      |          |           |                  |
| > RO                                                          |          |           |                  |

In the **SpecsIntact File** tab, a preview of the .txt file to be imported will be displayed.

| Submittal Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Sections | Reviewers | SpecsIntact File |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|------------------|
| <pre> 01 32 01,,,3.4.1,"Preliminary Construction Schedule",01,G,, 01 32 01,,,3.4.2,"Initial Construction Schedule",01,G,, 01 32 01,,,3.4.3,"Periodic Construction Schedule Updates",01,, 01 32 01,,,3.4.4,"Project Schedule",01,, 01 32 01,,,3.4.5,"Periodic Project Schedule Updates",01,, 01 32 01,,,3.5.2,"Narrative Report",06,, 01 32 01,,,3.1.2,"Schedule Status Reports",06,, 01 32 01,,,1.7,"Qualifications",07,, 01 33 00,,,3.1,"Submittal Register",01,G,, 01 33 00,,,3.5.1,"Monthly Updates",01,, </pre> |          |           |                  |



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 Repc                    |           | 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 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

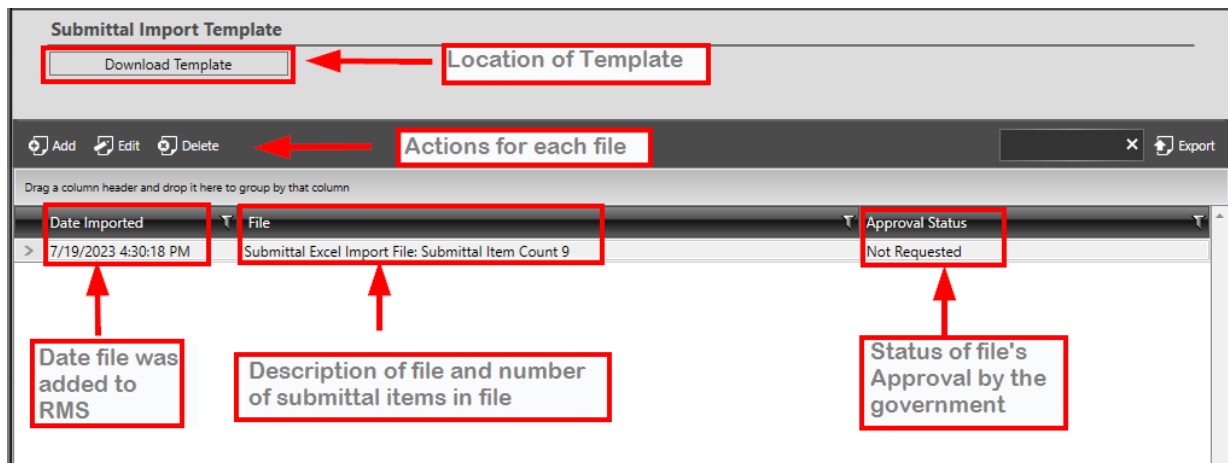
5 Submittal Items Imported

## 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>Network Analysis Schedule (NAS)</b><br>Import P6 XML or 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.

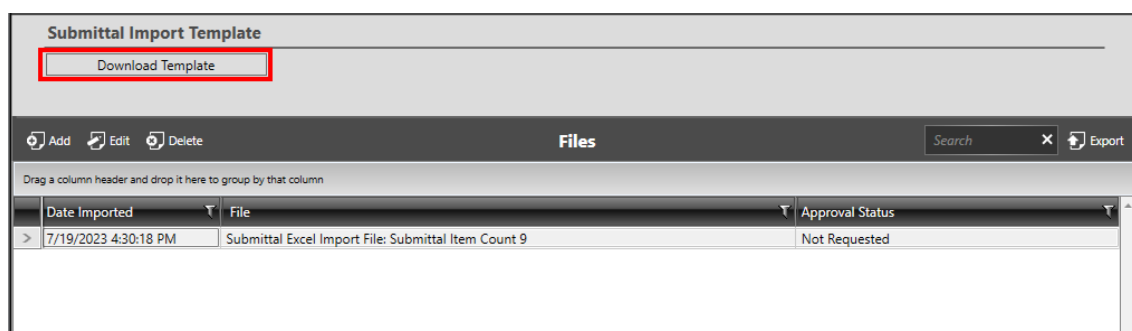
*Approval Status* has 4 different statuses:

- *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.

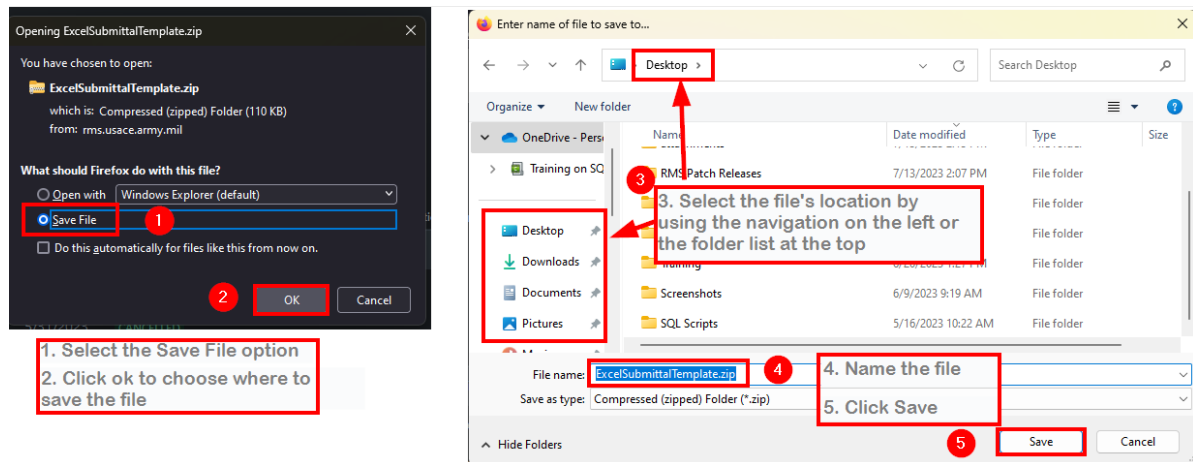
### 11.4.1 Download the Template

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. 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.

**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. Import Into Register 01-Main Register  
Click to select another Register

Submittal Item Count: 9 View Excel

Click here to view the Excel file for the import. Merge into Register 01

---

**Submittal Items** Search X 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             |

---

**Revision History**

View Revision History

| Revision Date              | Action | Revised By |
|----------------------------|--------|------------|
| > 9/19/2024 6:35:30 PM UTC | Submit |            |

**Note:** The *Revision History* table will capture revision entries for submission (Submit), acceptance to import (Accept), and/or rejection of the import (Return) only. The revision entries recorded here will not capture whether the data was imported into the contract.

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 RMS/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 the import.

Resident Management System

**Submittal Register List Lookup**

**Submittal Register List** Search X 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.

| Submittal Item Duplicates                                     |                      |           |                |
|---------------------------------------------------------------|----------------------|-----------|----------------|
| Drag a column header and drop it here to group by that column |                      |           |                |
| 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:** 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** [Search] [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"/> | 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             |

[OK] [Cancel]

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 Network Analysis Schedule (NAS)

This module provides the capability to import a Network Analysis Schedule (NAS). A NAS is a graphic representation of a contract's project schedule representing the sequence and interdependencies of work. It demonstrates the logical sequence of the work and the time required for each work activity.

| Administration                                                                                              | Finances                                                                                                      | QC                                                                                                  | Submittals                                                                | Schedules | Closeout | Import/Export | Contract Reports |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------|----------|---------------|------------------|
| Import QC Deficiencies<br><i>Import QC Deficiencies generated from an Excel worksheet.</i>                  | Import Submittal Register - SpecsIntact<br><i>Submittal items can be imported from a SpecsIntact bit file</i> | Import Submittal Register - Excel<br><i>Submittal items can be imported from an Excel Template.</i> | Network Analysis Schedule (NAS)<br><i>Import P6 XML or SDEF schedule.</i> |           |          |               |                  |
| Document Package Export<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 Construction Contracts](#) and the contract's specifications, either section 01 32 01.00 10 Project Schedule, 01 32 16.00 20 Small Project Construction Progress Schedules, or equivalent. Check the contract's specifications for schedule requirements.

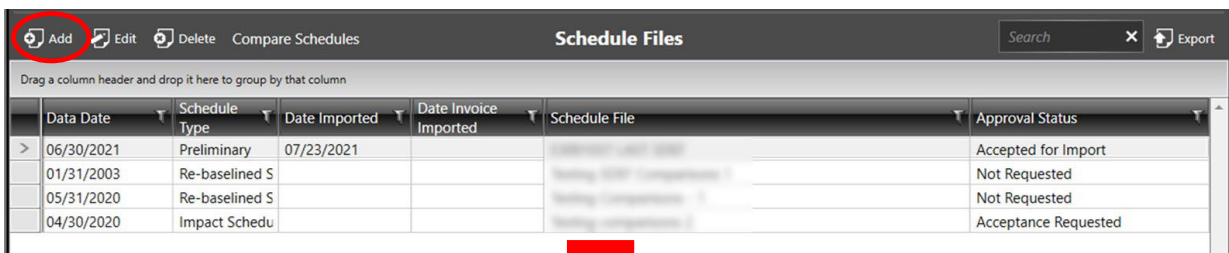


The schedule and its activities play a very important part in RMS. Most actions associated with Quality Control, and more importantly, Progress Payments rely on purposeful use and management of the schedule's activities. Use of the Standard Data Exchange Format (SDEF) file import or Extensible Markup Language (XML) file import may not be mandatory, but it is the easiest and most recommended way to input and manage schedule dates in RMS. The first step to importing a schedule into RMS is to add an SDEF or XML file for preview.

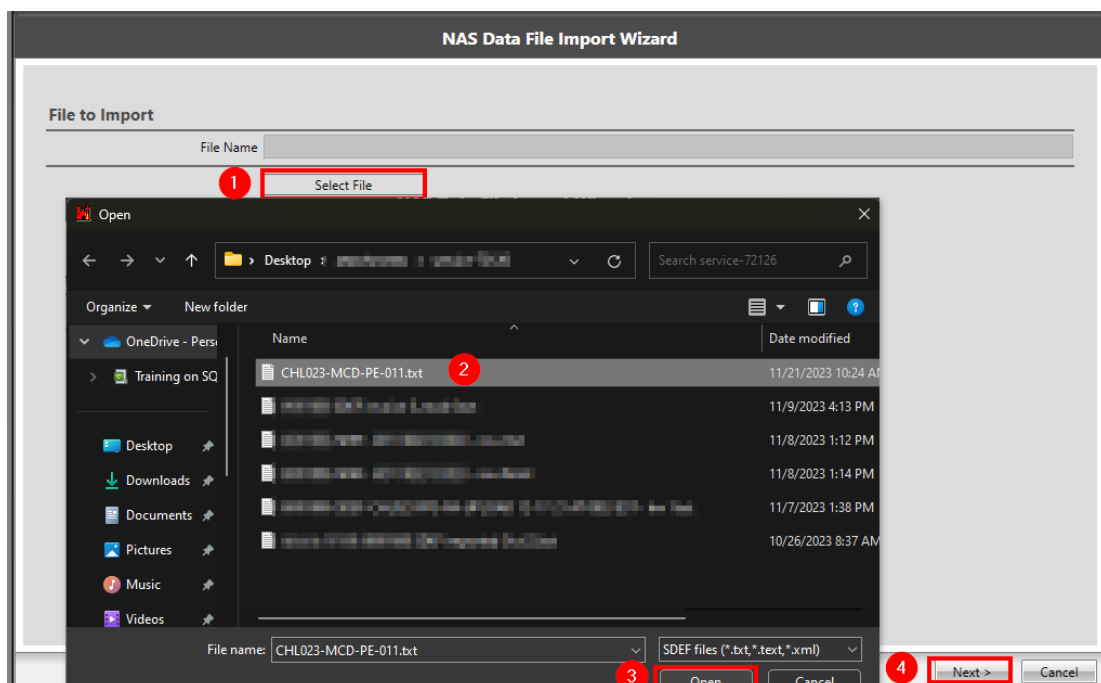
### 11.5.1 Adding SDEF or XML Files for Preview

Currently, Oracle's Primavera P6 is the only known commercially available software package that can generate a properly formatted SDEF file (without external plugins or add-ons) for import into RMS. RMS also allows XML files exported from P6 only to be imported using the same procedure as outlined below. Since an SDEF file is just a formatted text file, it is also possible to manually create this file following the file's specifications, found in [ER 1-1-11 Project Schedules](#), Appendix A. However, this approach is not recommended, especially for schedules with many activities.

Click the **Add** button to initiate a new SDEF or XML file import.



Click on **Select File** to navigate to the location where the data file is stored. Select the file to import and click **Open**. Then click the **Next** button in RMS.





**Note:** Files exported from Oracle's Primavera with either a .txt or .xml file extension can be uploaded. XML files from other sources (MS Project, etc.) will not be imported into RMS.

After the file has uploaded, enter information regarding the data in the file.

The screenshot shows the 'NAS Data File Import Wizard' window. Under the 'Data File Information' tab, there are four input fields: 'Data Date' (set to 4/30/2018), 'File Type' (a dropdown menu), 'File Version' (set to 1), and 'Project ID' (an empty text box). The 'File Type' dropdown is open, displaying a list of options: Preliminary, Initial, Impact Schedule, Re-baselined Schedule, Monthly Update, Recovery Schedule, and Completion Schedule. A red arrow points from the 'File Type' label to the dropdown menu. At the bottom right of the window, there are three buttons: '< Back', 'Finish' (which is highlighted with a red box), and 'Cancel'.

**File Type:** Identify the purpose of the schedule file. Click in the box to select the type of schedule from the dropdown list.

**Data Date:** This date is read from the schedule file and should represent the reporting period cutoff date. This date cannot be changed.

**File Version:** Use this field to differentiate revisions of the same file.

**Project ID:** Enter a short descriptive title of the file being imported. Examples could be the project name plus the Progress Payment. The SDEF/XML update will be used to update with a version number if required. Similar to the name: "**Beaver Creek PE 12 v2**" where PE stands for Pay Estimate, 12 refers to Progress Payment 12, and v2 indicates the second version.

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

Click on **Finish** to finalize the upload.

**Note:** Finalizing the upload does not import the file into the contract. This process simply uploads the file to allow for comparison of the file's contents to what is currently in RMS and for the Government to review the upload for approval.

After the import completes, the **SDEF/XML Import File Edit** view will be presented.

## 11.5.2 Editing/Reviewing SDEF or XML Files

Since RMS retains a copy of all SDEF and XML files that have been imported, select a file and click the **Edit** button to access a previously imported file. This action will allow viewing, previewing, importing and/or re-importing of the data contained in this file. Whether adding a new file or editing an existing file, the edit view below will be presented.

**SDEF Import File**

Project ID: Project EDCBA      Approval Status: Not Requested

Data Date: 1/18/2018      Version: 1

Schedule Type: Monthly Update      Total Activity Cost: \$204,364,829.00

Activity Count: 5167      Cost to Date: \$0.00

Critical Activity Count: 266

**Select an action to perform.**

- Request Acceptance to Import
- Preview Data Import into Contract
- Preview Import Earnings into Payment
- Compare to Live Data

**Activities**      Search      Export

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

| 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 |
|-------------|--------------------------------|--------|--------------|------------------|-------------------|-----------------|------------------|-------------------|--------------------|-------------|
| 00121040    | Main Dam Control Tower Const   | \$0.00 | \$0.00       | 05/18/2020       | 05/18/2020        | 11/17/2020      | 11/17/2020       |                   |                    | 183         |
| 00121000    | Main Dam Control Tower Const   | \$0.00 | \$0.00       | 05/21/2019       | 05/21/2019        | 11/21/2019      | 11/21/2019       |                   |                    | 184         |
| 0013AD17    | Cure Slab - Block 5 - Lift #0  | \$0.00 | \$0.00       | 05/30/2019       | 06/05/2019        | 09/28/2020      | 10/04/2020       |                   |                    | 487         |
| 0011AG12    | Start Slab Concrete M09 to M01 | \$0.00 | \$0.00       | 12/18/2018       | 12/18/2018        | 03/03/2020      | 03/03/2020       |                   |                    | 259         |
| 0011AG10    | Start Slab Concrete M20 to M10 | \$0.00 | \$0.00       | 11/27/2018       | 11/27/2018        | 03/23/2020      | 03/23/2020       |                   |                    | 282         |
| RKEXPRO5    | Crush/Process/Wash/Perm Stoc   | \$0.00 | \$0.00       | 09/03/2020       | 09/03/2020        | 02/09/2021      | 02/09/2021       |                   |                    | 98          |
| 0011AC82    | Backfill Concrete M09 to M01   | \$0.00 | \$0.00       | 12/17/2018       | 12/17/2018        | 03/02/2020      | 03/02/2020       |                   |                    | 259         |
| 0011AC82    | Backfill Concrete M18 to M10   | \$0.00 | \$0.00       | 11/26/2018       | 11/26/2018        | 03/20/2020      | 03/20/2020       |                   |                    | 282         |

**Revision History**

View      Revision History

| Revision Date | Action | Revised By |
|---------------|--------|------------|
|---------------|--------|------------|

**Note:** The **Revision History** table will capture revision entries for submission (Submit), acceptance to import (Accept), and/or rejection of the import (Return) only. The revision entries recorded here **will not** capture whether the data was imported into the contract.

The contents of the file will be displayed before the data can be imported into the contract. The top of the edit view contains general information about the file, including information that was entered during the **Add** process.

**Approval Status:** When a file is initially added, the status will indicate “Not Accepted for Import”. After the Government has approved the import, the status will change to “Accepted for Import”. This status will remain until a new file is added for import. When the new file is accepted, the status of the previous file will change to “Not Accepted for Import”. Only one file can be “Accepted for Import” at any given time.

**Request Acceptance to Import:** Click this button to request acceptance from the Government to import the file. This will transfer the next action to the Government.

**Preview Data Import into Contract:** After the Government has accepted the request to import, Use this button to review the data and the indicated actions in the Import Preview.

**Preview Import Earnings into Payment:** Use this feature to create a Progress Payment request with the data in the import file.

**Compare to Live Data:** This feature is not yet available.

The bottom half of the view displays three tabs. The **Activities** tab is a list of activities included with the file.

| 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 |  |
| 00121040    | Main Dam Control Tower Const   | \$0.00      | \$0.00       | 05/18/2020       | 05/18/2020        | 11/17/2020      | 11/17/2020       |                   |                    | 183         |  |
| 00121000    | Main Dam Control Tower Const   | \$0.00      | \$0.00       | 05/21/2019       | 05/21/2019        | 11/21/2019      | 11/21/2019       |                   |                    | 184         |  |
| 0013AD17    | Cure Slab - Block 5 - Lift #0  | \$0.00      | \$0.00       | 05/30/2019       | 06/05/2019        | 09/28/2020      | 10/04/2020       |                   |                    | 487         |  |
| 0011AG12    | Start Slab Concrete M09 to M01 | \$0.00      | \$0.00       | 12/18/2018       | 12/18/2018        | 03/03/2020      | 03/03/2020       |                   |                    | 259         |  |
| 0011AG10    | Start Slab Concrete M20 to M10 | \$0.00      | \$0.00       | 11/27/2018       | 11/27/2018        | 03/23/2020      | 03/23/2020       |                   |                    | 282         |  |
| RKEXPRO5    | Crush/Process/Wash/Perm Stoc   | \$0.00      | \$0.00       | 09/03/2020       | 09/03/2020        | 02/09/2021      | 02/09/2021       |                   |                    | 98          |  |
| 0011AC82    | Backfill Concrete M09 to M01 - | \$0.00      | \$0.00       | 12/17/2018       | 12/17/2018        | 03/02/2020      | 03/02/2020       |                   |                    | 259         |  |
| 0011AC82    | Backfill Concrete M18 to M10 - | \$0.00      | \$0.00       | 11/26/2018       | 11/26/2018        | 03/20/2020      | 03/20/2020       |                   |                    | 282         |  |
| 0010AS10    | Main Dam - Dental Concrete     | \$18,200.00 | \$0.00       | 06/08/2020       | 06/12/2020        | 06/08/2020      | 06/12/2020       |                   |                    | 0           |  |
| 0008AA11    | Strip Leveling Concrete - Weir | \$0.00      | \$0.00       | 01/30/2019       | 02/01/2019        | 04/26/2021      | 04/28/2021       |                   |                    | 490         |  |
| 0008AA13    | Strip Leveling Concrete - Weir | \$0.00      | \$0.00       | 05/24/2019       | 05/29/2019        | 04/26/2021      | 04/28/2021       |                   |                    | 422         |  |
| 0008AA13    | Strip Leveling Concrete - Weir | \$0.00      | \$0.00       | 06/05/2019       | 06/07/2019        | 04/26/2021      | 04/28/2021       |                   |                    | 415         |  |

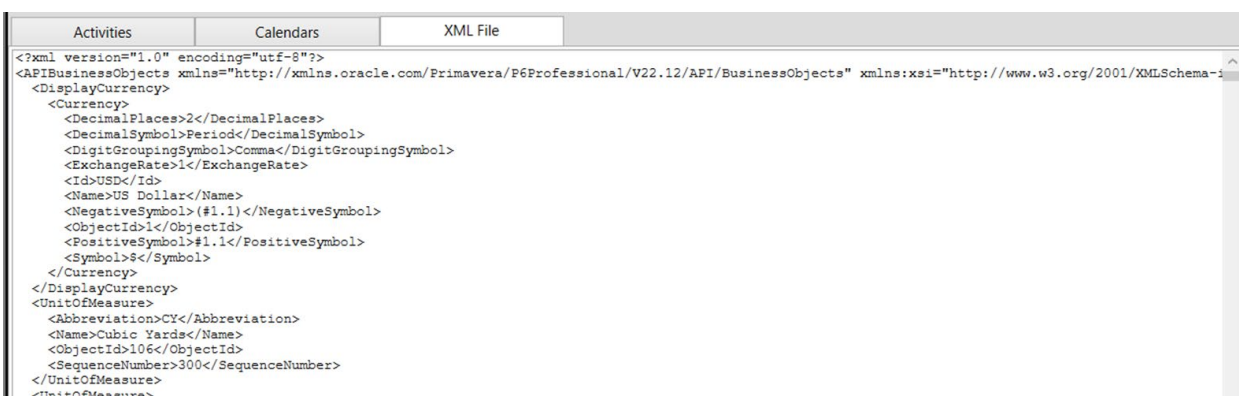
The **Calendars** tab will show the calendar data for the schedule file.

| Schedule Calendars |                                |                |                |                 |                   |                  |                |                  |  |
|--------------------|--------------------------------|----------------|----------------|-----------------|-------------------|------------------|----------------|------------------|--|
| Calendar Code      | Calendar Description           | Sunday Workday | Monday Workday | Tuesday Workday | Wednesday Workday | Thursday Workday | Friday Workday | Saturday Workday |  |
| 7                  | 7-Day Workweek                 | Yes            | Yes            | Yes             | Yes               | Yes              | Yes            | Yes              |  |
| 1                  | ISO3.5-Day Workweek - Weather  | No             | Yes            | Yes             | Yes               | Yes              | Yes            | No               |  |
| 2                  | ISO2.5-Day Workweek w/ HD      | No             | Yes            | Yes             | Yes               | Yes              | Yes            | No               |  |
| 3                  | ISO7.5-Day Workweek Rock P     | No             | Yes            | Yes             | Yes               | Yes              | Yes            | No               |  |
| 4                  | ISO2.5-day Workweek w/HD       | No             | Yes            | Yes             | Yes               | Yes              | Yes            | No               |  |
| 5                  | ISO3.5-Day Workweek Weather    | No             | Yes            | Yes             | Yes               | Yes              | Yes            | No               |  |
| 6                  | ISO6.Wet Season Work - Weather | No             | Yes            | Yes             | Yes               | Yes              | Yes            | No               |  |
| 8                  | ISO1.7-Day Workweek            | Yes            | Yes            | Yes             | Yes               | Yes              | Yes            | Yes              |  |
| 9                  | ISO4.4-Day Workweek - Weather  | No             | Yes            | Yes             | Yes               | Yes              | No             | No               |  |
| >                  | ISO5.Dry Season Work - Weather | No             | Yes            | Yes             | Yes               | Yes              | Yes            | No               |  |

The third tab will change based on what file type was imported. If using an SDEF file, the original data file is displayed on the third **SDEF File** tab.

| SDEF File |                                                                                                                         |  |  |  |  |  |  |  |  |  |  |
|-----------|-------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|
| VOLM 1    | PROJ 18JAN18 2118 Lab Weir Rock Backfill                                                                                |  |  |  |  |  |  |  |  |  |  |
| CLDR 7    | YYYYYYY 7-Day Workweek                                                                                                  |  |  |  |  |  |  |  |  |  |  |
| CLDR 1    | NYYYYYYN ISO3.5-Day Workweek - Weather                                                                                  |  |  |  |  |  |  |  |  |  |  |
| CLDR 2    | NYYYYYYN ISO2.5-Day Workweek w/ HD                                                                                      |  |  |  |  |  |  |  |  |  |  |
| CLDR 3    | NYYYYYYN ISO7.5-Day Workweek \$€" Rock Pro                                                                              |  |  |  |  |  |  |  |  |  |  |
| CLDR 4    | NYYYYYYN ISO2.5-day Workweek w/HD                                                                                       |  |  |  |  |  |  |  |  |  |  |
| CLDR 5    | NYYYYYYN ISO3.5-Day Workweek \$€" Weather                                                                               |  |  |  |  |  |  |  |  |  |  |
| CLDR 6    | NYYYYYYN ISO6.Wet Season Work - Weather                                                                                 |  |  |  |  |  |  |  |  |  |  |
| CLDR 8    | YYYYYYY ISO1.7-Day Workweek                                                                                             |  |  |  |  |  |  |  |  |  |  |
| CLDR 9    | NYYYYYNN ISO4.4-Day Workweek - Weather                                                                                  |  |  |  |  |  |  |  |  |  |  |
| CLDR A    | NYYYYYYN ISO5.Dry Season Work - Weather                                                                                 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 29MAY17 04JUL17 04SEP17 10NOV17 23NOV17 24NOV17 25DEC17 01JAN18 03JAN18 11JAN18 15JAN18 24JAN18 26JAN18 30JAN18 01FEB18 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 02FEB18 14FEB18 19FEB18 21FEB18 22FEB18 27FEB18 02MAR18 08MAR18 14MAR18 20MAR18 26MAR18 11APR18 17APR18 09MAY18 28MAY18 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 03JUL18 04JUL18 15AUG18 03SEP18 12SEP18 08OCT18 17OCT18 05NOV18 09NOV18 13NOV18 15NOV18 22NOV18 23NOV18 03DEC18 11DEC18 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 14DEC18 20DEC18 24DEC18 25DEC18 01JAN19 04JAN19 10JAN19 16JAN19 21JAN19 22JAN19 28JAN19 04FEB19 08FEB19 12FEB19 14FEB19 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 18FEB19 20FEB19 04MAR19 12MAR19 20MAR19 22MAR19 28MAR19 05APR19 23APR19 15MAY19 27MAY19 04JUL19 17JUL19 14AUG19 02SEP19 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 18SEP19 14OCT19 16OCT19 06NOV19 11NOV19 13NOV19 20NOV19 28NOV19 29NOV19 02DEC19 10DEC19 19DEC19 25DEC19 27DEC19 01JAN20 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 03JAN20 09JAN20 15JAN20 20JAN20 21JAN20 27JAN20 03FEB20 11FEB20 17FEB20 19FEB20 21FEB20 27FEB20 06MAR20 12MAR20 18MAR20 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 24MAR20 30MAR20 08APR20 15APR20 13MAY20 25MAY20 03JUL20 15JUL20 12AUG20 07SEP20 16SEP20 12OCT20 14OCT20 09NOV20 11NOV20 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 16NOV20 23NOV20 26NOV20 27NOV20 07DEC20 15DEC20 23DEC20 25DEC20 31DEC20 01JAN21 07JAN21 13JAN21 18JAN21 22JAN21 26JAN21 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 27JAN21 01FEB21 05FEB21 09FEB21 11FEB21 15FEB21 24FEB21 01MAR21 05MAR21 09MAR21 18MAR21 23MAR21 14APR21 21APR21 05MAY21 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 31MAY21 05JUL21 14JUL21 18AUG21 06SEP21 15SEP21 11OCT21 13OCT21 02NOV21 11NOV21 16NOV21 22NOV21 25NOV21 26NOV21 06DEC21 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 14DEC21 22DEC21 24DEC21 30DEC21 03JAN22 07JAN22 13JAN22 17JAN22 19JAN22 25JAN22 31JAN22 02FEB22 07FEB22 09FEB22 16FEB22 |  |  |  |  |  |  |  |  |  |  |
| HOLI 1    | 21FEB22 23FEB22 03MAR22 07MAR22 10MAR22 15MAR22 23MAR22 13APR22 20APR22 11MAY22 30MAY22 04JUL22 13JUL22 17AUG22 05SEP22 |  |  |  |  |  |  |  |  |  |  |

If using an XML file, the original data file is displayed on the third **XML File** tab.



It is recommended that data be previewed to ensure all data will be imported correctly and no mistakes will remove any previously entered, required data prior to requesting approval for import. To do this, click on the **Preview Data Import into Contract** button.

**SDEF Import File**

|                         |                |                     |                 |
|-------------------------|----------------|---------------------|-----------------|
| Project ID              | Sept 2023      | Approval Status     | Not Requested   |
| Data Date               | 9/30/2023      |                     |                 |
| Schedule Type           | Monthly Update | Version             | 1               |
| Activity Count          | 377            | Total Activity Cost | \$39,306,160.00 |
| Critical Activity Count | 192            | Cost to Date        | \$11,816,623.00 |

Buttons: Request Acceptance to Import, **Preview Data Import into Contract**, Preview Import Earnings into Payment, Compare to Live Data

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

| Activity ID | Description                | Import Status                                                                                         |
|-------------|----------------------------|-------------------------------------------------------------------------------------------------------|
| A1030       | Prelim GeoTechnical Report | All data matches - nothing to import                                                                  |
| FD1140      | F&D Casework               | Activity Exists - Changes to (Duration,Early Start,Early Finish,Late Start,Late Finish) will be impc  |
| M1200       | End Project                | Activity Exists - Invalid (Category) Changes to (Early Start,Early Finish,Late Start,Late Finish) wil |
| R00202      | Design for RFP 3 Changes   | Activity Not found in schedule - ACTIVITY WILL BE DELETED                                             |

The **Import Status** codes can be interpreted as follows:

**All data matches – nothing to import:** This means there are no changes between the activity in RMS and the activity in the import file.

**Activity Exists – Changes to (....) will be imported:** This means an existing activity had changes, the information in the parenthesis indicates what will be changed if this file is imported.

**Activity Exists – Invalid ():** This indicates that some data in the import file is not an option within RMS. This usually happens with the Category of Work field. If the text in the parenthesis says **Category**, this indicates that the Work Category code entered in the schedule is not a recognized code in this RMS district. Check with the contract's USACE Representative to ask which work category codes are available for use with the contract.

**Activity Not Found in schedule – ACTIVITY WILL BE DELETED:** This is a warning status and



indicates that an activity that is currently in RMS is NOT in the import file. Activities are identified with an Activity ID, so if the Activity ID changed in the scheduling software, RMS will not find the activity in the import file and, if imported, will delete that existing activity.

**Important:** All Pay Activities that exist in the contract but do not match with this schedule file (matched by Activity ID) will be deleted and the activity on the schedule will be added. It is highly recommended that once an Activity ID pattern is established, it is not changed for the duration of the contract. Deleting existing Pay Activities can have an adverse effect on Progress Payments if earnings have previously been charged against the deleted Pay Activities. When this **Import Status Code** is found, be sure to confirm this is an acceptable change prior to proceeding.

If any of the above statuses are displayed and are believed to be erroneous, go back to the scheduling program, correct the errors, create a new schedule file, and repeat the previous import steps.

The middle section of the **Activity Import Preview** displays a read-only view of the information associated with the pay activity that was extracted from the schedule. The information shown here will change to reflect the data for each activity selected. This section provides additional information not available in the grid.

| Activity ID | Description                 | Import Status                                                                                         |
|-------------|-----------------------------|-------------------------------------------------------------------------------------------------------|
| 1P1015      | P1 Framing Layout           | Activity Exists - Changes to (Actual Finish,Actual Start,Early Start,Early Finish,Late Start,Late Fin |
| 1P1020      | P1 Fire Protection Rough-In | Activity Exists - Changes to (Actual Finish,Early Finish,Late Finish) will be imported                |
| 1P1030      | P1 Install Door Frames      | Activity Exists - Changes to (Actual Finish,Actual Start,Early Start,Early Finish,Late Start,Late Fin |
| 1P1040      | P1 OH Mech Rough            | Activity Exists - Changes to (Actual Finish,Actual Start,Early Start,Early Finish,Late Start,Late Fin |
| 1P1050      | P1 Secure Wall Construction | Activity Exists - Changes to (Actual Finish,Actual Start,Early Start,Early Finish,Late Start,Late Fin |
| 1P1060      | P1 Mech Wall Rough-In       | Activity Exists - Changes to (Actual Finish,Actual Start,Early Start,Early Finish,Late Start,Late Fin |

|                     |            |                                     |               |                |      |                  |                |
|---------------------|------------|-------------------------------------|---------------|----------------|------|------------------|----------------|
| Activity ID         |            | 1P1040                              |               | Description    |      | P1 OH Mech Rough |                |
| CLIN                | 0002       | Feature of Work                     | HVAC          | Duration       | 20   | Cost             | \$1,105,700.00 |
| Responsibility Code | MECH       | Category of Work                    | X             | Work Area Code | BINT |                  |                |
| Phase of Work       | IN         |                                     |               |                |      |                  |                |
| Early Start Date    | 10/2/2023  | Existing Activity Early Start Date  | Select a date |                |      |                  |                |
| Early Finish Date   | 10/30/2023 | Existing Activity Early Finish Date | Select a date |                |      |                  |                |
| Late Start Date     | 10/2/2023  | Existing Activity Late Start Date   | Select a date |                |      |                  |                |
| Late Finish Date    | 10/30/2023 | Existing Activity Late Finish Date  | Select a date |                |      |                  |                |

**Note:** Although the schedule file contains Actual Start and Finish Dates, RMS will not import these into the RMS database if the contract is setup to only use the QC Daily Reports to enter Actual Start and Finish Dates. If that is the case, then the only dates imported will be the scheduled dates. In those cases, the Actual Start and Finish Dates can only be entered through the **QC Daily Reports** (see the **Activities Started/Finished** section of a daily report in this manual for instructions). 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.

The third section of the **Activity Import Preview** at the bottom contains additional information about the data contained within the schedule. While not as critical as the top portion showing the import status of each activity, this section will also show if there are discrepancies between the import data and RMS. This includes **Subcontractor Codes to Be Added To The Contract** and **Features Of Work To Be Added To The Contract**. Ensure that both boxes are correct and accurate.

**Important:** Subcontractors included on the schedule with a **Responsibility Code** that does

not match what currently exists in the RMS will be added as new Subcontractors. The existing Subcontractors will remain. **This will create duplicate Subcontractors.** Please make sure the *Responsibility Code* that is used in the scheduling software matches what is currently in RMS to prevent duplications.

The *CLIN Balances including schedule data* grid will compare the current CLIN balance to the sum of the total schedule activities linked to the CLINs. This is a valuable tool to quickly determine if the CLIN's total and activity totals will be balanced or unbalanced after import (red indicates an unbalanced).

**Note:** The *Current Amount* column displays the activity amounts by CLIN for what is currently in RMS, where the *Activity Total* column shows the activity amounts by CLIN for what is in the import file.

| Subcontractor Codes to be Added Contract |  | Features of work to be Added to Contract |  | CLIN Balances including schedule data |                |                |
|------------------------------------------|--|------------------------------------------|--|---------------------------------------|----------------|----------------|
| Responsibility Code                      |  | Feature of Work                          |  | CLIN                                  | Current Amount | Activity Total |
| GC                                       |  | Underground Electrical Distr             |  | 0003                                  | \$4,237,200.00 | \$4,237,200.00 |
| Surv                                     |  | Demolition                               |  | 0004                                  | \$649,300.00   | \$649,300.00   |
| Conc                                     |  | > Crushed Aggregate Base Cours           |  | 0009                                  | \$1,428,978.00 | \$1,428,978.00 |
| Stor                                     |  |                                          |  | 0010                                  | \$924,682.00   | \$924,682.00   |
| Sign                                     |  |                                          |  | 0011                                  | \$49,866.00    | \$0.00         |
| Furn                                     |  |                                          |  | 0012                                  | \$1,051,066.00 | \$0.00         |
| Irr                                      |  |                                          |  | > 0013                                | \$42,360.00    | \$0.00         |

If all the information is correct, click on the *Back* button and then click on the *Request Acceptance to Import* button.

### 11.5.3 Importing SDEF or XML files

Once the Government has accepted the request to import the import file, the status will change to "Accepted for Import", and the import can proceed by using either the *Preview Data Import into Contract* or the *Preview Import Earnings into Payment*.

|                 |                                      |
|-----------------|--------------------------------------|
| Approval Status | Accepted for Import                  |
|                 | Request Acceptance to Import         |
| 1               | Preview Data Import into Contract    |
| \$,119.00       | Preview Import Earnings into Payment |
| \$0.00          | Compare to Live Data                 |

Before the data can be imported into a payment, the data must be imported into the contract. Click on the *Preview Data Import into Contract* button, then the green *Import data into Contract* button found in the lower right of the preview window.

Importing the schedule data displayed above may overwrite existing data. Review carefully prior to import

Import data into Contract



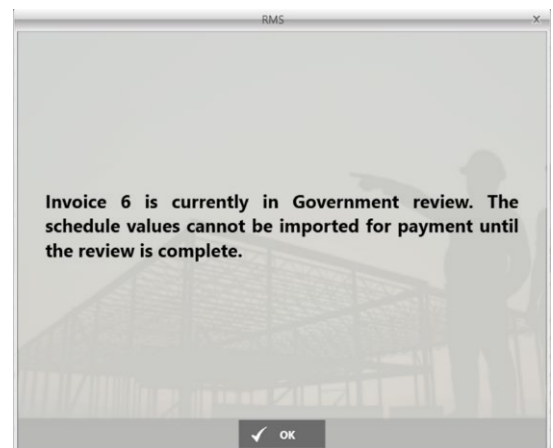
Click on **Yes** to confirm the import. If the earnings data is not included with this import file, click the **Back** button to return to the **Network Analysis Schedule (NAS)** module view.

**Note: Administration | Contract Notification Control** can be used to help inform both the Government and Contractor about the status of schedule submission and approval.

**Preview Import Earnings into Payment:** Use this feature to create a Progress Payment request. After Actual Start and Finish Dates and percent complete have been updated in the corresponding scheduling program, the import file can be used to create the next Progress Payment request. Perform this step **after** importing the data into the contract using the **Preview Data Import into Contract** button.

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

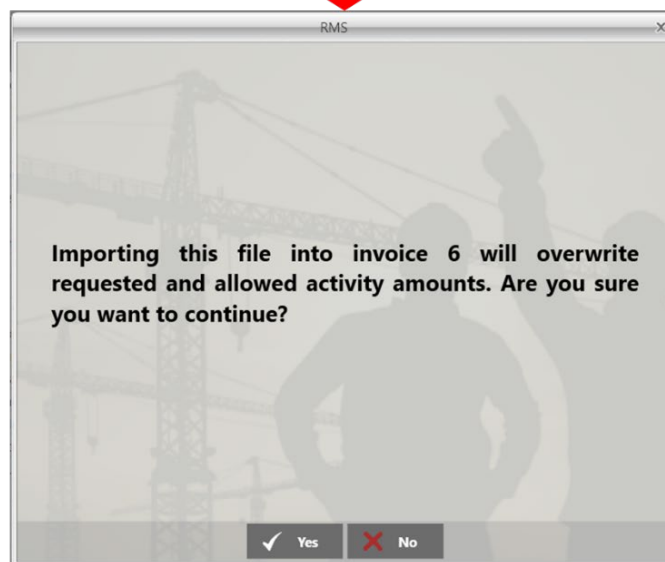
**Note:** There can only be one open invoice in RMS at any time. If a user attempts an import and the Government has not yet completed the previous Progress Payment, RMS will not allow the preview of this import to proceed. The payment does not have to be paid, just marked completed in RMS.





After verifying the data and importing the schedule into the contract, click on **Import into Invoice #**, where the pound sign represents the next Progress Payment number.

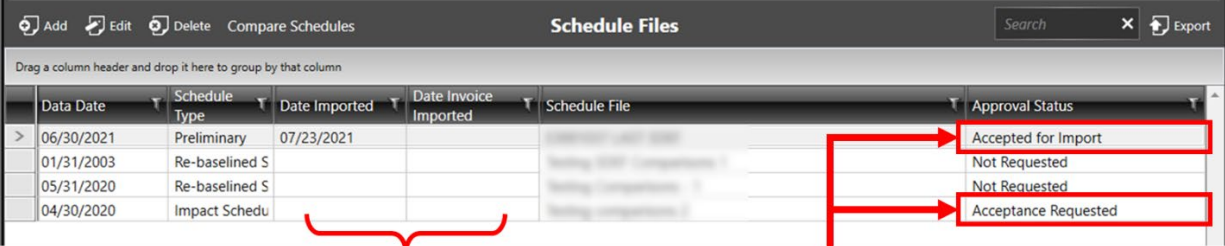
| Payment Import Preview - Invoice 6                            |                                |                 |                           |                              |                                              |                |
|---------------------------------------------------------------|--------------------------------|-----------------|---------------------------|------------------------------|----------------------------------------------|----------------|
| Drag a column header and drop it here to group by that column |                                |                 |                           |                              |                                              |                |
| Activity ID                                                   | Description                    | Activity Amount | Schedule Earnings to Date | Earnings to Date for Invoice | Payment Status                               |                |
| 01-090                                                        | Start Pre-Construction Submitt | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |                |
| 02-100                                                        | Submit Asbestos Hazardous Abat | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |                |
| 02-102                                                        | Gov't Review - Asbestos Hazard | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |                |
| 02-104                                                        | Receive Approval - Asbestos Ha | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |                |
| 02-110                                                        | Submit Demolition Plan         | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |                |
| 02-112                                                        | Gov't Review - Demolition Plan | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |                |
|                                                               |                                |                 |                           |                              | Total Earnings in Schedule                   | \$7,526,763.33 |
|                                                               |                                |                 |                           |                              | Total Earnings to Import                     | \$7,526,763.33 |
|                                                               |                                |                 |                           |                              | Earnings this Period                         | \$983,398.34   |
|                                                               |                                |                 |                           |                              | <b>Import into Invoice 6</b>                 |                |



Click on **OK**, then the **Contract Menu** button to return to the Contract Menu. Then, navigate to **Finances | Progress Payment** to complete the request.

### 11.5.4 Deleting Unused SDEF or XML Files

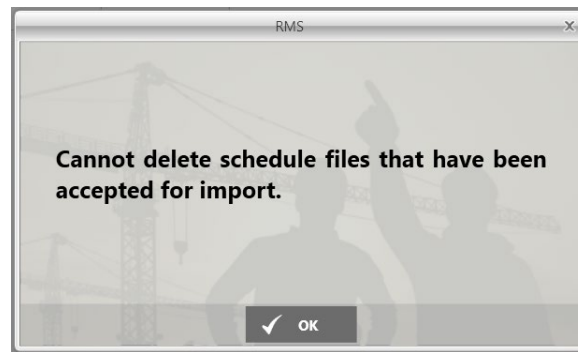
The Contractor can delete unused schedule files. However, files that have been accepted for import, requested to accept for import, or have already been imported into the contract (files showing a date imported, or an invoice date imported) cannot be deleted.



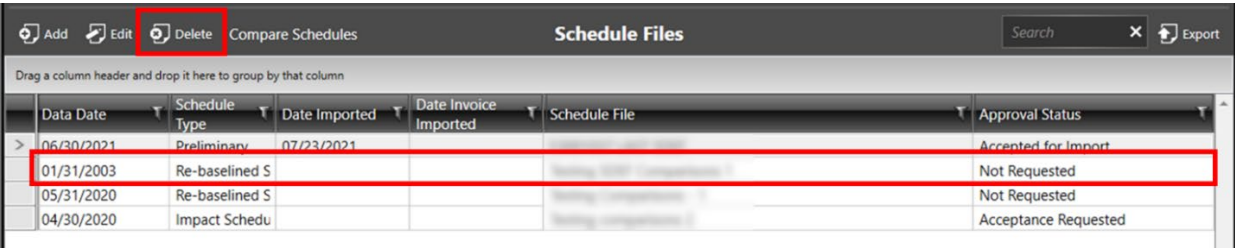
If these dates are populated, the schedule file cannot be deleted.

These files cannot be deleted.

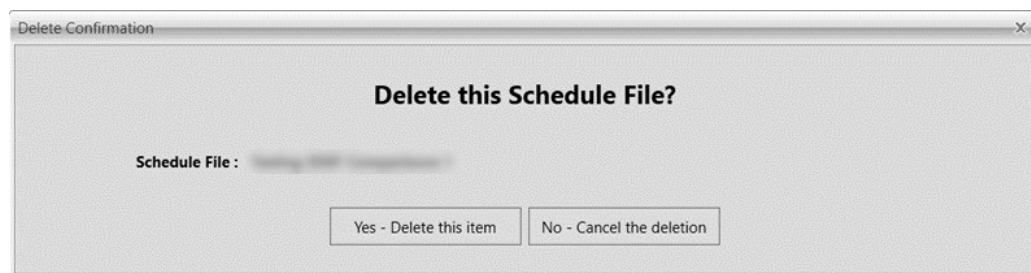
Attempts to delete the above files will result in the error message below:



To delete an unused schedule file, select the file that is not needed and click on the **Delete** button.



The following screen will display:



Click **Yes – Delete this item** to delete the schedule file.

## 11.5.5 Compare Schedules

| Schedule Files                                                |            |                |               |                       |                      |
|---------------------------------------------------------------|------------|----------------|---------------|-----------------------|----------------------|
| Drag a column header and drop it here to group by that column |            |                |               |                       |                      |
|                                                               | Data Date  | Schedule Type  | Date Imported | Date Invoice Imported | Schedule File        |
| >                                                             | 06/30/2021 | Preliminary    | 07/23/2021    |                       |                      |
|                                                               | 01/31/2003 | Re-baselined S |               |                       |                      |
|                                                               | 05/31/2020 | Re-baselined S |               |                       |                      |
|                                                               | 04/30/2020 | Impact Schedu  |               |                       |                      |
|                                                               |            |                |               |                       | Approval Status      |
|                                                               |            |                |               |                       | Accepted for Import  |
|                                                               |            |                |               |                       | Not Requested        |
|                                                               |            |                |               |                       | Not Requested        |
|                                                               |            |                |               |                       | Acceptance Requested |

The **Compare Schedules** button will allow the comparison of two schedules. Upon clicking the button, a lookup will be provided to select the schedules to compare. Only two schedules can be selected for comparison. Use the **CURRENT DATA** selection to compare current status data in RMS for the contract to a different schedule.

Resident Management System

### Schedule Comparison Lookup

Select 2 Schedules to Compare

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

|                                     | Data Date  | Schedule Type       | Date Imported          | Description         |
|-------------------------------------|------------|---------------------|------------------------|---------------------|
| <input checked="" type="checkbox"/> | 10/02/2023 | <b>CURRENT DATA</b> | 10/02/2023 07:51:39 PM | Current Data in RMS |
| <input type="checkbox"/>            | 04/29/2022 | Preliminary         | 12/01/2022 03:03:27 PM | S28-1               |
| <input checked="" type="checkbox"/> | 04/29/2022 | Preliminary         | 12/01/2022 03:05:44 PM | S-28-2              |
| <input type="checkbox"/>            | 01/11/2018 | Recovery Schedule   | 09/27/2023 12:47:40 PM | E1000541-RCVR-V01   |

OK Cancel

Below is a sample view of the **Schedule Comparison** screen.

| Schedule Comparison                                            |              |            |                                        |              |            |
|----------------------------------------------------------------|--------------|------------|----------------------------------------|--------------|------------|
| CURRENT DATA compared to S-28-2                                |              |            |                                        |              |            |
| Preview Full Report                                            |              |            |                                        |              |            |
| Construction Start                                             |              |            | Construction Finish                    |              |            |
|                                                                | CURRENT DATA | S-28-2     |                                        | CURRENT DATA | S-28-2     |
| Award Milestone                                                | 06/04/2004   | 06/04/2004 | Construction Completion Milestone      | 03/31/2005   | 03/31/2005 |
| NTP Milestone                                                  | 06/04/2004   | 06/04/2004 | Contract Required Completion Milestone | 03/31/2005   | 03/31/2005 |
| First Activity Start                                           | 11/27/2012   | 11/19/2020 | Last Activity Finish                   | 11/27/2012   | 07/12/2022 |
| First Activity                                                 | 0010         | 0001AA     | Last Activity                          | 0010         | Z2050      |
| Activity Progress                                              |              |            | Critical Activities                    |              |            |
|                                                                | CURRENT DATA | S-28-2     |                                        | CURRENT DATA | S-28-2     |
| Activities Not Started                                         | 14           | 25         | Critical Activities                    | 14           | 15         |
| Activities In Progress                                         | 3            | 15         | Negative Float Activities              | 0            | 0          |
| Activities Finished                                            | 0            | 73         | Number of Relationships                | 0            | 154        |
| Total all Activities                                           | 17           | 113        | Lowest Total Float (days)              | 0            | 0          |
| Number of Activities scheduled to Start/Finish in next 30 days | 0            | 0          |                                        |              |            |
| Scheduled Early Start                                          | 0            | 0          |                                        |              |            |
| Scheduled Late Start                                           | 0            | 0          |                                        |              |            |
| Scheduled Early Finish                                         | 0            | 0          |                                        |              |            |
| Scheduled Late Finish                                          | 0            | 0          |                                        |              |            |

Click on *Preview Full Report* to generate the data in this screen into an Activity Schedule Comparison report.

## 11.6 Document Package Export

This module provides a quick and easy way to save a copy of RMS Document Packages outside of RMS. 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><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>Network Analysis Schedule (NAS)</b><br><small>Import P6 XML or SDEF schedule.</small> |                  |
| <b>Document Package Export</b><br><small>Mass export documents from selected modules contained in document package.</small> |          |                                                                                                                              |            |                                                                                                                    |          |                                                                                          |                  |

When exporting documents, check the *Include Only Signed Documents* checkbox to exclude any documents that have not been signed.

After selecting some options, others will become read-only. For example, selecting *All Documents in QC Daily Document Packages* will make *QC Daily Reports only* read-only since the option to export all documents will include the QC daily reports. The same is true for *All Documents in Contractor Transmittal Document Packages* and *4025 and Government Remarks Only* since the 4025 form and Government remarks will be included in all Contractor Document Packages.

When the desired selections have been made, click the *Get Documents* button to determine the folder to where the documents exported.

Document Package Export

Select one or more of the document package areas for download and click, "Get Documents".

Get Documents

Cancel Export

☐ Include Only Signed Documents

**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

**Request for Information**

☐ All Contractor Request for Information

**Correspondence**

Check All

UnCheck All

☐ Correspondence Letter - Draft
 ☐ Correspondence Letter - Received

☐ Correspondence Letter - Sent
 ☐ Correspondence Letter - In House Memos

**Progress Payment**

Check All

UnCheck All

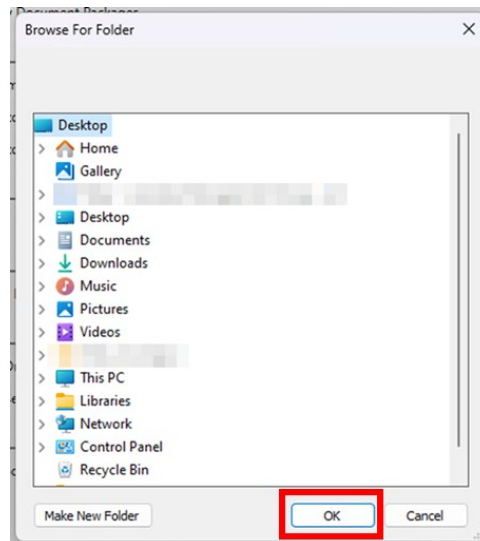
☐ Progress Payment - All Documents
 ☐ Progress Payment - Prompt Payment

**All Documents**

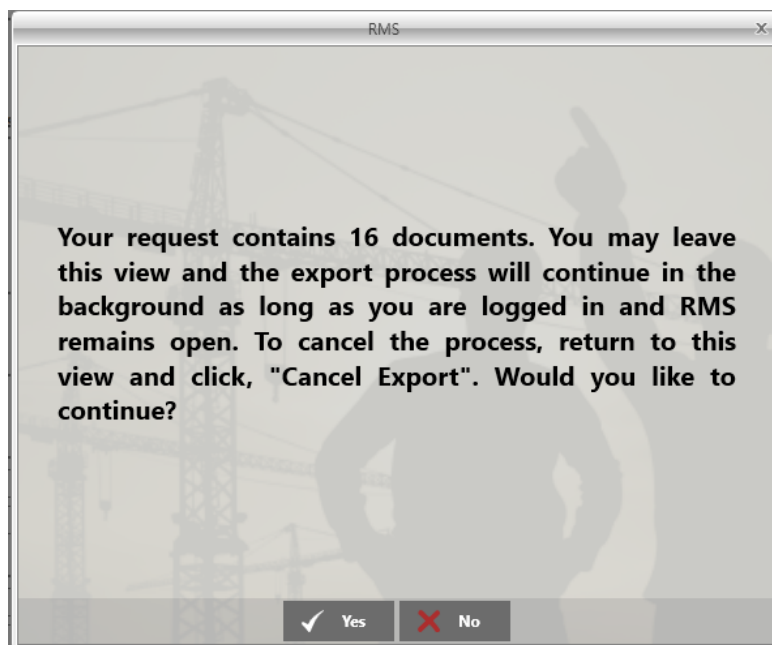
☐ All Document Packages

Check box(es) identifying the documents to include.

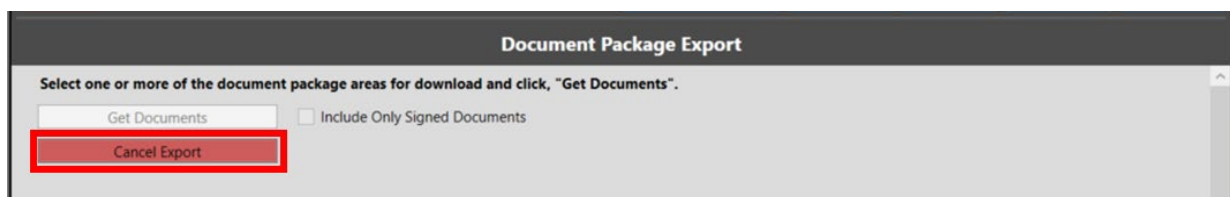
Navigate to the location under which to save the export, click on **OK**.



A prompt will appear stating how many documents will be downloaded. Click **Yes** to proceed with the download.



While an export is in progress, the **Cancel Export** button will become active.





The progress of the export will be displayed in the bottom right corner of the RMS application screen.

**Document Package Export**

Select one or more of the document package areas for download and click, "Get Documents".

☐ Include Only Signed Documents

**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

**Request for Information**

☐ All Contractor Request for Information

**Correspondence**

☐ Correspondence Letter - Draft ☐ Correspondence Letter - Received  
 ☐ Correspondence Letter - Sent ☐ Correspondence Letter - In House Memos

**Progress Payment**

☐ Progress Payment - All Documents

**All Documents**

☐ All Document Packages

**Export.. 68 % complete**

Client:WPF.RMS.Views.ImportExport.DocPackageExport->DocPackageExportView 0 Messages **Export.. 68 % complete**

This progress bar will continue to display until the export has completed, even if users navigate away from the **Document Package Export** module.

**Contractor Action Items**

|      |        |     |
|------|--------|-----|
| 0    | 0      | 0   |
| High | Medium | Low |

**My Action Items**

|      |        |     |
|------|--------|-----|
| 0    | 0      | 0   |
| High | Medium | Low |

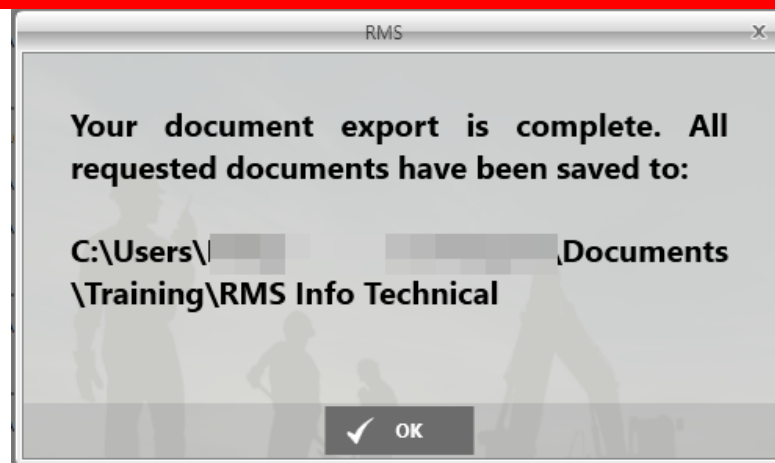
| Administration                                                                                              | Finances                                                                                                      | QC                                                                                                  | 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>Network Analysis Schedule (NAS)</b><br>Import P6 XML or SDEF schedule. |           |          |               |                  |
| <b>Document Package Export</b><br>Mass export documents from selected modules contained in document package |                                                                                                               |                                                                                                     |                                                                           |           |          |               |                  |
|                                                                                                             |                                                                                                               |                                                                                                     |                                                                           |           |          |               |                  |
|                                                                                                             |                                                                                                               |                                                                                                     |                                                                           |           |          |               |                  |
|                                                                                                             |                                                                                                               |                                                                                                     |                                                                           |           |          |               |                  |

**Export.. 72 % complete**

Client:WPF.RMS->ContractMenuView 0 Messages **Export.. 72 % complete**

A confirmation message with the location of the exported file will display. Click on **OK**, then **Contract Menu**.





## 12.0 CONTRACT REPORTS

| 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>Network Analysis Schedule (NAS)</b><br><i>Import P6 XML or SDEF schedule.</i> |           |          |               |                  |
| <b>Document Package Export</b><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 RMS.

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>Search</div> <div>Export</div> </div> |                        |                   |               |                   |                  |                  |
| Grouped by: Report Menu                                                                      |                        |                   |               |                   |                  |                  |
| Report Title                                                                                 | Report Menu            | Author            | Developed By  |                   |                  |                  |
| ADMIN                                                                                        |                        |                   |               |                   |                  |                  |
| FINANCE                                                                                      |                        |                   |               |                   |                  |                  |
| QA/QC                                                                                        |                        |                   |               |                   |                  |                  |
| 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. The same result can be received by clicking on one of the Report Title categories. Click on the title again to re-collapse the list.

**Action Items - Contractor**

**RMS Contract Report**




Preview    Print

---

**Date**

Actions that need to be taken on or before  ( 7 days )

---

**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, various selections to limit the contents of the report may be available. Make the selections, then click on *Preview* to view the report before printing or click on *Print* to send the report directly to the desired 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                             |             |            |              |
|----------------------------------------------|-------------|------------|--------------|
| Report Title                                 | Report Menu | Author     | Developed By |
| <b>ADMIN</b>                                 |             |            |              |
| 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   |
| <b>CLOSEOUT</b>                              |             |            |              |
| Warranty Items Listing                       | CLOSEOUT    | RMS Center | RMS Center   |
| Warranty Inspection Listing                  | CLOSEOUT    | RMS Center | RMS Center   |
| <b>FINANCE</b>                               |             |            |              |
| 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   |
| <b>QA/QC</b>                                 |             |            |              |
| Three Phase Schedule of Control Meetings     | QA/QC       | RMS Center | RMS Center   |
| QC Test Status Listing                       | QA/QC       | RMS Center | RMS Center   |
| Form 4267 Dredge QC Daily Log Report         | QA/QC       | RMS Center | RMS Center   |
| Form 3735-A Dredge QC Daily Log Report       | QA/QC       | RMS Center | RMS Center   |
| Form 27A Dredge QC Daily Log Report          | QA/QC       | RMS Center | RMS Center   |
| Three Phase Control WorkSheet Initial        | QA/QC       | RMS Center | RMS Center   |
| Transfer Property Listing                    | QA/QC       | RMS Center | RMS Center   |
| QC Daily Report                              | QA/QC       | RMS Center | RMS Center   |
| QC/QA Deficiency Items Issued                | QA/QC       | RMS Center | RMS Center   |
| Three Phase Control Schedule                 | QA/QC       | RMS Center | RMS Center   |
| Three Phase Control WorkSheet Preparatory    | QA/QC       | RMS Center | RMS Center   |
| Three Phase Control WorkSheet Final Followup | QA/QC       | RMS Center | RMS Center   |
| QC Test Listing                              | QA/QC       | RMS Center | RMS Center   |
| QC Narratives                                | QA/QC       | RMS Center | RMS Center   |
| Installed Property Listing                   | QA/QC       | RMS Center | RMS Center   |
| QC Equipment Hours                           | QA/QC       | RMS Center | RMS Center   |
| QC Labor Hours                               | QA/QC       | RMS Center | RMS Center   |
| <b>SCHEDULE</b>                              |             |            |              |
| 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   |
| <b>SUBMIT</b>                                |             |            |              |
| 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 select the

*Help* button at the top right to submit a request.

Click on *Help*, select [RMS Support Tickets](#) (see [RMS Helpdesk Support Tickets](#) for guidance on entering Help Desk tickets). Fill in the information describing the requested report. If there is 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                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Print security markings header and footer                                                                                                                                                                                                                  |
| <p>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.</p> |

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                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Print security markings header and footer                                                                                                                                                                                                                           |
| <p>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.</p> |

## 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
- Importing Subcontractors
- Schedules
  - Activity Schedule
  - Milestone Schedule
  - Placement Schedule
  - Feature Schedule

## APPENDIX B – GENERAL INFORMATION

### B.1 Abbreviations/Terms

| Abbreviation/Terms | Definitions                        |
|--------------------|------------------------------------|
| ACO                | Administrative Contracting Officer |
| AIS                | Automated Information System       |
| CAO                | Contract Administration Office     |
| CCD                | Construction Complete Date         |
| CM                 | Contractor Mode                    |
| COR                | Contracting Officer Representative |
| GM                 | Government Mode                    |
| KTR                | Contractor                         |
| LD                 | Liquidated Damages                 |
| PCF                | Paperless Contract File            |
| PII                | Personal Identifiable Information  |
| QA                 | Quality Assurance                  |
| QC                 | Quality Control                    |
| RFI                | Request For Information            |
| RMS                | Resident Management System         |
| SCD                | Substantial Completion Date        |
| SDEF               | Standard Data Exchange Files       |

### B.2 Prohibited File Types in RMS

|      |      |      |
|------|------|------|
| .bat | .msl | .iso |
| .con | .jar | .cmd |
| .com | .jse | .scr |
| .vbs | .ps1 | .asp |
| .cmo | .sh  | .js  |

Return to section: [Working with Document Packages](#).

## APPENDIX C – RESOLVING ACTION ITEMS

Below are some examples of how to resolve some of the actions items that may occur during the life of a contract. This list is not an exhaustive list, just the most common issues that occur. To remove action items from the Action Items Dashboard/Report, the action that triggered the notification must be addressed. Below is a list of steps to correct action items based on a common *Item Title*.

### C.1 Feature Has No Activities Assigned

Navigate to **Finances | Pay Activities**.

Double click on the Activity to which the feature should be linked or single click on the Activity, then click the **Edit** button to open the activity.

Click on the blue **Feature** field to bring up the **Features of Work** lookup. Select the feature by double clicking on the title or single click the **Feature Title**, then click on **OK**.

**Note:** An Activity can only have one Feature of Work assigned. Therefore, if a Feature has not been assigned to an Activity because the Activity has multiple features, then this action item cannot be resolved.



## C.2 Feature Prep/Initial Meeting Due

Navigate to and click on a draft QC Daily report.

| 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 |
| 798                                                           | 11/16/2023 Thursday | Weather Not Entered | Not Completed by Contractor |                           |

Click on the *Prep/Initial Inspections* submodule from the menu items on the left.

Weather

Weather Not Entered

QC Narratives

0 Written Today

QC/QA Deficiencies

0 of 0 Corrected Today

QC Requirements

0 of 2 Completed Today

Prep/Initial Inspections 1

0 Prep, 0 Initial Today

Activities Started/Finished

QC Daily Report No. 798, 11/16/2023 - Thursday

Project

Progress payment Calculations tests

Contract Number

W911KB21C0030

Contractor

The Ranger Group, LLC

---

QC Weather

Weather Not Entered

---

QC narratives

No QC narratives entered today

---

Prep/Initial Inspections

Preparatory inspections held today

No preparatory inspections today

**Note:** If no open daily reports are available, navigate to the *Schedules* tab and click on the *Features Schedule* module. Both the *Prep/Initial Inspections* submodule of a daily report and the *Features Schedule* module will follow the same instructions outlined below.

Double click the feature in question or single click the feature and click on the *Edit* button.

| All Features | All Features Requiring Prep/Initial | Features Requiring Preparatory | Features Requiring Initial | Inspections Not Scheduled |
|--------------|-------------------------------------|--------------------------------|----------------------------|---------------------------|
| 24           | 24                                  | 24                             | 24                         | 24                        |

| All Features - QC Daily Report No. 798, 11/16/2023 - Thursday |                        |                    |
|---------------------------------------------------------------|------------------------|--------------------|
| Drag a column header and drop it here to group by that column |                        |                    |
| Feature Of Work                                               | Preparatory Inspection | Initial Inspection |
| Project Administration                                        | Scheduled 11/1/2023    | Not Scheduled      |

Update the *Held* date for the Prep and/or Initial meeting that was held and enter the appropriate dates.

**Feature Schedule - Project Administration**

**Preparatory**

Scheduled: 11/1/2023 10:00 AM

Held: Select a date 15 3

**Initial**

November 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |

Time

### C.3 Letter Needs Contractor Answer:

Navigate to the **Correspondence** module.

| Administration                                                                                                      | 1 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>2 Correspondence</b><br>Create, edit, and view, Letters and Memos.         | <b>Request for Information</b><br>Respond to RFIs 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 Onsite</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. |                                                                               |                                                                                    |           |          |               |                  |

Click on the **Received - All** blue sort tile and open the letter indicated in the action item by double clicking on it or single clicking and clicking on the **Edit** button.

**Correspondence**

**Draft**

All 1

**Sent**

All 1

Answer Required 0

**Received**

All 1 3

Answer Required 1

Add Edit Delete

**Correspondence Received-All**

Search Export

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

| Dated      | Letter No. | Brief Summary              | 4 Letter Status           | Answer Due | Date Answered |
|------------|------------|----------------------------|---------------------------|------------|---------------|
| 11/15/2023 | C-0001     | Needs some response by KTR | Received, Answer Required | 11/18/2023 |               |

Either click the **Create New Letter to Answer ...** button, or if an answer already exists, click on the **Select Existing Letter(s) to Answer ...** button and make a selection.

**Correspondence - C-0001**

Letter Dated: 11/15/2023 Date Received: 11/15/2023

☒ Requires Answer? Answer Due: 11/18/2023

Letter Summary: Needs some response by KTR

Letter No. C-0001 GOVERNMENT: Complete a document package for this letter using this document package manager. The document package should include the letter itself and any applicable supporting documents.

Document Packages

Add View Delete

Select Letter(s) Answered By C-0001 **5** Create New Letter to Answer C-0001 Select Existing Letter(s) to Answer C-0001

Letters Answered by C-0001 Letters Answering C-0001

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

## C.4 Activity Subcontractor Not Assigned

Navigate to **Finances | Pay Activities** and open the Activity indicated by the action item.

**Contractor Action Items**

| High | Medium | Low |
|------|--------|-----|
| 0    | 0      | 0   |

**My Action Items**

| High | Medium | Low |
|------|--------|-----|
| 0    | 0      | 0   |

Administrative **1** **Finances** QC Submittals Schedules Closeout Import/Export Contract Reports

**2** **Pay Activities** Progress Payment

Pay Activity Listing and tabulations by CLIN, Contractor, and Feature of Work. Add, modify, or view Payments to the Contractor.

**Activities**

| Activities                             | CLINs | Contractors | Features |
|----------------------------------------|-------|-------------|----------|
| All Activities                         | 10    |             |          |
| Activities with no CLIN / Invalid CLIN | 9     |             |          |

Add Edit **3** Delete Pay Activities Search Export

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

| Activity ID | Description                                        | CLIN | Amount |
|-------------|----------------------------------------------------|------|--------|
| 0001        | Design & Construction of Fire Station, Forest Glen | 0001 |        |

Click on the blue **Subcontractor** field to display the **Subcontractors** lookup list. Select the Subcontractor by double clicking on the desired line or single clicking the line and then clicking **OK** to confirm the selection.

Activity 0001

Basic Activity Information

Activity # 0001

Subcontractor <Not Set>

Feature <Not Set>

Duration 0 days

Work Category <Not Set>

CLIN Assignment and Pricing

Activity Amount \$1,560,150.00

CLIN 0001 - Design & Construction of Fire

Quantity 1 Lump Sum

This activity is linked to an amount on considered to be 1

Subcontractor Lookup

Subcontractors

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

| Resp Code | Contractor Full Name  | Subcontract Amount |
|-----------|-----------------------|--------------------|
| PRIM      | The Banner Group, LLC | \$0.00             |
| 1234      |                       | \$0.00             |
| DISC      |                       | \$0.00             |

OK Cancel Clear Selection

## C.5 Activity Scheduled Finish Date Has Passed

This action item indicates that the Early Scheduled Finish date for the activity has passed, and no Actual Finish date has been entered. This is primarily a warning to ensure the Contractor is aware of the potential to fall behind schedule.

| 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.      |                                                                                                                |                                                                                                                |                                                                                                                 |           |          |               |                  |

If the activity has already finished, navigate to a QC Daily report.

Daily Reports

Search X 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            | Contains Signed Documents |
|------------|---------------------|---------------------|-----------------------------|---------------------------|
| 798        | 11/16/2023 Thursday | Weather Not Entered | Not Completed by Contractor |                           |

Open the **Activities Started/Finished** submodule within the QC Daily report screen.

**QC Daily Report No. 798, 11/16/2023 - Thursday** QC Daily Report

0 Written Today

**QC/QA Deficiencies**

0 of 0 Corrected Today

**QC Requirements**

0 of 2 Completed Today

**Prep/Initial Inspections**

0 Prep, 0 Initial Today

**Activities Started/Finished** 4

0 Started, 0 Finished Today

**Contractors Onsite**

0 Started, 0 Finished Today

Project: Progress payment Calculations tests

Contract Number: W911KB21C0030

Contractor: The Ranger Group, LLC

QC Weather: Weather Not Entered

QC narratives: No QC narratives entered today

Prep/Initial Inspections: Preparatory inspections held today

No preparatory inspections today

Locate the activity in question and enter the activity *Finish Date*.

| All Activities | Activities Started or Finished Today | Activities In Progress | Activities Not Started | Activities Not Finished |
|----------------|--------------------------------------|------------------------|------------------------|-------------------------|
| 1055           | 0                                    | 13                     | 912                    | 925                     |

**All Activities - QC Daily Report No. 797, 11/15/2023 - Wednesday** appro Export

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

| Activity ID | Description                   | Start Date | Finish Date |
|-------------|-------------------------------|------------|-------------|
| D1240       | USACE Approv 247+00 to 250+50 | 11/01/2022 |             |
| D1230       | USACE Approv 243+50 to 247+00 | 11/01/2022 |             |

## C.6 Activity scheduled Start Date Has Passed

This indicates that the Early Scheduled Start date for the activity has passed, and no Actual Start date has been entered. This is primarily a warning to ensure the Contractor is aware of the potential to fall behind schedule.

| 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.      |          |                                                                                                                |            |                                                                                                                |          |                                                                                                                 |                  |

If the activity has already started, navigate to a QC Daily report.

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            | Contains Signed Documents |
|------------|---------------------|---------------------|-----------------------------|---------------------------|
| 798        | 11/16/2023 Thursday | Weather Not Entered | Not Completed by Contractor |                           |



Open the **Activities Started/Finished** submodule.

**QC Daily Report No. 798, 11/16/2023 - Thursday** QC Daily Report

0 Written Today  
**QC/QA Deficiencies**  
0 of 0 Corrected Today  
**QC Requirements**  
0 of 2 Completed Today  
**Prep/Initial Inspections**  
0 Prep, 0 Initial Today  
**Activities Started/Finished** 4  
0 Started, 0 Finished Today  
**Contractors Onsite**  
0 Started, 0 Finished Today

Project: Progress payment Calculations tests  
Contract Number: W911KB21C0030  
Contractor: The Ranger Group, LLC  


---

QC Weather: Weather Not Entered  


---

QC narratives: No QC narratives entered today  


---

Prep/Initial Inspections: Preparatory inspections held today  
No preparatory inspections today

Locate the activity in question and enter the activity **Start Date**.

| All Activities | Activities Started or Finished Today | Activities In Progress | Activities Not Started | Activities Not Finished |
|----------------|--------------------------------------|------------------------|------------------------|-------------------------|
| 1055           | 0                                    | 16                     | 896                    | 912                     |

**All Activities - QC Daily Report No. 798, 11/16/2023 - Thursday** Search Export

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

| Activity ID | Description                  | Start Date | Finish Date |
|-------------|------------------------------|------------|-------------|
| M5000       | Test Report 336+00 to 337+50 |            |             |
| M6630       | B-Wall 402+85 to 404+85      |            |             |

## C.7 QC Daily Report not Complete

Navigate to the **QC Daily Reports** module.

| Administration                                                                                                          | Finances 1 | 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> 2                                              |            | <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>      |            |                                                                                                                       |            |                                                                                                                       |          |                                                                                                                        |                  |

Open the report in question.

**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            | Contains Signed Documents |
|------------|---------------------|---------------------|-----------------------------|---------------------------|
| 798        | 11/16/2023 Thursday | Weather Not Entered | Not Completed by Contractor |                           |

**Important:** Ensure all data/documents have been entered/uploaded before proceeding.



Check the **Generate QC Report in Document Package** checkbox.

**QC Daily Report No. 798, 11/16/2023 - Thursday**

Project: Progress payment Calculations tests  
Contract Number: W911KB21C0030  
Contractor: The Ranger Group, LLC

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

QC narratives: Daily QC Report  
This is some comment that must be added to the daily report as required by the contract.  
Unresolved: No

QC Daily Report No. 0798 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. 0798 | 1   | Not Ready |

☒ Generate QC Report in Document Package **4**

Once the process has completed, open the Document Package, and sign the QC Daily report and any other documents requiring signatures. Click **Submit for Review** to complete the Document Package.

**Document Package: QC Daily Report No. 0798 - Report Date: 11/16/2023**

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

| Primary                             | Date of the Document | Document Title                               | Contractor Signature Status | Government Signature Status |
|-------------------------------------|----------------------|----------------------------------------------|-----------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | 11/16/2023 4:48:25   | QC Daily Report No. 0798 - QcDailyReport.PDF | Electronically 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: 11/16/2023  
Document Title: QC Daily Report No. 0798 - QcDailyReport.PDF  
Description: [Empty text area]  
Signed By: [Empty text area]  
Buttons: Edit Document, View Document, Save Document to File  
Manually signed by Contractor: ☐  
Manually signed by Government: ☐

Document Package  
**Status: Not Complete.**  
CONTRACTOR: Attach documents, sign as appropriate, and then submit this document package for Government Review. **6** Submit for Review

For more detailed training on working with Document Packages, please see the training video on the RMS YouTube channel: <https://www.youtube.com/watch?v=tXeM1kGCviQ>

## C.8 Contractor Payroll Problem

Navigate to the **Contractor Payrolls** module.

| Administration                                                                                                          | 1 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 Onsite</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> |                                                                                      |            |                                                                                           |          |               |                  |

Open the payroll in question. Use the filter funnel to only show Problem Payrolls if the contract contains a large number of payrolls.

Contractor Payrolls

Contractors Onsite

All

Outstanding

Submitted for Review

Completed

3

3

0

0

Edit

All Payrolls

Search

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  |
|-----------|--------------------|--------------|--------------------|---------------|------------------------|-----------------|
| > Disc    | Some SubContractor | 11/18/2023   | 0                  | 0             | 11/15/2023             | Problem Payroll |
| Disc      | Some SubContractor | 11/11/2023   | 0                  | 0             |                        |                 |
| Disc      | Some SubContractor | 11/04/2023   | 0                  | 0             |                        |                 |

☐ Select All  
☐ Draft Payroll  
☒ Problem Payroll

Show rows with value that  
 is equal to  
 aA  
 And  
 is equal to  
 aA

Filter

Clear Filter

Correct the issue based on the Government Remarks and then resubmit the payroll to the Government.

**Contractor Payroll Edit** Statement of Compliance

---

**Contractor**

Contractor Name: Sub Contractor for Training Payroll Date: 5/20/2022

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

Number of Employees: 0 Payroll hours: 0

Contractor Comments:

Submitted Date: 9/26/2024

**5** ☐ Payroll Ready for Review Generate Statement of Compliance

---

**Government**

Accepted/Rejected Date: 9/26/2024

☐ Payroll Accepted ☒ Payroll Rejected

Government Comments: Please correct document, re-sign , and resubmit

**4** Make corrections based on Government comments.

---

Weekly Payroll 1234 5/20/2022 *CONTRACTOR: Complete a document package for this weekly payroll and submit it using this document package manager.*

| Title of Package              | No. | Status                  |
|-------------------------------|-----|-------------------------|
| Weekly Payroll 1234 5/20/2022 | 1   | Returned for Correction |

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**

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 9/26/2024 4:59:32 PM UTC | Return | Haley      |
| 9/26/2024 4:58:49 PM UTC | Submit | Haley      |

## C.9 Subcontractor SF1413 Signature Date Not Entered

See instructions for C.12

## C.10 Subcontractor General Insurance Expiration Date Not Entered

See instructions for C.12

## C.11 Subcontractor Auto Insurance Expiration Date Not Entered

See instructions for C.12

## C.12 Subcontractor Workers Comp Insurance Expiration Date Not Entered

Navigate to the **Contractor Insurance** module.

| Administration                                                                                                              | 1 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 Onsite</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> |                                                                                      |            |           |                                                                                               |               |                  |

Open the Subcontractor in question.

Contractor Insurance

All7

Insurance Missing7

SF1413 Missing7

Expired Insurance0

Edit

All

Search

Export

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

|   | Contractor Name       | Responsibility Code | Trade             | General Insurance | Auto Insurance | Workers' Comp | Form SF 1413 |
|---|-----------------------|---------------------|-------------------|-------------------|----------------|---------------|--------------|
|   | The Ranger Group, LLC | PRIM                |                   |                   |                |               |              |
|   | GOVT                  | GOVT                |                   |                   |                |               |              |
|   | SUB                   | SUB                 |                   |                   |                |               |              |
| > | Some SubContractor    | Disc                | Earthwork and Uti |                   |                |               |              |
|   | EXP                   | EXP                 |                   |                   |                |               |              |
|   | exp                   | exp                 |                   |                   |                |               |              |

Enter any missing dates as reflected in the corresponding action item.

| Contractor Insurance [Disc] - Some SubContractor |                                               |
|--------------------------------------------------|-----------------------------------------------|
| <b>Insurance Expiration Dates</b>                |                                               |
| General Insurance Expires                        | Select a date <input type="text" value="15"/> |
| Auto Insurance Expires                           | Select a date <input type="text" value="15"/> |
| Workman Comp Expires                             | Select a date <input type="text" value="15"/> |
| <b>Form SF 1413 Statement and Acknowledgment</b> |                                               |
| SF1413 Attached                                  | Select a date <input type="text" value="15"/> |

**Note:** If insurance is not required, then ensure that the *Insurance Required* checkbox is unchecked for the subcontractor in the *Subcontractors* module.

## C.13 QC Requirement Not Complete

Navigate to the *QC Daily Reports* module.

| Administration                                                                                                          | Finances | 1 | 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>      |          |   |                                                                                                                       |            |                                                                                                                       |          |                                                                                                                        |                  |



Open a draft daily report.

| Daily Reports                                                 |                     |                     |                             |                           |  |
|---------------------------------------------------------------|---------------------|---------------------|-----------------------------|---------------------------|--|
| <div> Add Edit Delete </div> <div> Search Export </div>       |                     |                     |                             |                           |  |
| Drag a column header and drop it here to group by that column |                     |                     |                             |                           |  |
| Report No.                                                    | QC Report Date      | QC Weather Reported | QC Report Status            | Contains Signed Documents |  |
| 798                                                           | 11/16/2023 Thursday | Weather Not Entered | Not Completed by Contractor |                           |  |

Click on the **QC Requirements** submodule.

Weather

Weather Caused No Delay

QC Narratives

0 Written Today

QC/QA Deficiencies

0 of 0 Corrected Today

QC Requirements

0 of 2 Completed Today

Prep/Initial Inspections

0 Prep, 0 Initial Today

Activities Started/Finished

QC Daily Report No. 798, 11/16/2023 - Thursday

QC Daily Report

Project

Progress payment Calculations tests

Contract Number

W911KB21C0030

Contractor

The Ranger Group, LLC

QC Weather

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

QC narratives

No QC narratives entered today

Prep/Initial Inspections

Preparatory inspections held today

No preparatory inspections today

Find the QC requirement in question and check the **Completed** checkbox.

QC Requirements - QC Daily Report No. 798, 11/16/2023 - Thursday

All QC Requirements3

QC Tests2

User Schools1

Installed Property0

Transfer Property0

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              |
|----------------|------------------|---------|------------------------|
| US-00001       | QC User school 1 |         | <div><div></div></div> |

If it is a QC test, then click on the **QC Tests** sort tile to display the **Status** column and make the appropriate selection.

All QC Requirements

3

QC Tests

2

User Schools

1

Installed Property

0

Transfer Property

0

Add

Edit

Delete

QC Tests

Search

×

Export

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

| QC Test  | Description                 | QC Date    | Completed                           | Status |
|----------|-----------------------------|------------|-------------------------------------|--------|
| CT-00002 | QC test for activity 2      |            | <input type="checkbox"/>            |        |
| CT-00001 | QC Test needed for activity | 11/15/2023 | <input checked="" type="checkbox"/> |        |

6

7

Not Completed

Completed-Awaiting Results

Completed-Awaiting Verification

Completed-Failed

Completed-Passed

Return to section: **Action Items Dashboard Summary**