

**US Army Corps  
of Engineers ®**

# **RESIDENT MANAGEMENT SYSTEM USER MANUAL**

## **Government Manual Vol 3**

**RMS 3.0**

**Version 5.0**

# US Army Corps of Engineers

RMS Center

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## 7.0 QA/QC

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

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

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

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

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

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

**QA Daily Reports:** Where the Government enters the daily report documenting the day's events and activities.

**QC Daily Reports:** This module is where the Contractor writes daily reports documenting the day's events and activities.

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

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

**Features of Work:** Where the Contractor lists all the features of work needed to complete the work.

**Three Phase Inspections:** Where the Contractor develops a list of common deficiencies to watch for with each feature of work.

**Hazard Analysis:** Use this module to log and track Activity Hazard

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

**Equipment Checks:** Use this module to log and track inspection dates and usage of equipment on site.

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

**Exposure Hours:** This module is where the Contractor records and submits monthly exposure hours.

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

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

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

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

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

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

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

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

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

## 7.1 QA Daily Reports

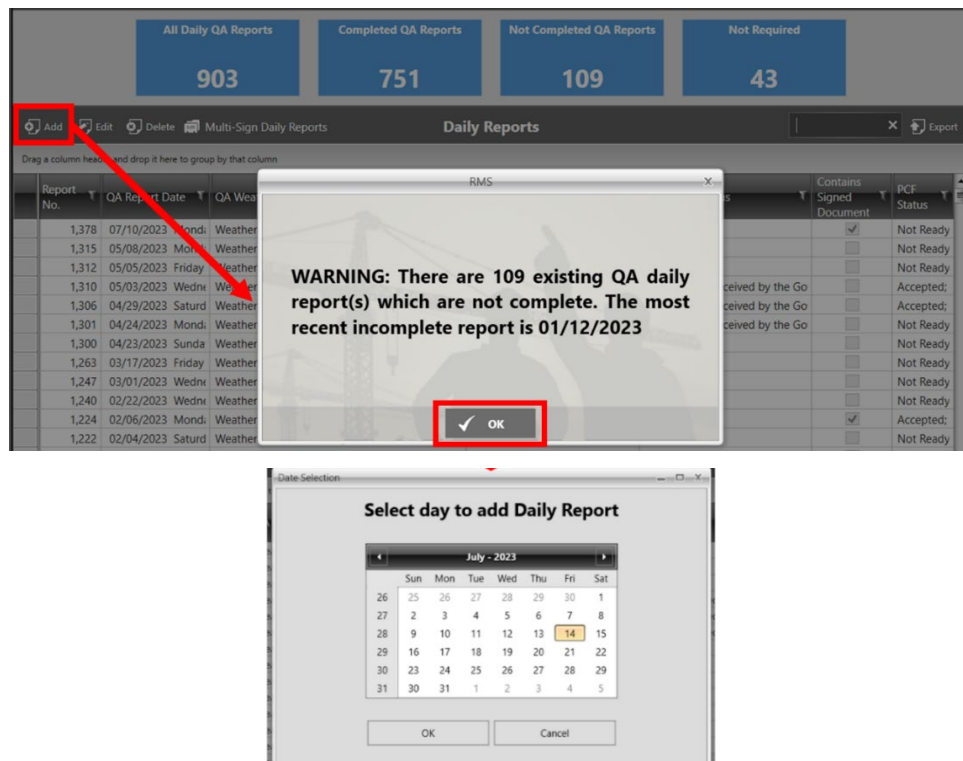
| Administration                                                                                                        | Finances | QA/QC                                                                                                                 | Submittals | Schedules                         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

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

### 7.1.1 Adding a QA Daily Report

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

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



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

**Contract Setup**

Administration/Funding    Payment/Modifications    **Quality Assurance**    Submittals/Schedule

**Quality Assurance**

QA Report Type: **CIVIL**

Send QA Report To: [Empty Field]

Number of QA Shifts: 3 Shifts

Enter the Weather to begin the report.

**Note:** When a new Daily Report is started, a Document Package will automatically be created. Add supporting documents as needed throughout the process of completing the report. The completed Daily Report will be added to this Document Package once the report is completed.

To enter the weather for a report, click on the [Weather](#) tile on the upper left-hand side of the [QA Daily Report](#) (see below):

**QA Daily Report No. 3663, 04/21/2021 - Wednesday**

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

QA Weather: Weather Not Entered

Portion of Scheduled Day Suitable for Operations

| Structural Excavation | Borrow Excavation | Embankment | Concrete | Sturcture |
|-----------------------|-------------------|------------|----------|-----------|
| 0 %                   | 0 %               | 0 %        | 0 %      | 0 %       |

Has anything developed on the work which might lead to a change order or finding of fact?

☒ NO ☐ YES

Number of Government Employees

QA Daily Report No. 3663 COE: Complete a document package for this QA daily report and submit it using this document package manager.

| Complete                            | Add                                   | Signed                             | Title of Package         | No. | Status    |
|-------------------------------------|---------------------------------------|------------------------------------|--------------------------|-----|-----------|
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | <input type="button" value="Add"/> | QA Daily Report No. 3663 | 1   | Not Ready |

☐ Generate QA Report in Document Package

☐ Not Required

**Contract File Status:** Government QA Report

**Contract File Status:** Contractor QC Reports

The type of QA report set in [Contract Setup](#), will determine which Weather Edit view will be displayed.

A Civil QA Daily Report's Weather Edit view is shown in the figure below.

**Inspectors Quality Assurance Report (QAR) - Daily Log of Construction**

QA Daily Report No. 3341 Dated 06/03/2020 Wednesday - Civil Weather

QA Weather: Weather not entered

**Temperature**

QA Min. Temp: 0

QA Max. Temp: 0

24 Hour Precipitation: 0

QA Precipitation End Time:

River Stage Feet: 0

River Stage Time:

Surface Wind: 0

**Portion of day Suitable for Operations**

Suitable for Structural Excavation %: 0

Suitable for Borrow %: 0

Embankment: 0

Concrete: 0

Structure: 0

**Number of Government Employees**

No. Govt Supervisors: 0

No. Govt Office: 0

No. Govt Layout: 0

No. Govt Inspectors: 0

No. Govt Laborers: 0

**Number of Contractor's Employees**

No. Ktr Supervisors: 0

Ktr Skilled Workers: 0

Laborers: 0

Has Anything Developed on the work that might lead to a change order or finding of fact? ☐ Yes

Shift From-Thru Entry

> 1

**Inspectors Quality Control Report (QAR) - Daily Log of Construction**

QA Daily Report No. 3341 Dated 06/03/2020 Wednesday - Military Weather

QA Weather: Weather not entered

**Temperature**

QA Min. Temp: 0 °F

QA Max. Temp: 0 °F

QA Precipitation: 0 Inches

QA Wind Speed: 0 MPH

A Military QA Daily Report's Weather Edit view is shown in the figure to the left.

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

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

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

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

Weather Caused No Delay

Weather Caused No Delay

Weather Caused Critical Delay

Weather Caused Non-Critical Delay

Previous Weather - Critical Delay

Previous Weather - Non-Critical Delay

Non Work Day

Other - Explain

Weather not entered



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

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

### 7.1.2 Editing a QA Daily Report

All Daily QA Reports

903

Completed QA Reports

751

Not Completed QA Reports

109

Not Required

43

Add

Edit

Delete

Multi-Sign Daily Reports

Daily Reports

X

Export

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

|  | Report No. | QA Report Date | QA Weather Reported | QA Report Status        | QC Report Status | Contains Signed Documents | PCF Status            |
|--|------------|----------------|---------------------|-------------------------|------------------|---------------------------|-----------------------|
|  | 1,378      | 07/10/2023     | Mond:               | Weather Caused No Delay | Completed        |                           | Not Ready             |
|  | 1,315      | 05/08/2023     | Mond:               | Weather Caused No Delay | Completed        |                           | Not Ready             |
|  | 1,312      | 05/05/2023     | Friday              | Weather Caused No Delay | Completed        |                           | Not Ready             |
|  | 1,310      | 05/03/2023     | Wedne               | Weather Caused No Delay | Completed        | Completed - Received      | Accepted; documents r |
|  | 1,306      | 04/29/2023     | Saturd              | Weather Caused No Delay | Completed        | Completed - Received      | Accepted; documents r |

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

### 7.1.3 Deleting a QA Daily Report

All Daily QA Reports

839

Completed QA Reports

682

Not Completed QA Reports

113

Not Required

44

Add

Edit

Delete

Multi-Sign Daily Reports

Daily Reports

Search

Export

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

Report No.

QA Report Date

QA Weather Reported

QA Report Status

QC Report Status

Contains Signed Document

QA PCF Status

|   |       |            |        |                               |               |                                     |  |
|---|-------|------------|--------|-------------------------------|---------------|-------------------------------------|--|
| > | 3,727 | 06/24/2021 | Thursc | Weather Not Entered           | Not Completed |                                     |  |
|   | 3,699 | 05/27/2021 | Thursc | Weather Caused No Delay       | Completed     | <input checked="" type="checkbox"/> |  |
|   | 3,694 | 05/22/2021 | Saturd | Weather Caused No Delay       | Not Completed | <input checked="" type="checkbox"/> |  |
|   | 3,693 | 05/21/2021 | Friday | Weather Caused Critical Delay | Not Completed | <input checked="" type="checkbox"/> |  |

Single Click report to select it, then click on the Delete button.

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

## 7.1.4 QA Narratives

### QA Narratives

1 Written Today

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

A [Narrative](#) is a paragraph or [Edit Memo](#) field used to describe conditions and/or elements related to that day's work. RMS can accept an unlimited number of narratives for a particular day. The paragraphs may contain observations and comments, such as: verbal instructions to the Contractor, controversial matters, disagreements with the Contractor, and so forth.

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

Manually adding a QA Narrative by clicking on the [Add](#) button will prompt the user to select the Narrative Type:

| Order | Title                                                                    | Safety Related |
|-------|--------------------------------------------------------------------------|----------------|
| 1     | CQC Control Phases Attended & Instructions Given:                        | No             |
| 2     | Results of QA activities and tests, deficiencies observed, actions taken | No             |
| 3     | Comments Pertaining to Contractors' CQC Activities:                      | No             |
| 4     | Verbal Instructions Given to Contractor:                                 | No             |
| 5     | Developments that may lead to a Change Order or Claim:                   | No             |
| 6     | Progress of Work, Causes and Extent of Delays:                           | No             |
| 7     | Information, Instructions or Actions Not Covered in QCR:                 | No             |
| 8     | Disagreements with Quality Control Report:                               | No             |
| 9     | Site Safety                                                              | Yes            |
| 10    | Miscellaneous Remarks and Visitors to Project:                           | No             |
| 11    | Days of No work and Reasons for Same:                                    | No             |
| 12    | Minor Field Revisions that should be noted on As-Builts                  | No             |
| 13    | Controversial Matters in Detail:                                         | No             |
| 14    | Daily QA Report                                                          | No             |
| 15    | Weekly Report                                                            | No             |
| 16    | Monthly Report                                                           | No             |
| 17    | Annual Report                                                            | No             |
| 18    | Final - QA Report                                                        | No             |
| 19    | Bi-weekly Progress Meeting                                               | No             |
| 20    | EPA - Monthly Report                                                     | No             |
| 21    | UXO - Unexploded Ordance Incident:                                       | No             |
| 22    | Work Performed                                                           | No             |
| 23    | Security Issues                                                          | No             |

To edit a Narrative, make a selection and click on the [Edit](#) button. To delete a Narrative, make a selection and click on the [Delete](#) button, then follow the prompts to confirm deletion.

| Order No. | Report Date       | Title       |
|-----------|-------------------|-------------|
| 10        | 09/25/2023 Monday | Site Safety |



The [Library](#) contains narratives for Civil Works Contracts, Military Contracts, and any other report types desired. For example, if an Office is conducting HUD inspections, specific narratives may be needed to coincide with the internal reporting system.

Clicking [OK](#) presents the user with the Narrative edit screen below:

Select the [Safety Related](#) checkbox if the narrative is related to safety.

Select the [Unresolved Issue](#) checkbox if the item will require further action or confirmation.

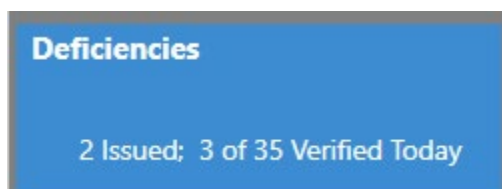
Enter the shift via the [Shift](#) dropdown (shifts are configured in the [Administration | Contract Setup](#) area).

Each narrative is linked to the QA Representative entering the comment, as selected in the [Staff](#) lookup field (blue [Staff](#) box).

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

To ensure consistency between offices, Districts often have certain mandatory narratives that must be included on every report. It is possible to create a QA report for a date in the future that contains all the narratives, then use the [Copy Narratives from Previous Report](#) option to easily include the mandatory narratives without needing to manually select each one for every report. Select the Narrative to copy from the lookup provided and confirm the selection.

### 7.1.5 Deficiencies



Deficiency Items by QA gives the Government a means to communicate to the Contractor comments resulting from an inspection, site visit, or various other reviews. This communication may be of a positive or negative nature. The comment can complement the Contractor and the workforce, or can document a problem,

deficiency, or safety item. Using QA Comments function in RMS, the Government can draw the Contractor's attention to an overlooked item, faulty workmanship, or job site conditions, to name a few. If the comment is issued as an action item, the comment is placed on a QC list to be corrected by the Contractor, reported corrected by the Contractor, and then verified by the Government. The Government can then track the action until it is reported completed and the Government concurs that the action is completely satisfactory.

The [QA/QC Deficiencies](#) area allows for various sorting based on [All Deficiencies](#), [Issued - Not Corrected](#), [Corrected - Not Verified](#), and [Verified](#). Each one of these sorting options can be further sorted down to [All](#), [QA](#), or [QC](#) at the top. The default view is the [Corrected – Not Verified](#) view.

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

## All Deficiencies

|     |     |
|-----|-----|
| All | 616 |
| QA  | 543 |
| QC  | 73  |

## Issued - Not Corrected

|     |     |
|-----|-----|
| All | 467 |
| QA  | 419 |
| QC  | 48  |

## Corrected - Not Verified

|     |    |
|-----|----|
| All | 30 |
| QA  | 17 |
| QC  | 13 |

## Verified

|     |     |
|-----|-----|
| All | 119 |
| QA  | 107 |
| QC  | 12  |

Add
 Copy
 Edit
 Delete

## QC/QA Deficiencies - Corrected

Search 
 Export

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

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

QA/QC No. QA-00102

Status QA Verification Required

Safety No

Deficiency History No history available

While individual items can be edited and added by using the corresponding buttons, RMS also allows users to agree with or reject the Deficiency using the **Concur** or **Reissue** checkboxes, respectively.

An item needing concurrence is awaiting QA Verification and will be listed as **QA Verification Required**. Items verified, will be listed as **QA Concurs Corrected**. QC Deficiency items that are set as reissued will be removed from the list and be sent back to the Contractor for corrections. QA Deficiency items that are set as reissued, will remain in the list with an update to the Deficiency History showing the rejection.

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

|                                                                      |      |         |
|----------------------------------------------------------------------|------|---------|
| Location                                                             | Test | Select  |
| <input checked="" type="radio"/> Select from all QA Deficiency items |      |         |
| <input type="radio"/> Select from                                    | #QA- | to #QA- |
| <input type="radio"/> Copy                                           | #QA- |         |
| <input type="radio"/> Keyword Search                                 |      |         |
| Next >    Cancel                                                     |      |         |

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

Deficiencies

Search X Export

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

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

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

< Back Finish Cancel

Select the Deficiency to copy and click **Finish** to complete copying the Deficiency into the Daily Report.

Adding a Deficiency brings up the screen displayed below:

QA Daily Report No. 3663 Dated 04/21/2021 - QC Deficiency QC-00013

Location  Select a location ☐ Safety Violation

Description of Deficiency Item

Activity <Not Set>

Staff <Not Set>

Shift

Deficiency QC-00013 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.

Accept Add Return Edit Delete

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

View Deficiency History Search X

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

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

If users need to add any documents to a deficiency, it can be done in the Document Package section of the deficiency itself. Please see the section on Document Packages (Volume 1, section 2.4 of the Government manual) for how to add documents to this Document Package.

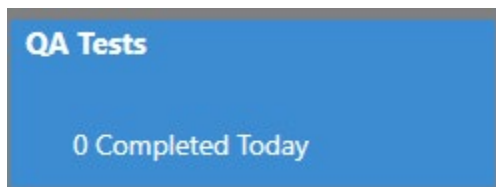
The [Deficiency History](#) in a newly created QA/QC deficiency or while editing a QA/QC deficiency, will show the following informational changes:

- A Deficiency is added by way of either the [Add](#) button or the [Copy](#) button.
- A Deficiency is corrected.
- A Deficiency is marked as Concur.
- A Deficiency is returned or reissued.

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

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

### 7.1.6 QA Tests



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

required data.

| QA Daily Report No. 3341 Dated 06/03/2020 Wednesday - QA Tests |          |             |                |
|----------------------------------------------------------------|----------|-------------|----------------|
| Drag a column header and drop it here to group by that column  |          |             |                |
| Section                                                        | QA Test  | Description | Date Completed |
| > "01 57 23"01 57 23                                           | AT-00027 | QATest1234  |                |
| "01 33 29"01 33 29                                             | AT-00031 |             |                |

Click the [Add](#) button to add a new test or double click on a test listed to view the [QA Test Edit View](#).

**QA Test AT-00028**

Section:  Performed By:

Paragraph:

Description of QA Test:

Activity:

Date Performed:

Result Code:

QA Test AT-00028 Government: use this document manager to include a document package for this QA Test.

Complete Add Edit Delete

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

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

**Section:** Use this lookup field to choose the Specification Section number associated with the test.

**Paragraph:** Enter the paragraph associated with the above mentioned Specification Section.

**Performed By:** Enter the name of the person who will (or did) perform the test.

**Description of QA Test:** Enter a full description of the test and any relevant comments on the test.

**Activity:** Use this lookup field to select the Pay Activity associated with this test.

**Date Performed:** Pick the date on which the test was completed.

**Result Code:** Choose the status of the test. This will only show once the **Date Performed** date has been entered.

The Document Package section is available if documents need to be attached to this QA test. Click on **Add** to add a new Document Package, if needed. Refer to the instructions found in Section 2.4 Document Packages in Volume 1 of this RMS Government Mode manual. Click the **Back** button to save the changes.

Continue to add/edit any other QA Tests for as many tests that were accomplished for the day's report.

To delete a QA Test, make a selection and click the **Delete** button. Then follow the prompts to confirm deletion.

### 7.1.7 QA Final Follow-Ups

#### QA Final Follow-Ups

0 of 0 Completed Today

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

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

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

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

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

| QA Daily Report No. 3341 Dated 06/03/2020 Wednesday - QA Final Follow-ups |              |                             |                              |                                                                                                                                       |
|---------------------------------------------------------------------------|--------------|-----------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Search X Export                                                           |              |                             |                              |                                                                                                                                       |
| Drag a column header and drop it here to group by that column             |              |                             |                              |                                                                                                                                       |
| Final Follow-Up                                                           | Activity No. | Description                 | QA Rating of Contractor's QC | RatingCode                                                                                                                            |
|                                                                           | A100010      | Submit Fall Protection Plan |                              | <div> O - Outstanding QC<br/> A - Above Average QC<br/> S - Satisfactory QC<br/> U - Unsatisfactory QC<br/> N - Not Applicable </div> |

### 7.1.8 Verify QC Requirements

#### Verify QC Requirements

0 of 1 Verified Today

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

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



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

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

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

|                                 |                      |                          |                                |                               |
|---------------------------------|----------------------|--------------------------|--------------------------------|-------------------------------|
| <b>All QC Requirements</b><br>5 | <b>QC Tests</b><br>1 | <b>User Schools</b><br>2 | <b>Installed Property</b><br>1 | <b>Transfer Property</b><br>1 |
|---------------------------------|----------------------|--------------------------|--------------------------------|-------------------------------|

Add
 Edit
 Delete
 **All QC Requirements**

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

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

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

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

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

### 7.1.9 Labor Interviews

**Labor Interviews**

0 Held Today

Labor Standard Interviews are required by the U.S. Department of Labor and are to be performed periodically throughout the life of the contract. If the regional Wage Decision (Labor Rate Table) has been entered during the planning stages of the contract, RMS can pull in the correct hourly rate for the employee's labor



classification and calculate the dollars due to the employee if not paid correctly. If the employee is paid less than the labor classification amount from the Wage Decision, RMS displays the rate Difference Due and the Amount Due in the appropriate blocks.

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

After conducting the interview and completing the appropriate form, enter the information into RMS by clicking the [Add](#) button. To edit a prior entry, click the [Edit](#) button. To delete a prior entry, click the [Delete](#) button.

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

| Daily Report 04/18/2019 Thursday - Labor Interviews           |                      |                        |                               |
|---------------------------------------------------------------|----------------------|------------------------|-------------------------------|
| Drag a column header and drop it here to group by that column |                      |                        |                               |
| Interview Date                                                | Employer of Employee | Labor Classification   | Interview Agrees with Payroll |
| > 04/07/2019 Sunday                                           |                      | ELECTRICAL SUPERVISOR  | Yes                           |
| 04/09/2019 Tuesday                                            |                      | TUG CAPTAIN            | Undetermined                  |
| 04/09/2019 Tuesday                                            |                      | CONSTRUCTION INSPECTOR | Yes                           |

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

Daily Report 04/03/2024 - Edit Labor Interview

Labor Standard Interview

Interview Date

12/30/2022

15

Employer

ACON -

Employee Name

WOWMAKEALOT

Labor Classification

CENTER-LINE-CUTTER OPERATR

Select

Wage Rate

\$120.00

hr

For Use by Payroll Checker

Is Labor Interview Information in agreement with Payroll Data?

Yes

Comments on Payroll

Employee was not sure of exact amount his pay exceeds the required amount.

Labor Interview QA-00003

Government: Complete a document package for this Labor Interview using this document package manager. The document package should include any applicable supporting documents.

12/30/2022

Complete

Add

Edit

Delete

Title of Package

No.

Status

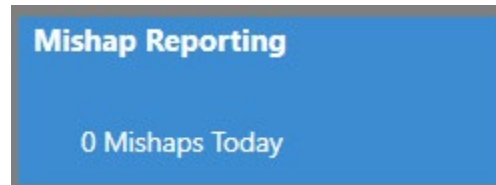
Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in the management of contracts and will be stored in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If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

15

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

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

### 7.1.10 Mishap Reporting



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

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

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

| All Mishaps |    | Recordable Mishaps |    | Lost Time Mishaps |    | Mishaps This Date |   |
|-------------|----|--------------------|----|-------------------|----|-------------------|---|
| All         | 70 | All                | 12 | All               | 10 | All               | 0 |
| QA          | 19 | QA                 | 5  | QA                | 3  | QA                | 0 |
| QC          | 51 | QC                 | 7  | QC                | 7  | QC                | 0 |

Add Edit Delete
All Mishaps - QA Daily Report No. 1435, 09/05/2023 - Tuesday
Search Export

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

| Accident No. | Mishap Date         | Mishap | Recordable Mishap | Lost Days | Recordable                          | Accepted                 |
|--------------|---------------------|--------|-------------------|-----------|-------------------------------------|--------------------------|
| QC-00031     | 10/26/2020 Monday   |        | No                | 0         | <input type="checkbox"/>            | <input type="checkbox"/> |
| QC-00018     | 06/15/2020 Monday   |        | No                | 7         | <input type="checkbox"/>            | <input type="checkbox"/> |
| QC-00044     | 04/28/2022 Thursday |        | Yes               | 0         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| QC-00049     | 09/28/2022 Wednesd  |        | No                | 0         | <input type="checkbox"/>            | <input type="checkbox"/> |
| QC-00004     | 08/02/2017 Wednesd  |        | No                | 0         | <input type="checkbox"/>            | <input type="checkbox"/> |
| QC-00006     | 08/03/2017 Thursday |        | No                | 0         | <input type="checkbox"/>            | <input type="checkbox"/> |
| QC-00017     | 04/24/2019 Wednesd  |        | No                | 0         | <input type="checkbox"/>            | <input type="checkbox"/> |
| QA-00009     | 04/09/2019 Tuesday  |        | No                | 0         | <input type="checkbox"/>            | <input type="checkbox"/> |
| QA-00015     | 06/26/2019 Wednesd  |        | Yes               | 3         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| QA-00001     | 03/13/2013 Wednesd  |        | No                | 0         | <input type="checkbox"/>            | <input type="checkbox"/> |
| QC-00011     | 11/13/2018 Tuesday  |        | No                | 0         | <input type="checkbox"/>            | <input type="checkbox"/> |

Date: 10/26/2020
Description: TEST

QC Mishaps will have the "QC" prefix, while QA Mishaps will have the "QA" prefix on the [Accident No.](#). Click [Add](#) to include a report of any mishap occurring on the report date or click [Edit](#) to edit

a mishap already created. Adding or editing a mishap created in GM will display the QA Mishap editing screen below:

**QA 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 Reported by QA** ☒ Personal Injury ☐ Non Personal Injury

Date: 6/24/2019 15

Description: test

---

**Identify the Person**

Contractor/Subcontractor: <Not Set>

Age: 0

Gender: Male

Labor Classification: <Not Set>

Location:

Date Started Work: Select a date 15

---

**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

Date Reported to District: Select a date 15

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

|        | Title of Package | No. | Status |
|--------|------------------|-----|--------|
| Accept |                  |     |        |
| Add    |                  |     |        |
| Return |                  |     |        |
| Edit   |                  |     |        |
| Delete |                  |     |        |

Enter the following information:

**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 if the Mishap meets any of the Recordable criteria listed in the screen.

A shared Document Package is available for scanned documents or any other attachments.

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

|                                                |                                          |                                                                      |                                 |
|------------------------------------------------|------------------------------------------|----------------------------------------------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Recordable | Lost Days <input type="text" value="0"/> | Date Reported to District <input type="text" value="Select a date"/> | <input type="text" value="15"/> |
|------------------------------------------------|------------------------------------------|----------------------------------------------------------------------|---------------------------------|

When viewing a QC Mishap, the same fields as seen in a QA Mishap will be displayed, but cannot be edited in GM, as seen below. The QC Mishap's Document Package is also shared between the Government and the Contractor.

**QA 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

Description

---

**Identify the Person**

Contractor/Subcontractor

Age

Gender

Labor Classification

Location

Date Started Work

---

**Classify the Case**

**Injury Result**

☐ Death
 ☐ Remained at work - Job transfer or restriction

☐ Days away from work
 ☒ Remained at work - Other

**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.

Accept

Add

Return

View

Delete

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

### 7.1.11 Completing the QA Daily Report

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

Once all information has been entered, it is possible to preview the report before it is completed. To preview the report before completing it, click on the [QA Daily Report](#) button in the upper right corner. If everything looks correct, the first step to completing the report is to check the [Generate QA Report in Document Package](#) checkbox at the bottom.

**QA Daily Report No. 3663, 04/21/2021 - Wednesday** QA Daily Report

**Weather**  
Weather Not Entered  
**QA Narratives**  
0 Written Today  
**Deficiencies**  
1 Issued: 1 of 21 Verified Today  
**QA Tests**  
2 Completed Today  
**QA Final Follow-Ups**  
0 of 1 Completed Today  
**Verify QC Requirements**

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


---

QA Weather: Weather Not Entered  


---

Portion of Scheduled Day Suitable for Operations  

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

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


---

Number of Government Employees:

QA Daily Report No. 3663 COE: Complete a document package for this QA daily report and submit it using this document package manager.

| Signed | Title of Package         | No. | Status    |
|--------|--------------------------|-----|-----------|
|        | QA Daily Report No. 3663 | 1   | Not Ready |

☐ Generate QA Report in Document Package  
☐ Not Required

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

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



Once this checkbox has been checked, RMS will create the QA report and place it in the first Document Package that was created previously when the report was started.

**QA Daily Report No. 1575, 01/23/2024 - Tuesday** QA Daily Report

**Weather**  
Weather Caused No Delay  
**QA Narratives**  
0 Written Today  
**Deficiencies**  
0 Issued: 0 of 20 Verified Today  
**QA Tests**  
0 Completed Today  
**QA Final Follow-Ups**  
0 of 1 Completed Today  
**Verify QC Requirements**

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


---

**QA Weather**  
Weather Caused No Delay  
Temperature Min 20 °F Max 40 °F  
No Precipitation No Wind  


---

Portion of Scheduled Day Suitable for Operations  

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

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


---

Number of Government Employees

The completed QA Daily Report will be added to the Document Package.

QA Daily Report No. 1575 COE: Complete a document package for this QA daily report and submit it using this document package manager.

| Signed                              | Title of Package         | No. | Status    |
|-------------------------------------|--------------------------|-----|-----------|
| <input checked="" type="checkbox"/> | QA Daily Report No. 1575 | 1   | Not Ready |

☒ Generate QA Report in Document Package  
☐ Not Required

**Contract File Status:** Government QA Report Document not Ready  
**Contract File Status:** Contractor QC Reports

**Note:** If the Document Package was completed prior to checking the [Generate QA/QC Report in Document Package](#) checkbox, RMS will create a new Document Package and place the new report into that Document Package.

The QA representative will now need to go into the Document Package to sign the report. Please see the section 2.4 Documents Packages in Volume 1 of this manual for directions on signing this report.

**Note:** When signing as the QA representative, make sure to change the signature location to QA Rep.

**Note:** If there are multiple auto-generated QA Daily Reports in the Document Package, the [Primary](#) checkbox will be editable for those documents. This checkbox is used to signify the most current version of the auto-generated document. If needed, users can switch between each to indicate which copy is to be used as the primary document.

| All Attachments                     |                   |                                       |                             |                             |                    |                    |
|-------------------------------------|-------------------|---------------------------------------|-----------------------------|-----------------------------|--------------------|--------------------|
| Primary                             | Date of the Docum | Document Title                        | Contractor Signature Status | Government Signature Status | Status             | PCF Container      |
| <input checked="" type="checkbox"/> | 7/14/2023         | QA Daily Report No. 3341 - QaDailyRep | Not Signed                  | Not Signed                  | Document not Ready | Inspection Reports |
| <input type="checkbox"/>            | 9/21/2022         | QA Daily Report No. 3341 - QaDailyRep | Not Signed                  | Not Signed                  | Document not Ready | Inspection Reports |



The final step in completing the report is for the Project Engineer to sign the QA report and complete the Document Package. A single Document Package can be completed by using the [Complete Package](#) button within the Document Package edit view.

**Document Package: QA Daily Report No. 1575 - Report Date: 01/23/2024**

| 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

Generate Letter  
Sign Selected Documents  
Export Selected Documents

Add Edit Delete

**All Attachments** Export

| Primary | Date of the Docum | Document Title                         | Contractor Signature Status | Government Signature Status | Status             | PCF Container      |
|---------|-------------------|----------------------------------------|-----------------------------|-----------------------------|--------------------|--------------------|
| >       | 1/23/2024         | QA Daily Report No. 1575 - QaDailyRepc | Not Signed                  | Electronically Signed       | Document not Ready | Inspection Reports |

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: 1/23/2024 Signed By: [Signature]

Document Title: QA Daily Report No. 1575 - QaDailyReport.PDF

Description: [Text Area]

☐ Manually signed by Contractor  
☐ 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 completed.**

GOVERNMENT: Attach documents, sign as appropriate and then complete this document package.

Government Review Notes: [Text Area]

**Complete Package**

**Revision History**

View

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

**Note:** Revision History is available for the Document Package within QA Daily Reports.

A [Complete](#) button outside of the Document Package data grid is also available. This button will complete all open Document Packages that contain documents and delete any empty document packages.

**Note:** Ensure that the QA Daily Report has been reviewed and all necessary signatures have been added before clicking this button.

QA Daily Report No. 1575 COE: Complete a document package for this QA daily report and submit it using this document package manager.

**Complete** Add Signed Title of Package No. Status

Edit >

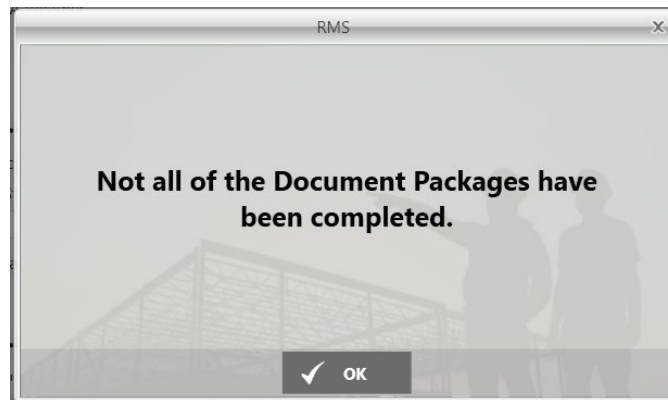
Delete

|  |                             |   |           |
|--|-----------------------------|---|-----------|
|  | QA Daily Report No. 1575    | 1 | Not Ready |
|  | QA Daily Report No. 1575(2) | 2 | Not Ready |

Once the Document Package is complete, the report is complete. To confirm a QA report is complete, the QA Status will display "Accepted; documents ready to send to PCF".

| Daily Reports                                                 |                   |                         |                  |                                     |                                          |
|---------------------------------------------------------------|-------------------|-------------------------|------------------|-------------------------------------|------------------------------------------|
| Drag a column header and drop it here to group by that column |                   |                         |                  |                                     |                                          |
| Report No.                                                    | QA Report Date    | QA Weather Reported     | QA Report Status | Contains Signed Document            | PCF Status                               |
| 1,791                                                         | 08/26/2024 Mon    | Weather Caused No Delay | Not Completed    | <input type="checkbox"/>            |                                          |
| 1,695                                                         | 05/22/2024 Wed    | Weather Not Entered     | Not Completed    | <input type="checkbox"/>            |                                          |
| 1,646                                                         | 04/03/2024 Wed    | Weather Not Entered     | Not Completed    | <input type="checkbox"/>            |                                          |
| 1,575                                                         | 01/23/2024 Tues   | Weather Caused No Delay | Completed        | <input checked="" type="checkbox"/> | Accepted; documents ready to send to PCF |
| 1,543                                                         | 12/22/2023 Friday | Non Work Day            | Completed        | <input checked="" type="checkbox"/> | Not Ready                                |

If there are any Document Packages that have not been accepted when navigating out of the daily report, users will see the window below. This is just to let users know that the Document Package may need to be completed before the QA Daily Report is fully finished.



**Note:** This message will display upon exiting the daily report *only* after the [Generate QA Report in Document Package](#) checkbox has been checked.

Click [OK](#) to navigate back to the QA Daily Reports Selection View.

### 7.1.11.1 Multi-Sign QA Daily Reports

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

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

| Daily Reports                                                 |                 |                               |                  |                                |                                     |            |
|---------------------------------------------------------------|-----------------|-------------------------------|------------------|--------------------------------|-------------------------------------|------------|
| Drag a column header and drop it here to group by that column |                 |                               |                  |                                |                                     |            |
| Report No.                                                    | QA Report Date  | QA Weather Reported           | QA Report Status | QC Report Status               | Contains Signed Document            | PCF Status |
| 1,435                                                         | 09/05/2023 Tues | Weather Not Entered           | Not Completed    | Completed - Received by the Go | <input type="checkbox"/>            |            |
| 1,408                                                         | 08/09/2023 Wed  | Weather Caused Critical Delay | Completed        | Completed - Received by the Go | <input checked="" type="checkbox"/> | Accepted;  |
| 1,378                                                         | 07/10/2023 Mond | Weather Caused No Delay       | Completed        |                                | <input checked="" type="checkbox"/> | Not Ready  |
| 1,324                                                         | 05/17/2023 Wed  | Weather Not Entered           | Not Completed    | Not Completed by Contractor    | <input type="checkbox"/>            |            |

The first signature is the QA Rep signature. To sign as the QA Rep, click on the blue sort tile [Ready to Sign QA Rep Reports](#).

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

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

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

After clicking on the [Sign as QA Rep.](#), RMS will display a preview of all the reports that will be signed.

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

After reviewing all the reports, click on [Yes](#) to finish signing the reports. A prompt for the user's pin (if user is logged in with a CAC) or a password (if user is logged in with an email account) will display. After the pin/password has been entered, the screen will display the process of signing the documents.

RMS

### RMS Document Viewer

Print Save

Below are the selected daily report(s). Please verify the information is correct. Would you like to sign and complete the daily report(s) as the QA representative (note this will not complete the document packages)?

| QUALITY ASSURANCE REPORT (QAR)<br>DAILY LOG OF CONSTRUCTION                                     |                   |            |            |           |         |  |  |  |    | REPORT NUMBER<br>720                |  | Page 1 of 1 |  |
|-------------------------------------------------------------------------------------------------|-------------------|------------|------------|-----------|---------|--|--|--|----|-------------------------------------|--|-------------|--|
| PROJECT<br>Wideband Satellite Communications Center                                             |                   |            |            |           |         |  |  |  |    | DATE<br>28 Aug 2013 - Monday        |  |             |  |
| CONTRACTOR<br>The Ranger Group                                                                  |                   |            |            |           |         |  |  |  |    | CONTRACT NUMBER<br>W912DR-11-C-0033 |  |             |  |
| WEATHER<br>Weather Caused No Delay<br>Temperature Min 0 °F Max 0 °F<br>No Precipitation No Wind |                   |            |            |           |         |  |  |  |    |                                     |  |             |  |
| PORTION OF SCHEDULED DAY SUITABLE FOR OPERATIONS                                                |                   |            |            |           |         |  |  |  |    | TEMPERATURE                         |  |             |  |
| STRUCTURAL EXCAVATION                                                                           | BORROW EXCAVATION | EMBANKMENT | CONCRETE   | STRUCTURE | MINIMUM |  |  |  |    | MAXIMUM                             |  |             |  |
| 0 %                                                                                             | 0 %               | 0 %        | 0 %        | 0 %       | 0 °F    |  |  |  |    | 0 °F                                |  |             |  |
| HAS ANYTHING DEVELOPED ON THE WORK WHICH MIGHT LEAD TO A CHANGE ORDER OR FINDING TO FACT?       |                   |            |            |           |         |  |  |  |    | 24 HOUR PRECIPITATION               |  |             |  |
| <input checked="" type="checkbox"/> NO                                                          |                   |            |            |           |         |  |  |  |    | INCHES                              |  |             |  |
| <input type="checkbox"/> YES (Explain)                                                          |                   |            |            |           |         |  |  |  |    | 0.00                                |  |             |  |
| NUMBER OF GOVERNMENT EMPLOYEES                                                                  |                   |            |            |           |         |  |  |  |    | RIVER STAGE                         |  |             |  |
| SUPERVISORY                                                                                     | OFFICE            | LAYOUT     | INSPECTION | TOTAL     | LABOR   |  |  |  |    | FEET                                |  |             |  |
| 0                                                                                               | 0                 | 0          | 0          | 0         | 0       |  |  |  |    | 0.0                                 |  |             |  |
| NUMBER OF CONTRACTOR'S EMPLOYEES                                                                |                   |            |            |           |         |  |  |  |    | NUMBER OF SHIFTS                    |  |             |  |
| SUPERVISORY                                                                                     | SKILLED           | LABORERS   | TOTAL      | FROM      |         |  |  |  | TO |                                     |  |             |  |
| 0                                                                                               | 0                 | 0          | 0          | M         |         |  |  |  | M  |                                     |  |             |  |

Attach a list of the following: (a) Major items of equipment either idle or working, and (b) Number and classification of contractor personnel onsite.  
NOTE: If the contractor's Quality Control Report (QCR) contains the information it need not be repeated.

☒ Yes
 ☐ No

Signing QA Report

Displaying QA Reports...

| Report                           | QA report Status | QC Report     |
|----------------------------------|------------------|---------------|
| Caused Critical Delay            | Not Completed    | Completed     |
| Caused No Delay                  | Not Completed    | Completed     |
| Signing QA Report                | Not Completed    | Completed     |
| Committing QA Report to database | Not Completed    | Completed     |
| Caused No Delay                  | Not Completed    |               |
| Caused No Delay                  | Not Completed    | Completed     |
| Caused No Delay                  | Not Completed    | Not Completed |
| Caused No Delay                  | Not Completed    | Completed     |
| Caused No Delay                  | Not Completed    | Completed     |
| Caused Critical Delay            | Not Completed    | Completed     |
| Caused No Delay                  | Not Completed    | Completed     |
| Work Day                         | Not Completed    |               |
| Caused Critical Delay            | Not Completed    |               |

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

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



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

Government Mode Home  
Contract Selection  
Contract Menu

Back Refresh Log Out Help

Ready to Sign QA Rep Reports: 32

Ready to Sign Project Engineer Reports: 93

Sign as QA Rep. Sign as Proj Eng. Ready to Sign Project Engineer Reports Search Export

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

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

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

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

## 7.2 QC Daily Reports

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

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

**Note:** When inside of a QA Daily Report, the QC Report can be accessed by using the [QC Daily Report](#) button in the top right corner of the screen if the corresponding QC Daily Report is completed (see below):

**QA Daily Report No. 3333, 05/26/2020 - Tuesday**

[QC Daily Report](#)

|                                           |                                                                                                                                  |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Weather</b><br><br>Weather Not Entered | Project: Wideband Satellite Communications Center<br>Contract Number: W912DR-11-C-0033<br>Contractor: The Ranger Group Full Name |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|

Back to the [QC Daily Report](#) module:

|                      |                      |                          |                                 |                    |                         |                           |
|----------------------|----------------------|--------------------------|---------------------------------|--------------------|-------------------------|---------------------------|
| All Daily QC Reports | Completed QC Reports | Not Completed QC Reports | Accepted and Transferred to PCF | All Dredge Reports | Complete Dredge Reports | Incomplete Dredge Reports |
| 29                   | 21                   | 5                        | 0                               | 6                  | 3                       | 3                         |

Edit Multi-Accept Daily Reports
Daily Reports
Search 
Export

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

| Report No. | QC Report Date      | QC Weather Reported           | QC Report Status                     | Return to Contractor                | QC PCF Status | Contains Signed Documents           |
|------------|---------------------|-------------------------------|--------------------------------------|-------------------------------------|---------------|-------------------------------------|
| > 6,936    | 06/01/2023 Thursday | Weather Caused No Delay       | Completed - Received by the Gov't    | <input type="checkbox"/>            | Not Ready     | <input type="checkbox"/>            |
| 6,912      | 05/08/2023 Monday   | Weather Caused No Delay       | Accepted and Ready to transfer to Pi | <input type="checkbox"/>            | PCF Ready     | <input checked="" type="checkbox"/> |
| 6,788      | 01/04/2023 Wednesd  | Weather Caused No Delay       | Completed - Received by the Gov't    | <input type="checkbox"/>            | In Review; d  | <input type="checkbox"/>            |
| 6,562      | 05/23/2022 Monday   | Weather Caused No Delay       | Completed - Received by the Gov't    | <input type="checkbox"/>            | Not Ready     | <input type="checkbox"/>            |
| 6,464      | 02/14/2022 Monday   | Weather Caused No Delay       | Accepted and Ready to transfer to Pi | <input type="checkbox"/>            | PCF Ready     | <input checked="" type="checkbox"/> |
| 6,452      | 02/02/2022 Wednesd  | Weather Caused No Delay       | Completed - Received by the Gov't    | <input type="checkbox"/>            | Not Ready     | <input type="checkbox"/>            |
| 6,451      | 02/01/2022 Tuesday  | Weather Caused No Delay       | Not Complete - Returned for Correct  | <input checked="" type="checkbox"/> |               | <input type="checkbox"/>            |
| 3,273      | 05/21/2013 Tuesday  | Weather Caused No Delay       | Accepted and Ready to transfer to Pi | <input type="checkbox"/>            | PCF Ready     | <input checked="" type="checkbox"/> |
| 3,268      | 05/16/2013 Thursday | Weather Caused Critical Delay | Not Completed by Contractor          | <input type="checkbox"/>            |               | <input type="checkbox"/>            |
| 3,262      | 05/10/2013 Friday   | Weather Caused Critical Delay | Not Completed by Contractor          | <input type="checkbox"/>            |               | <input type="checkbox"/>            |
| 3,217      | 03/26/2013 Tuesday  | Weather Caused No Delay       | Not Completed by Contractor          | <input type="checkbox"/>            |               | <input type="checkbox"/>            |
| 2,986      | 08/07/2012 Tuesday  | Weather Caused Critical Delay | Completed - Received by the Gov't    | <input type="checkbox"/>            |               | <input type="checkbox"/>            |

**Note:** If the contract is a dredging contract, the blue sort options on the top will display the Dredge sort options as seen in the figure above. Dredging reports can be reviewed by clicking on [Complete Dredge Reports](#) sort option, selecting the report needing review, opening the containing Document Package and reviewing the information there. Once completed, accept the Document Package to send the documents to PCF, if required. Otherwise, the only options available will be [All Daily QC Reports](#), [Completed QC Reports](#), and [Not Completed QC Reports](#).

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

**QC Daily Report No. 63, 09/10/2024 - Tuesday** QC Daily Report

**Weather**  
Weather Caused No Delay  
**QC Narratives**  
0 Written Today  
**QC/QA Deficiencies**  
0 of 0 Corrected Today  
**QC Requirements**  
0 of 0 Completed Today  
**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

Project: New Demo Contract 0123  
Contract Number: W91231231234  
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

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

| Add                  | Signed | Title of Package         | No. | Status                                  |
|----------------------|--------|--------------------------|-----|-----------------------------------------|
| <a href="#">View</a> | >      | QC Daily Report No. 0063 | 1   | In Review; documents will be marked 'Re |

☒ Report Completed  
☐ Not Required  
☐ Return to Contractor for Corrections  
☐ Accept Report

**Contract File Status:** Government QA Report  
**Contract File Status:** Contractor QC Reports Document not Ready

---

☐ Not Required  
☐ Accept Report  
**Contract File Status:** Contractor QC Reports Document not Ready

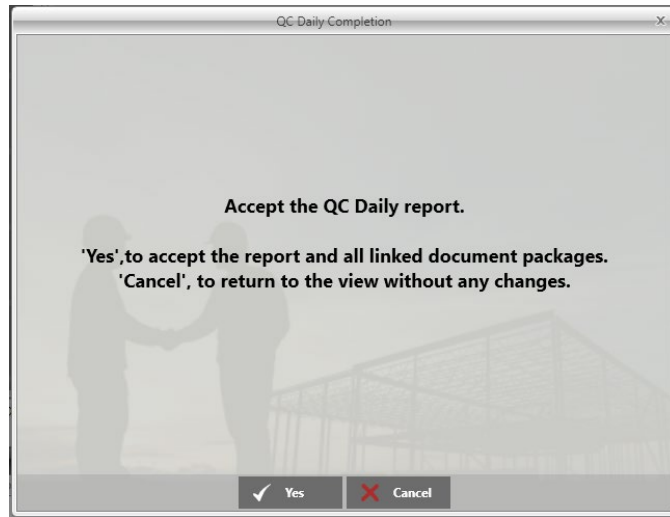
**Revision History**

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 9/20/2024 1:55:29 PM UTC | Submit |            |

**Note:** Revision history can be found at the bottom of the screen in the [Revision History](#) table. This will capture actions taken on the QC Daily Report 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 QC Daily Report before the listed action was taken.

To complete the review of the QC daily report, the Government will need to go into the Document Package, sign any necessary attached documents (refer to the District Policy to determine if a document needs to be signed or not), and then check the [Accept Report](#) checkbox to accept both the report and any associated Document Packages.

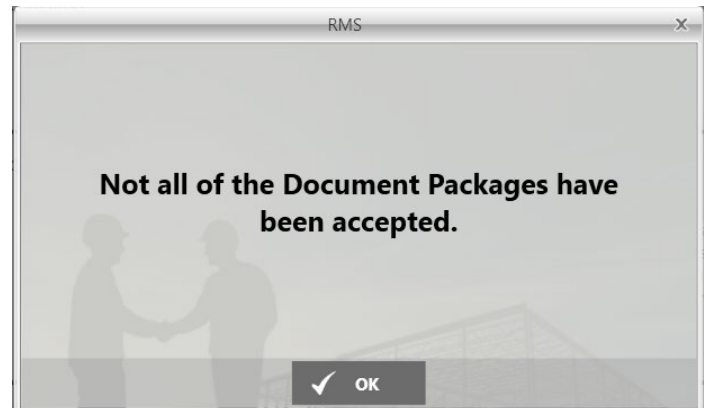




Once the Document Package has been accepted, the documents can then be sent to PCF.

When attempting to leave this view without accepting any Document Packages, a warning will be displayed as a reminder. Clicking the [OK](#) button will return the user back to the QC Report Selection View.

For directions on accepting and signing documents in the Document Package, please see the Document Package section 2.4 in Volume 1 of this manual.



**Note:** If the Document Package status shows as “Not Ready”, then the Contractor did not submit the Document Package, and the Government will need to inform the Contractor to submit the Document Package before the Government can review the report.

## 7.2.1 Multi-Accept QC Daily Reports

If a contract has separate people assigned as a reviewer and an acceptor of the QC Daily reports, then RMS allows the acceptor to accept multiple QC Daily and/or Dredge reports at once by using the [Multi-accept Daily Reports](#) button.

| Report No. | QC Report Date      | QC Weather Reported     | QC Report Status                     | Return to Contractor                | QC PCF Status | Contains Signed Documents           |
|------------|---------------------|-------------------------|--------------------------------------|-------------------------------------|---------------|-------------------------------------|
| 63         | 09/10/2024 Tuesday  | Weather Caused No Delay | Not Complete - Returned for Correct  | <input checked="" type="checkbox"/> |               | <input type="checkbox"/>            |
| 62         | 09/09/2024 Monday   | Weather Caused No Delay | Completed - Received by the Gov't    | <input type="checkbox"/>            | In Review; d  | <input checked="" type="checkbox"/> |
| 58         | 09/05/2024 Thursday | Weather Caused No Delay | Accepted and Ready to transfer to PI | <input type="checkbox"/>            | PCF Ready     | <input checked="" type="checkbox"/> |
| 56         | 09/03/2024 Tuesday  | Weather Caused No Delay | Completed - Received by the Gov't    | <input type="checkbox"/>            | In Review; d  | <input checked="" type="checkbox"/> |

Upon clicking this button, the [QC Daily Multi-Accept](#) view will appear to allow selection of the reports that are ready to be accepted. Check each checkbox for the reports that are ready to be accepted or use the checkbox in the top row to select/deselect all reports.

| Report No.               | Inspection Date       | QA Report Status | QC Report Status                  |
|--------------------------|-----------------------|------------------|-----------------------------------|
| <input type="checkbox"/> | 56 09/03/2024 Tuesday |                  | Completed - Received by the Gov't |
| <input type="checkbox"/> | 62 09/09/2024 Monday  |                  | Completed - Received by the Gov't |

**Note:** Ensure that review has occurred on selected reports prior to completing this action. This action cannot be reversed.

Once the desired selections have been made, click on the [Accept Selected Reports](#) button to complete the acceptance of the selected reports. The reports and any associated Document Packages will be accepted and the [QC Report/PCF Status](#) columns in the QC Daily Report selection view will reflect the accepted statuses.

| Report No. | QC Report Date      | QC Weather Reported     | QC Report Status                        | Return to Contractor                | QC PCF Status | Contains Signed Documents           |
|------------|---------------------|-------------------------|-----------------------------------------|-------------------------------------|---------------|-------------------------------------|
| 63         | 09/10/2024 Tuesday  | Weather Caused No Delay | Not Complete - Returned for Corrections | <input checked="" type="checkbox"/> |               | <input type="checkbox"/>            |
| 62         | 09/09/2024 Monday   | Weather Caused No Delay | Accepted and Ready to transfer to PCF   | <input type="checkbox"/>            | PCF Ready     | <input checked="" type="checkbox"/> |
| 58         | 09/05/2024 Thursday | Weather Caused No Delay | Accepted and Ready to transfer to PCF   | <input type="checkbox"/>            | PCF Ready     | <input checked="" type="checkbox"/> |
| 56         | 09/03/2024 Tuesday  | Weather Caused No Delay | Accepted and Ready to transfer to PCF   | <input type="checkbox"/>            | PCF Ready     | <input checked="" type="checkbox"/> |

## 7.2.2 Returning QC Daily Reports for Corrections

There are two different ways to return QC Daily Reports back to the Contractor for corrections. Returns can be performed for a single report or on multiple reports at one time.

### 7.2.2.1 Returning a Single Report

To return a single QC Daily Report, check the [Return to Contractor for Corrections](#) checkbox in that QC Daily Report's edit view. Checking this box will return both the report and Document Package back to the Contractor so that the corrections needed can be made.

**Note:** Please be sure to communicate the corrections needed to the Contractor either verbally or in writing when performing a return.

**QC Daily Report No. 63, 09/10/2024 - Tuesday**

Project: New Demo Contract 0123  
Contract Number: W91231231234  
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

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

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

☐ Report Completed  
☐ Not Required  
☒ Return to Contractor for Corrections  
☐ Accept Report

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

### 7.2.2.2 Returning Multiple Reports

To return multiple reports for correction, click on the [Completed QC Reports](#) sorting option, and the [Return to Contractor](#) checkbox will activate.

**Note:** The [Return to Contractor](#) option is disabled in the [All Daily QC Reports](#) sorting option.

All Daily QC Reports

4

Completed QC Reports

4

Not Completed QC Reports

0

Accepted and Transferred to PCF

0

Edit

Multi-Accept Daily Reports

Completed QC Reports

Search

X

Export

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

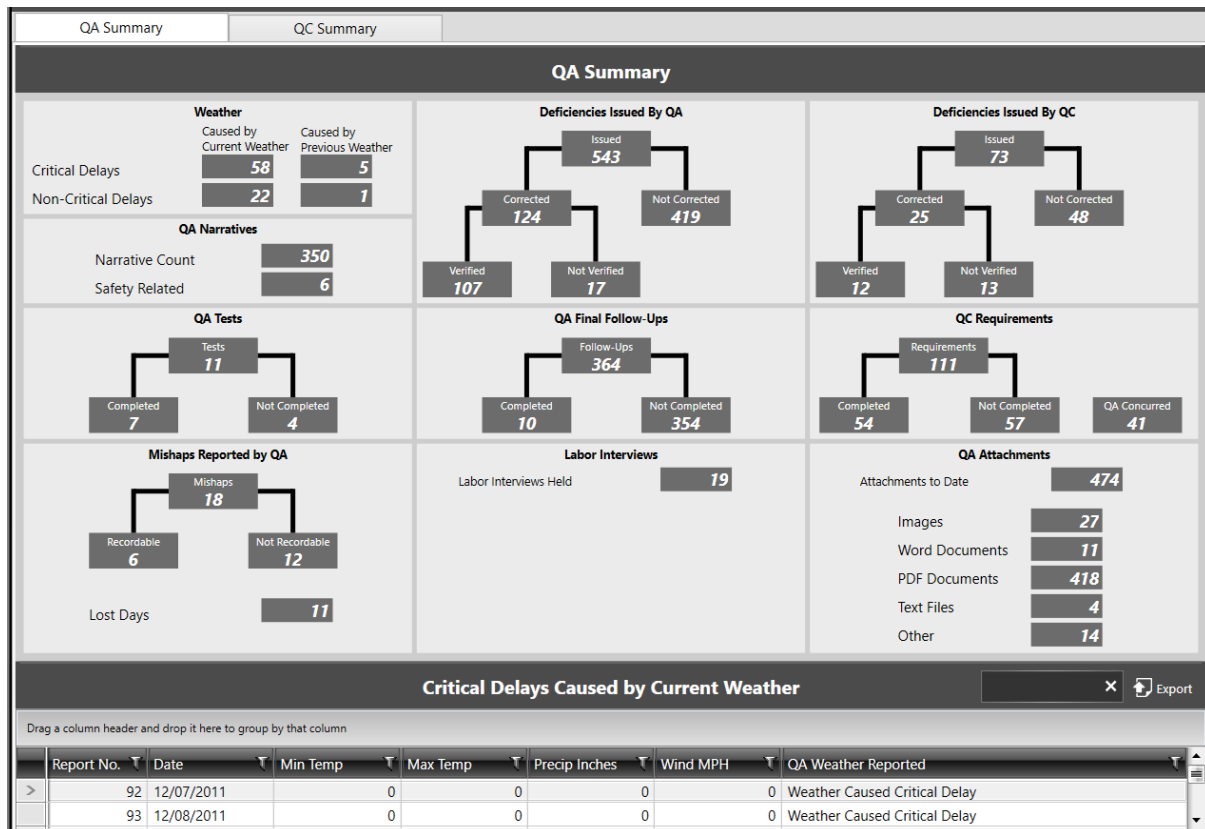
| Report No. | QC Report Date | QC Weather Reported | QC Report Status        | Return to Contractor              | QC PCF Status            | Contains Signed Documents |
|------------|----------------|---------------------|-------------------------|-----------------------------------|--------------------------|---------------------------|
| >          | 63             | 09/10/2024 Tuesday  | Weather Caused No Delay | Completed - Received by the Gov't | <input type="checkbox"/> | In Review; d              |
|            | 62             | 09/09/2024 Monday   | Weather Caused No Delay | Completed - Received by the Gov't | <input type="checkbox"/> | In Review; d              |
|            | 58             | 09/05/2024 Thursday | Weather Caused No Delay | Completed - Received by the Gov't | <input type="checkbox"/> | In Review; d              |
|            | 56             | 09/03/2024 Tuesday  | Weather Caused No Delay | Completed - Received by the Gov't | <input type="checkbox"/> | In Review; d              |

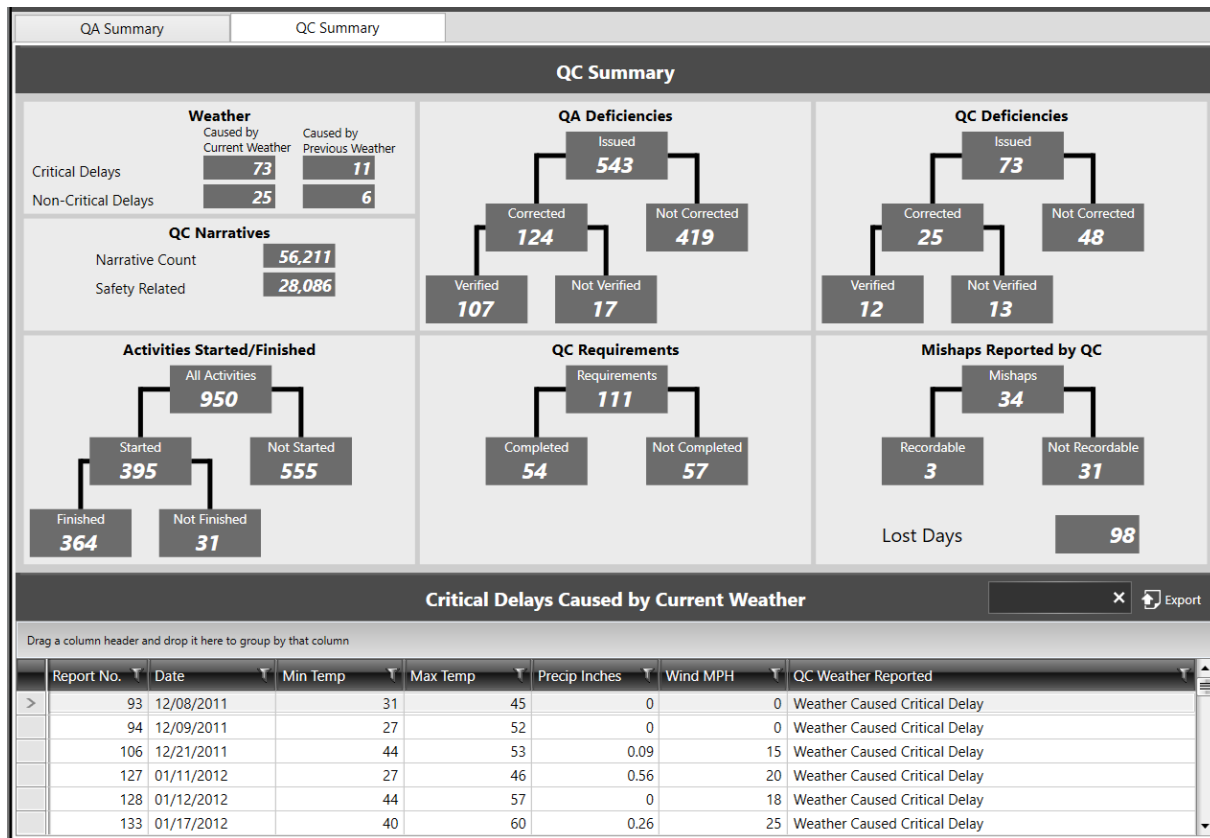
**Note:** As with returning a single daily report, returning multiple QC Daily Reports will also return the corresponding Document Packages for each Daily Report.

### 7.3 QA/QC Summary

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

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





## 7.4 Weather Delays

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

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

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

Edit

Weather Delays by Month

Search

X

Export

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

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

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

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

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

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

| May 2012                                                                             |                                  |                                                                                                             |                                                                        |                            |                            |                                                                                                           |  |  |  |  |  |
|--------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| Sunday                                                                               | Monday                           | Tuesday                                                                                                     | Wednesday                                                              | Thursday                   | Friday                     | Saturday                                                                                                  |  |  |  |  |  |
| 29                                                                                   | 30                               | Weather caused No Delay 1                                                                                   | Weather caused No Delay 2                                              | Weather caused No Delay 3  | Weather caused No Delay 4  | Non Work Day 5                                                                                            |  |  |  |  |  |
| Non Work Day 6                                                                       | Weather caused No Delay 7        | Weather caused No Delay 8                                                                                   | QA: Weather caused Non-Critical Delay<br>QC: Weather caused No Delay 9 | Weather caused No Delay 10 | Weather caused No Delay 11 | Non Work Day 12                                                                                           |  |  |  |  |  |
| Non Work Day 13                                                                      | Weather caused Critical Delay 14 | Weather caused Critical Delay 15                                                                            | Weather caused No Delay 16                                             | Weather caused No Delay 17 | Weather caused No Delay 18 | Non Work Day 19                                                                                           |  |  |  |  |  |
| Non Work Day 20                                                                      | Weather caused Critical Delay 21 | QA: Weather caused Critical Delay<br>QC: Weather caused No Delay<br>CONFLICT RESOLVED 22                    | Weather caused Critical Delay 23                                       | Weather caused No Delay 24 | Weather caused No Delay 25 | Non Work Day 26                                                                                           |  |  |  |  |  |
| Non Work Day 27                                                                      | Non Work Day 28                  | Weather caused No Delay 29                                                                                  | Weather caused No Delay 30                                             | Weather caused No Delay 31 | 1                          | 2                                                                                                         |  |  |  |  |  |
| Weather Review                                                                       |                                  | Work Days Due                                                                                               |                                                                        |                            |                            | Calendar Days Due                                                                                         |  |  |  |  |  |
| <input type="radio"/> In Review<br><input checked="" type="radio"/> Review Completed |                                  | Work Days Lost Due to Weather 4 days<br>Anticipated Work Days Lost 3 days<br>Work Days Due Contractor 1 day |                                                                        |                            |                            | Work Days Per Week 4 days<br>Weeks Due Contractor (1/4) 0.25 weeks<br>Calendar Days Due (0.25 x 7) 2 days |  |  |  |  |  |

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

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

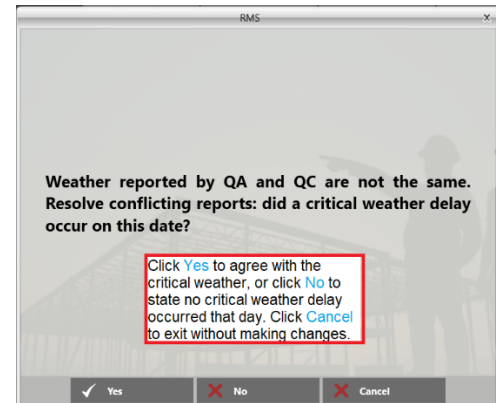


### 7.4.1 Completing the Weather Delays

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

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

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



### 7.4.2 Completing a Weather Delay Modification

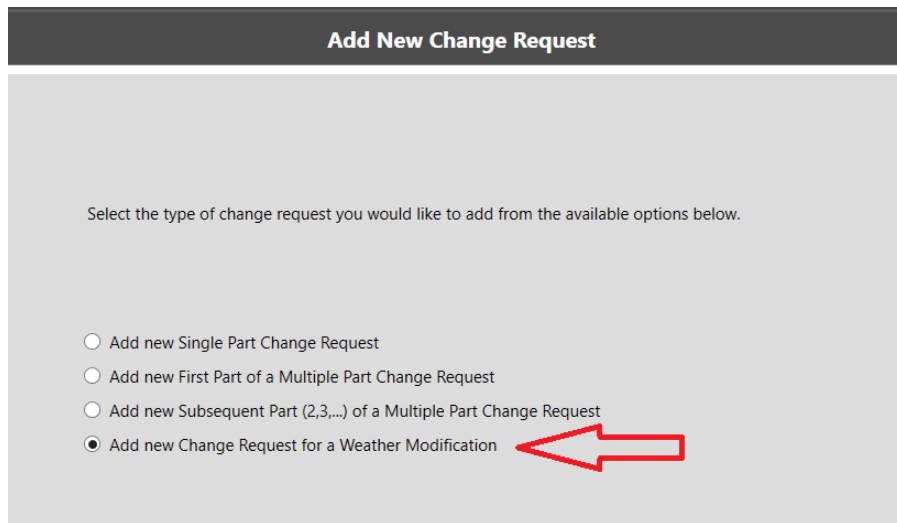
If a weather delay results in time due to the Contractor, a weather delay modification may need to be created to increase the duration of the contract.

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

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

| Change Requests                                               |                                |             |        |              |               |             |         |  |
|---------------------------------------------------------------|--------------------------------|-------------|--------|--------------|---------------|-------------|---------|--|
| Drag a column header and drop it here to group by that column |                                |             |        |              |               |             |         |  |
| Change Request No                                             | Change Request Title           | Reason Code | Status | Reference No | Change Amount | Change Days | Mod Age |  |
| > AA                                                          | Fire Protection System Upgrade | 7           | 6      | R00004       | \$197,588.36  | 0           | 42      |  |
| AB                                                            | TR Closet Requirements         | 1           | 6      | R00006       | \$12,475.21   | 0           | 78      |  |
| AC                                                            | Enclose FCU Wall Openings      | 1           | 6      | R00001       | \$10,173.00   | 0           | 35      |  |
| AD                                                            | Duct Work Changes for Room 159 | 1           | 6      | R00009       | \$8,236.53    | 0           | 99      |  |

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

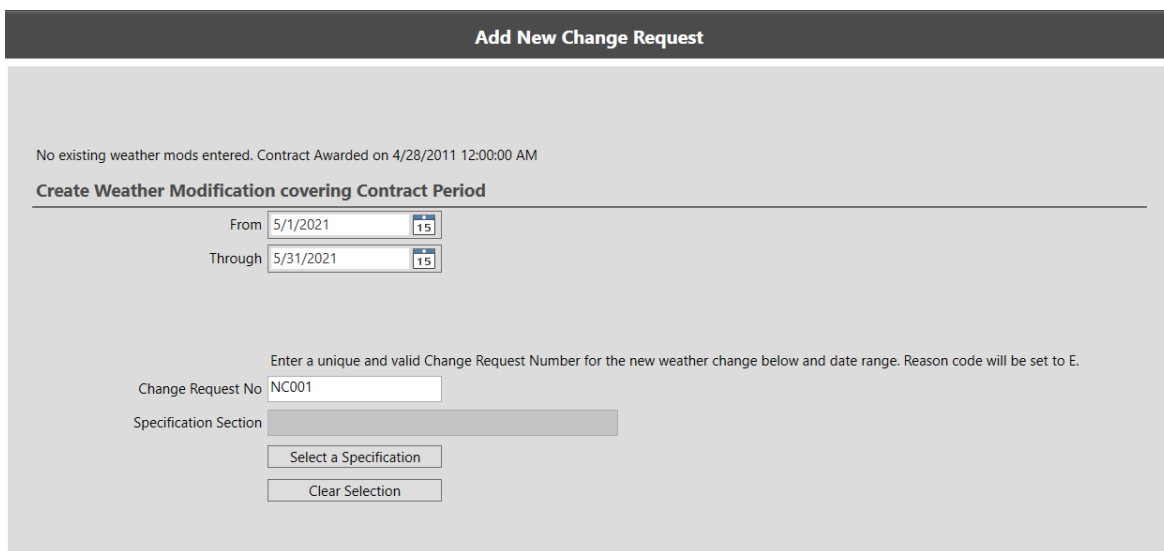


**Add New Change Request**

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

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

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



**Add New Change Request**

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

**Create Weather Modification covering Contract Period**

From: 5/1/2021

Through: 5/31/2021

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

Change Request No: NC001

Specification Section:

Select a Specification

Clear Selection

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

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

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

**Change Request 12364** BCD

| Inception                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Description                            | Status/Funding              | Claims/Disputes      | Supporting Documents |              |                   |                             |                      |                  |      |      |                                        |             |  |        |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------|----------------------|----------------------|--------------|-------------------|-----------------------------|----------------------|------------------|------|------|----------------------------------------|-------------|--|--------|---|
| <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Add Edit Delete</span> <span>Change Request Description Items</span> <span>Export</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">             Drag a column header and drop it here to group by that column           </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">BCD Item No.</th> <th style="width: 40%;">Change Item Title</th> <th style="width: 20%;">Specification Paragraph No.</th> <th style="width: 10%;">Contract Drawing No.</th> <th style="width: 10%;">Initial Estimate</th> <th style="width: 10%;">Time</th> </tr> </thead> <tbody> <tr> <td>&gt; 01</td> <td>Weather Time Extension Apr 12 - Apr 12</td> <td>01 30 00.24</td> <td></td> <td>\$0.00</td> <td>0</td> </tr> </tbody> </table> |                                        |                             |                      |                      | BCD Item No. | Change Item Title | Specification Paragraph No. | Contract Drawing No. | Initial Estimate | Time | > 01 | Weather Time Extension Apr 12 - Apr 12 | 01 30 00.24 |  | \$0.00 | 0 |
| BCD Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Change Item Title                      | Specification Paragraph No. | Contract Drawing No. | Initial Estimate     | Time         |                   |                             |                      |                  |      |      |                                        |             |  |        |   |
| > 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Weather Time Extension Apr 12 - Apr 12 | 01 30 00.24                 |                      | \$0.00               | 0            |                   |                             |                      |                  |      |      |                                        |             |  |        |   |

☐ Change Includes Adjustments to Quantities on Existing CLINs
 

Initial Estimate: \$0.00 0

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

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

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

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

From here the user can edit the BCD item by double clicking on the item or selecting the item and clicking on the [Edit](#) button. Then add or subtract information, as needed.

User's can also delete the BCD item by clicking on the [Delete](#) button, though that is not advisable for a Weather Modification.

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

## 7.5 Features of Work

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

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

| Features of Work                                              |                                                                   |   |
|---------------------------------------------------------------|-------------------------------------------------------------------|---|
| 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                                                |                                                                   | 4 |
| asdfasdfs                                                     |                                                                   | 0 |
| BUILDING CONCRETE                                             |                                                                   | 0 |
| CAISSONS & PILING                                             |                                                                   | 4 |
| CAULKING & SEALANTS                                           |                                                                   | 4 |
| CONCRETE                                                      |                                                                   | 0 |
| Contractor Test Add                                           |                                                                   | 0 |
| DAMPROOFING /WATERPROOFING                                    |                                                                   | 3 |
| DOORS & HARDWARE                                              |                                                                   | 0 |
| DRYWALL                                                       |                                                                   | 0 |
| ELECTRICAL                                                    |                                                                   | 0 |
| FENCE & GATES                                                 |                                                                   | 0 |
| FINISH CARPENTRY                                              |                                                                   | 0 |
| FIRESTOPPING                                                  |                                                                   | 0 |
| HVAC                                                          |                                                                   | 0 |
| INSULATION                                                    |                                                                   | 0 |
| LANDSCAPING                                                   |                                                                   | 0 |

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

#### **Adding a feature of work:**

The screenshot shows the 'Features of Work' table with the 'Add' button highlighted. Below it is the 'RMS Add View' dialog box titled 'Add Feature'. The dialog contains a text field labeled 'Feature' and a button labeled 'Select feature'. The text field is highlighted with a red box.

**Note:** Users can either enter the Feature of Work manually, by selecting from a library of pre-entered features of work or the Features of work (FOW) can be imported in bulk via the SDEF file by entering up to 30 characters into the DESCRIPTION of the FOW activity code in the scheduling software. If NAS/SDEF import is not being used, then Features of Work can be manually entered directly in RMS.

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

| Feature of Work                        |                                                                                                               |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Feature Title                          | <input type="text" value="MyFeatureofWork"/> <input type="button" value="Select feature title from Library"/> |
| Days after preparatory to hold initial | <input type="text" value="0"/>                                                                                |

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

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

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

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

## 7.6 Three Phase Inspections

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

As part of the Contractor's QC Plan, Definable Features of Work for a construction contract are identified by the Contractor to plan Preparatory, Initial and Follow-Up inspections of the work. These planned inspections are then used to create the [Feature Schedule](#) for a contract. To set the Feature Schedule, the Contractor must enter the schedule dates for each type of inspection related to a Features of Work using this, Three Phase Inspections module.

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

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

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

| Edit                                         | Contract Reports |            |              | thre | X | Export |
|----------------------------------------------|------------------|------------|--------------|------|---|--------|
| Grouped by: Report Menu                      |                  |            |              |      |   |        |
| Report Title                                 | Report Menu      | Author     | Developed By |      |   |        |
| ^ QAQC                                       |                  |            |              |      |   |        |
| > Three Phase Control Schedule               | QAQC             | RMS Center | RMS Center   |      |   |        |
| Three Phase Control WorkSheet Final Followup | QAQC             | RMS Center | RMS Center   |      |   |        |
| Three Phase Control WorkSheet Initial        | QAQC             | RMS Center | RMS Center   |      |   |        |
| Three Phase Control WorkSheet Preparatory    | QAQC             | RMS Center | RMS Center   |      |   |        |
| Three Phase Schedule of Control Meetings     | QAQC             | RMS Center | RMS Center   |      |   |        |

Select a Feature Title and click [Edit](#) to setup or edit a Feature of Work's Preparatory, Initial, or Follow-Up Checks:

**Note:** If there are no Features listed in this module, the Contractor will need to enter those using the [Features of Work](#) module.

| Edit                                                          | Three Phase Inspections |                |                  |    | Search | X | Export |
|---------------------------------------------------------------|-------------------------|----------------|------------------|----|--------|---|--------|
| Drag a column header and drop it here to group by that column |                         |                |                  |    |        |   |        |
| Feature Title                                                 | Preparatory Checks      | Initial Checks | Follow-up Checks |    |        |   |        |
| > 6 Airfield Concrete - Apron                                 |                         | 1              | 1                | 2  |        |   |        |
| 6 Airfield Concrete - Hangar                                  |                         | 1              | 0                | 0  |        |   |        |
| A/C SYSTEM, UNITARY TYPE                                      |                         | 16             | 8                | 40 |        |   |        |
| A/C SYSTEM, UNITARY TYPE e                                    |                         | 2              | 0                | 0  |        |   |        |
| ABATEMENT                                                     |                         | 0              | 0                | 0  |        |   |        |
| ACCESS FLOORING SYSTEM                                        |                         | 4              | 3                | 0  |        |   |        |

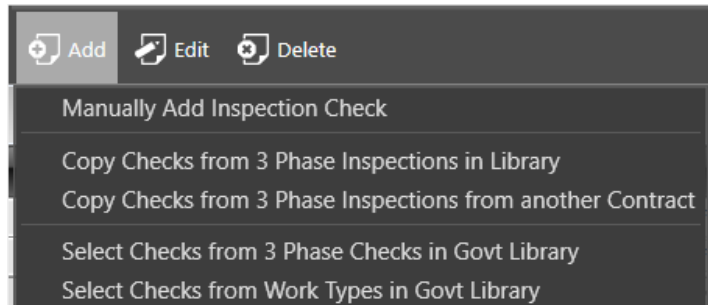
The Three Phase Inspections Checks Edit View will then display as shown below.

| A/C SYSTEM, UNITARY TYPE - Checks                                                                                                                  |                                        |                                                                                                    |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------|------------|
| All Checks                                                                                                                                         |                                        | 15                                                                                                 |            |
| <b>Preparatory</b><br>All 10<br>Drawing Specification 1<br>Repetitive Deficiencies 8<br>Inspection Check 1<br>Job Site Safety 0<br>QA Evaluation 0 |                                        | <b>Initial</b><br>All 4<br>Inspection Check 3<br>Job Site Safety 1<br>QA Evaluation 0              |            |
|                                                                                                                                                    |                                        | <b>Final Follow-up</b><br>All 1<br>Inspection Check 0<br>QA Evaluation 1                           |            |
| Add                                                                                                                                                | Edit                                   | Delete                                                                                             | All Checks |
| Search X Export                                                                                                                                    |                                        |                                                                                                    |            |
| Drag a column header and drop it here to group by that column                                                                                      |                                        |                                                                                                    |            |
| Check No.                                                                                                                                          | Check Type                             | Check                                                                                              |            |
| > E1C00007                                                                                                                                         | Preparatory - Inspection Check         | check                                                                                              |            |
| E1G00001                                                                                                                                           | Initial - Inspection Check             | ghv                                                                                                |            |
| E1G00003                                                                                                                                           | Initial - Job Site Safety              | Insure that protective caps are placed on all vertical protruding rebars.                          |            |
| E1G00004                                                                                                                                           | Initial - Inspection Check             | Check all reinforcement. Emphasize corner bars, stirrup spacing, positioning, adequate clearan...  |            |
| E1G00005                                                                                                                                           | Preparatory - Repetitive Deficiencies  | Excessive rust and mill scale on the reinforcing steel.                                            |            |
| E1G00006                                                                                                                                           | Preparatory - Repetitive Deficiencies  | Reinforcement not properly positioned.                                                             |            |
| E1G00007                                                                                                                                           | Preparatory - Repetitive Deficiencies  | Insufficient concrete cover of reinforcing steel. An occasional issue that comes up on our proj... |            |
| E1G00008                                                                                                                                           | Preparatory - Drawings / Specification | Review Shop Drawings and verify that if METRIC reinforcing bar sizes are specified, the proper...  |            |



Use the sort tiles at the top to view the different types of checks associated with the previously selected **Feature**.

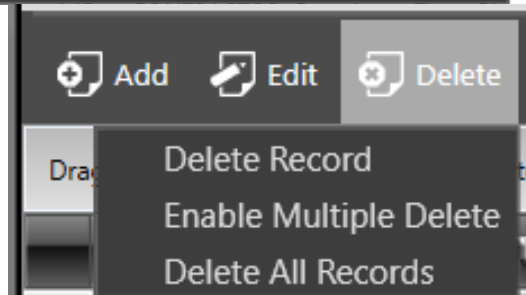
To add a check, click the [Add](#) button. Users can choose from adding an item manually, where a custom Check Type can be used, or copy checks from other locations, as shown on the right.



To delete a check, select the check to be deleted and click on [Delete](#).

Select [Delete Record](#) to only delete a single check. Select [Enable Multiple Delete](#) to delete more than one check at a time.

Select [Delete All Records](#) to delete all checks. **Use extreme caution when using this, and only perform this action after verifying that it should be performed.**



Double clicking on the check type or selecting it and clicking on [Edit](#), will allow users to update the information that is displayed in the [Check](#) column.

At the bottom of the screen, there is a Contractor Document Package and a Government Document Package for attachments.

Inspection Checks - A/C SYSTEM, UNITARY TYPE

CONTRACTOR: Complete a Three Phase Inspection document package for this work activity and submit it using this document package manager.

| Accept | Add  | Title of Package                               | No. | Status    |
|--------|------|------------------------------------------------|-----|-----------|
| Return | Edit | > Inspection Checks - A/C SYSTEM, UNITARY TYPE | 1   | Not Ready |

Delete

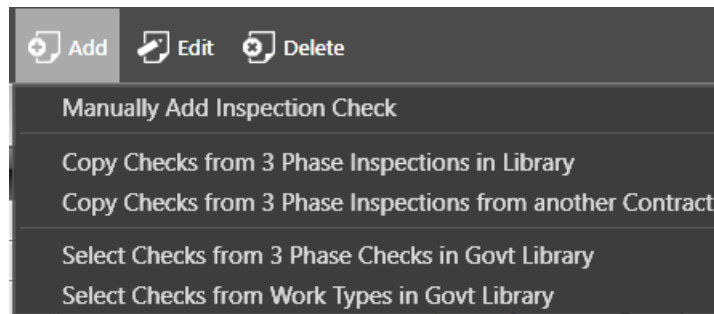
Inspection Checks - A/C SYSTEM, UNITARY TYPE

GOVERNMENT: Complete a Three Phase Inspection document package for this work activity using this document package manager. The document package should include any applicable supporting documents.

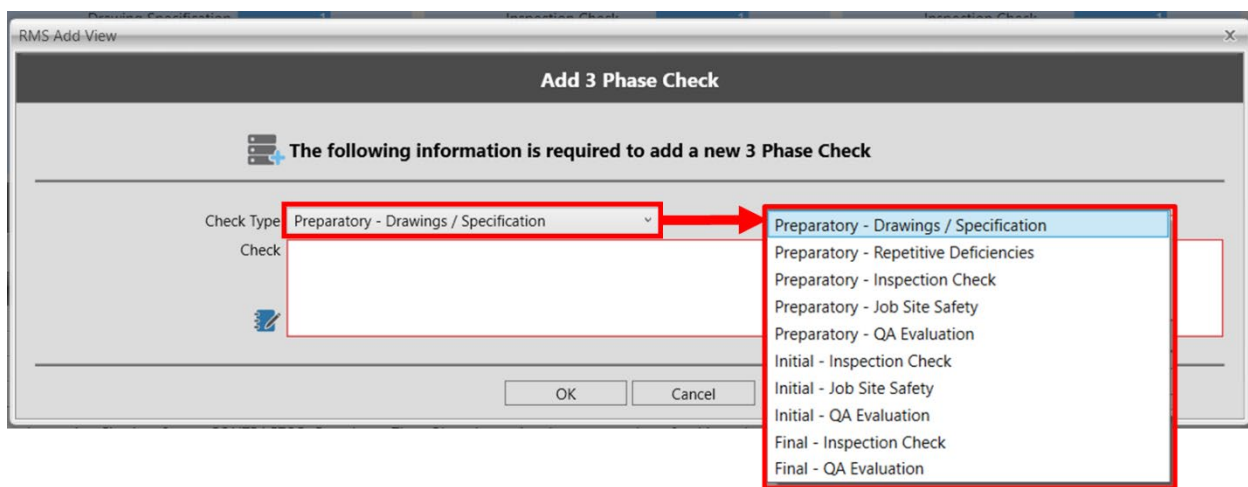
| Complete | Add  | Title of Package | No. | Status |
|----------|------|------------------|-----|--------|
|          | Edit |                  |     |        |

Delete

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

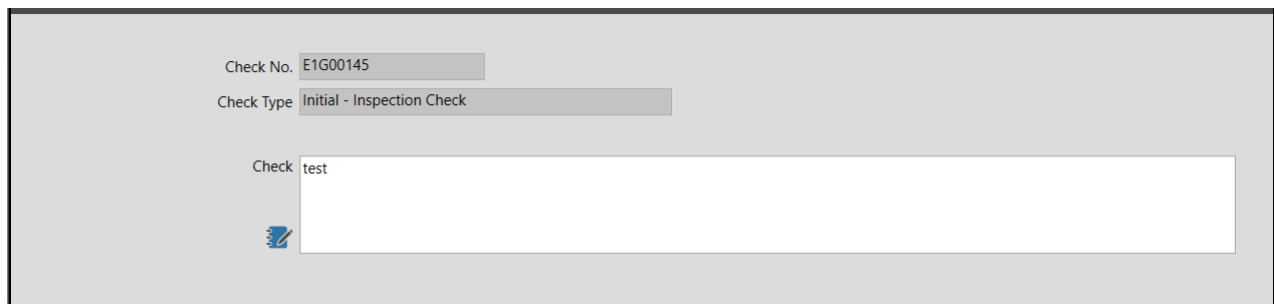


Adding a check allows users to manually add inspection checks and copy from libraries or from another contract. If adding the check manually, select the **Check Type**, enter a title for the check in the **Check** text box, and click **OK**.



**Note:** Usually, the Contractor enters this data in Contractor Mode.

To edit a check, select the check and click on the **Edit** button. The **Check** text box will be editable.



## 7.7 Hazard Analysis

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

The **Hazard Analysis** module is used to record descriptions of hazards and the related work activity. The 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 EM 385-1-1, Safety and Health Requirements Manual, detailed project-specific hazards and controls must be provided in AHAs for each Definable Feature of Work (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, and subcontractor(s) performing the particular DFOW, and Government on-site representatives at preparatory and initial control phase meetings.

If a Hazard Analysis only needs to be edited, select an item, and click the **Edit** button. If deleting a Hazard Analysis, select an item, and click the **Delete** button.

| Hazard Analysis                                               |              |          | Search | Export |
|---------------------------------------------------------------|--------------|----------|--------|--------|
| Add Edit Delete                                               |              |          |        |        |
| Drag a column header and drop it here to group by that column |              |          |        |        |
| Activity Hazard Analysis                                      | Status       | Approver |        |        |
| > Cold Formed Metal                                           | Not Complete |          |        |        |
| cement                                                        | Not Complete |          |        |        |



### Hazard Analysis Edit

Activity Hazard Analysis Title:

Description:

Feature of Work:

---

AHA - Test      *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 - Test       | 1   | Not Ready |

**Status**

Status:

The **Status** field is inactive because this field is updated by the system as the item is moved throughout the submission process (submitted to the Government, rejected/approved by Government, etc.). The Contractor will see this in Contractor Mode:

Status:

Once the Hazard Analysis is submitted, the Government will see AHA in the **Hazard Analysis** module with the status of **In Review**.

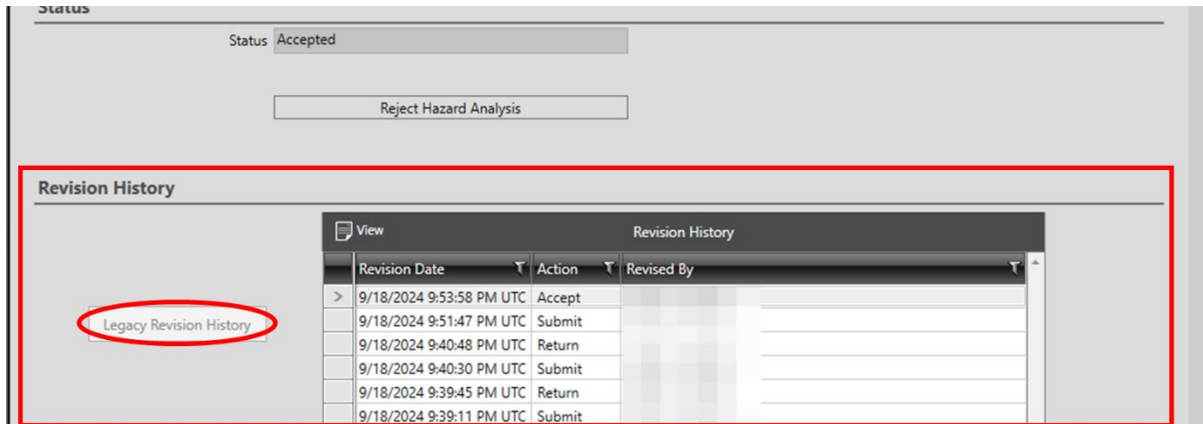
| Activity Hazard Analysis | Status    | Approver |
|--------------------------|-----------|----------|
| This is a Hazard!        | In Review |          |

Upon receipt of an AHA, the Government will review and determine whether to accept or reject the specific hazard analysis by using the **Reject Hazard Analysis** and **Accept Hazard Analysis** buttons.

Status:

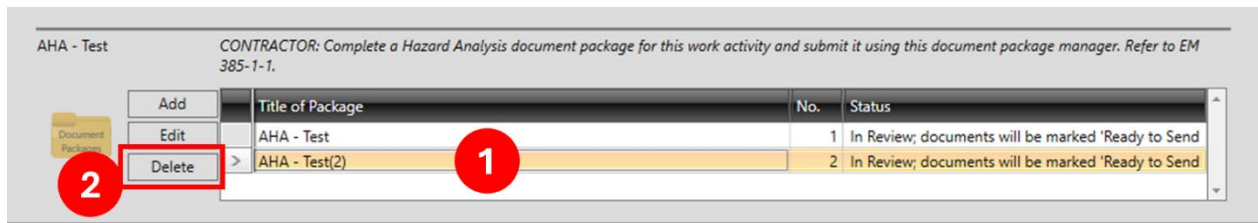
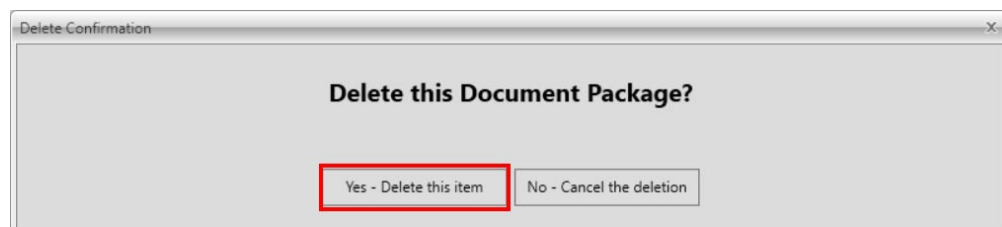
Regardless of which button is clicked, revision history for the item will be recorded in the **Revision History** table along with the name of the user who made the update when any action is taken on the acceptance or rejection of the AHA. To view a revision entry, select the line and click on the **View** button or double click on the revision entry to open.

**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.

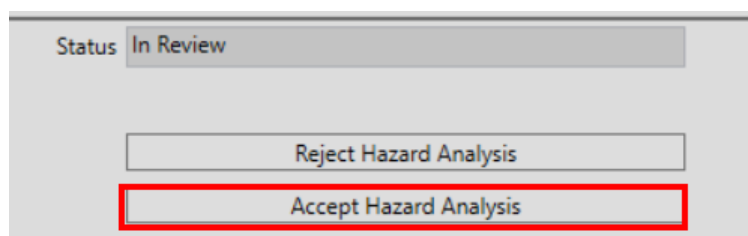


When an AHA is rejected by the Government, the status of both the AHA and the associated Document Packages will update to [Returned for Corrections](#).

If the documents within the previously rejected Document Package do not need to go to PCF, then single click on the package to select it and click [Delete](#). RMS provide a prompt to confirm deletion.



If the AHA is considered acceptable, then click [Accept Hazard Analysis](#) to accept and complete the AHA along with any associated Document Packages.



The **Status** for both the AHA and all associated Document Packages will update to reflect acceptance, and an Accept revision entry will be stored in the **Revision History** table.

**Hazard Analysis Edit**

Activity Hazard Analysis Title:

Description:

Feature of Work:

---

AHA - Hazard #1      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                                   |
|------------------|-----|------------------------------------------|
| AHA - Hazard #1  |     | Accepted; documents ready to send to PCF |

**Status**

Status:

**Revision History**

View

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 9/18/2024 9:53:58 PM UTC | Accept |            |
| 9/18/2024 9:51:47 PM UTC | Submit |            |
| 9/18/2024 9:40:48 PM UTC | Return |            |
| 9/18/2024 9:40:30 PM UTC | Submit |            |

Legacy Revision History

Click the **Back** to exit the view.

## 7.8 QC Requirements

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

**QC Requirements** is the collective term given to contract requirements for QC Tests, User Schools, Installed Property and Transfer Property. The Contractor is responsible for developing complete lists of all these requirements and inputting these into RMS. The requirements are usually found in the specifications and will require a careful reading of the specifications to identify the complete list of QC Requirements.



| All QC Requirements | QC Tests | User Schools | Installed Property | Transfer Property |
|---------------------|----------|--------------|--------------------|-------------------|
| 79                  | 52       | 10           | 12                 | 5                 |

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

|             |          |         |             |
|-------------|----------|---------|-------------|
| QCQA No.    | US-00004 | Section | Activity ID |
| Description |          |         |             |

QC Requirements are broken down into the following categories. Select the corresponding blue tile at the top of the screen to filter the list shown in the selection view.

**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 Government's responsibility to verify that the Contractor has developed a complete list of all QC tests and enter it in RMS, those required by the contract, as well as those used to ensure a quality product.

**User Schools** are numbered US-#####. User Schools are the training or instruction provided to the Customer on equipment or systems provided and installed as part of the contract. As each training or instruction session is completed, report it on the QC Daily Report. A USACE Representative should ensure that it was accomplished appropriately and if not, have it repeated to comply with the contract documents.

**Installed Property** item are 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** items are numbered TP-#####. Transfer property is property that "changes hands" during the construction process. Examples include Government Furnished Property (GFP) that is installed or used during performance of the contract. It also includes spare parts and

supplies that are furnished by the Contractor and turned over to the Government as part of the contract requirements. It could also include equipment or materials that were deleted by contract modification and the Government decided to retain possession rather than take a monetary credit. The Government should be preparing a DD Form 1149 transfer document to include with other closeout documents.

## 7.9 Equipment Checks

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

All equipment that requires a mechanic's inspection should be identified in this section. There are multiple benefits to entering this equipment and the associated information in RMS, especially when experiencing delays that could result in claims against the Government. By identifying equipment, RMS can assist in keeping track of inspection dates, usage, and other information, including safety.

Add
Edit
Delete

Equipment Checks

Search X Export

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 |
|--------------|------------------------|------------|--------------------------------------------------|-------------------|----------------|
| > 00000001   | Mikasa MRH 800GS       | R 4807     | Walk Behind Roller/Compactor (Commercial Scapes) | Yes               | 10/25/2011     |
| 00000002     | New Holland LS185B     | N5N409970  | Skid Steer (Commercial Scapes)                   | Yes               | 02/22/2018     |
| 00000003     | Caterpillar 3025       | 4ZW00978   | Mini Excavator - R. W. Warner                    | Yes               | 02/15/2018     |
| 00000004     | Bobcat Truck Skidload  | BC 1217    | Bobcat Truck Skidloader (RH)                     | Yes               | 12/12/2011     |
| 00000005     | Cat Truck Loader/Root  | TL-900/963 | Cat Truck Loader/Root Rake                       | Yes               | 12/12/2011     |
| 00000006     | IRR626 Smooth Drum     | IRR626     | IRR626 Smooth Drum Roller                        | Yes               | 12/12/2011     |
| 00000007     | John Deere             | 1179 550   | REMOVE                                           | Yes               | 12/15/2011     |
| 00000008     | Tree Saw - CJ Miller   | JDF 993    | Tree Saw - CJ Miller                             | Yes               | 12/13/2011     |
| 00000009     | Terex Dump Buggy - C   | TDB 1233   | Terex Dump Buggy - CJ Miller                     | Yes               | 12/13/2011     |
| 00000010     | John Deere Dozer       | JD1288     | 700j Dozer                                       | Yes               | 12/14/2011     |
| 00000011     | 648 Skidder            | JDS-1025   | 648 Skidder                                      | Yes               | 12/16/2011     |
| 00000012     | 535 Log Processor      | JDLL-1074  | 535 Log Processor                                | Yes               | 12/23/2011     |
| 00000013     | CAT 320 Track Hoe with | CAT 320    | CAT 320 Track Hoe with Grabber                   | Yes               | 12/28/2011     |
| 00000014     | CAT Track Loader 963B  | TL 899     | CAT Track Loader 963B                            | Yes               | 01/03/2012     |
| 00000015     | 648 Skidloader         | JD 1208    | 648 Skidloader                                   | Yes               | 02/24/2018     |
| 00000016     | 320 Hoe with Grapple   | CEX 1023   | 320 Hoe with Grapple                             | Yes               | 11/29/2018     |
| 00000017     | RL 703 CAT 950 Loader  | RL 703     | RL 703 CAT 950 Loader                            | Yes               | 01/04/2012     |
| 00000018     | JD 1136 John Deere Ba  | JD 1136    | JD 1136 John Deere Backdump                      | Yes               | 01/04/2012     |

Equipment ID

00000001

Last Reinspection

Select a date

15

Description

Walk Behind Roller/Compactor (Commercial Scapes)

Notes

### 7.9.1 Adding Equipment Checks

Click on the **Add** button in the top left of the view. Then enter the equipment's serial number/vehicle identification number and a brief description of the equipment (75-character limit), then click on **OK**.

**Note:** *Serial No.* are a unique number and RMS will not allow for it be entered twice.

The image shows two screenshots of the RMS software interface. The top screenshot is a dialog box titled "RMS Add View" with a sub-header "Add Equipment Check". It contains a message: "The following information is required to add a new Equipment Check". Below this are two input fields: "Serial No" and "Description". At the bottom are "OK" and "Cancel" buttons. A red box highlights the "OK" button, and a large red arrow points down to the second screenshot. The second screenshot is the "Equipment Check" form. It contains the following fields: "Equipment ID" (00000153), "Serial No." (123456), "Make & Model" (empty), "Description" (Testing), "Initial Inspection" (Select a date, 15), "Last Reinspection" (Select a date, 15), "Last Day On Site" (Select a date, 15), "Equipment is safe" (checked), "Authorized Hours" (0), "Hours Run Since Last Inspection" (0), "Remaining Hours Authorized" (0), and a "Notes" section at the bottom.

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

**Serial No:** Enter the equipment's unique identification number that will distinguish it from all other similar equipment. This may be the equipment's VIN or a company-assigned identification number.

**Make & Model:** Enter the equipment's make and model.

**Description:** Enter a brief description of the equipment (75-character limit).

**Initial Inspection:** Enter the date on which the equipment was first inspected for this contract.

**Last Reinspection:** Enter the date on which the equipment was last inspected for this contract.

**Last Day on Site:** Enter the date on which the equipment was last present at the worksite, i.e., the date on which it was removed from the worksite.

**Equipment is safe:** Check this box if the equipment is safe to use for its intended purpose. Do not falsely check this box if there is any defect that could be considered a safety concern.

**Authorized Hours:** Enter the number of hours which the equipment can be safely used before it must be inspected again.

**Hours Run Since Last Inspection:** The number of hours that the equipment is used is entered on the QC Daily Report (Section 7.3) 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.

**Notes:** Enter any other information related to the equipment.

**Note:** This data entry screen can also be accessed through QC Daily Report when logging equipment usage hours. Click on the [Back](#) button when done.

## 7.9.2 Editing Equipment Checks

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

## 7.9.3 Deleting Equipment Checks

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

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

**Note:** The Contractor usually enters data in this module. See the CM Manual for more information.

## 7.10 Dredging Equipment

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

Use this module to enter information on equipment used to perform dredging. A dredge is any device, machine, or vessel that is used to excavate and remove material from the bottom of a body of water. Scows, barges, and other vessels that are not used to excavate and remove material from the bottom of a body of water are referred to as attendant plants.

| Dredging Equipment                              |                          |                      |                        |
|-------------------------------------------------|--------------------------|----------------------|------------------------|
| Add Edit Delete                                 |                          |                      |                        |
| header and drop it here to group by that column |                          |                      |                        |
| Type                                            | Equipment Name           | Date of Mobilization | Date of Demobilization |
| Dredge                                          | DREDGEASURUS             | 11/01/2018           |                        |
| Dredge                                          | DREDGEKING               | 08/31/2017           |                        |
| Bucket/Pipeline Dredge                          | DREDGEMONSTER            | 07/01/2017           |                        |
| Bucket/Pipeline Dredge                          | DREDGER                  | 02/21/2018           |                        |
| Bucket/Pipeline Dredge                          | DREDGERSON               | 04/01/2017           |                        |
| Hopper Dredge                                   | DREDGESTER               |                      |                        |
| Sidescaster Dredge                              | STRADICASTPROGNOSTICATOR | 08/01/2018           |                        |

If the contract has been set up for dredging in the [Contract Setup](#) module, the [Dredging Equipment](#) module will be available for the Contractor to enter data. The Government can also add, edit, and delete the different types of dredging equipment using the respective buttons found at the top left of the equipment list.

Do not enter attendant plants into this module. Attendant plant information is entered on the Daily Dredging Reports. See the CM Manual for more information on this module.

## 7.11 Exposure Hours

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

[Exposure Hours](#) are the number of paid duty hours of all prime and subcontractor employees while at the worksite. Unpaid hours count as exposure when employees are quartered on-site.

| Exposure Hours                                                |               |            |             |                      |                         |  |
|---------------------------------------------------------------|---------------|------------|-------------|----------------------|-------------------------|--|
| Edit                                                          |               |            |             |                      |                         |  |
| 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             |  |
| 06/01/2019                                                    | 32052.50      | 3068       | 0           | 25                   | Not Completed           |  |
| 05/01/2019                                                    | 32052.50      | 3068       | 100         | 100                  | Not Completed           |  |
| 04/01/2019                                                    | 31952.50      | 2968       | 728         | 728                  | Not Completed           |  |
| 03/01/2019                                                    | 31224.50      | 2240       | 2240        | 2,240                | Not Completed           |  |
| 02/01/2019                                                    | 28984.50      | 0          | 0           | 0                    | Not Completed           |  |
| 01/01/2019                                                    | 28984.50      | 0          | 0           | 680                  | Not Completed           |  |
| 12/01/2018                                                    | 28984.50      | 4239       | 26          | 8                    | Accepted by Government  |  |
| 11/01/2018                                                    | 28958.50      | 4213       | 11          | 11                   | Accepted by Government  |  |
| 10/01/2018                                                    | 28947.50      | 4202       | 3351        | 0                    | In Review by Government |  |
| 09/01/2018                                                    | 25596.50      | 851        | 0           | 0                    | In Review by Government |  |
| 08/01/2018                                                    | 25596.50      | 851        | 0           | 0                    | Accepted by Government  |  |

Contractors are 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 Contractor's contract 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. It is the Contractor's responsibility to make sure the hours are correctly entered into the report prior to submitting to the Government.

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

It is the responsibility of the Government to review and accept (or return) the exposure hours submitted by the Contractor:

**Exposure Hours for January, 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                 | 0                            | 0                           | 0                            |
| 1234            | Sub Contractor for Training | Subcontractor         | 0                            | 0                           | 0                            |
| ABDC            | Testing Subcontractor       | Subcontractor         | 0                            | 0                           | 0                            |
| > Sub           | Sub Test Contractor         | Subcontractor         | 0                            | 0                           | 0                            |
| <b>Totals:</b>  |                             |                       | 0                            | 0                           | 0                            |

Submitter: \_\_\_\_\_

Govt Remarks: \_\_\_\_\_

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

**Document Package Manager**

| Title of Package                                                                                                                                          | No. | Status |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|
| <input type="radio"/> In Review<br><input type="radio"/> Hours Accepted<br><input type="radio"/> Hours not Accepted. Return to Contractor for corrections |     |        |

**Revision History**

| Revision Date                       | Action | Revised By |
|-------------------------------------|--------|------------|
| <input type="button" value="View"/> |        |            |

**Note:** Revision history can be found at the bottom of the screen in the [Revision History](#) table. This will capture actions taken on 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.

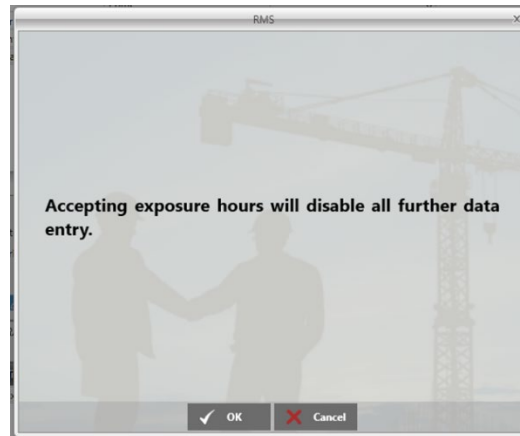
**Note:** Contractors will often ask why hours do not copy over, and the most common reason is because not all of the daily reports were completed for the month. If all the daily reports for that month have been complete, then the [Copy](#) button on the Contractor's side can be clicked to automatically fill in all the hours entered on those daily reports.

[In Review](#) is a temporary assignment that happens when the hours are submitted.

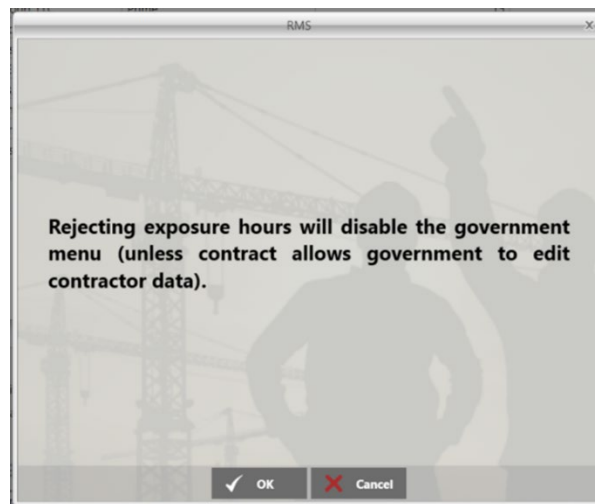


[Hours Accepted](#) will accept the Exposure Hours submitted by the Contractor and accept any associated Document Packages, as well. This will update the Exposure Hours submission to “Accepted by Government” in the Exposure Hours selection view and set all documents as ready to send to PCF.

**CAUTION: This action cannot be undone, and all further data entry will be disabled upon acceptance as indicated in the prompt provided (see below). Make sure that review has been completed and the hours submitted are acceptable before selecting the [Hours Accepted](#) radio button.**



Alternatively, hours can be returned for corrections by selecting [Hours not Accepted. Return to Contractor for corrections](#). This action will also return the associated Document Package(s) back to the Contractor. The warning below will be displayed.



## 7.12 QA Tests

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

Add Edit Delete
QA Tests
Search X Export

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

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

QA Test AT-00001  
Status Passed by QA on 08/14/2019  
Description Testing

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

The screen below will be presented when clicking the **Add** button to enter a QA Test or when editing a QA Test using the **Edit** button. RMS will automatically assign the next sequential number for the test, preceded by the prefix AT.

QA Test AT-00028

Section <Not Set>
Performed By

Paragraph
Description of QA Test

Activity <Not Set>
Date Performed 2/1/2023
Result Code

QA Test AT-00028 Government: use this document manager to include a document package for this QA Test.

Complete Add
Title of Package No. Status
Edit
Delete

The [Section](#) and [Paragraph](#) fields should be completed from the Contract Specifications. A specification section can be entered from the [Specification Sections](#) module within the [Administration](#) tab for the contract.

The name of the individual who performed the test can be entered in the [Performed By](#) field.

The [Description](#) field is used to provide a narrative of the test, including the type of test and any special requirements or potential observations.

An activity can also be assigned from the Pay Activities area ([Finances | Pay Activities](#)) in the [Activity](#) field.

Enter a [Date Performed](#) for the test, and if needed, a Document Package can be added to include any supporting attachments.

Click the [Back](#) button to navigate back to the QA Tests screen.

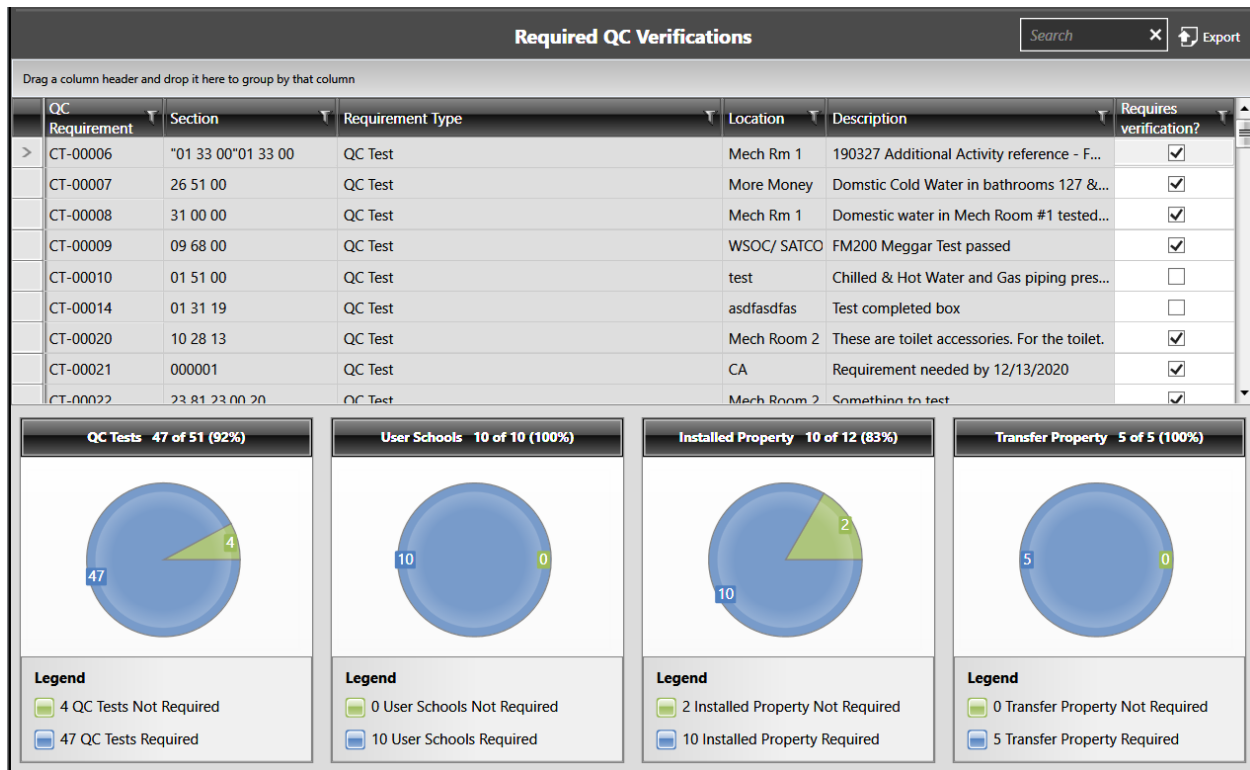
To delete a QA Test, select the test, click the [Delete](#) button, and confirm deletion.

### 7.13 Required Verifications

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

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

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



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

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

## 7.14 Planned Interviews

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

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

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

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

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

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

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

## 8.0 SUBMITTALS

| Administration                                                                                     | Finances | QA/QC                                                                                      | Submittals | Schedules                                                                                                    | Closeout | Import/Export                                                                                            | Contract Reports |
|----------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------|------------------|
| <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 reviewer, review period and activities to submittal items.</i> |                  |

Submittals are required deliverables for the contract. Go to the [Submittals](#) tab to work on these items.

### ***The SpecsIntact Specification Production System***

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

To set this up, users will need to navigate to the [Administration | Contract Setup](#) module. See section 5.7 for [Contract Setup](#) in Volume 1 of this manual. RMS can have as many different Submittal Registers, as needed.

**Contract Setup**

Administration/Funding | Payment/Modifications | Quality Assurance | **Submittals/Schedule** | Dredging

Add Edit Delete

**Submittal Register List** [X] Export

| Register | Title          |
|----------|----------------|
| > 01     | Main Register  |
| 02       | Days to Review |
| 03       | TEST           |

**Submittals**

☒ Compute Submittal Need Dates based on Activity Schedule

| Government Review Period (days) |     |    |    |       |       |
|---------------------------------|-----|----|----|-------|-------|
| GA                              | FIO | CR | DA | DA/CR | DA/GA |
| 9                               | 9   | 9  | 9  | 9     | 9     |

Contractor Resubmittal Period: 0 Days

| Default Number of Copies |     |    |    |       |       |
|--------------------------|-----|----|----|-------|-------|
| GA                       | FIO | CR | DA | DA/CR | DA/GA |
| 6                        | 12  | 6  | 6  | 6     | 6     |

Default Government Reviewer: May

Address Transmittal 4025 Packages To: CENAB - T2 Baltimore Test District

**Schedule**

Contractor Schedule Type: Manually enter Schedule Start/Finish Dates

**Weather Modifications**

Specification Section: 01 30 00.24

Select a Specification Clear Selection

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

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

## SUBMITTAL REQUIREMENTS

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

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

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



| Files                                                         |                        |                                            | Search          | Export |
|---------------------------------------------------------------|------------------------|--------------------------------------------|-----------------|--------|
| Drag a column header and drop it here to group by that column |                        |                                            |                 |        |
|                                                               | Date Imported          | File                                       | Approval Status |        |
| >                                                             | 7/16/2018 10:29:31 AM  | SpecsIntact File: Submittal Item Count 9   | Not Requested   |        |
|                                                               | 2/20/2019 10:49:17 AM  | SpecsIntact File: Submittal Item Count 9   | Not Requested   |        |
|                                                               | 8/19/2019 9:30:54 AM   | SpecsIntact File: Submittal Item Count 668 | Not Requested   |        |
|                                                               | 6/2/2020 2:14:31 PM    | SpecsIntact File: Submittal Item Count 106 | Not Requested   |        |
|                                                               | 10/26/2020 12:37:02 PM | SpecsIntact File: Submittal Item Count 117 | Not Requested   |        |
|                                                               | 2/18/2021 12:53:33 PM  | SpecsIntact File: Submittal Item Count 117 | Not Requested   |        |
|                                                               | 1/19/2022 12:56:47 PM  | SpecsIntact File: Submittal Item Count 39  | Not Requested   |        |
|                                                               | 2/14/2022 6:13:41 PM   | SpecsIntact File: Submittal Item Count 21  | Not Requested   |        |
|                                                               | 3/20/2023 1:14:09 PM   | SpecsIntact File: Submittal Item Count 21  | Not Requested   |        |
|                                                               | 3/28/2023 1:35:47 PM   | SpecsIntact File: Submittal Item Count 21  | Not Requested   |        |
|                                                               | 3/28/2023 3:29:44 PM   | SpecsIntact File: Submittal Item Count 15  | Not Requested   |        |

In addition to SpecsIntact, RMS has the capability to import an Excel spreadsheet for the Submittal Registers which is an unofficial data format. If there are multiple Submittal Registers in the contract, be sure to select the correct one when importing to RMS.

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

Submittal Import Template

Download Template

Add

Edit

Delete

Files

Search

X

Export

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

|   | Date Imported         | File                                                | Approval Status     |
|---|-----------------------|-----------------------------------------------------|---------------------|
| > | 5/16/2023 11:18:27 AM | Submittal Excel Import File: Submittal Item Count 9 | Request Rejected    |
|   | 5/16/2023 11:20:54 AM | Submittal Excel Import File: Submittal Item Count 9 | Accepted for Import |
|   | 5/16/2023 11:59:41 AM | Submittal Excel Import File: Submittal Item Count 9 | Accepted for Import |
|   | 5/19/2023 9:58:22 AM  | Submittal Excel Import File: Submittal Item Count 9 | Not Requested       |
|   | 7/7/2023 10:28:35 AM  | Submittal Excel Import File: Submittal Item Count 9 | Not Requested       |

If the **SpecsIntact/Excel Template** import has been completed, the setup is also completed. Manual entries can still be made, if required.

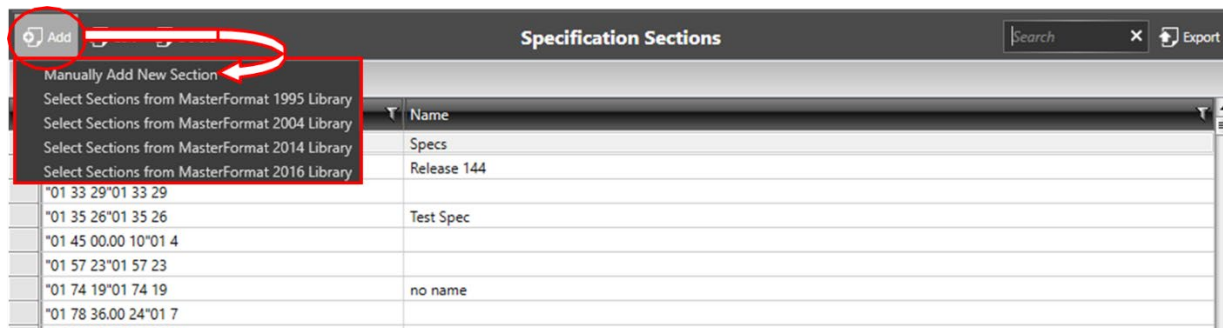
## 8.1 Specification Sections

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

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

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

RMS (**System Library**) includes the older format of **MasterFormat 1995** and the **MasterFormat 2004**, **MasterFormat 2014**, and **MasterFormat 2016**. The older version included 16 Specification Divisions and the new format includes 50+ Divisions. When downloaded from SpecsIntact, download all the fourteen characters available. With this format, it can be linked the submittal items to various other data, such as QC Test or QA Tests.



### 8.1.1 Manually Add New Section

Enter the Specification Section number and Name exactly as shown in the contract documents. Click **OK**, then the **Back** button. Continue doing this until all the specification sections are included in the table.

**Add Specification Section**

The following information is required to add a new Specification Section

Section: 00 32 01.00 10

Name: Resident Management System Government Mode (RMS GM)

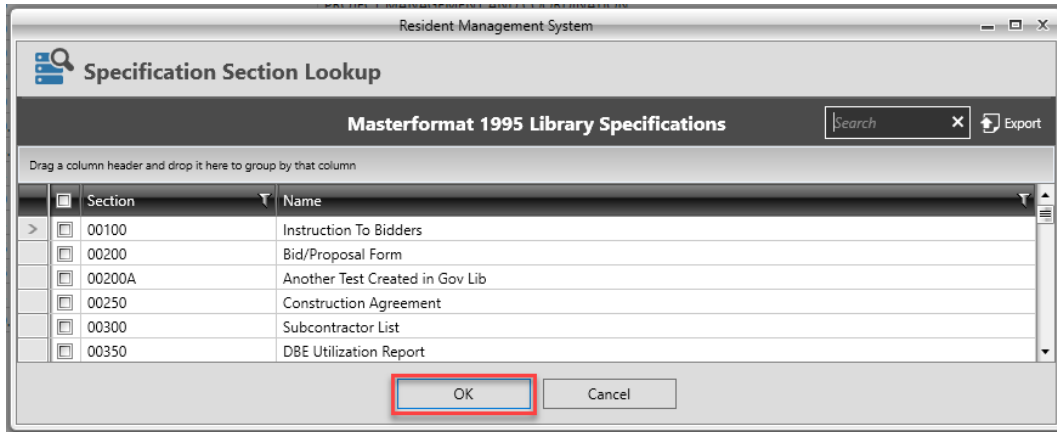
OK Cancel

To edit a section that was added, select the line and click the **Edit** button.

To delete a section, select the line and click the **Delete** button.

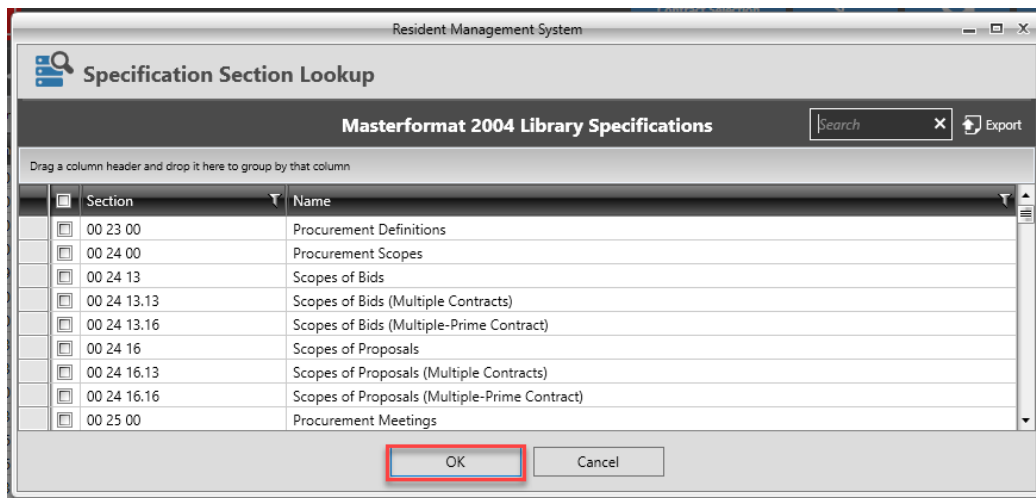
### 8.1.2 Select Sections from MasterFormat 1995 Library

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, those can manually be entered. See [Manually Add New Section](#) above. If titles from the library do not match exactly, select **Edit** to revise the **Name** in the table.



### 8.1.3 Select Sections from MasterFormat 2004 Library

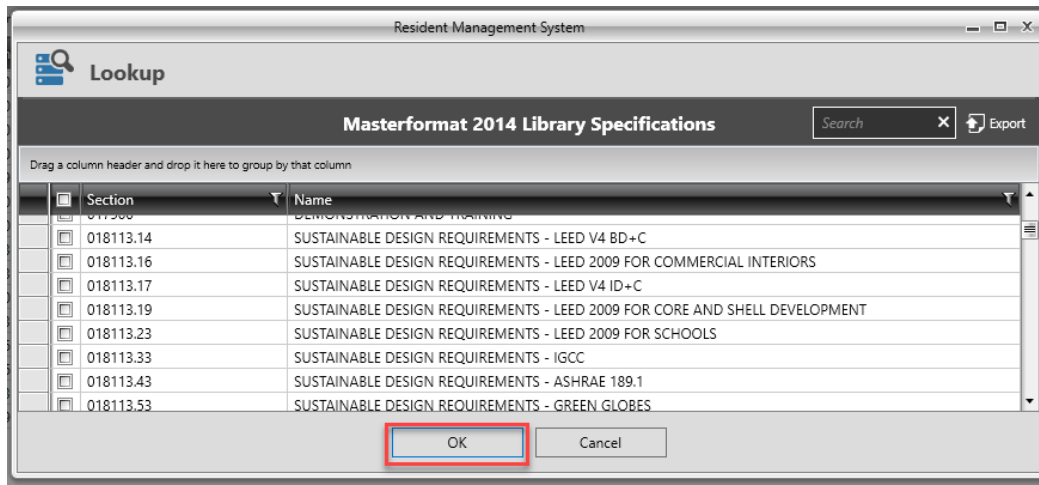
Use this library when the specification section numbers follow the MasterFormat 2004 format. Place a checkmark on all sections that are in the specified contract, then click **OK**. If the contract includes additional sections that are not found in this library, those can manually be entered. See section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



### 8.1.4 Select Sections from MasterFormat 2014 Library

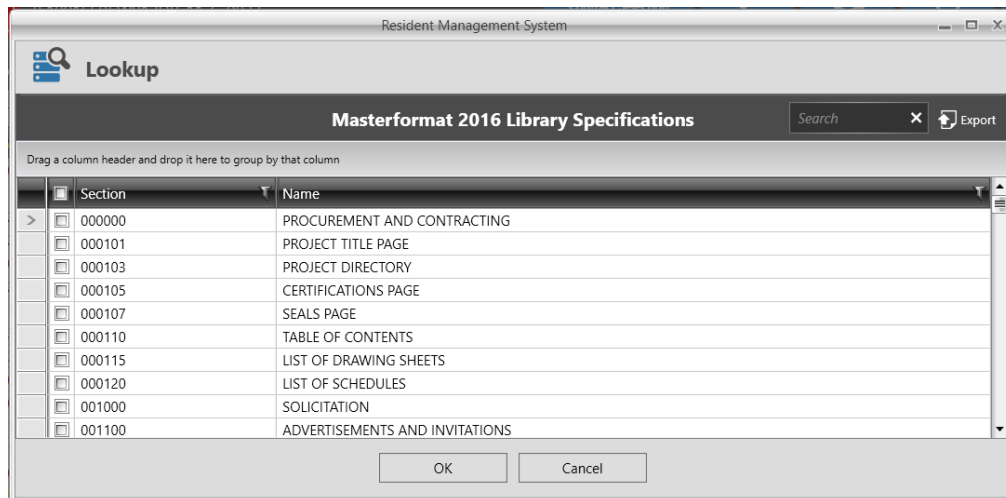
Use this library when the specification section numbers follow the MasterFormat 2014 format. Place a checkmark on all sections that are in the contract, then click **OK**. If the contract includes additional sections that are not found in this library, type those in manually to add. See section 8

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



### 8.1.5 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 required for the contract, then click [OK](#). If the contract includes additional sections that are not found in this library, users can manually add those using the [Add](#) option. See the section on [Manually Adding a New Section](#). If titles from the library do not match exactly, select [Edit](#) to revise the [Name](#) in the table.



## 8.2 Submittal Register

| Administration                                                                              | Finances                                                                            | QA/QC | Submittals                                                                                            | Schedules                                                                                         | Closeout | Import/Export | Contract Reports |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------|---------------|------------------|
| Specification Sections<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 [Submittal Register](#), also referred to as ENG Form 4288, consists of items identified in the contract's specifications and drawings that the designer has determined are necessary to adequately describe the work. These items are primarily found in the Submittals paragraph in each specification section. However, the items listed there may not be all-inclusive. It is

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

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

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

When a SpecsIntact file is not available, such as in Design-Build contracts in which the Contractor is responsible for the design and thus the submittal register, or in simplified designs when the specifications are contained on the drawings, the submittal register can be created manually, item by item (see below), or by importing a specially-formatted spreadsheet (see [Section 11.3. Import/Export | Import Submittals.](#))

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

Below is the is a view of the submittal register.

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

Government Mode Home  
Contract Selection  
Contract Menu

Back Refresh Log Out Help

**Submittal Register**

Register 01-Main Register  
Click to select another Register

All Items  
151

Outstanding Items - KTR Action Required: 53  
Items In Review - GOVT Action Required: 12  
Completed Items: 86

All Due > 7 days Due <= 7 days Overdue

53 0 53 0 12

Add Edit Delete Grid Edit

All Submittal Items

Search Export

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

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

Show Government Remarks

Transmittal History

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

## 8.2.1 Building the Submittal Register

The screen consists of 3 main parts: 1) Colored blocks for filtering the Submittal Register, 2) the list of Submittal Register items, and 3) the transmittal history of a submittal item.

**1** Submittal Register

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

Register 01-Main Register  
Click to select another Register

All Items  
170

Filter registers by

To pare down the items shown in the table, click on the box corresponding to the sub-set with the desired status and due date

| All | Due >7 days | Due <=7 days | Overdue |
|-----|-------------|--------------|---------|
| 170 | 0           | 170          | 0       |
| 0   | 0           | 0            | 0       |
| 0   | 0           | 0            | 0       |

Outstanding Items - KTR Action Required  
Items In Review - GOVT Action Required  
Completed Items

**2** All Submittal Items

Columns filled by SpecsIntact

Columns filled as items are submitted.

| Section        | Item No | SD No | Description                        | Date In | QC Code | Date Out | QA Code | Primary QA Reviewer | Status      |
|----------------|---------|-------|------------------------------------|---------|---------|----------|---------|---------------------|-------------|
| 01 11 00.00 10 | 1       |       | Initial Site Conditions Photos     |         |         |          |         |                     | Outstanding |
| 01 11 00.00 10 | 2       |       | Personnel Qualification            |         |         |          |         |                     | Outstanding |
| 01 11 00.00 10 | 3       |       | Progress Photos                    |         |         |          |         |                     | Outstanding |
| 01 11 00.00 10 | 4       |       | Personnel Qualification Additional |         |         |          |         |                     | Outstanding |
| 01 11 00.00 10 | 5       |       | Progress Photos (As of Jan 2021)   |         |         |          |         |                     | Outstanding |
| 01 11 00.00 10 |         |       | Progress Photos (As of Feb 2021)   |         |         |          |         |                     | Outstanding |
| 01 11 00.00 10 |         |       | Progress Photos (As of Jan 2021)   |         |         |          |         |                     | Outstanding |
| 01 11 00.00 10 |         |       | Progress Photos (As of Apr 2021)   |         |         |          |         |                     | Outstanding |
| 01 32 16.00 20 | 1       |       | Construction Schedule              |         |         |          |         |                     | Outstanding |
| 01 32 16.00 20 | 2       |       | Monthly Updates (As of Dec 2020)   |         |         |          |         |                     | Outstanding |
| 01 32 16.00 20 | 3       |       | Monthly Updates (As of Jan 2021)   |         |         |          |         |                     | Outstanding |
| 01 32 16.00 20 | 4       |       | Monthly Updates (As of Feb 2021)   |         |         |          |         |                     | Outstanding |

**3** Transmittal History

Show Government Remarks

| Transmittal No.                                     | Variation | QC Code | Received by Government | QA Code | Sent to Contractor |
|-----------------------------------------------------|-----------|---------|------------------------|---------|--------------------|
| Transmittal history of selected item displays here. |           |         |                        |         |                    |

If more than one Submittal Register is needed within the contract, inform the USACE Representative. The setting for this feature is controlled in RMS/GM in [Administration | Contract Setup | Submittals/Schedule](#), see the section 5.7 on Contract Setup in volume 1 of this manual for instructions.

Click on [Add](#) to manually add submittal items that were not in the SpecsIntact file. This will open a lookup table that includes all the specification sections entered in the [Submittals | Specification Sections](#) module. Select the section of the submittal item to add, then click on [Next](#). Enter the desired numbers in the subsequent data box, then click on [Finish](#).



**Section to Add New Submittal Item** Search Export

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

| Section | Name                                     |
|---------|------------------------------------------|
| 13090   | X-Ray Shielding                          |
| 15569   | Wtr & Steam Htg; Oil/Gas/Both,0-20 MBTUH |
| 08590   | Wood Windows - Repair and Rehabilitation |
| 08612   | Wood Windows - Repair and Rehabilitation |
| > 08610 | Wood Windows                             |
| 08550   | Wood Windows                             |
| 15371   | Wet Chemical Fire Extinguishing System   |
| 13965   | Wet Chemical Fire Extinguishing System   |
| 05000   | Welding Structural                       |

< Back **Next >** Cancel

**Assign Item Number for new Submittal Item**

Section: 08610

Item Number: 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 is more than one item for the same section number, RMS will automatically increment this field.

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

After clicking the **Finish** button, the **Submittal Item Edit** view will be presented as shown 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 01/12/2021 to be available 5 days after work starts

Procurement Period 45 Days Approval must be completed by 11/28/2020 to allow for 45 day procurement

Days to Review 21 Days Contractor must submit item by 11/07/2020 to allow 21 day government review

---

Classification GA - Government Approval Submittal Type 04 - SAMPLES

Primary Contractor Reviewer RMS, TEST USER

Primary Government Reviewer Test a, RMS Office Name:

Secondary Reviewers

Reviewer

**Description:** Enter a brief description of the item (40-character limit.)

**Required for Activity:** This may be 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. All Pay Activities will be displayed. Select the activity to which this item is most closely related to or affected by, then click on **OK**.

**Submittal Item**

Section No. 015000 - TEMPORARY FACILITIES AND CONTROLS

Item No. 2 . 0

Description

Required for Activity <Not Set>

Paragraph Drawing

Resident Management System

**Activity Lookup**

**Pay Activities**

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

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

OK Cancel Clear Selection

**Paragraph:** Enter the specification paragraph number which describes the requirement for this item.

**Drawing:** Enter the drawing sheet number which describes the requirement for this item.

**Start Date:** There are two ways this date can be entered, manually or automatically from the Activity Schedule. Manual entry will allow a date to be selected from the field when it is active. If the contract is set up to automatically populate from the Activity Schedule, RMS will populate this date with the activity start date of the activity selected in the **Required Activity** field. All the schedule dates associated with this submittal item will use this date to calculate the date columns in 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.

**Note:** To set the submittal register start dates for manual entry or to pull the dates from the Activity Schedule, see instructions in the section on **Contract Setup | Submittal/Schedules** in volume 1 of this manual.

**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 USACE Representative. The review period is entered in RMS/GM in **Administration | Contract Setup | Submittals/Schedule** tab.

**Classification:** Click on the box and select from the available options.

|                             |           |                |           |
|-----------------------------|-----------|----------------|-----------|
| Classification              | <Not Set> | Submittal Type | <Not Set> |
| Primary Contractor Reviewer | <Not Set> | Office Name:   |           |
| Primary Government Reviewer | <Not Set> |                |           |
| Secondary Reviewers         |           |                |           |
| Reviewer                    |           |                |           |

Recommended for  
use on Design/Build  
contracts.

FIO - For Information Only  
GA - Government Approval  
DA - Designer of Record Approval  
CR - Government Conformance Review of Design  
DA / CR - Designer of Record Approval AND Government Conformance Review of Design  
DA / GA - Designer of Record Approval AND Government Approval  
S - Sustainable Notebook

**Submittal Type:** Click on the blue box and select from the Submittal Type Lookup table.

|                             |           |                |           |
|-----------------------------|-----------|----------------|-----------|
| Classification              | <Not Set> | Submittal Type | <Not Set> |
| Primary Contractor Reviewer | <Not Set> | Office Name:   |           |
| Primary Government Reviewer | <Not Set> |                |           |
| Secondary Reviewers         |           |                |           |
| Reviewer                    |           |                |           |

Resident Management System

### Submittal Type Lookup

Submittal Types

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

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

OK Cancel Clear Selection

Click on **OK** when entry has been completed.

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

**Primary Government Reviewer:** Click on the blue box to identify a reviewer to be responsible for ensuring the submittal is correct and complete. This selection is pulled from the Government Staff Member Lookup table, which includes all the staff members in the Government Staff table. Click on **OK** when done.

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

|                             |             |             |                |
|-----------------------------|-------------|-------------|----------------|
| Primary Government Reviewer | Test a, RMS | Office Name | RMSCENTER TEST |
|-----------------------------|-------------|-------------|----------------|

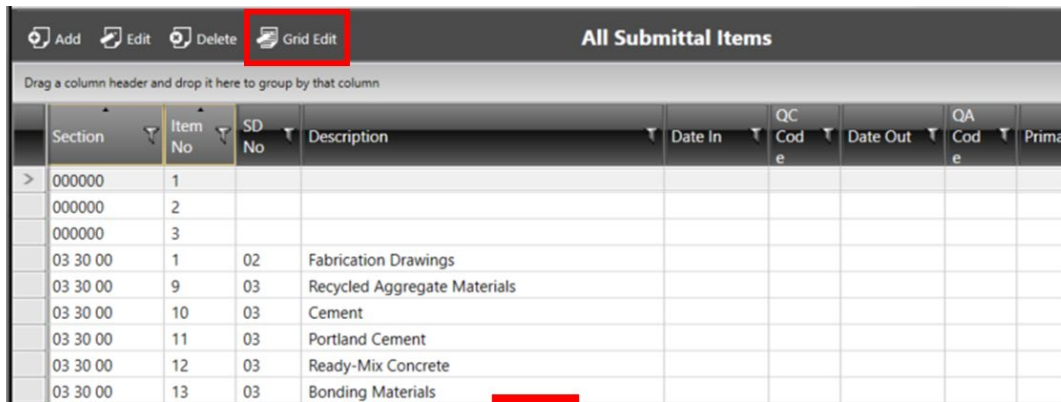
This information is pulled from the user's staff record. If it is incorrect, please contact a District Administrator to update this information.

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

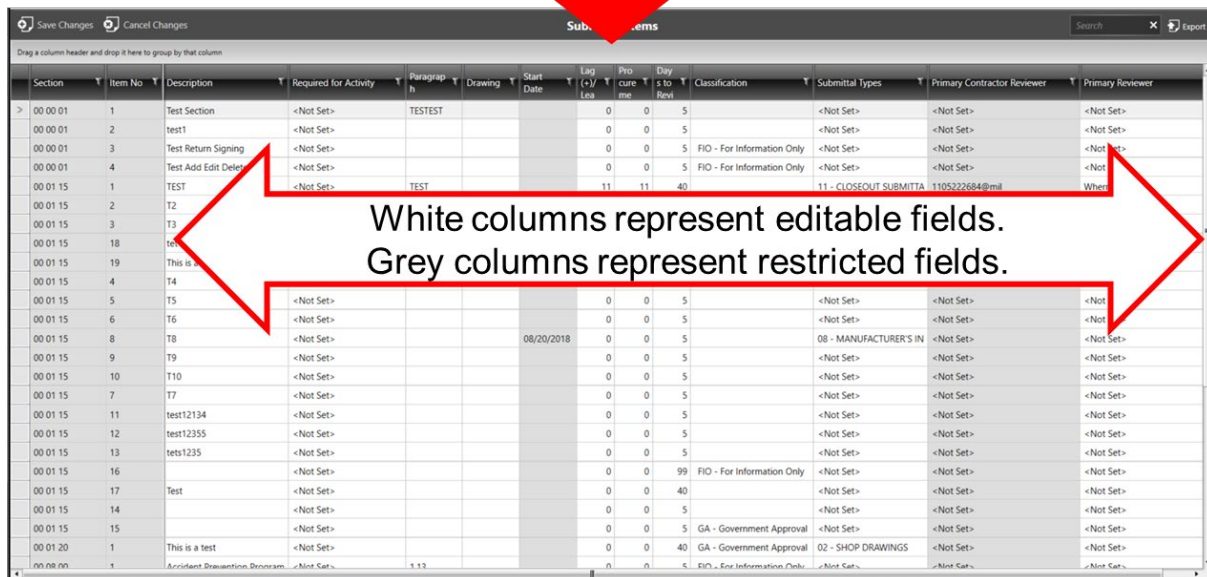
After entering all requested data, click on the **Back** button. Repeat this process for all other items that may be missing from the Submittal Register.

## 8.2.2 Using the Submittal Grid Edit view

Click on the [Grid Edit](#) button for a tabular view of items in the register. This is a more convenient method for entering selected information on items already in the register. This method cannot be used to add new items. Double click on any unshaded block to enter missing information or edit existing information. Click on [Save Changes](#) or the [Back](#) button when done.



| Section | Item No  | SD No | Description | Date In                      | QC Code | Date Out | QA Code | Primary |
|---------|----------|-------|-------------|------------------------------|---------|----------|---------|---------|
| >       | 000000   | 1     |             |                              |         |          |         |         |
|         | 000000   | 2     |             |                              |         |          |         |         |
|         | 000000   | 3     |             |                              |         |          |         |         |
|         | 03 30 00 | 1     | 02          | Fabrication Drawings         |         |          |         |         |
|         | 03 30 00 | 9     | 03          | Recycled Aggregate Materials |         |          |         |         |
|         | 03 30 00 | 10    | 03          | Cement                       |         |          |         |         |
|         | 03 30 00 | 11    | 03          | Portland Cement              |         |          |         |         |
|         | 03 30 00 | 12    | 03          | Ready-Mix Concrete           |         |          |         |         |
|         | 03 30 00 | 13    | 03          | Bonding Materials            |         |          |         |         |



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

| Section | Item No  | Description | Required for Activity  | Paragraph | Drawing | Start Date | Lag (+)/Lead (-) | Procurement | Days to Revise | Classification | Submittal Types            | Primary Contractor Reviewer | Primary Reviewer |
|---------|----------|-------------|------------------------|-----------|---------|------------|------------------|-------------|----------------|----------------|----------------------------|-----------------------------|------------------|
| >       | 00 00 01 | 1           | Test Section           | <Not Set> | TESTEST |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 00 01 | 2           | test1                  | <Not Set> |         |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 00 01 | 3           | Test Return Signing    | <Not Set> |         |            |                  | 0           | 0              | 5              | FIO - For Information Only | <Not Set>                   | <Not Set>        |
|         | 00 00 01 | 4           | Test Add Edit Delete   | <Not Set> |         |            |                  | 0           | 0              | 5              | FIO - For Information Only | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 1           | TEST                   | <Not Set> | TEST    |            |                  | 11          | 11             | 40             | 11 - CLOSEOUT SUBMITTA     | 1105222684@gmail            | When             |
|         | 00 01 15 | 2           | T2                     |           |         |            |                  |             |                |                |                            |                             |                  |
|         | 00 01 15 | 3           | T3                     |           |         |            |                  |             |                |                |                            |                             |                  |
|         | 00 01 15 | 18          | T18                    |           |         |            |                  |             |                |                |                            |                             |                  |
|         | 00 01 15 | 19          | This is a              |           |         |            |                  |             |                |                |                            |                             |                  |
|         | 00 01 15 | 4           | T4                     |           |         |            |                  |             |                |                |                            |                             |                  |
|         | 00 01 15 | 5           | T5                     | <Not Set> |         |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 6           | T6                     | <Not Set> |         |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 8           | T8                     | <Not Set> |         |            |                  | 08/20/2018  | 0              | 0              | 5                          | 08 - MANUFACTURER'S IN      | <Not Set>        |
|         | 00 01 15 | 9           | T9                     | <Not Set> |         |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 10          | T10                    | <Not Set> |         |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 7           | T7                     | <Not Set> |         |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 11          | test12134              | <Not Set> |         |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 12          | test12355              | <Not Set> |         |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 13          | tets1235               | <Not Set> |         |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 16          |                        | <Not Set> |         |            |                  | 0           | 0              | 99             | FIO - For Information Only | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 17          | Test                   | <Not Set> |         |            |                  | 0           | 0              | 40             | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 14          |                        | <Not Set> |         |            |                  | 0           | 0              | 5              | <Not Set>                  | <Not Set>                   | <Not Set>        |
|         | 00 01 15 | 15          |                        | <Not Set> |         |            |                  | 0           | 0              | 5              | GA - Government Approval   | <Not Set>                   | <Not Set>        |
|         | 00 01 20 | 1           | This is a test         | <Not Set> |         |            |                  | 0           | 0              | 40             | GA - Government Approval   | 02 - SHOP DRAWINGS          | <Not Set>        |
|         | 00 00 00 | 1           | Accident Documentation | <Not Set> | 1.12    |            |                  | 0           | 0              | 5              | FIO - For Information Only | <Not Set>                   | <Not Set>        |

**Note:** Once Contractor and Government agree that the Submittal Register is complete, it is possible to lock the Submittal Register so that no changes can be made to those items already in the list. Locking the register will not prevent users from adding new items, it only prevents changes to the items that are already in the list. To lock the register, users can use the [Contractor Mode Record Locks](#) module. Please see the section on Contractor Mode Record Locks in *Government Manual Volume 1* for instructions on how to lock the register.

### 8.3 Transmittal Log

|                                                                                                    |                                                                                            |       |                                                                                                              |                                                                                                          |          |               |                  |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------|---------------|------------------|
| Administration                                                                                     | Finances                                                                                   | QA/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 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.

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

[illegible]

Transmittals are grouped into 4 subsets:

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



- **Completed Transmittals** — Transmittals on which the Government has completed its action and returned to Contractor, and Contractor has acknowledged receipt.

**Note:** If setup for Government to enter Contractor data, then another subset labeled **Draft Transmittals** between the **Register** lookup tile and **Pending Government Receipt** sorting tile.

Draft Transmittals  
0

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

**Transmittal Log**

|                                                               |                                 |                             |                                         |                              |
|---------------------------------------------------------------|---------------------------------|-----------------------------|-----------------------------------------|------------------------------|
| Register 01-Main Register<br>Click to select another Register | Pending Government Receipt<br>3 | Transmittals in Review<br>1 | Pending Contractor Acknowledgement<br>1 | Completed Transmittals<br>39 |
|---------------------------------------------------------------|---------------------------------|-----------------------------|-----------------------------------------|------------------------------|

Delete Transmittals Pending Government Receipt 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 | Date Received by Government | Classification |
|---------|--------------------|-----------------------------------------|---------------------|-----------------|-----------------------------|----------------|
| 014000  | 014000-1           | 1                                       | 08/19/2019          | 08/19/2019      | Enter date                  | GA             |
| 033000  | 033000-3           | 3                                       | 05/29/2019          | 05/29/2019      |                             |                |
| 260543  | 260543-8           | 8                                       | 05/14/2019          | 05/14/2019      |                             |                |

Transmittal 014000-1 - Pending Government Receipt

| Item | Description       | Primary Government Reviewer | QA Code | Primary Contractor Reviewer |
|------|-------------------|-----------------------------|---------|-----------------------------|
| 1    | Closeout Document |                             |         |                             |

June - 2020

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

### 8.3.1 Government Review Process

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

**Transmittal Log**

|                                                               |                                 |                              |                                          |                              |
|---------------------------------------------------------------|---------------------------------|------------------------------|------------------------------------------|------------------------------|
| Register 01-Main Register<br>Click to select another Register | Pending Government Receipt<br>1 | Transmittals in Review<br>16 | Pending Contractor Acknowledgement<br>72 | Completed Transmittals<br>41 |
|---------------------------------------------------------------|---------------------------------|------------------------------|------------------------------------------|------------------------------|

Delete Transmittals Pending Government Receipt 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 | Date Received by Government | Classification |
|---------|--------------------|-----------------------------------------|---------------------|-----------------|-----------------------------|----------------|
| 011000  | 011000-6           | 9                                       | 09/21/2022          | 09/21/2022      | 09/21/2022                  | GA             |

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

Transmittal Log

Register 01-Main Register  
Click to select another Register

Pending Government Receipt  
0

Transmittals in Review  
17

Pending Contractor Acknowledgement  
72

Completed Transmittals  
41

EditDelete

Transmittals In Review

XExport

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

|  | Section  | Transmittal Number | Submittal Items included on Transmittal | Contractor Sent | Government Received | Review Due | Date Returned to Contractor | Classification |
|--|----------|--------------------|-----------------------------------------|-----------------|---------------------|------------|-----------------------------|----------------|
|  | 011000   | 011000-1           | 1,4                                     | 08/03/2022      | 08/03/2022          | 08/12/2022 |                             | GA             |
|  | 011000   | 011000-3           | 5                                       | 08/10/2022      | 08/10/2022          | 08/19/2022 |                             | GA             |
|  | 011000   | 011000-6           | 9                                       | 09/21/2022      | 09/21/2022          | 09/30/2022 |                             | GA             |
|  | 01654    | 01654-1            | 1                                       | 03/15/2022      | 03/15/2022          | 03/24/2022 |                             | GA             |
|  | 08 51 13 | 08 51 13-2         | 2                                       | 06/28/2022      | 07/05/2022          | 07/14/2022 |                             | GA             |

A submittal consists of the 4025-transmittal document identifying submittal items and the supporting documents. The first step in reviewing a submittal is the intake process of the transmittal form, ENG Form 4025-R (4025). This is the transmittal document that identifies the items that are being submitted.

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

| Transmittal 011000-6 - In Review |             |                             |         |                             |         |           |
|----------------------------------|-------------|-----------------------------|---------|-----------------------------|---------|-----------|
| Item                             | Description | Primary Government Reviewer | QA Code | Primary Contractor Reviewer | QC Code | Variation |
| 9                                | Summary 10  | Test User                   |         | <Not Set>                   | A       | No        |
| 011000-6 - Secondary Reviewers   |             |                             |         |                             |         |           |
| Secondary Reviewer               | Review Due  | Review Complete             |         |                             |         |           |

Summary of secondary reviewers to assist in working the Transmittal

Summary of Submittal Items to be worked.

To work on a transmittal, select an item and click on the [Edit](#) button or double click on the item.

| Transmittals In Review                                        |                    |                                         |                 |                     |            |                             |                |  |
|---------------------------------------------------------------|--------------------|-----------------------------------------|-----------------|---------------------|------------|-----------------------------|----------------|--|
| Drag a column header and drop it here to group by that column |                    |                                         |                 |                     |            |                             |                |  |
| Section                                                       | Transmittal Number | Submittal Items included on Transmittal | Contractor Sent | Government Received | Review Due | Date Returned to Contractor | Classification |  |
| > 011000                                                      | 011000-6           | 9                                       | 09/21/2022      | 09/21/2022          | 09/30/2022 |                             | GA             |  |
| 01654                                                         | 01654-1            | 1                                       | 03/15/2022      | 03/15/2022          | 03/24/2022 |                             | GA             |  |
| 08 51 13                                                      | 08 51 13-2         | 2                                       | 06/28/2022      | 07/05/2022          | 07/14/2022 |                             | GA             |  |
| 08 81 00                                                      | 08 81 00-2         | 2                                       | 08/10/2022      | 08/10/2022          | 08/19/2022 |                             | GA             |  |



**Transmittal 011000-6 - in Review**

4025 Report Gov't Remarks

Date Prepared: 5/8/2023 Date Received: 5/8/2023 Review Due: 6/7/2023

Recall Transmittal Received By: Haley Date Sent to Contractor: Select a date

Submittal Items Included on this Transmittal

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

Paragraph Drawing

Contractor / Government Remarks Secondary Reviewer Remarks

Contractor Remarks to Government

Government Remarks to Contractor

**Government - Apply QA Codes and Complete Transmittal**

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

Apply QA Codes and Complete 4025

Manually Attach Signed 4025

Transmittal 011000-6 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    | Signed | Title of Package    | No. | Status                                                                              |
|--------|--------|---------------------|-----|-------------------------------------------------------------------------------------|
| Edit   | >      | Transmittal 011000- | 1   | In Review; documents will be marked 'Ready to Send' to PCF when package is accepted |
| Delete |        |                     |     |                                                                                     |

Transmittal 011000-6 Government: Complete a document package for the transmittal package and submit it using this document package manager.

| Add    | Signed | Title of Package | No. | Status |
|--------|--------|------------------|-----|--------|
| Edit   |        |                  |     |        |
| Delete |        |                  |     |        |

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

The Transmittal Edit screen sections are reviewed below. At the topmost level, clicking on the **4025 Report** and the **Gov't Remarks** buttons will generate previews of the reports without any signatures.

**Note:** The 4025 can be found in the Shared Document Package section at the bottom of the view. This is one location where Contractors can add extra documents to the transmittal.

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

The screenshot shows a form with the following fields and annotations:

- Date Prepared:** 5/8/2023. Annotation: "Date the Transmittal was prepared."
- Date Received:** 5/8/2023. Annotation: "Date the Government received the Transmittal."
- Review Due:** 6/7/2023. Annotation: "Date the Transmittal is due for review."
- Received By:** Haley. Annotation: "The User who received the Transmittal will be populated here automatically."
- Date Sent to Contractor:** Select a date. Annotation: "Date the Transmittal was completed and sent back to the Contractor."

**Date Prepared:** The date the Contractor prepared the transmittal.

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

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

**Received By:** The User who receives the transmittal will automatically be populated here, and the field will be read-only.

**Date Sent to Contractor:** This date tracks when the transmittal was completed and returned to the Contractor. This date is automatically generated and cannot be manually edited by users.

The **Submittal Item Included on this Transmittal** section holds the list of submittals assigned to the Transmittal and is one place where the Contractor can add attachments to the Transmittal pertaining to each item.

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

**Note:** Where extra documents are added to the transmittal is dependent upon to District Policy, if no policy is present, then location is based on preference. However, it is highly recommended that Contractors add the extra documents in the **Attachments** button found to the right of the submittal items included in the transmittal section.

If there are attachments for a submittal item, click on the **Attachments** button to open the Document Packages for that item. An example of this view is provided below. In the Contractor Document Package(s), double click on an item to open it and view the attachments inside. Once all documents are reviewed and acceptable, accept the Document Package and click the **Back** button two times to return to the transmittal edit view. Do this for all submittal items with attachments.

Once accepted, the attachment status in the transmittal edit view will display as "Accepted; documents ready to send to PCF".

The screenshot shows a button labeled "Attachment" with a status indicator below it that reads "1 Attachments: Complete".

**Transmittal 011000-1 - Item 9**

**NOTE: These docs are only for Submittal Item 9. Your 4025 should be added to the main transmittal doc package.**

---

Transmittal 011000-1 - Item 9      *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 011000-1 - Item 9 | 1   | Accepted; documents ready to send to PCF |

---

Transmittal 011000-1 - Item 9 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

Edit

Delete

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

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

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

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

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

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

**QC Code:** The grade that the Contractor gives this submittal item. Most often this will be an "A".

**Variation:** A checkbox indicating variation.

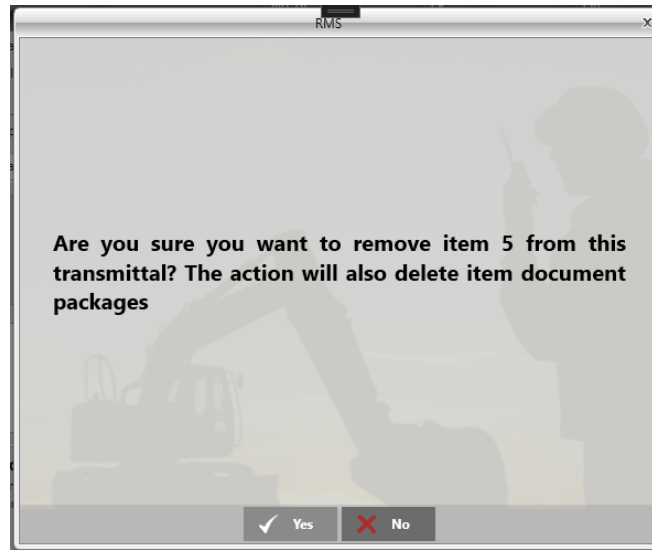
**QA Code:** This is the grade given by the Government once the review of the submittal item has been completed. All submittal items must receive a grade before the transmittal can be completed.

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

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

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

**Attachment:** The attachment assigned to the submittal item. Each submittal item can be assigned multiple attachments pertaining to the transmittal in question. If a submittal item is removed from the transmittal, any associated Document Packages and the contained contents will also be deleted as indicated in the prompt provided.



In the **Contractor / Government Remarks** tab, the comments from the Contractor are displayed. Government Remarks can be added to the Contractor, as well. The Primary Reviewer assigned to the transmittal will usually orchestrate all comments to be sent to the Contractor.

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

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



The Primary Reviewer will then compile remarks from all Secondary Reviewers and include those in the primary Government Remarks field. This can be done by clicking on the notebook icon next to the [Government Remarks to Contractor](#) field (shown in the first image in the [Attachment](#) section) and selecting the [Copy Secondary Reviewer Remarks](#) button.

**Note:** If the Government wishes to share documents with the Contractor, documents must be added in the Shared Document Package.

**Transmittal 011000-6 - in Review** 4025 Report Gov't Remarks

Date Prepared: 5/8/2023 Recall Transmittal Date Received: 5/8/2023 Received By: Haley Review Due: 6/7/2023 Date Sent to Contractor: Select a date

**Submittal Items Included on this Transmittal**

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

Paragraph  Drawing

Contractor / Government Remarks  Secondary Reviewer Remarks

Contractor Remarks to Government

Government Remarks to Contractor

**Government - Apply QA Codes and Complete Transmittal**  
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

Apply QA Codes and Complete 4025 Manually Attach Signed 4025

**Transmittal 011000-6** 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    | Signed | Title of Package    | No. | Status                                                                               |
|--------|--------|---------------------|-----|--------------------------------------------------------------------------------------|
| Edit   | >      | Transmittal 011000X | 1   | In Review; documents will be marked 'Ready to Send' to PCF when package is accepted. |
| Delete |        |                     |     |                                                                                      |

**Transmittal 011000-6** Government: Complete a document package for the transmittal package and submit it using this document package manager.

| Add    | Signed | Title of Package | No. | Status |
|--------|--------|------------------|-----|--------|
| Edit   |        |                  |     |        |
| Delete |        |                  |     |        |

The next section applies QA Codes and completes the ENG 4025.

**Government - Apply QA Codes and Complete Transmittal**  
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

Apply QA Codes and Complete 4025 Manually Attach Signed 4025

**Caution:** Clicking on either of the buttons shown above will lock the Document Packages, preventing documents from being deleted, added, or edited. Only click those buttons once all documents have been added to the Document Packages.

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

If there are documents left unsigned in any of the Document Packages, included in the transmittal, a window will appear to let the User know. Click [Yes](#) to proceed with signing or click [No](#) to return to the Transmittal Edit View.

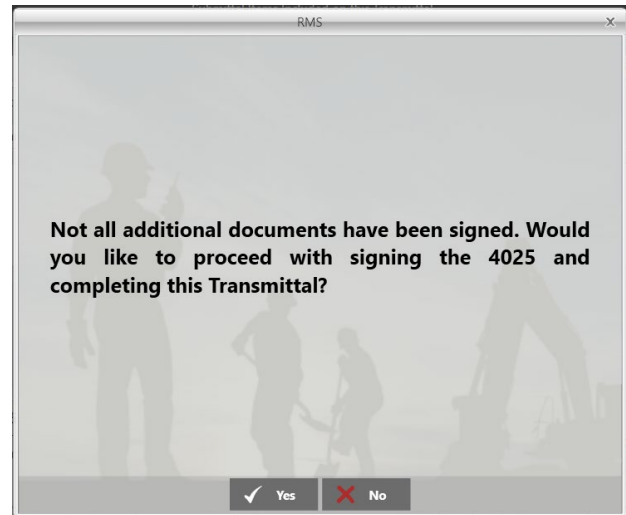
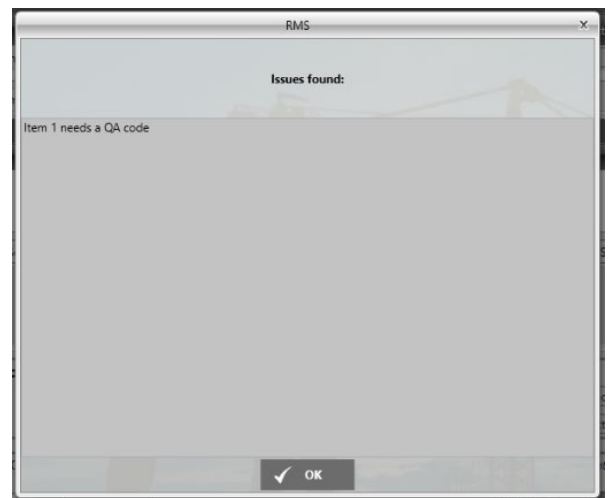
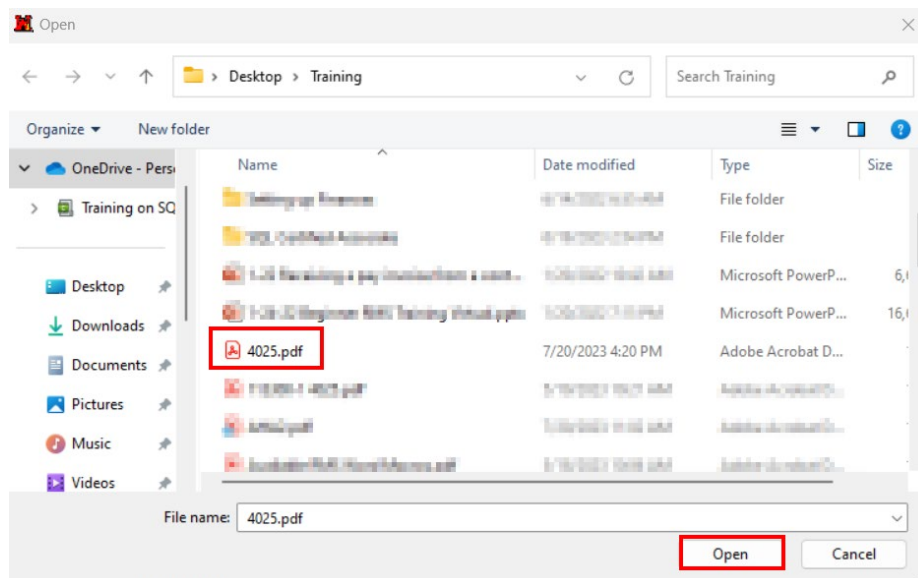
**Note:** If the Contractor signed the 4025 manually, then the Government will only be able to sign the 4025 manually as well. Additionally, if the Government chooses to sign the 4025 manually, the QA codes will need to be applied manually as well. Many users choose to use Adobe Sign and fill to add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

The submittal item(s) are also checked to ensure all QA Codes have been assigned. If all QA Codes were not assigned, then a message will appear indicating that a QA Code is missing, as seen in the figure on the right.

Upon confirming that QA Codes have been assigned and the ENG 4025 can be signed, the logged in user will have to authenticate, and a saved attachment for the ENG 4025 will be generated and included in the Shared Document Package.

Completing the process after clicking the to [Apply QA Codes and Sign 4025](#) button will accept all Document Packages included in the transmittal.

If using the option to [Manually Attach Signed 4025](#), RMS will prompt users to upload the manually sign (or electronically signed outside of RMS) file.



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

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

### 8.3.2 Recall Transmittals

There are times when completed transmittals need to be corrected. A new [Recall Transmittal](#) button has been provided to allow users to make those corrections. This feature is only available to the government and will only move the transmittal back to the [Transmittal in Review](#) status. Users will be able to update the QA codes applied, the remarks made and to add extra supporting documents that may have been missing from the original acceptance/completion process.

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

**Transmittal 11111-11 - Pending Contractor Acknowledgment** 4025 Report Gov't Remarks

Date Prepared: 8/16/2024 ts Date Received: 8/16/2024 ts Review Due: 9/15/2024 ts

**Recall Transmittal** Received By: ts Date Sent to Contractor: 8/16/2024 ts

Submittal Items Included on this Transmittal

| Item | Description | Primary Reviewer | No. of Copies | Classification | QC Code | Variation                | QA Code | Attachment         |
|------|-------------|------------------|---------------|----------------|---------|--------------------------|---------|--------------------|
| 67   | 08/16       |                  | 6             | GA             | A       | <input type="checkbox"/> | C       | 0 Attachments: N/A |

Paragraph: ts Drawing: ts

Contractor / Government Remarks: ts Secondary Reviewer Remarks: ts

Contractor Remarks to Government: ts

Government Remarks to Contractor: ts

**Government - Apply QA Codes and Complete Transmittal**

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

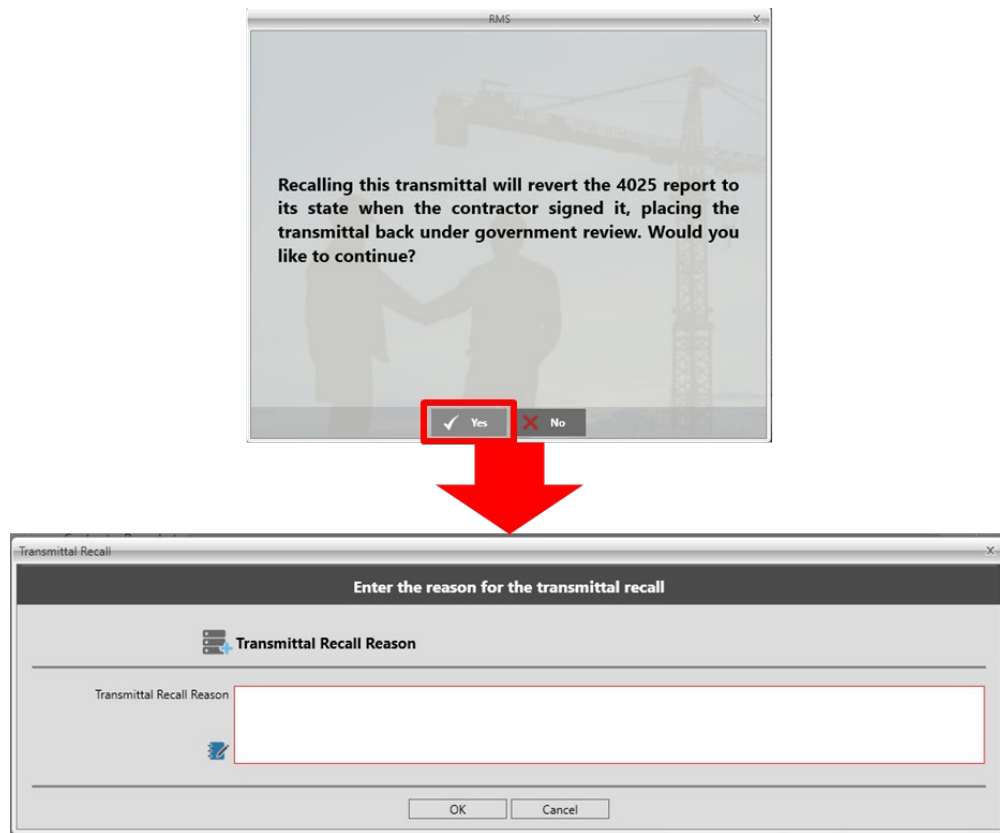
**Create and Digitally Sign 4025:** LOCKED Transmittal has been marked complete by the government.

**Manually Attach Signed 4025**

Transmittal 11111-11 *Shared Package: Complete 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  | Signed | Title of Package     | No. | Status                                 |
|------|--------|----------------------|-----|----------------------------------------|
| Edit | >      | Transmittal 11111-11 | 1   | Accepted; documents ready to send to P |

When the [Recall Transmittal](#) button is clicked, a [Transmittal Recall Reason](#) must also be entered to complete the recall.



The transmittal will be placed back into the [Transmittals in Review](#) status. After clicking [OK](#), Users will need to navigate back to the [Transmittals in Review](#) sort tile to open and edit the

recalled transmittal. As stated earlier, only the [QA Code](#) and [Government Remarks to Contractor](#) fields will reactivate for editing.

Once the necessary updates are made, the transmittal can be completed again by using [Apply QA Codes and Complete 4025](#) or [Manually Attach Signed 4025](#) buttons. See section [8.3.1 Government Review Process](#) for further information regarding transmittal completion.

**Transmittal 11111-11 - in Review**

Date Prepared: 8/16/2024 | Date Received: 8/16/2024 | Review Due: 9/15/2024

Received By: Haley | Date Sent to Contractor: Select a date

**Submittal Items Included on this Transmittal**

| Item | Description | Primary Reviewer | No. of Copies | Classification | QC Code | Variation | QA Code | Attachment         |
|------|-------------|------------------|---------------|----------------|---------|-----------|---------|--------------------|
| 67   | 08/16       | GARY             | 6             | GA             | A       |           | C - A   | 0 Attachments: N/A |

**QA Code Dropdown Options:**

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

**Government - Apply QA Codes and Complete Transmittal**

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

**Buttons:** Apply QA Codes and Complete 4025, Manually Attach Signed 4025

A new Document Package will be created for each new completion of the transmittal.

**Note:** All originally or previously accepted documents will remain in the original Document Package.

When a recall is performed, a new Recall revision entry will populate into the [Revision History](#) table.

**Revision History**

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 8/16/2024 2:26:51 PM UTC | Recall | Haley      |
| 8/16/2024 2:25:48 PM UTC | Accept | Haley      |
| 8/16/2024 2:24:50 PM UTC | Submit | Haley      |

When viewing the revision history for the recalled transmittal, the [Show Recall Comments](#) button will be available below the [Government Remarks to Contractor](#) field.



**Transmittal 11111-11 - in Review Revision History - Recall 8/16/2024 2:26:51 PM UTC**

Date Prepared: 8/16/2024    Date Received: 8/16/2024    Review Due: 9/15/2024

Recall Transmittal    Received By: Haley    Date Sent to Contractor: Select a date

Submittal Items Included on this Transmittal

| Item | Description | Primary Reviewer | No. of Copies | Classification | QC Code | Variation                | QA Code | Attachment         |
|------|-------------|------------------|---------------|----------------|---------|--------------------------|---------|--------------------|
| 67   | 08/16       | GARY             | 6             | GA             | A       | <input type="checkbox"/> | C       | 0 Attachments: N/A |

Paragraph    Drawing

Contractor / Government Remarks    Secondary Reviewer Remarks

Contractor Remarks to Government

Government Remarks to Contractor

Comment

Show Recall Comments

Clicking on the [Show Recall Comments](#) button will show the [Recall Comments](#) entered along with the user who performed the recall and date the transmittal was recalled.

Transmittal Recall

Reason for the transmittal recall

Transmittal Recall Reason

Recall Comments: reason for recall

Recalled By: Haley

Recall Date: 08/16/2024

OK

## 8.4 Submittal Assignments

| 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 review period and activities to submittal items.</i> |                  |
|                                                                                             |          |                                                                                     |            |                                                                                                       |          |                                                                                         |                  |

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.

### 8.4.1 Single Item Assignment

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

**Note:** No lookup table will appear for this column. Just enter the number into the edit field. Click on *Back* when done.

**Register 01-Main Register**  
Click to select another Register

This view allows for batch type operations on submittal register items. Click on the UPDATE button to access these operations such as replacing invalid reviewers or replacing one reviewer with another. You can also change the Reviewers and Review Days for submittal items directly in the data grid below.

UPDATE **Submittal Items** Search X Export

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

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

Click here to open the Government staff lookup table.

Click here to edit the review day for the item.

### 8.4.2 Multiple Item Assignment

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

**Register 01-Main Register**  
Click to select another Register

This view allows for batch type operations on submittal register items. Click on the UPDATE button to access these operations such as replacing invalid reviewers or replacing one reviewer with another. You can also change the Reviewers and Review Days for submittal items directly in the data grid below.

UPDATE **Submittal Items** Search X Export

Assign Primary Reviewer for Unassigned Submittals  
Assign Primary Reviewer/Office for Invalid Office  
Replace Reviewer: \_\_\_\_\_ With: \_\_\_\_\_  
Replace Invalid Reviewer with a Valid Reviewer  
Set Government Review Period  
Assign Activity

|  | Description               | SD No | Info Only | Primary Reviewer | Review Days |
|--|---------------------------|-------|-----------|------------------|-------------|
|  | Schedule of Prices        | 18    | GA        | <Not Set>        | 0           |
|  | Updated Schedule April 30 | 18    | GA        | <Not Set>        | 0           |
|  | Schedule Update 51519     | 18    | GA        | <Not Set>        | 0           |

### 8.4.3 Assign Primary Reviewer for Unassigned Submittals

Use the radio buttons to select the range of submittal items from which to select. Click on the [Assign Primary Reviewer](#) blue box to open the Staff Lookup table. Select the option for which submittal items to assign to the reviewer.

If either the [Selected Sections](#) or [Selected Submittal Items](#) option is selected, click [Next](#) to bring up the corresponding lookup table and make the desired selections.

**Replace Submittal Reviewer**

Assign Primary Reviewer: **<Not Set>**

To unassigned submittals for: ☐ All Submittal Items ☒ **Selected Sections** ☐ Selected Submittal Items

**OR**

To unassigned submittals for: ☐ All Submittal Items ☐ Selected Sections ☒ **Selected Submittal Items**

< Back    Next >    Cancel

**Replace Submittal Reviewer**

Assign reviewer [Testing T2] to unassigned submittals in selected sections

**Specification Sections**

| Section        | Name                        |
|----------------|-----------------------------|
| 00 08 00       |                             |
| 00 80 00       |                             |
| 01 00 00       | Administrative Requirements |
| 01 11 00       | SUMMARY OF WORK             |
| 01 14 00       | WORK RESTRICTIONS           |
| 01 15 00       |                             |
| 01 19 30.01 29 |                             |
| 01 55 26.00 12 |                             |
| 01 57 19       |                             |

**Replace Submittal Reviewer**

Assign reviewer [Testing T2] to selected unassigned submittals

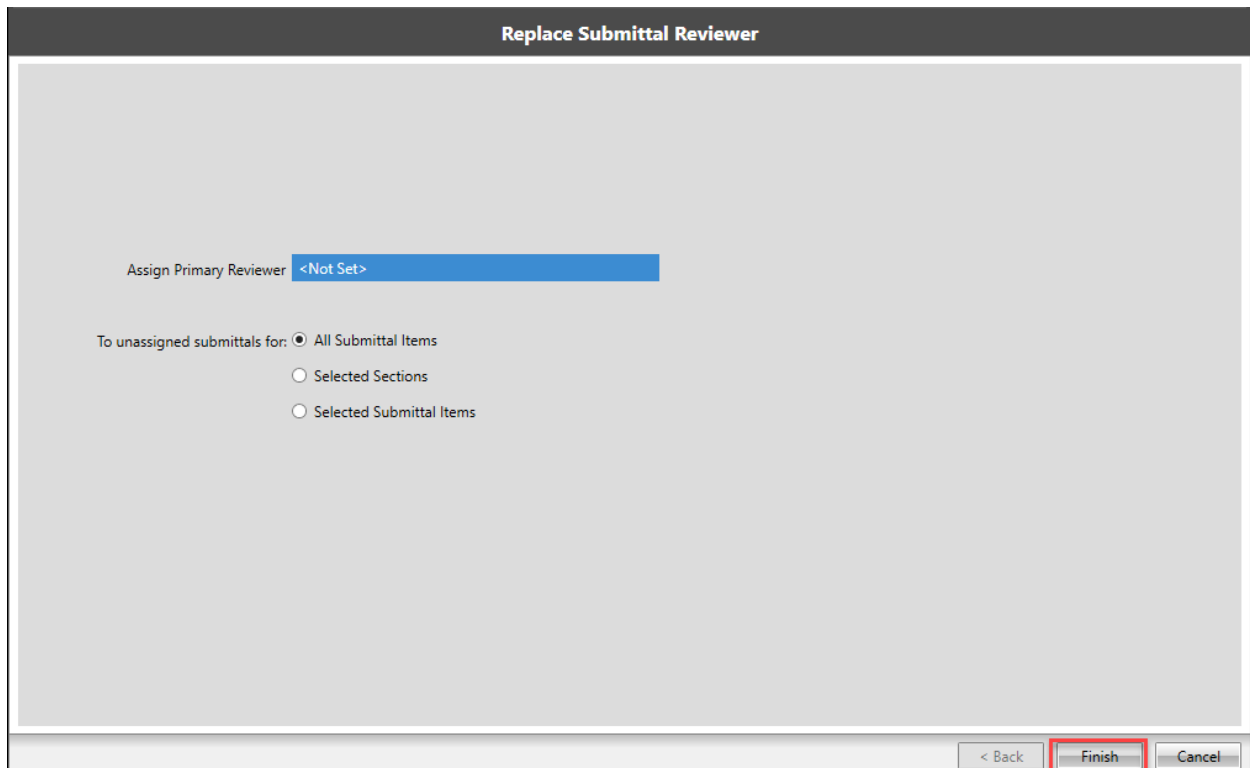
**Submittal Items**

| Section        | Item | Description                              | SD No | Type                            |
|----------------|------|------------------------------------------|-------|---------------------------------|
| 00 08 00       | 0    | Accident Prevention Program              | 12    |                                 |
| 00 80 00       | 0    | Statement of Required Insurance          | 10    | OPERATIONS AND MAINTENANCE DATA |
| 00 80 00       | 0    | Project Schedule                         |       |                                 |
| 00 80 00       | 0    | Project Schedule                         |       |                                 |
| 01 15 00       | 0    | Construction Sequencing Plan             |       |                                 |
| 01 19 30.01 29 | 0    | Traffic Control Plan                     | 01    | PRECONSTRUCTION SUBMITTALS      |
| 01 19 30.01 29 | 0    | Temporary Site Electrical Plan           | 01    | PRECONSTRUCTION SUBMITTALS      |
| 01 19 30.01 29 | 0    | Temporary Facilities Site Plan           | 01    | PRECONSTRUCTION SUBMITTALS      |
| 01 19 30.01 29 | 0    | Temporary Heating Plan                   | 02    | SHOP DRAWINGS                   |
| 01 19 30.01 29 | 0    | Doyon Utilities' Service Application For | 05    | DESIGN DATA                     |
| 01 30 00       | 0    | View Location Map                        | 01    | PRECONSTRUCTION SUBMITTALS      |

< Back    **Finish**    Cancel

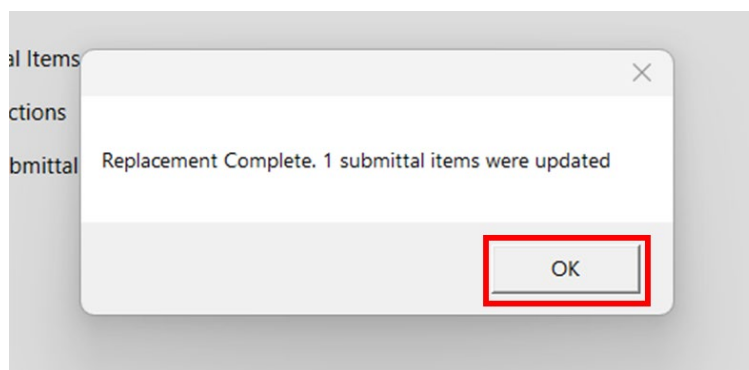
Click the [Finish](#) button to complete the action.

If [All Submittal Items](#) is selected, click [Finish](#).



The screenshot shows a dialog box titled "Replace Submittal Reviewer". Inside the dialog, there is a section labeled "Assign Primary Reviewer" with a dropdown menu currently set to "<Not Set>". Below this, there is a section labeled "To unassigned submittals for:" with three radio button options: "All Submittal Items" (which is selected), "Selected Sections", and "Selected Submittal Items". At the bottom right of the dialog, there are three buttons: "< Back", "Finish" (which is highlighted with a red rectangle), and "Cancel".

Repeat the steps as needed for each of the batch actions. A confirmation window will appear once each action has been completed. Click the [Back](#) button to return to the Submittal Assignments list view when all updates have been finished.



#### 8.4.4 Other actions include:

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

**Replace Submittal Office/Reviewer**

Select an Invalid Office from the List Below

**Invalid Offices** [Search] [Export]

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

| Invalid Office |
|----------------|
|----------------|

< Back   Next >   Cancel

*Replace Reviewer \_\_\_\_\_ with \_\_\_\_\_:* Select this option to change a reviewer to another reviewer.

**Replace Submittal Reviewer**

Replace Primary Reviewer: <Not Set>

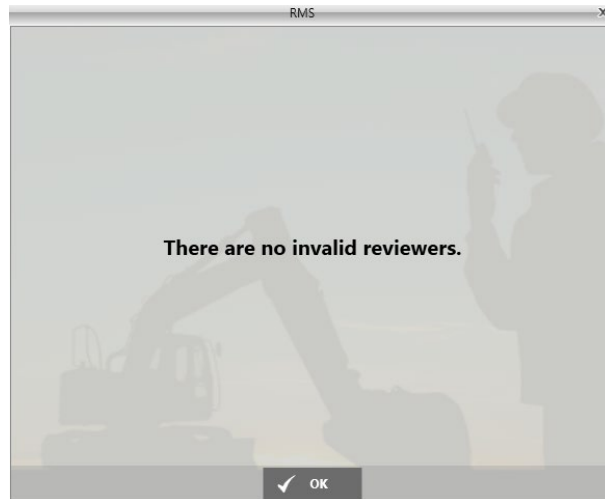
With Primary Reviewer: <Not Set>

☒ All Submittal Items  
☐ All Submittal Items not Completed  
☐ Selected Submittal Items not Completed

< Back   Finish   Cancel

If either the *Selected Sections* or *Selected Submittal Items* option is selected, click *Next* to bring up the corresponding lookup table and make the desired selections. See section [8.4.3](#) for information on the Submittal lookups provided.

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



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

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

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



**Replace Submittal Review Period**

**Classification**

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

**Review Period**

- ☒ Set all zero review periods to \_\_\_ days
- ☐ Replace review period \_\_\_ days with \_\_\_ days

< Back   **Next >**   Cancel

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

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

**Assign Activity to Submittal Items**

Assign Activity **<Not Set>**

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

Assign Activity to Submittal Items

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

Submittal Items

Search

Export

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

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

Back

Finish

Cancel

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

## 9.0 SCHEDULES

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

The RMS Schedules screens allows Government to check Contractor activities and track progress. Contractors often use SDEF files to import schedules from the internal software planning tools.

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

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

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

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

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

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

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

## 9.1 Activity Schedule

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

The work **Activity Schedule** is the schedule used at the jobsite to forecast projected need dates for submittals, materials, equipment, work crews, testing schedules, 3-Phase inspections, etc.

| All Activities | Not Started | In Progress | Not Finished | Finished | Critical |
|----------------|-------------|-------------|--------------|----------|----------|
| 486            | 356         | 46          | 402          | 84       | 243      |

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

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

**Note:** The **Critical** tile will only appear when the Activity Schedule has been imported using an SDEF file.

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

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

### 9.1.1 Imported Schedules

The Activity Schedule usually comes from a Contractor's Network Analysis System (NAS), a system such as Oracle Primavera or Microsoft Project by exporting a schedule to either an exported SDEF (Standard Data Exchange Format) or XML file. At this time, RMS only accepts XML files that were exported from Primavera.

Activity codes are assigned to each activity in the scheduling software and populate via the SDEF/XML imported file into RMS, such as seen in the above image. All the Early/Late Start and Finish dates populated in the above image only come from the NAS. Moreover, while it is best practice for the Actual Start and Finish dates to come from inside of the QC daily reports, those dates can be imported with the Contractor's NAS import based on the settings chosen in the [Contract Setup](#) module see the section 5.7 for Contract Setup in Volume 1 of this manual for instructions on using this setting. The status displayed in the Activity Schedule will change when the Actual Start and or Finish dates are entered.

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

### 9.1.2 Manually Entered Schedules

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

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

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

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

## 9.2 Milestone Schedule

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

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

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

**Note:** The NTP Acknowledged date determines the numbering for the QA/QC reports. The numbering starts at 1 once the actual NTP Acknowledged date is entered. If reports are entered with dates that preceed the NTP Acknowledgement date, then those numbers will be 0. In other words, if the NTP actual date is 2/2/2020 and the first report is put in on 2/5/2020, then the report number will be 3. During construction, these types of milestones are reviewed at the weekly planning meetings with the Contractor and are updated in RMS as part of the daily QA reporting process. Prior to construction award, milestone dates should come from P2 to RMS, but after construction award, the construction milestone dates should come from RMS to P2.

Milestone Schedule

Completed-Physical

Award Duration1,095

Option Duration0

Current Duration1,095 days

All Events37

Design20

Construction6

Post Construction11

System13

District24

Contract0

AddEditDelete

All Events

Search

Export

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

|   | Group    | Phase             | Milestone Event               | Original Date | Scheduled Date | Scheduled Time | Actual Date | Status        |
|---|----------|-------------------|-------------------------------|---------------|----------------|----------------|-------------|---------------|
| > | System   | Construction      | Contract Award                |               |                |                | 10/31/2001  | Completed     |
|   | System   | Construction      | NTP Acknowledged              |               |                |                | 12/03/2004  | Completed     |
|   | System   | Construction      | Construction Start Date       |               |                |                | 12/03/2004  | Completed     |
|   | System   | Construction      | Contract Required Completion  | 12/03/2007    | 12/03/2007     |                | N/A         | N/A           |
|   | System   | Post Construction | Contract Physical Completion  |               |                |                | 08/16/2017  | Completed     |
|   | System   | Post Construction | Contractor Final Payment      |               |                |                |             | Not Scheduled |
|   | System   | Post Construction | Beneficial Occupancy Date     |               |                |                |             | Not Scheduled |
|   | System   | Construction      | Construction Completion       |               |                |                |             | Not Scheduled |
|   | System   | Post Construction | Transfer Document Date        |               |                |                |             | Not Scheduled |
|   | System   | Post Construction | AE Evaluation Date            |               |                |                |             | Not Scheduled |
|   | System   | Post Construction | Contractor Evaluation Date    |               |                |                |             | Not Scheduled |
|   | System   | Construction      | Red Zone Meeting              |               |                |                |             | Not Scheduled |
|   | System   | Post Construction | Project Fiscal Completion     |               |                |                |             | Not Scheduled |
|   | District | Post Construction | Closeout Pkg Sent to District |               |                |                |             | Not Scheduled |
|   | District | Post Construction | Closeout Pkg Received by Dist |               |                |                |             | Not Scheduled |



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

**Award Duration:** Once an Award Date has been entered for the contract, this field will display the awarded duration for the contract.

**Estimated Duration:** If an Award Date has not been entered for the contract, then this field will be displayed as Estimated Duration. The Estimated Duration will be displayed for a future contract, as well. If the contract is not linked to P2, then this field can be edited and will reflect the Estimated Duration title until an Award Date has been entered via a schedule import or manual entry. This duration can also come from P2 if the contract is linked without the Award Date having been entered in P2. Please follow district policy as it relates to this information.

**Milestone Schedule**

Future Phase

Estimated Duration  Option Duration  Current Duration  days

All Events Design Construction Post Construction System District Contract

**Option Duration:** When a modification made to the contract impacts the duration of the contract, that new contract duration will show in this field.

**Milestone Schedule**

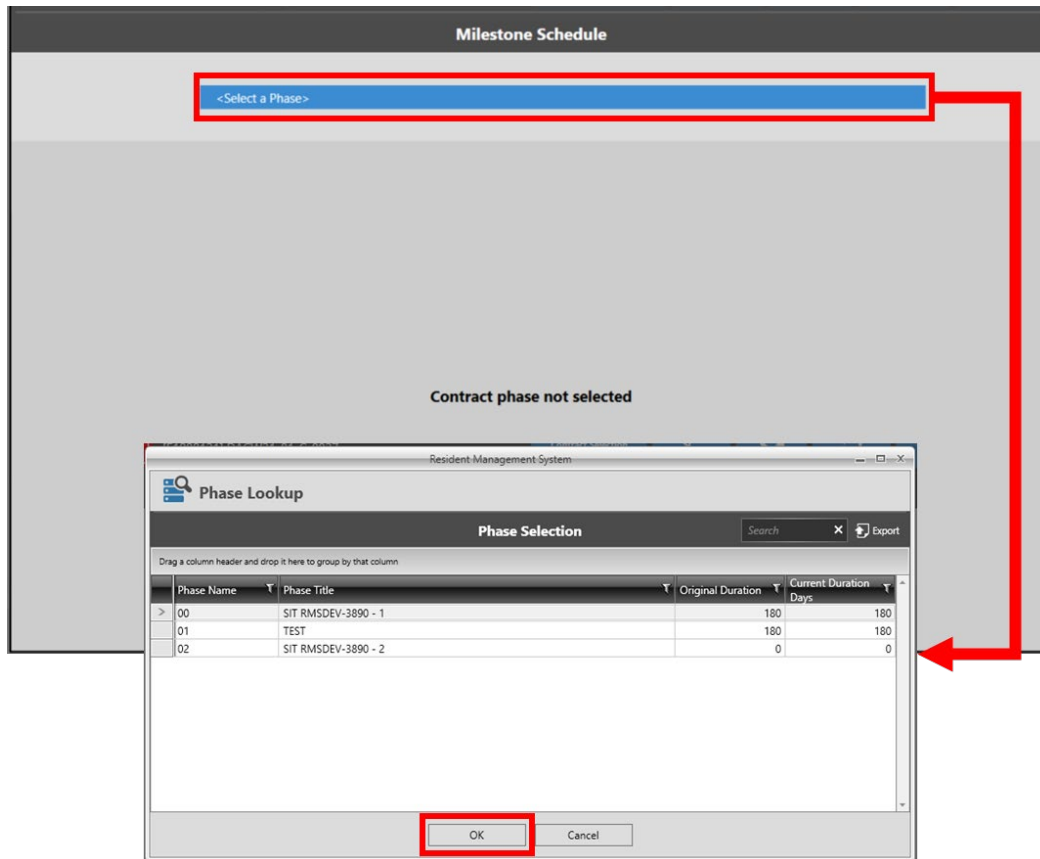
Active Contract

Award Duration  Option Duration  Current Duration  days

All Events Design Construction Post Construction System District Contract

**Current Duration:** This field will display the most current duration of the contract. If an option duration is present, then this field will display the updated duration of the contract as a result of the **Option Duration**.

Under some circumstances, opening the [Milestone Schedule](#) module will require a selection from a [Phase](#) lookup field. This prompt will appear when the contract is linked to a P2 project that has multiple phases and the [Use only one Phase](#) checkbox in the [Contract Setup](#) module is NOT checked. If those conditions are met, the below view will be displayed upon opening the [Milestone Schedule](#) module.



### 9.2.1 Adding Milestones

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

Thus, the [Milestone Schedule](#) in the contract reflects all the milestones from RMS, the District/Local Office libraries. Additional milestones that are unique to a contract can be added, as well. Other contracts will not be able to access these unique milestones.

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

RMS Add View

### Add Milestone Event

The following information is required to add a new Milestone Event

Description

OK Cancel

Click [OK](#). The wizard will then display the edit view of the new milestone.

This is the same view when editing an existing milestone using the [Edit](#) button. Each milestone can be edited to set its dates.

### Milestone Edit View

**Milestone Event**

Group:  ☐ Milestone Date Not Required

Phase:

Description:

**Base Scheduled Event Date On**

☒ Manually Entered Date

☐ Other Milestone Event   ±  days

☐ Activity Finish Date   ±  days

Activity Date Options: ☒ Early Finish ☐ Late Finish ☐ Mid Float Finish

**Date / Time**

Scheduled Date:

Actual Date:

Schedule Time:  ☐ Record Time

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

**Milestone Event**

Group:

Phase:

Description:

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

**Note:** This checkbox is disabled for District milestones.

#### [Base Scheduled Event Date On](#)

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

If [Other Milestone Event](#) is selected, choose a milestone from the [Select Milestone...](#) lookup window and enter a value in the  $\pm$  [days](#) field to move the date as desired.

If [Activity Finish Date](#) is selected, choose the activity from the [Select Activity...](#) lookup window and enter a value in the  $\pm$  [days](#) field to move the date as desired. Select the appropriate option from the [Activity Date Options](#) below, as well.

#### [Date / Time](#)

The [Schedule Date](#) and [Schedule Time](#) fields are only editable when milestone scheduled event section is set to [Manually Entered Date](#).

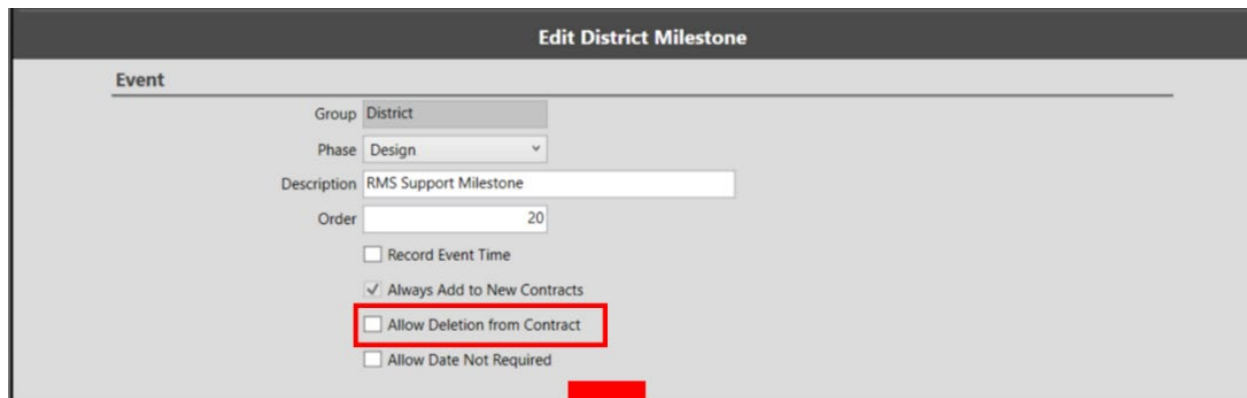
Checking the [Record Time](#) checkbox will make the [Schedule Time](#) text box editable. Check the [Record Time](#) checkbox and enter [Schedule Time](#) there.

If milestone is completed, an [Actual Date](#) will be entered.

Click the [Back](#) button to save changes made.

To delete a milestone, select the milestone and click the [Delete](#) button, then confirm the deletion.

Milestone deletion cannot be performed on any System Milestones or on District Milestones that do not have the *Allow Deletion from Contract* checkbox checked within *District Library | District Milestones*.



**Edit District Milestone**

**Event**

Group: District

Phase: Design

Description: RMS Support Milestone

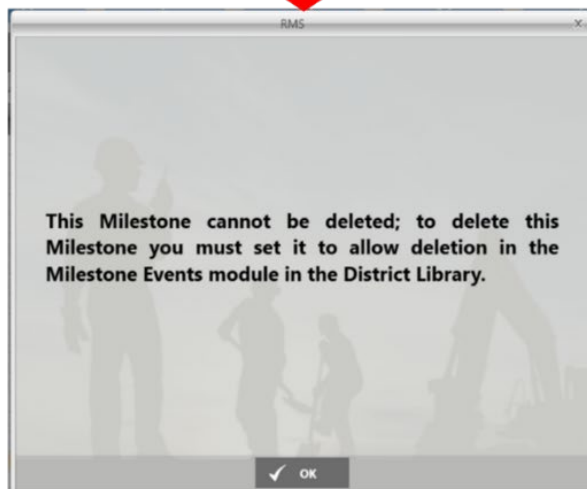
Order: 20

☐ Record Event Time

☒ Always Add to New Contracts

☐ Allow Deletion from Contract

☐ Allow Date Not Required



## 9.2.2 Description of System Milestones

System Milestones are the milestones created by the RMS Support Center and affect various modules in RMS. These milestones are always the only milestones that will be updated by P2 or sent from RMS to P2.

Descriptions of the milestones can be viewed by hovering the mouse pointer over the question mark icon located in the [Milestone Edit View](#) for each milestone. The pop-up notes are also replicated in this manual for ease of reference.

**Milestone Edit View**

**Milestone Event**

Group: System

Phase: Construction

Description: NTP Acknowledged

**Base Scheduled Event Date On**

☐ Manually Entered Date

☐ Other Milestone Event

☒ Activity Finish Date

Activity Date Options: ☐ Early Finish ☒ Late Finish ☐ Mid Float Finish

**Date / Time**

Scheduled Date: 12/30/2019

Actual Date: 2/1/2014

Schedule Time:

☐ Record Time

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

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

### Construction Phase:

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

#### Contract Award (CC800 in P2)

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



**Construction Completion:** This milestone is one of the options used to control the ending of payroll generation within the contract. Using this milestone as the selection in Contract Setup as the end of the contract for Payroll purposes, once an actual date is entered, then payrolls will stop. The Actual last day will also be dependent upon the days before or after this milestone were added in Contract Setup. Otherwise, any contract administrator can open the **Contractor Payrolls** module to generate payrolls.

#### Construction Completion (CC820 in P2)

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

**Note:** If the Actual Date is entered for this milestone and no milestone has been selected for the ending of payrolls within Contract Setup, then no payrolls will be generated past this date.

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

#### Construction Start Date

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

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

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

#### Contract Required Completion (CC830 in P2)

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

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

#### **NTP Date (CC810 in P2)**

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

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

#### **Red Zone Meeting**

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

### **Post Construction Phase:**

**AE Evaluation Date:** The date that the final evaluation is completed by the Government for the AE Contractor in the CPARS system.

#### **AE Evaluation Date (CC860 in P2)**

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

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

#### **Beneficial Occupancy Date (CC850 in P2)**

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

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

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

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

**Contractor Evaluation Date (CC870 in P2)**

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

**Contractor Final Payment:** If the **Contractor Final Payment** date has an actual date entry, it will indicate the end of the contract for Payroll purposes if no selection has been chosen in Contract Setup to end Contractor Payrolls. The automatic portion of the **Contractor Final Payment** is completed once a payment completed in the **Progress Payment** module that is marked as a final payment has been paid out by the USACE Financial Center through CEFMS.

**Contractor Final Payment (CC880 in P2)**

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

**Contract Physical Completion:** This milestone is another one of the options that can be used to control the ending of payroll generation within the contract. Using this milestone as the selection in Contract Setup as the end of the contract for Payroll purposes, once an actual date is entered, then payrolls will stop. The Actual last day will also be dependent upon the days before or after this milestone were added in Contract Setup.

**Contract Physical Completion (CC840 and CW450 in P2)**

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

**Note:** No future payrolls will be generated, once this Actual Date has been entered if this milestone was chosen to end payrolls.

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

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

#### **Project Fiscal Completion (ML260 in P2)**

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

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

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

#### **Transfer Document Date (CC890 in P2)**

Date that the stakeholder signs acknowledging the document that transfers the completed work from USACE to the stakeholder.

Note: For MILCON projects this is typically the DD1354.

**Note:** For MILCON projects this is typically the DD1354.

## 9.3 Placement Schedule

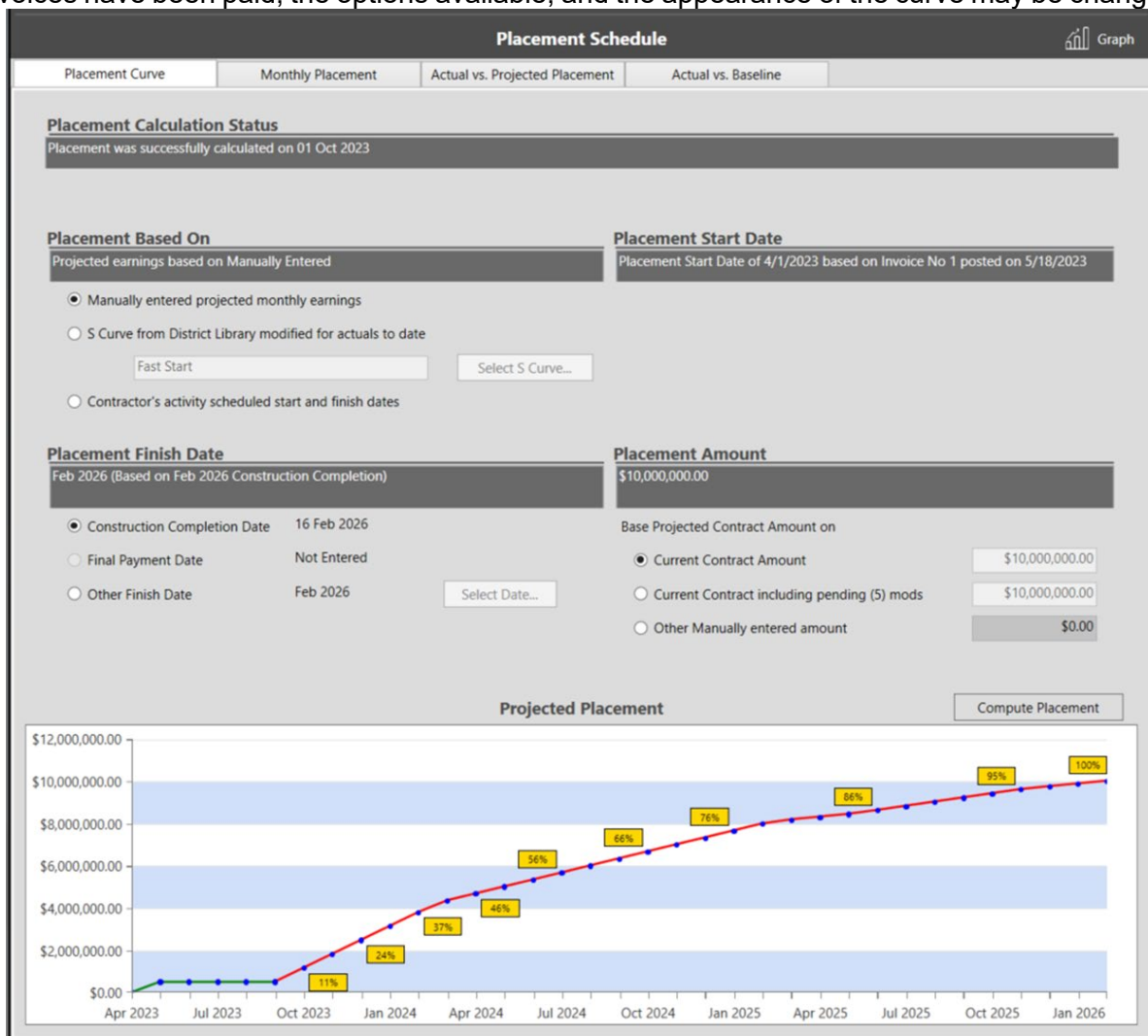
| Administration                                                                                   | Finances                                                                              | QA/QC                                                                                                 | Submittals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

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

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

### 9.3.1 Placement Curve

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



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

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

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

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

The *Placement Start Date* section will be editable when there has been no payment activity on the contract.

The *Award* or *NTP Date* can be used as the Placement Start Date, and if needed, a date can be manually entered by selecting *Other Start Date* and selecting the desired date using the *Select Date...* button.

Select a finish date from the *Placement Finish Date* section. The contract's *Construction Completion* or *Final Payment Date* can be used, or a date can be entered manually by selecting *Other Finish Date* and selecting a date using the *Select Date...* button.

**Placement Start Date**  
Sep 2023 (Based on Manually Entered Date)

☐ Award Date 02 Jun 2023  
☐ NTP Date 01 Sep 2023  
☒ Other Start Date 9/1/2023 

**Placement Finish Date**  
Feb 2026 (Based on Feb 2026 Construction Completion)

☒ Construction Completion Date 16 Feb 2026  
☐ Final Payment Date Not Entered  
☐ Other Finish Date Feb 2026



The **Placement Amount** section is used to determine the dollar amount on which to base the Projected Contract Amount. The **Current Contract Amount** or the **Current Contract Amount including pending (5) mods** can be used. Alternatively, an amount can be manually entered by selecting **Other Manually entered amount**, then entering the amount in the text box provided.

**Placement Amount**

\$10,000,000.00

Base Projected Contract Amount on

☒ Current Contract Amount \$10,000,000.00

☐ Current Contract including pending (5) mods \$10,000,000.00

☐ Other Manually entered amount \$0.00

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

### 9.3.2 Monthly Placement

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

Placement Schedule

Graph

Placement Curve

Monthly Placement

Actual vs. Projected Placement

Actual vs. Baseline

Actual / Scheduled Placement

X

Export

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

Actual Earnings

Projected earnings based on Manually Entered

Compute Placement

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





### 9.3.4 Actual vs. Baseline

Under some circumstances, a fourth tab will appear on the [Placement Schedule](#).

Placement Schedule

Graph

Placement Curve

Monthly Placement

Actual vs. Projected Placement

Actual vs. Baseline

Placement vs Projected for

FY 2013 Original Projected

Search

X

Export

|   | Actual / Scheduled Placement |                   |                 |                | FY 2013 Original Projected |                |        |                  |                |
|---|------------------------------|-------------------|-----------------|----------------|----------------------------|----------------|--------|------------------|----------------|
|   | Month                        | Monthly Placement | Total Placement | %              | Monthly Baseline           | Total Baseline | %      | Total Difference |                |
| > | Oct 12                       | <div></div>       | \$5,100.00      | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | Nov 12                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | Dec 12                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | Jan 13                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | Feb 13                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | Mar 13                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | Apr 13                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | May 13                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | Jun 13                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | Jul 13                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | Aug 13                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   | Sep 13                       | <div></div>       | \$0.00          | \$4,804,502.00 | 100                        | \$0.00         | \$0.00 | 0                | \$4,804,502.00 |
|   |                              |                   |                 |                |                            |                |        |                  |                |
|   |                              |                   | \$4,804,502.00  |                |                            | \$0.00         |        | \$4,804,502.00   |                |

FY 2013 Original Projected

Copy Placement to Baseline...

Actual Earnings

Projected earnings based on Standard S Curve S Curve

On this tab, the user may click [Copy Placement to Baseline](#).

Placement Warning

Are you sure you want to copy the placement values into the Projected for all 12 months?

Yes

No

Same thing for the [Copy Placement to Baseline](#), the placement is copied to the baseline columns.

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

## 9.4 Feature Schedule

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

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

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

All Contractor activities must be assigned to one and only one definable Feature of Work. Each definable Feature of Work may have many activities linked to it. To edit a Feature, select one and click the *Edit* button.

The *Preparatory* and *Initial Inspection Dates* and *Times* can be updated here. If multiple meetings were held, Multiple Prep/Initial Schedule Meetings section will display the meeting history. These definable Features of Work in the Quality Control Plan must match those in the scheduling program.

## 10.0 CLOSEOUT

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

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

### 10.1 Real Property

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

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

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

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

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

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

| Real Property                                                 |          |          |             |                     |
|---------------------------------------------------------------|----------|----------|-------------|---------------------|
| Drag a column header and drop it here to group by that column |          |          |             |                     |
| Real Property ID                                              | Facility | Cat Code | Description | Status              |
| RP-00001                                                      | Test     |          |             | Not Submitted       |
| RP-00002                                                      | Test 2   |          |             | Government Review   |
| RP-00003                                                      | Test 3   |          |             | Government Accepted |

When adding or editing a Real Property item, the following screen will display.

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

| Real Property Item                                                                  |                                                     |                                             |                                              |
|-------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------|----------------------------------------------|
| Item No: RP-00001                                                                   |                                                     |                                             |                                              |
| RPUID (Real Property Unique Identifier)                                             | <input type="text"/>                                | <input type="button" value="Select RPUID"/> | <input checked="" type="checkbox"/> Accepted |
| Facility                                                                            | <input type="text"/>                                |                                             | <input type="checkbox"/> Include DDC         |
| Category Code                                                                       | <input type="button" value="Select Category Code"/> |                                             |                                              |
| Category Title                                                                      | <input type="text"/>                                |                                             |                                              |
| <b>Unit of Measure / Quantity</b>                                                   |                                                     |                                             |                                              |
| 1. Unit                                                                             | <input type="text" value="&lt;Not Set&gt;"/>        | Total Quantity                              | <input type="text" value="0"/>               |
| 2. Unit                                                                             | <input type="text" value="&lt;Not Set&gt;"/>        | Total Quantity                              | <input type="text" value="0"/>               |
| Type of Construction                                                                | <input type="text"/>                                | Sustainability Code                         | <input type="text" value="&lt;Not Set&gt;"/> |
|                                                                                     |                                                     | Construction Cost                           | <input type="text" value="\$0.00"/>          |
| <b>Fund Source</b>                                                                  |                                                     |                                             |                                              |
| <input type="checkbox"/> Multiple                                                   |                                                     |                                             |                                              |
| Funding Source 1                                                                    | <input type="text" value="&lt;Not Set&gt;"/>        |                                             |                                              |
| Fund Org                                                                            | <input type="text" value="&lt;Not Set&gt;"/>        | Interest Code                               | <input type="text" value="&lt;Not Set&gt;"/> |
| Item Remarks                                                                        | <input type="text"/>                                |                                             |                                              |
| Additional Item Info                                                                |                                                     |                                             |                                              |
|  |                                                     |                                             |                                              |

**Note:** When the Contractor has entered the Real Property item for Government review, the **Accepted** checkbox will be unchecked, and the Government will fill in the remaining information required for the item. If needed, the information entered by the Contractor can be edited by either the Contractor or the Government, as well. If all information is deemed

correct, the [Accepted](#) checkbox may be checked. This action will prevent the Contractor from editing the item further.

**Item Number:** The item number is a field used to identify the real property item, this number is automatically generated by the RMS software and generates this number in sequential order (e.g., if a new real property were to be created after RP-00003 the next would RP-00004).

**RPIUD (Real Property Unique Identifier):** Enter the Real Property Asset's unique identifier here. A Real Property Asset is a land parcel, building, structure, or linear structure located on a site and a unique identifier is assigned to each individual land parcel or facility (i.e., a building, structure, or linear structure). A real property site is comprised of one or more Real Property Assets and is also assigned a unique identifier. Either assets or sites may be entered into RMS. The ID is 18-characters long and is generated by, and maintained in, the Registry. An ID is never duplicated or reused and remains archived in the Registry database even after the asset is retired or disposed, so that the ID and associated organizational information will be available for audit and reporting purposes.

**Facility:** The facility or building that is attached to the real property item.

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

**Category Code and Category Title:** Select a Category code by clicking on the blue [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 and the quantity can be set using the [Total Quantity](#) text box(es) to the right of the unit.

**Type of Construction:** Enter the type of construction here. FY22 lookups can be enabled in the [Contract Setup](#) module under the [Administration](#) tab. Check the [Enable FY22 look ups for DD 1354](#) checkbox. New contracts will default to this lookup.

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

**Construction Cost:** Cost of the construction.

**Fund Source:** Fund Source refers to the source of funds that are used to pay for this Real Property Asset. If multiple funding sources are being utilized, check the [Multiple](#) checkbox, and RMS will display additional fields, which allow entry of up to three funding sources and percent utilization of each funding source.

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

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

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

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

Upon completion of the item, ensure that the [Accepted](#) checkbox is checked and click the [Back](#) button at the top to save.



## 10.2 Transfers – DD1354

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

Documents can be prepared for transfer and acceptance of the DoD real property for the using agency by creating DD Form 1354 for transfers. This form can be created using the **Transfers – DD1354** module. This will open the transfer selection view where DD1354 transfers can be added, edited, and/or deleted.

The screenshot shows the 'Transfers DD1354' interface. At the top, there are buttons for 'Add', 'Edit', and 'Delete'. Below these is a search bar and an 'Export' button. The main area contains a table with the following data:

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

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

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

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

The screenshot shows the 'Transfer Edit - Transfer No. 17' interface. At the top right, there is a button labeled 'DD Form 1354'. The form is divided into three tabs: 'Header/Real Property', 'Deficiencies', and 'Remarks'. The 'Header/Real Property' tab is active and contains the following fields:

- Date Prepared: Select a date (15)
- Select Office
- From: [Text Field]
- To: [Text Field]
- Project No.: [Text Field]
- Serial No.: [Text Field]
- Site/Installation: [Text Field]
- Placed in Service: Select a date (15)
- Transfer Type: ☐ Acquisition by Construction ☐ Transfer between Services ☐ Capital Improvement ☐ Inventory Adjustment
- Transfer Type - Secondary: [Dropdown]
- Form Type: [Dropdown]
- Transferred By Signature: [Text Field]
- Transferred By Title: [Text Field]
- Accepted By Signature: [Text Field]
- Accepted By Title: [Text Field]
- Select Signer
- Voucher No.: [Text Field]

At the bottom, there is a 'Property Items' section with a table:

| Order No. | Real Property ID | Facility | Category Code | Description  |
|-----------|------------------|----------|---------------|--------------|
| 1         | RP-00002         |          | 17829         | Sniper Range |

Below the table, it says: 'To reorder real property items, drag and drop in the order desired'.

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

DD FORM 1354, AUG 2022  
PREVIOUS EDITION IS OBSOLETE  
Page 1 of 3



Transfer Edit - Transfer No. 17  
DD Form 1354

Header/Real Property Deficiencies Remarks

2 Date Prepared Select a date 15

Select Office

1 From

3 Project No.

4 Serial No.

6 Site/Installation

5 To

7a Placed in Service Select a date 15

Note only one transfer type can be marked

8a Transfer Type ☐ Transfer between Services ☐ Capital Improvement ☐ Inventory Adjustment ☐ Acquisition Type

8b When/Event

8c Form Version

24a and 24b Transferred By Signature

25a and 25b Accepted By Signature

26 Voucher No.

Property Items

9-23

Order No. Real Property ID Facility Category Code Description

**Number correlations between RMS and form DD 1354:**

|                                 |                      |
|---------------------------------|----------------------|
| Transfer Edit View              | DD Form 1354 Section |
| <i>From</i>                     | 1                    |
| <i>Date Prepared</i>            | 2                    |
| <i>Project No.</i>              | 3                    |
| <i>Serial No.</i>               | 4                    |
| <i>To</i>                       | 5                    |
| <i>Site/Installation</i>        | 6                    |
| <i>Placed in Service</i>        | 7a                   |
| <i>Transfer Type</i>            | 8a                   |
| <i>When/Event</i>               | 8b                   |
| <i>Form Version</i>             | 8c                   |
| <i>Property Item</i>            | 9-23                 |
| <i>Transferred By Signature</i> | 24a                  |
| <i>Transferred By Title</i>     | 24b                  |
| <i>Voucher No.</i>              | 26                   |
| <i>Accepted By Signature</i>    | 25a                  |
| <i>Accepted By Title</i>        | 25b                  |

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

**Transfer Edit - Transfer No. 17** DD Form 1354

Header/Real Property Deficiencies Remarks

Add Delete **Construction Deficiencies** [Search] Export

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

| Deficiency Item | Location | Deficiency Description |
|-----------------|----------|------------------------|
|                 |          |                        |

Deficiency Description [Text Area]

Additional Construction Deficiencies

[Text Area]

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

**Transfer Edit - Transfer No. 17** DD Form 1354

| Header/Real Property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Deficiencies | Remarks                          |                         |                                                         |                                  |        |                                                         |           |        |                |        |                   |        |  |  |          |        |                    |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------|-------------------------|---------------------------------------------------------|----------------------------------|--------|---------------------------------------------------------|-----------|--------|----------------|--------|-------------------|--------|--|--|----------|--------|--------------------|--------|
| <div style="margin-bottom: 10px;"> Project Description <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> <div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Project Cost</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Planning &amp; Design Costs</td> <td style="width: 15%; border: 1px solid #ccc; text-align: right;">\$0.00</td> <td style="width: 30%;">Design During Construction (DDC)</td> <td style="width: 15%; border: 1px solid #ccc; text-align: right;">\$0.00</td> <td rowspan="4" style="width: 10%; vertical-align: top;"> <input type="checkbox"/> Apply DDC to all real property </td> </tr> <tr> <td>S&amp;A Costs</td> <td style="border: 1px solid #ccc; text-align: right;">\$0.00</td> <td>Equipment Cost</td> <td style="border: 1px solid #ccc; text-align: right;">\$0.00</td> </tr> <tr> <td>Construction Cost</td> <td style="border: 1px solid #ccc; text-align: right;">\$0.00</td> <td></td> <td></td> </tr> <tr> <td>Subtotal</td> <td style="border: 1px solid #ccc; text-align: right;">\$0.00</td> <td>Total Project Cost</td> <td style="border: 1px solid #ccc; text-align: right;">\$0.00</td> </tr> </table> </div> <div style="width: 50%;"> <p><b>Project Remarks</b></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> </div> </div> |              |                                  | Planning & Design Costs | \$0.00                                                  | Design During Construction (DDC) | \$0.00 | <input type="checkbox"/> Apply DDC to all real property | S&A Costs | \$0.00 | Equipment Cost | \$0.00 | Construction Cost | \$0.00 |  |  | Subtotal | \$0.00 | Total Project Cost | \$0.00 |
| Planning & Design Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$0.00       | Design During Construction (DDC) | \$0.00                  | <input type="checkbox"/> Apply DDC to all real property |                                  |        |                                                         |           |        |                |        |                   |        |  |  |          |        |                    |        |
| S&A Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$0.00       | Equipment Cost                   | \$0.00                  |                                                         |                                  |        |                                                         |           |        |                |        |                   |        |  |  |          |        |                    |        |
| Construction Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$0.00       |                                  |                         |                                                         |                                  |        |                                                         |           |        |                |        |                   |        |  |  |          |        |                    |        |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$0.00       | Total Project Cost               | \$0.00                  |                                                         |                                  |        |                                                         |           |        |                |        |                   |        |  |  |          |        |                    |        |
| <p>DD 1354 for Transfer No. 17 <i>Complete a document package for the Close Out Transfer Package and submit it using this document package manager.</i></p> <div style="display: flex; align-items: flex-start;"> <div style="width: 15%; margin-right: 10px;"> <div style="margin-bottom: 5px;">Accept</div> <div style="margin-bottom: 5px;">Return</div> <div style="margin-bottom: 5px;">Delete</div> </div> <div style="width: 85%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Title of Package</th> <th style="width: 10%;">No.</th> <th style="width: 30%;">Status</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="height: 40px;"></td> </tr> </tbody> </table> </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |                                  | Title of Package        | No.                                                     | Status                           |        |                                                         |           |        |                |        |                   |        |  |  |          |        |                    |        |
| Title of Package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | No.          | Status                           |                         |                                                         |                                  |        |                                                         |           |        |                |        |                   |        |  |  |          |        |                    |        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                                  |                         |                                                         |                                  |        |                                                         |           |        |                |        |                   |        |  |  |          |        |                    |        |

Once all data has been filled in appropriately, preview the form by clicking on the **DD Form 1354** button in the top right, ensure all information is displayed accurately, then download and save the form to a preferred file location. A physical signature is required on this form. After the form has been signed, add a Document Package in the Transfer Edit view under the **Remarks** tab.

\_\_\_\_\_

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   Signed By

Document Title

Description 



☐ Manually signed by Contractor

☐ Manually signed by Government

**Document Package**

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

GOVERNMENT: Attach documents, sign as appropriate and then complete this document package.

Government Review Notes 



### 10.3 Requisition – DD1149

| Administration                                                                                                | Finances | QA/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>Transfers - DD1354</b><br><i>Prepare document for Transfer &amp; Acceptance of DOD Real Property for Using Agency.</i> |            | <b>Requisition - DD1149</b><br><i>Record receipt and transfer of items provided to or received from the Contractor.</i> |          | <b>CPAR Evaluations</b><br><i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i> |                  |
| <b>Warranty Tracking</b><br><i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i> |          |                                                                                                                           |            |                                                                                                                         |          |                                                                                                                               |                  |

The DD1149 is a record receipt and transfer of items provided to or received from the Contractor. To create a DD1149 requisition form, navigate to the **Requisition – DD1149** module within the **Closeout** tab.

This module shows a data grid with a list of the requisitions made within the contract. To add requisition to the contract, click on the [Add](#) button. To edit a requisition, click on the [Edit](#) button. The edit view will be presented after each of these actions.

In the requisition edit view, there are two tabs: **Header** and **Transfer Property**. The **DD Form 1149** button can be used to preview the report.

The **Header** tab fills out sections 1-17 on the requisition form. The following table demonstrates the mapping from this tab to the DD 1149 form.

**Requisition Edit - Transfer No. 11** DD Form 1149

Header | Transfer Property

Transfer Date: Select a date [15]

**Shipping**

1 From: [ ]

2 To: [ ]

3 Ship To - Mark For: [ ]

Requisition Date: Select a date [15] 5

Requisition #: [ ] 6

Material Required: Select a date [15] 7

Priority: [ ] 8

Authority/Purpose: [ ] 9

Signature: [ ] 10

Voucher #: [ ] 11a and 11b

Voucher Date: Select a date [15] 12

Date Shipped: Select a date [15] 13

Mode Of Shipment: [ ] 14

Bill Of Lading: [ ] 15

Designator/Reference #: [ ] 15

**Appropriations Data**

4 Appropriation Symbol: [ ]

Expenditure Account From: [ ]

Chargeable Activity: [ ]

Bureau Control Acct #: [ ]

16 MATS/MSTS Chargeable To: [ ]

17 Special Handling: [ ]

Appropriation Class: [ ]

Expenditure Account To: [ ]

Bureau Control #: [ ]

Amount: [ ]

SHIPPING CONTAINER TALLY 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 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

**REQUISITION AND INVOICE / SHIPPING DOCUMENT**

Form Approved OMB No. 0704-0246 Expires Dec 13, 1995

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204 Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246).

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2

1. FROM: (Include ZIP Code)

2. TO: (Include ZIP Code)

3. SHIP TO: (Include ZIP Code) MARK FOR:

4. APPROPRIATION SYMBOL AND SUBHEAD

OBJECT CLASS

EXPENDITURE ACCOUNT (From) (To)

CHARGEABLE ACTIVITY

BUREAU CONTROL ACTIVITY NO.

BUREAU CONTROL NO.

AMOUNT

5. REQUISITION DATE

6. REQUISITION NUMBER

7. DATE MATERIAL REQUIRED

8. PRIORITY

9. AUTHORITY OF PURPOSE

10. SIGNATURE

11a. VOUCHER NUMBER AND DATE

12. DATE SHIPPED

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

| Item No. | FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES | UNIT OF ISSUE | QUANTITY REQUESTED | SUPPLY ACTION | TYPE CONTAINER | CONTAINER NOS. | UNIT PRICE | TOTAL COST |
|----------|---------------------------------------------------------------------------|---------------|--------------------|---------------|----------------|----------------|------------|------------|
| (a)      | (b)                                                                       | (c)           | (d)                | (e)           | (f)            | (g)            | (h)        | (i)        |
| 00005    |                                                                           |               | 0                  |               |                |                | \$0.00     | \$0.00     |

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

| ISSUED BY  | TOTAL CONTAINERS | TYPE CONTAINER | DESCRIPTION | TOTAL WEIGHT | TOTAL CUBE | CONTAINERS RECEIVED EXCEPT AS NOTED | DATE (YYMMDD) | BY | SHEET TOTAL               |
|------------|------------------|----------------|-------------|--------------|------------|-------------------------------------|---------------|----|---------------------------|
| CHECKED BY |                  |                |             |              |            | QUANTITIES RECEIVED EXCEPT AS NOTED | DATE (YYMMDD) | BY | GRAND TOTAL               |
| PACKED BY  |                  |                |             |              |            | POSTED                              | DATE (YYMMDD) | BY | 20. RECEIVERS VOUCHER NO. |
| TOTAL      |                  |                |             |              |            |                                     |               |    |                           |

DD Form 1149, DEC 93 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



**Number correlations between RMS (pictured top) and form DD 1149 (pictured bottom):**

Requisition Edit View DD 1149 Form No.

|                                |     |
|--------------------------------|-----|
| <i>From</i>                    | 1   |
| <i>To</i>                      | 2   |
| <i>Ship to – Mark For</i>      | 3   |
| <i>Appropriations</i>          | 4   |
| <i>Requisition Date</i>        | 5   |
| <i>Requisition #</i>           | 6   |
| <i>Material required</i>       | 7   |
| <i>Priority</i>                | 8   |
| <i>Authority/Purpose</i>       | 9   |
| <i>Signature</i>               | 10  |
| <i>Voucher #</i>               | 11a |
| <i>Voucher Date</i>            | 11b |
| <i>Date Shipped</i>            | 12  |
| <i>Mode of shipment</i>        | 13  |
| <i>Bill of Lading</i>          | 14  |
| <i>Designator/Reference #</i>  | 15  |
| <i>MATS/MSTS Chargeable to</i> | 16  |
| <i>Special Handling</i>        | 17  |

**Transfer Property** tab

Property Transfers can be added to the requisition on this tab by clicking the [Add](#) button.

The screenshot shows a software interface for editing a requisition. The title bar reads 'Requisition Edit - Transfer No. 11' and 'DD Form 1149'. Below the title bar are two tabs: 'Header' and 'Transfer Property'. The 'Transfer Property' tab is active. Below the tabs is a toolbar with three buttons: 'Add' (circled in red), 'Edit', and 'Delete'. To the right of these buttons is a search box and an 'Export' button. Below the toolbar is a table with the following columns: 'Transfer Property', 'Description', 'Supply Action', 'Container Type', 'Container No.', and 'Qty Requested'. The table is currently empty.

Only Property Transfers which have not been added on another requisition will appear in the list.

To edit a Property Transfer, click on the [Edit](#) button. To delete a Property Transfer, select one and click on the [Delete](#) button, then confirm the deletion.

Make the selection(s) and click **OK**.

Resident Management System

Select a property to transfer

Transfer Properties

Search X Export

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

| Transfer Property | Description |
|-------------------|-------------|
| TP-00008          |             |
| TP-00009          |             |
| TP-00010          |             |
| TP-00011          |             |

OK Cancel

## 10.4 CPAR Evaluations

| Administration                                                                                                | Finances                                                                                                                  | QA/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>Transfers - DD1354</b><br><i>Prepare document for Transfer &amp; Acceptance of DOD Real Property for Using Agency.</i> |       | <b>Requisition - DD1149</b><br><i>Record receipt and transfer of items provided to or received from the Contractor.</i> |           | <b>CPAR Evaluations</b><br><i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i> |               |                  |
| <b>Warranty Tracking</b><br><i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i> |                                                                                                                           |       |                                                                                                                         |           |                                                                                                                               |               |                  |

The Government can create Contractor Performance Assessment Report (CPAR) evaluations that contain various information regarding the Contractor along with performance ratings.

CPAR evaluations can be created using the **CPAR Evaluations** module. This will open the Contractor evaluation selection view that contains a data grid with all the CPAR evaluations within the contract.

Add Edit Delete

Contractor Performance Evaluation Report (CPAR)

Search X Export

Note: CCASS and ACASS has been replaced by CPARS

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

| From       | To         | Quality        | Schedule     | Cost      | Management   | Small Business | Regulatory     |
|------------|------------|----------------|--------------|-----------|--------------|----------------|----------------|
| 02/02/2018 | 02/09/2018 | Unsatisfactory | Satisfactory |           |              | Exceptional    |                |
| 07/15/2020 | 07/16/2020 | N/A            | Exceptional  | Very Good | Satisfactory | Marginal       | Marginal       |
| 11/01/2022 | 11/01/2022 |                |              |           |              |                |                |
|            |            | N/A            | Exceptional  | Very Good | Satisfactory | Marginal       | Unsatisfactory |

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

When adding or editing a CPAR, the following screen will display with six tabs.

In the **Contractor Name/Address** tab, enter the Contract Division, Product Service Code, and NAICS Code.

**Contractor Performance Assessment Report** Export CPARS

Contractor Name/Address | Contract Information | Misc Information | Small Business Utilization | Ratings | Assessor

**Contractor Name and Address**

Company Name

Contractor Division

Product Service Code  NAICS Code

In the **Contract Information** tab, enter information about the contract being assessed, to include contract dates and dollar values.

**Contractor Performance Assessment Report** Export CPARS

Contractor Name/Address | **Contract Information** | Misc Information | Small Business Utilization | Ratings | Assessor

**Contract Information**

Contract/Delivery Order No.  Evaluation Type

Evaluation From Date  Evaluation To Date

Program Type

Contract Office

Contracting Officer Name  Contracting Officer Work Phone

**Contract Dates**

% Complete  Contract Completed

**Dollar Values**

Current Contract  Modifications

LD's

Termination Type

Home district EROC  Work Complexity Code

Enter any miscellaneous information in the **Misc. Information** tab. The Contract Description will be displayed here along with fields that can be used to document the efforts of up to three Subcontractors on the performance assessment.

**Contractor Performance Assessment Report** Export CPARS

Contractor Name/Address | Contract Information | **Misc Information** | Small Business Utilization | Ratings | Assessor

**Misc Information**

Customer Project No.

Contract Long Title

Contract Description

Subcontractor 1 UEI  DUNS

Subcontractor 1 Effort

Subcontractor 2 UEI  DUNS

Subcontractor 2 Effort

Subcontractor 3 UEI  DUNS

Subcontractor 3 Effort

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

**Contractor Performance Assessment Report** Export CPARS

|                         |                      |                  |                                   |         |          |
|-------------------------|----------------------|------------------|-----------------------------------|---------|----------|
| Contractor Name/Address | Contract Information | Misc Information | <b>Small Business Utilization</b> | Ratings | Assessor |
|-------------------------|----------------------|------------------|-----------------------------------|---------|----------|

**Small Business Information**

Does this contract include a subcontractor plan? Click checkbox if yes, unclick if no.

☐ Contract requires a small business plan

The **Ratings** tab allows input of the rating based upon the Contractor's performance. Rate the Contractor's performance on quality, schedule, cost control, management, small business, and regulatory work. There is also a section to rate the Contractor in other areas that report based on performance. The Contractor can be rated using the schedule rating drop-down selection that includes ratings from unsatisfactory to exceptional. There is also an "N/A" option if the rating is not applicable for the current assessment report.

**Contractor Performance Assessment Report** Export CPARS

|                         |                      |                  |                            |                |          |
|-------------------------|----------------------|------------------|----------------------------|----------------|----------|
| Contractor Name/Address | Contract Information | Misc Information | Small Business Utilization | <b>Ratings</b> | Assessor |
|-------------------------|----------------------|------------------|----------------------------|----------------|----------|

**Quality**

Quality Rating

Quality Comments

**Schedule**

Schedule Rating

Current Schedule Variance

Schedule Comments

**Cost Control**

Cost Rating

Current Cost Variance

Complete Cost Variance

Cost Comments

**Management**

Management Rating

Management Comments

**Small Business**

SBA Rating

SBA Comments

**Regulatory**

Regulatory Rating

Regulatory Comments

**Other Areas**

Other Area Rating 1

Other Area Comments 1

Other Area Rating 2

Other Area Comments 2

Other Area Rating 3

Other Area Comments 3

The **Assessor** tab contains information about who evaluated the Contractor and who reviewed the performance assessment report.

**Contractor Performance Assessment Report** Export CPARS

Contractor Name/Address | Contract Information | Misc Information | Small Business Utilization | Ratings | **Assessor**

**Evaluated By**

Evaluator Name: [Text Field] Evaluated By Email: [Text Field]

**Reviewed By**

Reviewer Name: [Text Field] Reviewer Email: [Text Field]

After completing the CPAR, the report can be exported by clicking the **Export CPARS** button located in the top right-hand corner. This will prompt the user to select a location using the file explorer. The CPARS document will be exported in .txt format. To remove a CPAR that has been added, select one from the selection view and click the **Delete** button before confirming the deletion.

## 10.5 Warranty Tracking

| Administration                                                                                                | Finances                                                                                                                  | QA/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>Transfers - DD1354</b><br><i>Prepare document for Transfer &amp; Acceptance of DOD Real Property for Using Agency.</i> |       | <b>Requisition - DD1149</b><br><i>Record receipt and transfer of items provided to or received from the Contractor.</i> |           | <b>CPAR Evaluations</b><br><i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i> |               |                  |
| <b>Warranty Tracking</b><br><i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i> |                                                                                                                           |       |                                                                                                                         |           |                                                                                                                               |               |                  |

The **Warranty Tracking** module allows users to create warranty and warranty inspection items for both a 4-month and 9-month inspection periods. Both the Government and Contractor can add warranty items and warranty inspection items. This module can be accessed from within the **Closeout** tab.

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

The first tab, **Facility Items**, are only available to Government mode, on this tab the data grid with a list of all the facility items within the contract is displayed.

**Warranty Facilities** Search Export

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

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

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

After adding or editing a facility item, the Warranty Facility Edit View will display. The **Warranty Period** and **Duration** can be entered on this view. The warranty end date is based on the start date and duration. Facility items can also be associated with building items which contain the building numbers.

**Note:** If an item needs to be deleted, select the item and click the [Delete](#) button before confirming deletion.

**Facility Information**

Facility Title: Module 10      Facility Short Title: Module 10

Facility Description: Warranty tracking Facility description goes here

**Warranty Period**

Start Date: 5/27/2020      Duration: 12      End Date: 5/27/2021

Enter the [start date](#) and [duration](#) of the warranty period to calculate the warranty [end date](#).

**Buildings**

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

| Building No. |
|--------------|
| > 10         |

Buildings associated with the facility can be added here.

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

**Warranty Item**

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 |             | Warranty |                      |                   |

After adding or editing a warranty item, the warranty item edit view will be opened. This view allows information regarding the warranty item to be entered.



The warranty [Location](#) can be filled out either using the text field or the [Change Location](#) button. This button grabs a list of all the locations used on other warranty items for quick selection. Changing the status of the warranty items will present different input fields under the dates section to fill out. Warranty items also contain a section to evaluate the Contractor performance of the warranty item.

**Note:** If an item needs to be deleted, select the item and click the [Delete](#) button before confirming deletion.

The screenshot shows the 'Warranty Item' form with the following fields and annotations:

- Item ID:** WI-00001
- Description:** A text field circled in red with an annotation: "Fill out the [description](#) and [Locations](#) as needed."
- Location:** A text field with a "Change Location" button next to it, also circled in red.
- Status:** Three radio buttons: "Item in Review - Warranty Status Undetermined", "Warranty Item" (selected), and "Non-Warranty Item". An annotation "Select the appropriate status" points to the "Warranty Item" button.
- Dates:** Four date pickers: "Date Reported by Owner", "Date Contractor Notified", "Date Corrected - Scheduled", and "Date Corrected - Actual".
- Govt Remarks:** A large text area with the instruction: "Enter all pertinent dates and remarks to contractor as needed in this section."
- Contractor Remarks:** A text area.
- Evaluation of Contractor Performance on this Item:** Three dropdown menus: "Quality Control", "Timely Performance", and "Effectiveness of Management". An annotation "Select ratings for each section by clicking the dropdowns on the right of each field" points to these dropdowns.

The [Warranty Inspections](#) tab contains a data grid with all the warranty tracking items within the contract.

| Warranty Tracking                                             |                    |                    |  |
|---------------------------------------------------------------|--------------------|--------------------|--|
| Drag a column header and drop it here to group by that column |                    |                    |  |
| Warranty Title                                                | 4 Month Inspection | 9 Month Inspection |  |
| Module 10                                                     | Not Complete       | Not Complete       |  |
| Add                                                           | Not Complete       | Not Complete       |  |

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

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

**Note:** If an item needs to be deleted, select the item and click the [Delete](#) button before confirming deletion.

**Warranty Information**

Warranty Title   
Warranty Start    
Warranty End

☒ Four month inspection required  
☒ Nine Month Inspection Required

---

**4 Month Inspection**  
Four month inspection due date    
Four month inspection remarks

☐ Four month inspection complete

---

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

Title of Package
No.
Status

---

**9 Month Inspection**  
Nine Month Inspection Due Date    
Nine Month Inspection Remarks

☐ Nine Month Inspection Complete

---

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

Title of Package
No.
Status

## 11.0 IMPORT/EXPORT

The [Import/Export](#) tab contains the import and export functions of the data necessary for many of the RMS day-to-day tasks.

| Administration                                                                                              | Finances | QA/QC                                                                                                              | Submittals | Schedules                                                                                                      | Closeout | Import/Export                                                                                       | Contract Reports |
|-------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------|------------------|
| <b>Import P2</b><br>Point for importing P2 Project data into the RMS Contract.                              |          | <b>Import QA Deficiencies</b><br>Import QA 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>Import Real Property</b><br>Use Excel to import Real Property items.                                     |          | <b>Import From Another Contract</b><br>Copy selected options from an existing Contract into your current contract. |            | <b>Export Mods List</b><br>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.            |          | <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 |          |                                                                                                                    |            |                                                                                                                |          |                                                                                                     |                  |

## 11.1 Import P2

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

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

## 11.2 Import QA Deficiencies

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

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

### Import QA Deficiencies

---

#### Import QA Deficiencies from Excel Template

Location  
Safety Violation  
Description  
Activity

---

#### Import From

☒ Excel Template
Download Template...

---

#### Assign QA Rep

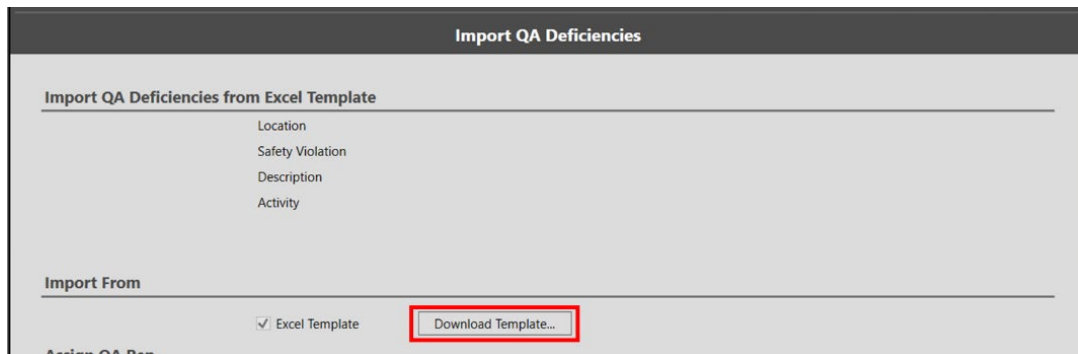
QA Rep <Not Set>

---

Import Deficiency Items from Excel

## 11.2.1 Excel Template for Deficiencies

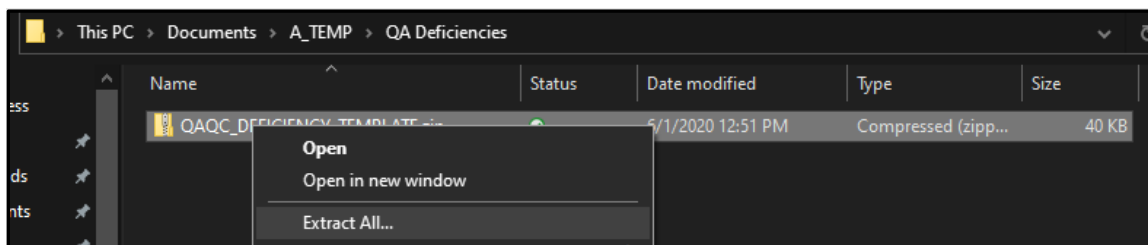
To begin the process of importing QA deficiencies first click the [Download Template](#) button.



The downloaded file is a zip file that contains the instructions, in both Microsoft Word and PDF format, and the template itself. As seen below.

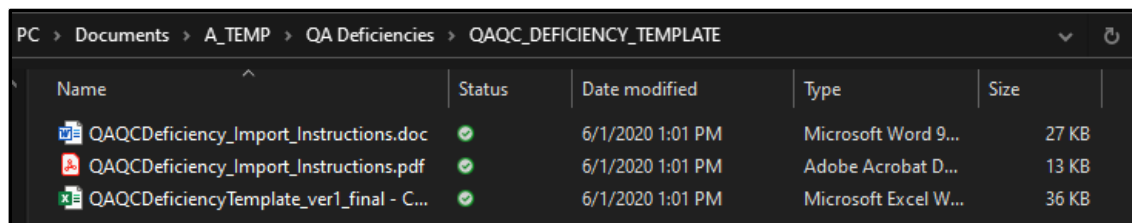
|  |                                               |                                   |
|--|-----------------------------------------------|-----------------------------------|
|  | QAQCDeficiency_Import_Instructions.doc        | Microsoft Word 97 - 2003 Document |
|  | QAQCDeficiency_Import_Instructions.pdf        | Adobe Acrobat Document            |
|  | QAQCDeficiencyTemplate_ver1_final - Copy.xlsx | Microsoft Excel Worksheet         |

Extract all documents from the zip file by right-clicking on the zip file and selecting, [Extract All](#), then select a location to store the files in the file system.



**Note** In Windows 10, that if [Extract All](#) does not show in the menu shortcut, double click on the zipped folder to open it. Navigate to the [Compressed Folder Tools](#) option first. Then click on [Extract All](#).

The extracted files:



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

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

Import QA Deficiencies

Import QA Deficiencies from Excel Template

Location  
Safety Violation  
Description  
Activity

Import From

☒ Excel Template    Download Template...

Assign QA Rep

QA Rep <Not Set>

Import Deficiency Items from Excel



Use the search box in the upper right-hand corner to quickly locate the staff member. Select the correct staff member, then click [OK](#).

Resident Management System

Staff Member Lookup

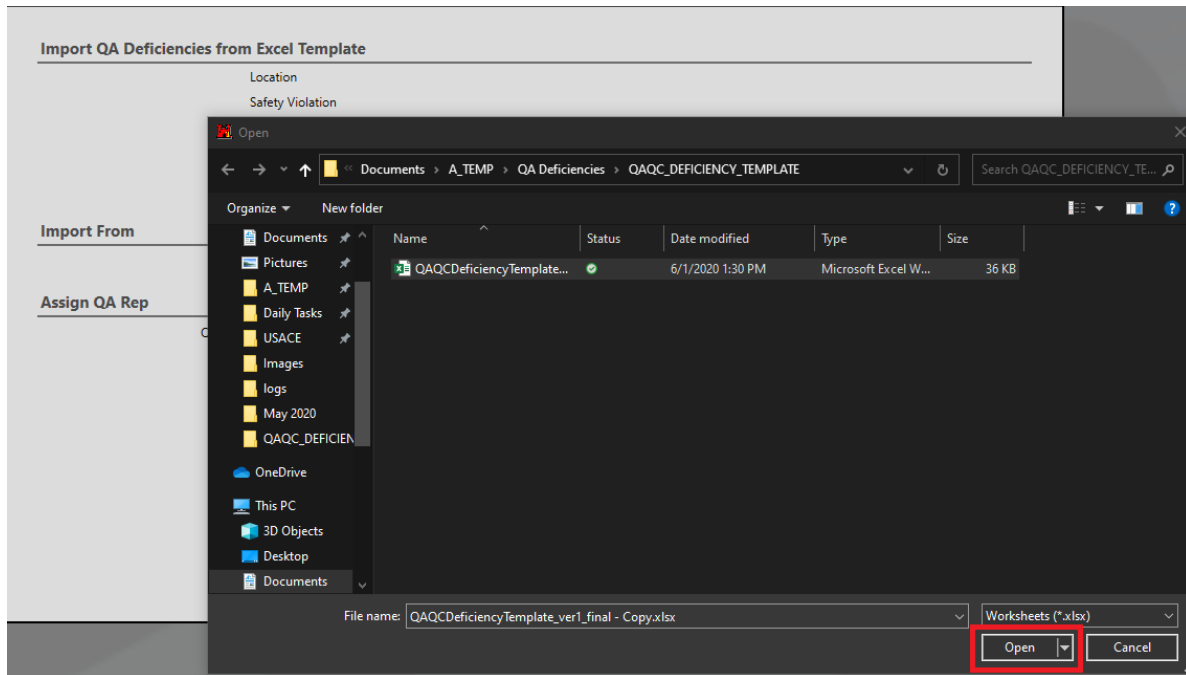
Staff Members

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

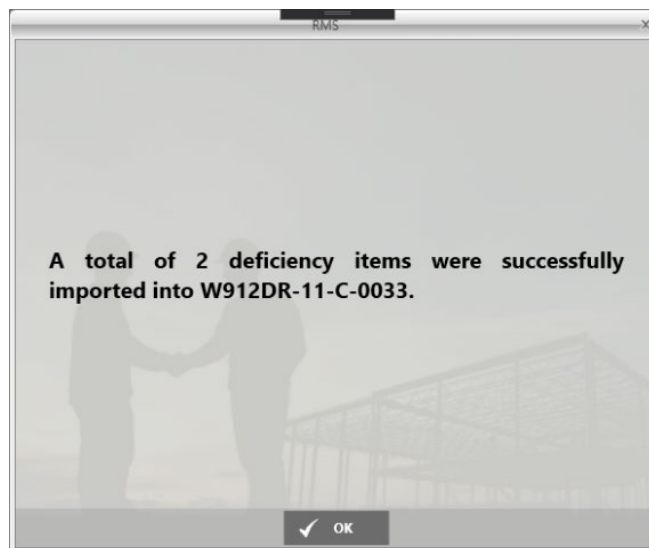
Sort Name

OK    Cancel    Clear Selection

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



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





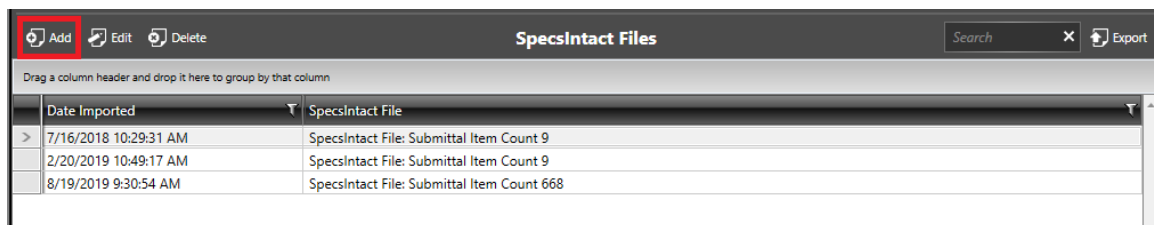
## 11.3 Import Submittal Register - SpecsIntact

| Administration                                                                                              | Finances                                                                                                           | QA/QC                                                                                                          | Submittals | Schedules                                                                                           | Closeout | Import/Export | Contract Reports |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------|----------|---------------|------------------|
| <b>Import P2</b><br>Point for importing P2 Project data into the RMS Contract.                              | <b>Import QA Deficiencies</b><br>Import QA 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>Import Real Property</b><br>Use Excel to import Real Property items.                                     | <b>Import From Another Contract</b><br>Copy selected options from an existing Contract into your current contract. | <b>Export Mods List</b><br>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.            |            | <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 |                                                                                                                    |                                                                                                                |            |                                                                                                     |          |               |                  |

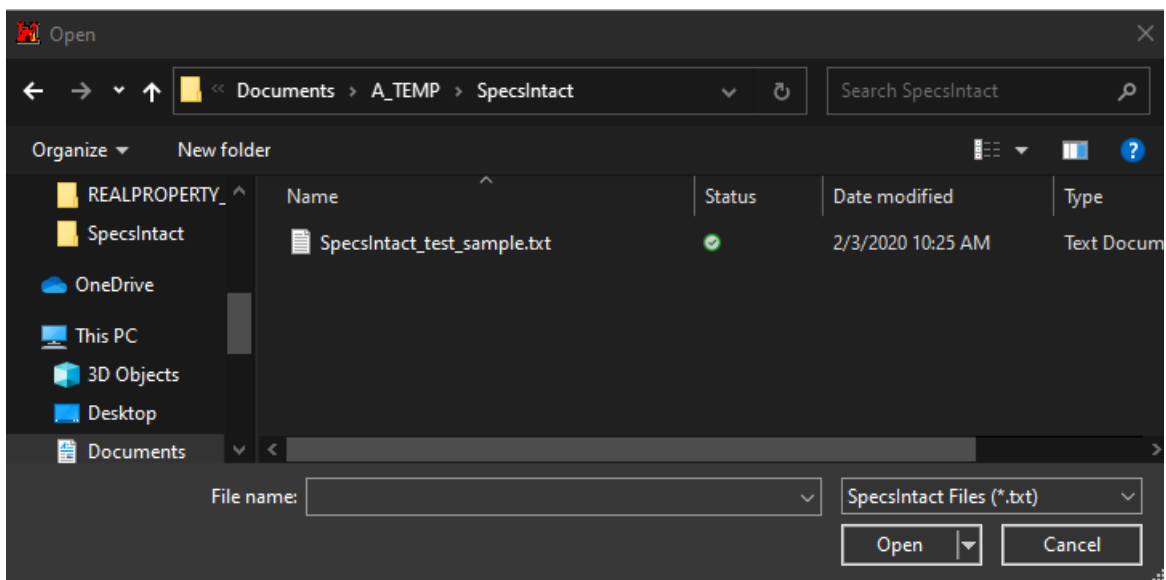
The **Import Submittal Register - SpecsIntact** was designed to allow Submittal Items to be imported into the contract in bulk with the use of a SpecsIntact-generated file. The SpecsIntact software was created by NASA (<https://specsintact.ksc.nasa.gov/>) and can be used free of charge.

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

To initiate the import of Submittal Items into RMS via a SpecsIntact text generated file, click the **Add** button in the upper left-hand corner.



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



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

SpecsIntact Import File

Approval Status

Acceptance Requested

Approve request to import

Reject request to import

Import Data

Submittal Item Count

21

Section Count

3

Reviewer Count

0

Import Into

Register 01-Main Register

Click to select another Register

Merge into Register 01

Replace Register 01

Submittal Items

Sections

Reviewers

SpecsIntact File

Submittal Items

Search

Export

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

| Section     | Description        | Paragraph | Submittal Type                | Reviewer |
|-------------|--------------------|-----------|-------------------------------|----------|
| 01 33 00    | Submittal Register | 1.9       | 01-PRECONSTRUCTION SUBMITTALS |          |
| 03 01 30.71 | Job Mix Formula    | 1.4.1.1   | 05-DESIGN DATA                |          |
| 03 01 30.71 | Aggregate          | 2.1.2     | 06-TEST REPORTS               |          |
| 03 01 30.71 | Epoxy Resin Binder | 2.1.1.1   | 06-TEST REPORTS               |          |
| 03 01 30.71 | Epoxy Grout        | 2.1.1.2   | 06-TEST REPORTS               |          |

Revision History

View

Revision History

| Revision Date            | Action | Revised By |
|--------------------------|--------|------------|
| 9/19/2024 6:22:46 PM UTC | Submit |            |

To help confirm the data being imported, the edit view displays useful information about the contents of the file being imported. This same view can also be used for a selected file that was already uploaded and will display automatically when a new file is added. At the bottom of the screen is a display of the data contained in the file.

**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.

In that section, from the top left users can view the [Submittal Items](#), [Sections](#), and [Reviewers](#) included in the SpecsIntact file by clicking on the corresponding tabs. Users can also see the raw data of the SpecsIntact file on the [SpecsIntact File](#) tab.

133

**SpecsIntact Import File**

Approval Status: Acceptance Requested

Approve request to import  
Reject request to import

**Import Data**

Submittal Item Count: 21  
 Section Count: 3  
 Reviewer Count: 0

Import Into  
 Register 01 - Main Register  
 Click to select another Register  
 Merge into Register 01

Submittal Items    Sections    Reviewers    SpecsIntact File

**Submittal Items** Search Export

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

| Section     | Description        | Paragraph | Submittal Type                | Reviewer |
|-------------|--------------------|-----------|-------------------------------|----------|
| 01 33 00    | Submittal Register | 1.9       | 01-PRECONSTRUCTION SUBMITTALS |          |
| 03 01 30.71 | Job Mix Formula    | 1.4.1.1   | 05-DESIGN DATA                |          |
| 03 01 30.71 | Aggregate          | 2.1.2     | 06-TEST REPORTS               |          |
| 03 01 30.71 | Epoxy Resin Binder | 2.1.1.1   | 06-TEST REPORTS               |          |

Toggling through the primary tabs will also provide additional clarification about the contents of the file. The **Submittal Items** tab displays information about the Submittal Items being created from the uploaded file.

The **Sections** tab displays information about the Specification Sections associated with the Submittal Items.

Submittal Items    Sections    Reviewers    SpecsIntact File

**Sections** Search Export

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

| Section          | Title                                      |
|------------------|--------------------------------------------|
| 01 33 00         | SUBMITTAL PROCEDURES                       |
| 01 45 04.00 10   | <Unknown Section - Add Title after import> |
| 01 57 20.00 12   | <Unknown Section - Add Title after import> |
| 01 78 02.00 10   | Closeout Submittals                        |
| > 35 31 19.01 12 | <Unknown Section - Add Title after import> |

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

Submittal Items    Sections    Reviewers    SpecsIntact File

**Reviewers** Search Export

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

| reviewer |
|----------|
| CD       |
| > DO     |

As stated earlier, the **SpecsIntact File** tab displays the uploaded file in its raw format.

| Submittal Items                                                                                 | Sections | Reviewers | SpecsIntact File |
|-------------------------------------------------------------------------------------------------|----------|-----------|------------------|
| 01 33 00,,,1.7,"Submittal Register",01,G,,                                                      |          |           |                  |
| 01 45 04.00 10,,,3.2,"Contractor Quality Control Plan",01,G,, CD                                |          |           |                  |
| 01 57 20.00 12,,,1.6.1,"Environment Pollution Control Plan",01,G,, CD                           |          |           |                  |
| 01 78 02.00 10,,,1.3.1,"As-Built' Drawings",02,G,, DO                                           |          |           |                  |
| 35 31 19.01 12,,,1.2.1,"Barge Displacement Table",01,G,,                                        |          |           |                  |
| 35 31 19.01 12,,,1.6.1,"Method of Placement of Stone Underwater",01,G,,                         |          |           |                  |
| 35 31 19.01 12,,,1.5.1,"Stone Sources",01,G,,                                                   |          |           |                  |
| 35 31 19.01 12,,,2.1.1.3,"Gradation Test Data Sheet MVN Form 602-R and Gradation Curves",01,G,, |          |           |                  |
| 35 31 19.01 12,,,2.1.1.2,"Stone",04,G,,                                                         |          |           |                  |

After reviewing the information in the uploaded file, Government users will need to click on the approve or reject request options before the file can be imported. Though it is usually the responsibility of the Contractor to import the file, the Government has the option of completing this task as well. Select the register that will store the imported items. If the contract only has one submittal register, this step can be skipped.

**SpecsIntact Import File**

Approval Status Not Requested

---

**Import Data**

Submittal Item Count 9

Reviewer Count 2

Section Count 5

Approve request to import

Reject request to import

Import into  
 Register 01-Main Register  
Click to select another Register

Merge into Register 01

Next, click **Merge into Register** to add items from the file to the already existing items in the contract.

**Note:** Full Office and District Administrators have the capability to use the **Replace Register** button to delete all existing Contract Submittal Items and replace with the items being imported from the SpecsIntact file. The button will not be viewable to any other users. Contact the appropriate administrator to perform this operation, if needed. A final confirmation will be displayed after choosing either of these options.

**SpecsIntact Import File**

Approval Status Not Requested

---

**Import Data**

Submittal Item Count 9

Reviewer Count 2

Section Count 5

Approve request to import

Reject request to import

Import into  
 Register 01-Main Register  
Click to select another Register

Merge into Register 01

Before committing the import, RMS provides a final review of the data being imported. Including the Submittal Items to replace or merge with the existing Submittal Register, section(s) to be added to the contract, reviewer assignments, and duplicate items found in the import file.

**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.

 **Import Data as Shown**

---

**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 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <b>Specification Sections not already included in the Contract will be listed here.</b> </div> |       |

**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 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                       |           | 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.**

Finally, click the [Import Data as Shown](#) button to authenticate and complete the process.

**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.

 **Import Data as Shown**

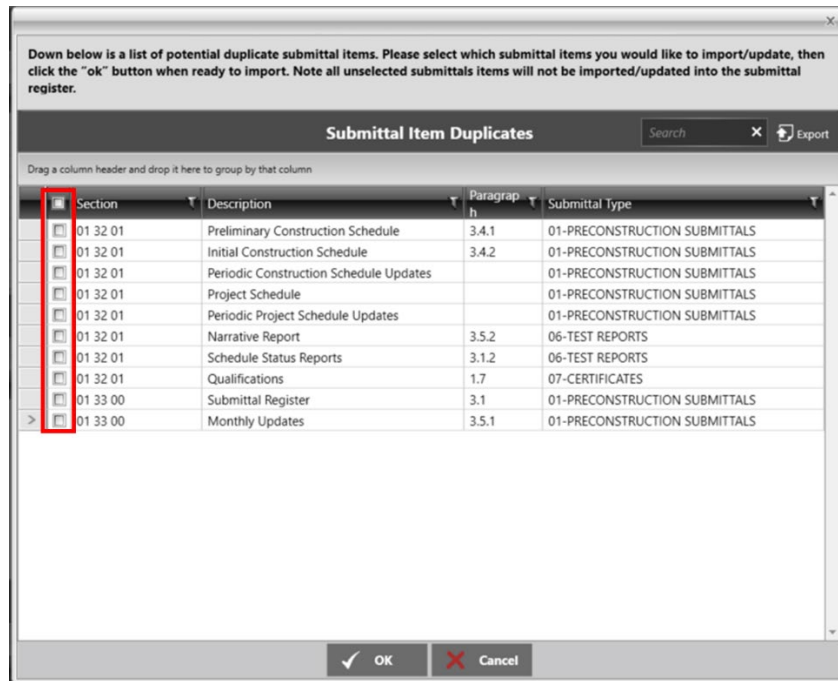
---

**Submittal Items to Completely Replace Register 01-Main Register**

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

| Section | Description | Paragraph | Submittal Type | Reviewer |
|---------|-------------|-----------|----------------|----------|
|---------|-------------|-----------|----------------|----------|

If there are any duplicates found, a window will appear displaying the duplicate items after this 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).



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



The imported Submittal Items are now accessible within the [Submittal Register](#) module. Click the blue tiles under [Reviewer Assignments](#) to replace the abbreviated office or Reviewer code from SpecsIntact with an RMS Account name prior to importing.



## 11.4 Import Submittal Register - Excel

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

The **Import Submittals - Excel** module was designed to allow the import of large numbers of submittal items with the use of a properly completed Excel template. Though this process is generally completed by the Contractor, it is available for the Government to do as well.

Submittal Import Template

Download Template

Add Edit Delete

Files

Search X Export

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

|   | Date Imported         | File                                                | Approval Status     |
|---|-----------------------|-----------------------------------------------------|---------------------|
| > | 5/16/2023 11:18:27 AM | Submittal Excel Import File: Submittal Item Count 9 | Request Rejected    |
|   | 5/16/2023 11:20:54 AM | Submittal Excel Import File: Submittal Item Count 9 | Accepted for Import |
|   | 5/16/2023 11:59:41 AM | Submittal Excel Import File: Submittal Item Count 9 | Accepted for Import |
|   | 5/19/2023 9:58:22 AM  | Submittal Excel Import File: Submittal Item Count 9 | Not Requested       |
|   | 7/7/2023 10:28:35 AM  | Submittal Excel Import File: Submittal Item Count 9 | Not Requested       |

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

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

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

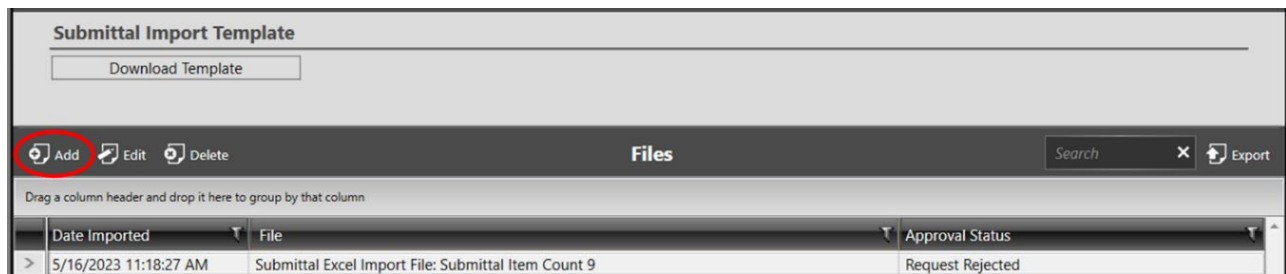
**Note:** RMS only allows .xlsx files to be imported for submittals.



|    | A                  | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|----|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 3  | TITLE AND LOCATION |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4  | Button             | <p><b>Administrator:</b><br/> Excel Submittal Register Input Template – Instructions<br/> By <del>John Smith</del> / <del>John Smith</del> June 6, 2003<br/> Revised: 2/1/2010 by <del>John Smith</del> @ RMS Center<br/> Version: 6.0</p> <p>The Excel submittal register input template is used to create a batch input file to feed into RMS or QCS. The Excel format allows flexibility in getting submittal data into the RMS/QCS systems; both from a user familiarity standpoint (with Excel), and the editing capability available in Excel (cut &amp; paste, insert rows, etc.) RMS Import/Export-Submittal screen has the option of selecting this template or the batch input file created within Specsintac. However, Contractors must enter the data in QCS either by hand or using this template. The contract will indicate who is to provide the submittal register.</p> <p>There are a few restrictions in using the template:</p> <ol style="list-style-type: none"> <li>1. Before starting your input, if you are starting out with the "blank" template file, make a copy of the file, specific to your project. i. e. Ph6A_MFH_submittal_register.xls.</li> <li>2. Do not alter the shaded areas of the template. The worksheet is protected, the user cannot normally make structural changes to the template.</li> <li>3. Input contract number, DO number and title and location. This data does not get imported into RMS/QCS, but will be shown as a pre-import "prompt" to remind you which project's submittal data you are importing.</li> <li>4. Enter data starting in the first available data row (row 8) and continue without blank rows between data items. Blank rows at the end of the sheet are acceptable and will not affect the import operation.</li> <li>5. There MUST be data in columns A, B, &amp; C. Column D thru O must have one and only one "X" in a column. Column P thru U must have one and only one column with an "X". Columns V thru AA must have one and only one column with an "X".</li> <li>6. When inputting the X's in columns D through AA, use the tab key or cursor to navigate. Also, do not enter any blanks in these fields with the spacebar.</li> <li>7. The worksheet is set up with 800 rows for data. If this needs to be increased, contact you Project Engineer or your RMS representative for instructions.</li> <li>8. When you have completed your input and editing, save the "xls" file.</li> </ol> |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 11 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 12 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 13 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 14 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 15 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 16 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 17 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 18 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 19 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 20 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 21 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 22 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 23 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 24 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 25 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

After correctly entering all the information into the Excel template file, click on the [Add](#) button and select the saved Excel template file from the local file system.

**Note** that the file must not be open when the [Add](#) button is clicked, or RMS will display a warning message and will not import the data .



**Note:** To delete a file, select the line and click the [Delete](#) button. This will not remove the Submittal Items imported into the Submittal Register. Only the import file will be removed.

**Excel Import File**

Approval Status: Not Requested

[Approve request to import](#)  
[Reject request to import](#)

**Import Data**

Click here to select a different Submittal Register if the Contract has more than one.

Submittal Item Count: 9

Click here to view the Excel file for the import.

[Import Into Register 01-Main Register  
Click to select another Register](#)  
[View Excel](#)  
[Merge into Register 01](#)  
[Replace Register 01](#)

**Submittal Items** Search Export

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

| Section     | Description     | Paragraph | Submittal Type |
|-------------|-----------------|-----------|----------------|
| 01 02 10.1  | Register item 1 | 1         | 03             |
| 2 02 10.1   | Register item 2 | 2         | 04             |
| 3 02 10.1   | Register item 3 | 3         | 05             |
| 4 02 10.1   | Register item 4 | 4         | 06             |
| 5 02 10.1   | Register item 5 | 5         | 07             |
| 6 02 10.1   | Register item 6 | 6         | 08             |
| 7 02 10.1   | Register item 7 | 7         | 09             |
| 8 02 10.1   | Register item 8 | 8         | 10             |
| > 9 02 10.1 | Register item 9 | 9         | 11             |

**Revision History**

View

| 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.

**Approval Status:** All imports must be accepted by the Government before being completed.

**Approve Request to import:** Click this button to approve the request to import the Submittal Items included in the Excel template file. After clicking this button, the *Merge into Register/Replace Register* options will become active.

**Reject request to import:** If errors are found in the requested import or if updates need to be made, click this button to reject the request to import.

**Import Into:** This option allows the User to select the submittal register for where the imported file will be stored. When there is more than one Submittal Register in the contract, click in this box and select the appropriate Submittal Register from the selection list.

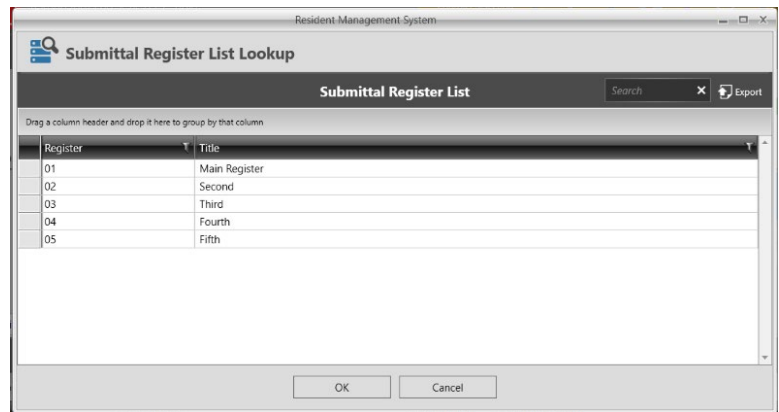
**View Excel:** Click this button to view the import file in Excel.

**Merge into Register:** Once the request to import has been accepted, click this button to merge the Submittal Items included in the import file into the contract's Submittal Register. If any items already exist in RMS, then RMS will automatically increment the item numbers to the next in the sequence. This will prevent duplicate items if users chooses to import those items

**Replace Register:** This option will replace all items in the Submittal Register and is only accessible to full Office and District Administrators. Contact the appropriate administrator to perform this action, if needed.

**Note:** If the option to **Replace Register** is chosen, all existing Submittals will be deleted and overwritten with the data being imported. Any completed Transmittals in the Transmittal Log will be lost. Once the file has been imported, this action is not reversible. Any Submittals being overwritten/deleted cannot be recovered. Unless the User knows that all previous Submittals are not needed, it is advised that users choose to **Merge into Register** and not to select any duplicates that may be present in this file. This is to avoid data corruption of existing items.

**Submittal Items:** This tab displays the Submittal Items to be imported into the selected Submittal Register.



| Submittal Items                                               |                 |           |                |  |
|---------------------------------------------------------------|-----------------|-----------|----------------|--|
| 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             |  |

Once the [Merge into Register](#) or [Replace Register](#) button has been clicked, the screen below will appear to provide a preview of the Submittal Item information that will be imported into the contract.

**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**

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

| Section | Description | Paragraph | Submittal Type |
|---------|-------------|-----------|----------------|
|---------|-------------|-----------|----------------|

**Submittal Item Duplicates:** If duplicate Submittal Items are found in the import file, the items will be displayed in the data grid at the bottom of the import preview screen.

| Section        | Description          | Paragraph | Submittal Type |
|----------------|----------------------|-----------|----------------|
| 12 45 22.25 00 | This is my test desc | 0125.2    | 12             |
| 13 45 22.25 00 | Description 2        | 12.152.1  | 10             |
| 14 45 22.25 00 | Description 3        | 55.265.2  | 12             |
| 14 45 22.25 00 | Desc 4               | 55.265.2  | 01             |
| 14 45 22.25 00 | Desc 5               | 55.265.2  | 02             |
| 14 45 22.25 00 | Desc 6               | 55.265.2  | 03             |
| 14 45 22.25 00 | Desc 7               | 55.265.2  | 04             |
| 14 45 22.25 00 | Desc 8               | 55.265.2  | 05             |
| 14 45 22.25 00 | Desc 9               | 55.265.2  | 06             |

**Import Data as Shown:** Click this button to complete the import.

After authentication, a successful import will be acknowledged, and all imported submittals will be viewable in the [Submittal Register](#) module. Click the [Back](#) button three times to return to the contract's main menu or click on the [Contract Menu](#) button.

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.

Down below is a list of potential duplicate submittal items. Please select which submittal items you would like to import/update, then click the "ok" button when ready to import. Note all unselected submittals items will not be imported/updated into the submittal register.

**Submittal Item Duplicates**

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

| <input type="checkbox"/> | Section       | Description          | Paragraph | Submittal Type |
|--------------------------|---------------|----------------------|-----------|----------------|
| <input type="checkbox"/> | 2 45 22.25 00 | This is my test desc | 0125.2    | 12             |
| <input type="checkbox"/> | 3 45 22.25 00 | Description 2        | 12.152.1  | 10             |
| <input type="checkbox"/> | 4 45 22.25 00 | Description 3        | 55.265.2  | 12             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 4               | 55.265.2  | 01             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 5               | 55.265.2  | 02             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 6               | 55.265.2  | 03             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 7               | 55.265.2  | 04             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 8               | 55.265.2  | 05             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 9               | 55.265.2  | 06             |
| <input type="checkbox"/> | 4 45 22.25 00 | 10Desc               | 55.265.2  | 07             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 11              | 55.265.2  | 08             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 12              | 55.265.2  | 09             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 13              | 55.265.2  | 10             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 14              | 55.265.2  | 11             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 15              | 55.265.2  | 12             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 16              | 55.265.2  | 11             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 17              | 55.265.2  | 10             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 18              | 55.265.2  | 09             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 19              | 55.265.2  | 08             |
| <input type="checkbox"/> | 4 45 22.25 00 | Desc 230             | 55.265.2  | 07             |

OK Cancel

Any items that are not selected and left unchecked will be excluded from the import. Click the *OK* button to confirm the selection(s). Once the import is completed, a confirmation will appear.

**Excel Import Complete**

9 Submittal Items Imported

## 11.5 Import Real Property

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

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

### Import Real Property

---

#### Import Real Property from Excel Template

Facility  
Category Code  
Construction Cost  
Item Remarks  
Type of Construction  
Unit of Measure / Quantity  
Fund Source, Funding Org, Interest Code

---

**Import From**

☒ Excel Template
Download Template...

---

**Import Mode**

☒ Overwrite Existing Real Property  
☐ Merge with Existing Real Property

Import Real Property Items from Excel

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

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

**Note:** The **Import Mode** determines if the Real Property data being imported will overwrite all existing data or if the Real Property being imported will be merged with the existing real property. If the option to overwrite is chosen all existing Real Property items will be deleted and overwritten with the items being imported. Once the file has been imported, this action is not reversible. Any Real Property items being overwritten/deleted cannot be recovered. If there are any existing items then it is recommended that the **Merge into Real Property** option is chosen since data corruption may occur.



**Import Real Property**

---

**Import Real Property from Excel Template**

|                    |                                         |
|--------------------|-----------------------------------------|
|                    | Facility                                |
|                    | Category Code                           |
|                    | Construction Cost                       |
|                    | Item Remarks                            |
|                    | Type of Construction                    |
|                    | Unit of Measure / Quantity              |
| <b>Import From</b> | Fund Source, Funding Org, Interest Code |

---

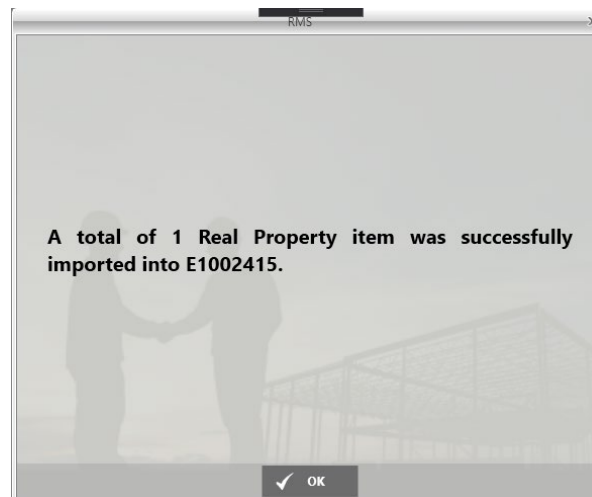
☒ Excel Template      Download Template...

---

**Import Mode**

☒ Overwrite Existing Real Property  
☐ Merge with Existing Real Property

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



## 11.6 Import From Another Contract

| Administration                                                                                              | Finances | QA/QC                                                                                                              | Submittals | Schedules                                                                                                       | Closeout | Import/Export                                                                                       | Contract Reports |
|-------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------|------------------|
| <b>Import P2</b><br>Point for importing P2 Project data into the RMS Contract.                              |          | <b>Import QA Deficiencies</b><br>Import QA 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>Import Real Property</b><br>Use Excel to import Real Property items.                                     |          | <b>Import From Another Contract</b><br>Copy selected options from an existing Contract into your current contract. |            | <b>Export Mods List</b><br>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.             |          | <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 |          |                                                                                                                    |            |                                                                                                                 |          |                                                                                                     |                  |

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

Start by clicking in the blue **Copy from Contract** lookup field to select the contract from which to copy data.

### Copy Data From Another Contract

Select Contract to Copy From

Copy from Contract: <Not Set>

Select Data to Copy

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

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

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

**Select Data to Copy**

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

**Check All** (Selects all check boxes)

**UnCheck All** (De-selects all check boxes)

Check individual boxes to select a chosen few.

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

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

Are you sure you want to continue and overwrite existing data?

✓ Yes    ✗ No

Lastly, click, *Copy Selected Data* to copy data selected from the contract indicated into the current contract:

The screenshot shows a dialog box titled "Copy Data From Another Contract". It has two main sections: "Select Contract to Copy From" and "Select Data to Copy".

In the "Select Contract to Copy From" section, there is a dropdown menu labeled "Copy from Contract" with the value "<Not Set>".

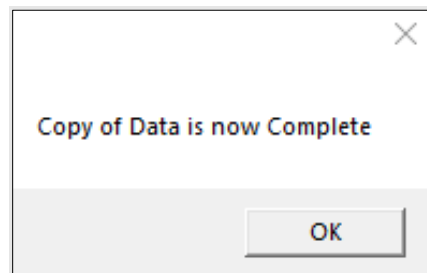
In the "Select Data to Copy" section, there are two buttons: "Check All" and "UnCheck All". Below these buttons is a list of data items, each with a checkbox:

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

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

At the bottom of the dialog box, there is a button labeled "Copy Selected Data", which is highlighted with a red rectangle.

When the process has completed successfully an alert will display to confirm:



## 11.7 Export Mods List

The **Export Mods List** module was designed to add the ability to export a list of all the modifications for the contract.

| Administration                                                                                              | Finances | QA/QC                                                                                                              | Submittals | Schedules                                                                                                     | Closeout | Import/Export                                                                                       | Contract Reports |
|-------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------|------------------|
| <b>Import P2</b><br>Point for importing P2 Project data into the RMS Contract.                              |          | <b>Import QA Deficiencies</b><br>Import QA 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>Import Real Property</b><br>Use Excel to import Real Property items.                                     |          | <b>Import From Another Contract</b><br>Copy selected options from an existing Contract into your current contract. |            | <b>Export Mods List</b><br>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.           |          | <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 |          |                                                                                                                    |            |                                                                                                               |          |                                                                                                     |                  |

The export mods list only has two options: **Export to File** or **Export to Clipboard**:

**Export Mods List**

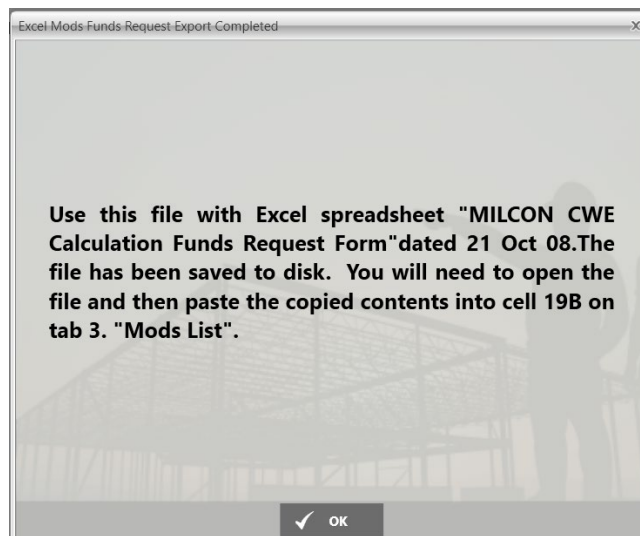
**Export List of Contract Changes to the (Mods List Tab) of the Excel Mods Funds Request Form**

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

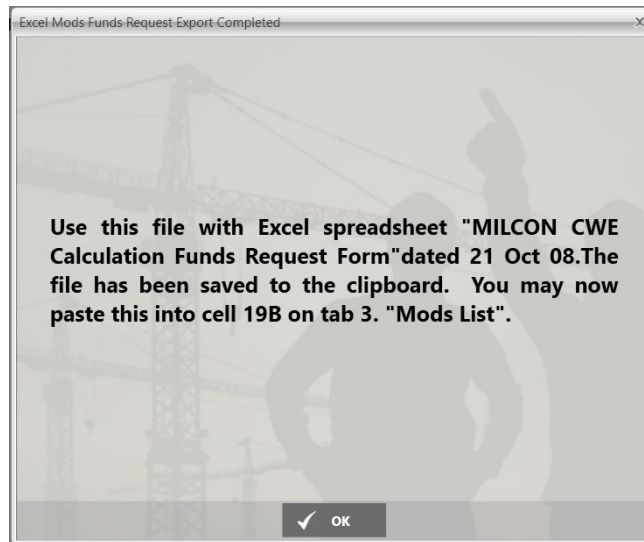
Export To File

Export To Clipboard

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



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



## 11.8 Network Analysis Schedule (NAS)

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

The **Network Analysis Schedule (NAS)** module was designed to be able to import Contractor schedule data as well as some financial data into RMS with the use of a Standard Data Exchange Format (SDEF) or an XML file created from P6.

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

Add

Edit

Delete

Compare Schedules

Schedule Files

Search

X

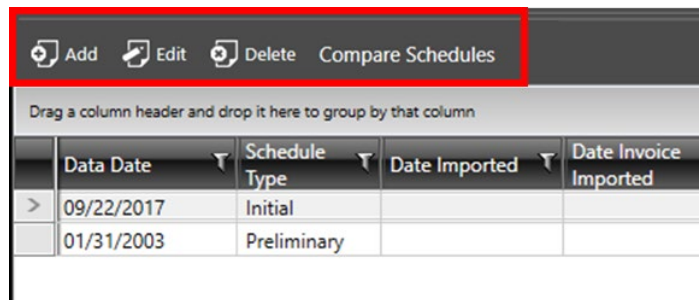
Export

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

|   | Data Date  | Schedule Type  | Date Imported | Date Invoice Imported | Schedule File           | Approval Status      |
|---|------------|----------------|---------------|-----------------------|-------------------------|----------------------|
| > | 06/30/2021 | Preliminary    | 07/23/2021    |                       | 06/30/2021 - 06/30/2021 | Accepted for Import  |
|   | 01/31/2003 | Re-baselined S |               |                       | 01/31/2003 - 01/31/2003 | Not Requested        |
|   | 05/31/2020 | Re-baselined S |               |                       | 05/31/2020 - 05/31/2020 | Not Requested        |
|   | 04/30/2020 | Impact Schedu  |               |                       | 04/30/2020 - 04/30/2020 | Acceptance Requested |

Navigating the ability to process the schedule and eventually import the data starts with the **Add**, **Edit**, and **Delete** buttons in the upper left-hand corner of the selection view:



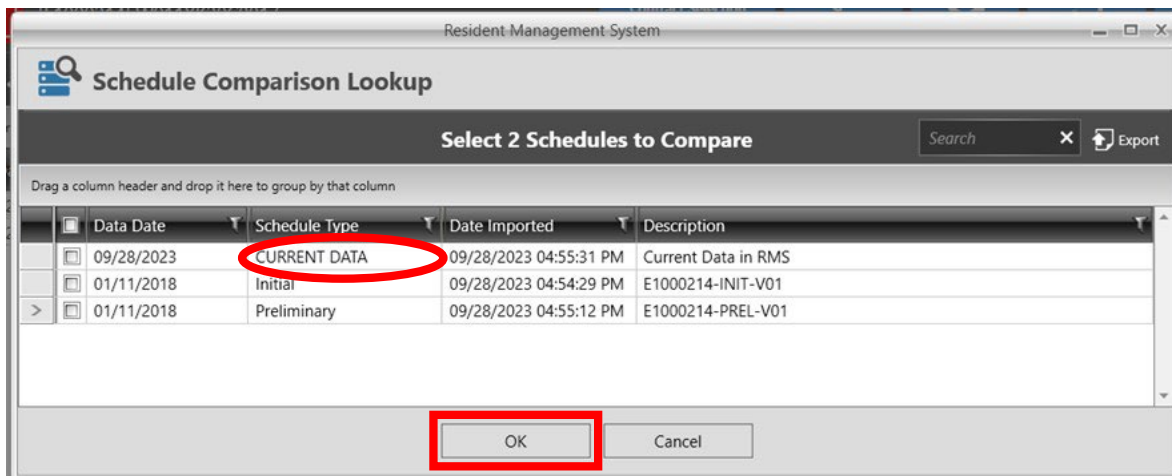


To edit a file that has been added select the line and click [Edit](#) to bring up the SDEF/XML Import File edit view. To delete a file, select the line and click the [Delete](#) button.

**Note:** If a file has been accepted for import, then the file cannot be deleted.

### 11.8.1 Comparing Schedules

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.



Below is a sample view of the [Schedule Comparison](#) screen.

| Schedule Comparison                                            |              |                   |                                        |              |                   |
|----------------------------------------------------------------|--------------|-------------------|----------------------------------------|--------------|-------------------|
| CURRENT DATA compared to E1000789-INIT-V01                     |              |                   |                                        |              |                   |
| Construction Start                                             |              |                   | Construction Finish                    |              |                   |
|                                                                | CURRENT DATA | E1000789-INIT-V01 |                                        | CURRENT DATA | E1000789-INIT-V01 |
| Award Milestone                                                | 01/01/2019   | 01/01/2019        | Construction Completion Milestone      | 11/29/2024   | 11/29/2024        |
| NTP Milestone                                                  | 08/31/2023   | 08/31/2023        | Contract Required Completion Milestone | 12/09/2023   | 12/09/2023        |
| First Activity Start                                           |              |                   | Last Activity Finish                   |              |                   |
| First Activity                                                 | 0006         | 1A10010           | Last Activity                          | 0006         | 1A10010           |
| Activity Progress                                              |              |                   | Critical Activities                    |              |                   |
|                                                                | CURRENT DATA | E1000789-INIT-V01 |                                        | CURRENT DATA | E1000789-INIT-V01 |
| Activities Not Started                                         | 3            | 3                 | Critical Activities                    | 3            | 3                 |
| Activities In Progress                                         | 0            | 0                 | Negative Float Activities              | 0            | 0                 |
| Activities Finished                                            | 0            | 0                 | Number of Relationships                | 0            | 0                 |
| Total all Activities                                           | 3            | 3                 |                                        |              |                   |
| Number of Activities scheduled to Start/Finish in next 30 days | 0            | 0                 |                                        |              |                   |

Click on [Preview Full Report](#) to generate the data in this screen into an Activity Schedule Comparison report.

US Army Corps  
of Engineers

## Comparison Report (Activity Schedule)

28 Sep 2023

2023-09-28 16:12:00Z 0000 Northeastern Resident Office  
1/1/2023

Northeastern Resident Office

### Data Dates

Current Schedule calculated on 9/28/2023

Previous Schedule calculated on 12/31/2019

#### Construction Start

|                      |            |            |
|----------------------|------------|------------|
| Notice to Proceed    | 8/31/2022  |            |
|                      | Previous   | Current    |
| Schedule Start Date  | 12/31/2019 | 07/20/2023 |
| First Activity Start | 12/30/2019 | 07/20/2023 |
| First Activity       | A00001     | 1          |

Contract started 1119 days before NTP

#### Construction Finish

|                      |            |            |
|----------------------|------------|------------|
| Required Completion  | 12/9/2022  |            |
|                      | Previous   | Current    |
| Schedule End Date    | 02/28/2021 | 07/24/2023 |
| Last Activity Finish | 02/28/2021 | 07/24/2023 |
| Last Activity        | A99750     | 1          |

Contractor is scheduled to finish days later

#### Activity Progress

|                        |          |         |
|------------------------|----------|---------|
|                        | Previous | Current |
| Activities Not Started | 492      | 0       |
| Activities In Progress | 0        | 0       |
| Activities Finished    | 0        | 1       |
| All Activities         | 492      | 1       |

Number of Activities scheduled to Start/Finish in the next 30 days

|                        |   |   |
|------------------------|---|---|
| Scheduled Early Start  | 0 | 0 |
| Scheduled Late Start   | 0 | 0 |
| Scheduled Early Finish | 0 | 0 |
| Scheduled Late Finish  | 0 | 0 |

Previous - 0.0% of Activities Finished

#### Critical Activities

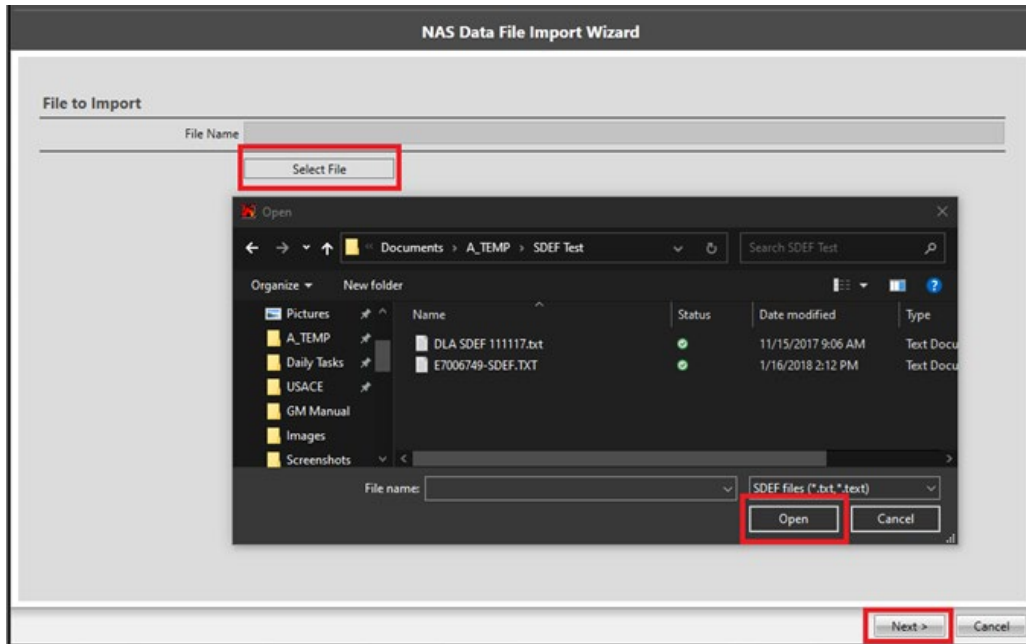
|                           |          |         |
|---------------------------|----------|---------|
|                           | Previous | Current |
| Critical Activities       | 47       | 0       |
| Negative Float Activities | 0        | 0       |
| Number of Relationships   | 821      | 0       |
| Lowest Total Float        | 0 days   | 0 days  |

Previous - 9.6% of Activities Not Started are Critical

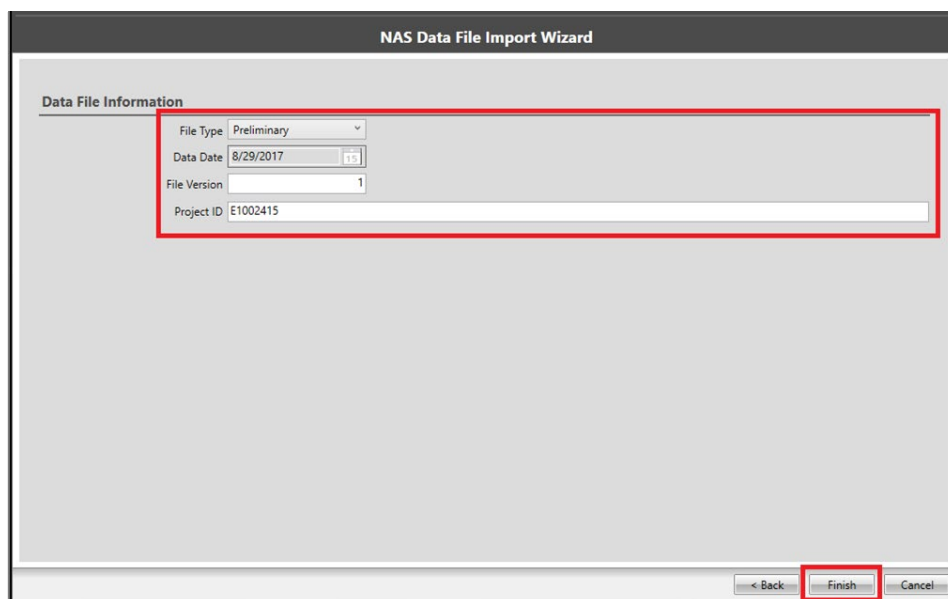
**Note:** Addition of a schedule file is usually completed by the Contractor. However, the instructions for that process are listed here for reference.

## 11.8.2 Adding Schedules

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



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



Once the [Finish](#) button is clicked, RMS will open the edit view.

### 11.8.3 Deleting Schedules

The Government can delete any file schedule by selecting the schedule and clicking on the [Delete](#) button at any time. However, the Contractor *cannot* delete any schedule that has been Requested for Acceptance, Accepted, or Rejected by the Government.

### 11.8.4 Editing/Reviewing Schedules

For existing SDEF files, to view the edit view of the SDEF/XML file, simply select an SDEF/XML file on the selection view and click the [Edit](#) button or simply double click on the file itself. Once opened, the user will be presented with a view similar to the image below.

**SDEF Import File**

Project ID: E1003990 | Approval Status: Not Requested

Data Date: 7/1/2020 | Schedule Type: Initial | Version: 1

Activity Count: 486 | Total Activity Cost: \$4,680,100.00

Critical Activity Count: 84 | Cost to Date: \$175,413.00

Buttons: Approve request to import, Preview Data Import into Contract, Preview Import Earnings into Payment, Compare to Live Data, Reject request to import

Activities | Calendars | SDEF File

**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 |
|-------------|-----------------------------|--------|--------------|------------------|-------------------|-----------------|------------------|-------------------|--------------------|-------------|
| A00001      | START NETWORK               | \$0.00 | \$0.00       |                  |                   |                 |                  | 12/31/2019        | 12/31/2019         | 0           |
| A00010      | NOTICE TO PROCEED           | \$0.00 | \$0.00       |                  |                   |                 |                  | 12/31/2019        | 12/31/2019         | 0           |
| A01100      | PREP/SBMT 013201 PRELIM SCI | \$0.00 | \$0.00       |                  |                   |                 |                  | 12/31/2019        | 02/03/2020         | 0           |
| A01110      | PREP/SBMT 013526 ACCID PRV  | \$0.00 | \$0.00       |                  |                   |                 |                  | 12/31/2019        | 01/06/2020         | 0           |
| A01120      | PREP/SBMT 014500 QUAL CNT   | \$0.00 | \$0.00       |                  |                   |                 |                  | 12/31/2019        | 01/30/2020         | 0           |
| A01130      | PREP/SBMT 015720 ENVIR PRO  | \$0.00 | \$0.00       |                  |                   |                 |                  | 12/31/2019        | 01/30/2020         | 0           |
| A01150      | PREP/SBMT 019100 COMMISSA   | \$0.00 | \$0.00       |                  |                   |                 |                  | 12/31/2019        | 02/27/2020         | 0           |
| A01160      | PREP/SBMT 019100 COMMISSA   | \$0.00 | \$0.00       |                  | 07/29/2020        |                 | 11/18/2020       | 12/31/2019        |                    | 79          |
| A01180      | PREP/SBMT 031113 STRUC CIP  | \$0.00 | \$0.00       |                  |                   |                 |                  | 02/13/2020        | 05/20/2020         | 0           |

**Revision History**

View

| 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.

If importing an XML file, the final tab will display XML and the title will include “XML” to indicate the type of file being imported, as seen below.

**XML Import File**

Project ID: XML Small      Approval Status: Not Requested

Data Date: 4/30/2018      Version: 1

Schedule Type: Initial      Total Activity Cost: \$96,943,562.00

Activity Count: 15      Cost to Date: \$37,952.00

Critical Activity Count: 3

Buttons: Approve request to import, Preview Data Import into Contract, Preview Import Earnings into Payment, Compare to Live Data, Reject request to import

Tabs: Activities, Calendars, XML File

Activities Search Export

The top of the edit view for both contains general information about the file including information that was entered during the add process.

**SDEF Import File**

Project ID: E1002415      Approval Status: Not Requested

Data Date: 8/29/2017      Version: 1

Schedule Type: Preliminary      Total Activity Cost: \$3,952,457.00

Activity Count: 597      Cost to Date: \$0.00

Critical Activity Count: 101

Buttons: Approve request to import, Preview Data Import into Contract, Preview Import Earnings into Payment, Compare to Live Data, Reject request to import

Tabs: Activities, Calendars, SDEF File

Activities Search Export

The invoice earnings preview may not make sense if the current activities in RMS do not match those in the schedule file; therefore, the Contractor should perform the [Import data into Contract](#) action prior to performing [Import into Invoice](#) action.

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 |  |
| ADM1000     | Notice to Proceed              | \$0.00 | \$0.00       | 08/29/2017       | 08/29/2017        | 08/29/2017      | 08/29/2017       |                   |                    | 0           |  |
| ADM1020     | APP & QC Submittals to USACE   | \$0.00 | \$0.00       | 08/30/2017       | 08/30/2017        | 10/25/2017      | 10/25/2017       |                   |                    | 56          |  |
| ADM1190     | APP & QC Submittals to USACE I | \$0.00 | \$0.00       | 08/31/2017       | 09/14/2017        | 10/26/2017      | 11/09/2017       |                   |                    | 40          |  |
| ADM1400     | APP & QC Submittals to GASTO   | \$0.00 | \$0.00       | 09/15/2017       | 09/21/2017        | 11/10/2017      | 11/16/2017       |                   |                    | 40          |  |
| ADM1080     | Procure Painting Subcontract   | \$0.00 | \$0.00       | 08/30/2017       | 09/07/2017        | 09/06/2018      | 09/14/2018       |                   |                    | 257         |  |
| ADM1270     | Paint Submittals to GASTON fro | \$0.00 | \$0.00       | 09/08/2017       | 09/11/2017        | 09/17/2018      | 09/18/2018       |                   |                    | 257         |  |
| ADM1340     | Paint Submittals to USACE from | \$0.00 | \$0.00       | 09/12/2017       | 09/25/2017        | 09/19/2018      | 10/02/2018       |                   |                    | 372         |  |

[Calendars](#) is the second tab.

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

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

| Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Calendars | SDEF File |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <pre> VOEM 1 PROJ 29AUG17 DLAP DLA Preliminary Schedule W91278-16-D-0116 CLDR 5 NYYYYYN 5DH CLDR 1 NYYYYYN 5DH CLDR 7 YYYYYY 7D CLDR S NYYYYYN Standard CLDR U NYYYYYN Used for Microsoft Project 98 CLDR E YYYYYY Elapsed Duration Calendar HOLI 5 23NOV17 24NOV17 25DEC17 01JAN18 15JAN18 22FEB18 28MAY18 04JUL18 03SEP18 22NOV18 23NOV18 25DEC18 01JAN19 27MAY19 04JUL19 HOLI 5 02SEP19 28NOV19 29NOV19 25DEC19 01JAN20 HOLI 1 22NOV18 04JUL19 25DEC18 23NOV18 01JAN19 15JAN18 28MAY18 25DEC19 22FEB18 03SEP18 28NOV19 04JUL18 29NOV19 25DEC17 23NOV17 HOLI 1 24NOV17 01JAN20 27MAY19 01JAN18 02SEP19 ACTV ADM1000 Notice to Proceed 1 1 0 GOVT GEN 0001 PC USACE ACTV ADM1020 APP &amp; QC Submittals to USACE f 1 7 0 PRIM SAQP 0001 PR Project Supervision ACTV ADM1190 APP &amp; QC Submittals to USACE Di 11 1 0 PRIM SAQP 0001 PR Project Supervision ACTV ADM1400 APP &amp; QC Submittals to GASTON 5 1 0 GOVT SAQP 0001 PR USACE ACTV ADM1080 Procure Painting Subcontract 7 1 0 PRIM PSS 0001 PR Project Supervision ACTV ADM1270 Paint Submittals to GASTON fro 2 1 0 PRIM PSS 0001 PR Project Supervision ACTV ADM1340 Paint Submittals to USACE from 14 7 0 PRIM PSS 0001 PR Project Supervision ACTV ADM1580 Paint Submittals to GASTON fro 2 1 0 GOVT PSS 0001 PR USACE </pre> |           |           |

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

| Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Calendars | XML File |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| <pre> &lt;?xml version="1.0" encoding="utf-8"?&gt; &lt;APIBusinessObjects xmlns="http://xmlns.oracle.com/Primavera/P6Professional/V22.12/API/BusinessObjects" xmlns:xsi="http://www.w3.org/2001/XMLSchema-1   &lt;DisplayCurrency&gt;     &lt;Currency&gt;       &lt;DecimalPlaces&gt;2&lt;/DecimalPlaces&gt;       &lt;DecimalSymbol&gt;Period&lt;/DecimalSymbol&gt;       &lt;DigitGroupingSymbol&gt;Comma&lt;/DigitGroupingSymbol&gt;       &lt;ExchangeRate&gt;1&lt;/ExchangeRate&gt;       &lt;Id&gt;USD&lt;/Id&gt;       &lt;Name&gt;US Dollar&lt;/Name&gt;       &lt;NegativeSymbol&gt;(#1.1)&lt;/NegativeSymbol&gt;       &lt;ObjectId&gt;1&lt;/ObjectId&gt;       &lt;PositiveSymbol&gt;#1.1&lt;/PositiveSymbol&gt;       &lt;Symbol&gt;\$&lt;/Symbol&gt;     &lt;/Currency&gt;   &lt;/DisplayCurrency&gt;   &lt;UnitOfMeasure&gt;     &lt;Abbreviation&gt;CY&lt;/Abbreviation&gt;     &lt;Name&gt;Cubic Yards&lt;/Name&gt;     &lt;ObjectId&gt;106&lt;/ObjectId&gt;     &lt;SequenceNumber&gt;300&lt;/SequenceNumber&gt;   &lt;/UnitOfMeasure&gt;   &lt;UnitOfMeasure&gt; </pre> |           |          |

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

**Approve Request to Import** will approve the schedule and enable the Contractor to be able to import the data.

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

**Preview Data Import into Contract** (explained further below) opens the Activity Import Preview view to preview the data prior to importing it into the contract.

**Preview Import Earnings into Payment:** Under certain conditions, this displays a preview of financial information extracted from the schedule and imported into the latest progress payment/invoice.

**Compare to Live Data** is still under development.

**Reject request to import** will prevent the Contractor from being able to import the schedule file.

| SDEF Import File                                                                                                                                                                                                   |             |                     |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------|
| Project ID                                                                                                                                                                                                         | E1002415    | Approval Status     | Not Requested  |
| Data Date                                                                                                                                                                                                          | 8/29/2017   |                     |                |
| Schedule Type                                                                                                                                                                                                      | Preliminary | Version             | 1              |
| Activity Count                                                                                                                                                                                                     | 597         | Total Activity Cost | \$3,952,457.00 |
| Critical Activity Count                                                                                                                                                                                            | 101         | Cost to Date        | \$0.00         |
| <div> <div>Approve request to import</div> <div>Preview Data Import into Contract</div> <div>Preview Import Earnings into Payment</div> <div>Compare to Live Data</div> <div>Reject request to import</div> </div> |             |                     |                |
| <div> <div>Activities</div> <div>Calendars</div> <div>SDEF File</div> </div>                                                                                                                                       |             |                     |                |
| <div> <div>SDEF Activities</div> <div>Search</div> <div>Export</div> </div>                                                                                                                                        |             |                     |                |



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

**Activity Import Preview** Search Export

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

| Activity ID | Description                       | Import Status                                             |
|-------------|-----------------------------------|-----------------------------------------------------------|
| 2001        | MOB/DEMOB                         | Activity Not found in schedule - ACTIVITY WILL BE DELETED |
| 2002        | DREDGING OUTER CHANNEL            | Activity Not found in schedule - ACTIVITY WILL BE DELETED |
| 2003        | Dredging - Freeport Jetty Channel | Activity Not found in schedule - ACTIVITY WILL BE DELETED |
| 2004        | Monitor Surveys                   | Activity Not found in schedule - ACTIVITY WILL BE DELETED |
| 2005        | Turtle Deflector Device           | Activity Not found in schedule - ACTIVITY WILL BE DELETED |
| 2006        | Dredging - Freeport Inner Harbor  | Activity Not found in schedule - ACTIVITY WILL BE DELETED |

Activity ID: 2010      Description: TED and ESO

CLIN:      Feature of Work:      Cost: \$6,900.00

Responsibility Code:      Duration: 0

Phase of Work:      Category of Work:      Work Area Code:      Existing Activity Early Start Date:      Existing Activity Early Finish Date:      Existing Activity Late Start Date:      Existing Activity Late Finish Date:

Early Start Date: Select a date      Early Finish Date: Select a date      Late Start Date: Select a date      Late Finish Date: Select a date

| 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                        |  |  |
| MCC                                      | CONTRACT WORK PERIOD       | 2001                                     | \$1,200,000.00 | \$0.00                                |  |  |
| COE                                      | MAINT BLKHD FAB            | 2002                                     | \$1,388,142.00 | \$0.00                                |  |  |
| STW                                      | PAINT HYDRAULIC STRUCTURES | 2003                                     | \$1,272,830.40 | \$0.00                                |  |  |
| PLAT                                     | INSTALL MAINT BULKHEAD     | 2004                                     | \$100,000.00   | \$0.00                                |  |  |
| BART                                     | ENVIRONMENTAL PROTECTION   | 2005                                     | \$100,000.00   | \$0.00                                |  |  |
| THMS                                     | SEDIMENT REMOVAL           | 2006                                     | \$1,909,960.20 | \$0.00                                |  |  |
| EGPT                                     | SITE WORKS                 | 2007                                     | \$195,000.00   | \$0.00                                |  |  |

Importing the schedule data displayed above may overwrite existing data. Review carefully prior to import

**Import data into Contract**

At the top of the view is a grid displaying the **Activity ID**, **Description** of the activity, and **Import Status** of the activity. Most important is the **Import Status**, which provides an important but brief indication of how the activities will be treated; for example, **Activity Not Found in schedule – ACTIVITY WILL BE DELETED**. If any Activity ID that exists in the contract but does not have a matching Activity ID on the schedule, the existing activity in the contract will be deleted. However, if an Activity ID exists on the schedule and not in the contract, the activity will be added to the contract.

**Activity Import Preview** Search Export

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

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

If an Activity ID in the contract has a match that exists in the schedule, but the data associated with that existing activity are different than what is on the schedule the import status adds a brief description of what will change as a result of importing the current schedule. The keyword,



“Invalid” is used when data on the schedule does not match any of the data set options available in the contract and the schedule data will be ignored.

|                     |               |                                     |               |
|---------------------|---------------|-------------------------------------|---------------|
| Activity ID         | unbalanced    | Description                         |               |
| CLIN                |               | Feature of Work                     |               |
| Responsibility Code |               | Duration                            | 0             |
| Phase of Work       |               | Cost                                | \$10.00       |
| Early Start Date    | Select a date | Category of Work                    |               |
| Early Finish Date   | Select a date | Work Area Code                      |               |
| Late Start Date     | Select a date | Existing Activity Early Start Date  | Select a date |
| Late Finish Date    | Select a date | Existing Activity Early Finish Date | Select a date |
|                     |               | Existing Activity Late Start Date   | Select a date |
|                     |               | Existing Activity Late Finish Date  | Select a date |

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

The third section of the data preview at the bottom contains additional information about the data contained within the schedule. This includes [Subcontractor Codes to Be Added To The Contract](#), [Features Of Work To Be Added To The Contract](#), and a grid of [CLIN Balances Including Schedule Data](#) which compares 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 total(s) and activity totals will be balanced or unbalanced after import (red indicates an unbalanced).

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

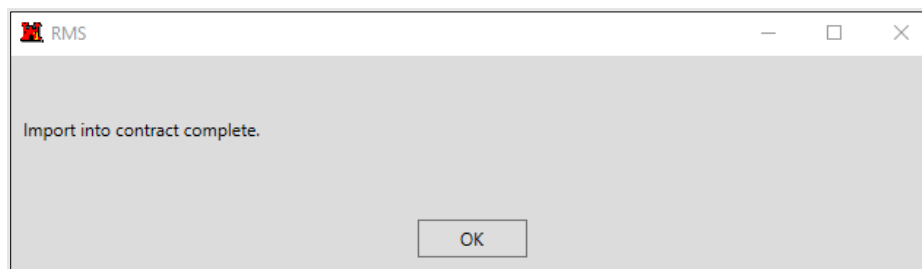
**Note:** It is the responsibility of the Contractor to import the data into the contract after the Government has approved the schedule for import.

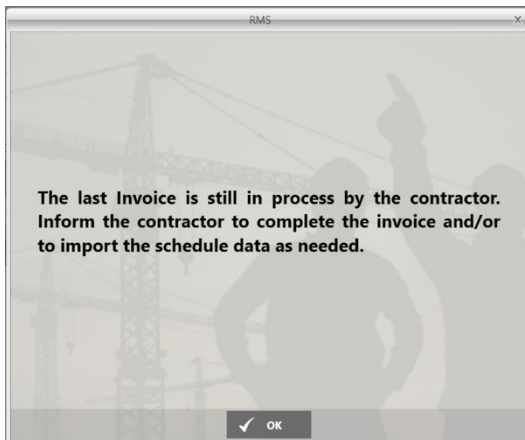
| Subcontractor Codes to be Added Contract |  | Features of work to be Added to Contract |  | CLIN Balances including schedule data |                 |                |
|------------------------------------------|--|------------------------------------------|--|---------------------------------------|-----------------|----------------|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

Importing the schedule data displayed above may overwrite existing data. Review carefully prior to import

[Import data into Contract](#)

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





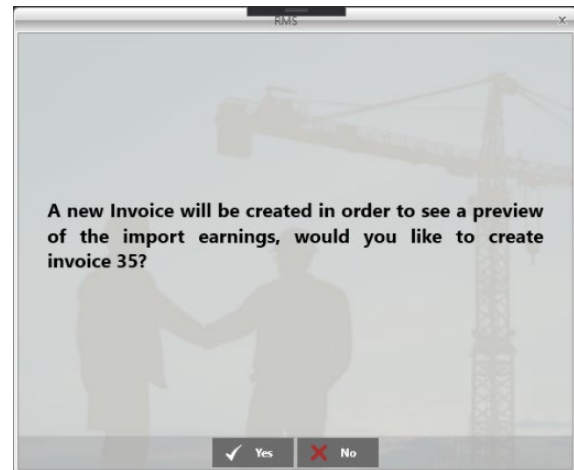
To execute the [Preview Import Earnings into Payment](#) button, the Contractor must not have a Progress Payment that has yet to be submitted. Attempting to do so will result in an alert that states the existing invoice must be completed and submitted to the Government before utilizing this function (figure on left).

If no invoices are currently in progress, then a warning (figure below) will display before being able to preview the earnings import view, as seen in the figure on the right. This is to ensure that the user completing this action is aware that doing so will create a new progress payment.

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

When clicking on [Preview Import Earnings Into Contract](#), RMS will create a new payment as long as the last payment has been accepted in CEFMS.

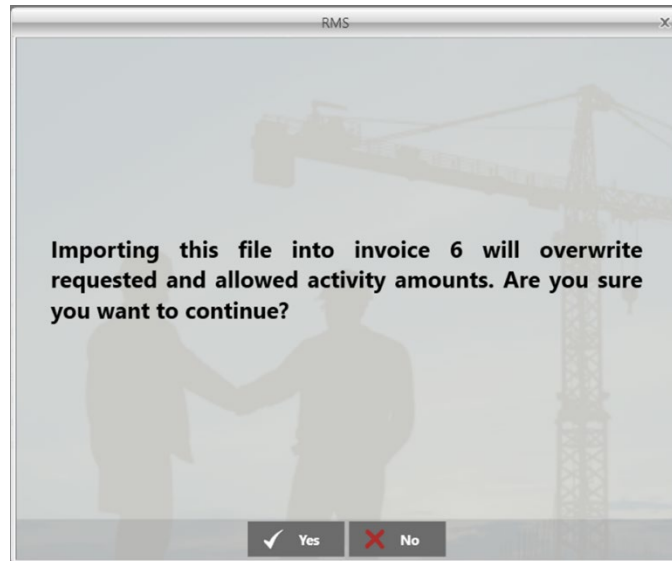
Clicking [No](#) will not take any action and the user will remain on the current view. Clicking [Yes](#) and continuing will display the [Payment Import Preview](#):



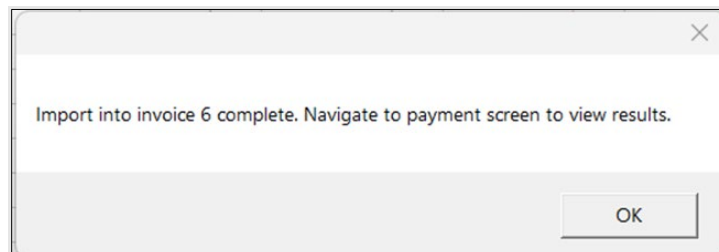
| Activity ID                           | Description                    | Activity Amount | Schedule Earnings to Date | Earnings to Date for Invoice | Payment Status                               |
|---------------------------------------|--------------------------------|-----------------|---------------------------|------------------------------|----------------------------------------------|
| 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 |
| 02-114                                | Receive Approval - Demolition  | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 02-200                                | Submit Preliminary Project Sch | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 02-202                                | Gov't Review of Preliminary Pr | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 02-204                                | Receive Approval - Preliminary | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 03-100                                | Submit Concrete Mix + Rebar Pa | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 03-102                                | Gov't Review - Concrete Submit | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 03-104                                | Fabricate / Deliver Reinforcin | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 03-110                                | Submit Chilled Water Precast E | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 03-112                                | Gov't Review - Chilled Water P | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 03-114                                | Fab Deliver - Chilled Water Pr | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 03-200                                | Submit Quality Control Plan    | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 03-202                                | Gov't Review - Quality Control | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 03-204                                | Receive Approval - Quality Con | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 04-100                                | Granite/Limestone (p/s)        | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 04-102                                | Granite/Limestone (r/a)        | \$0.00          | \$0.00                    | \$0.00                       | Matched - schedule earnings will be imported |
| 04-104                                | Granite/Limestone (f/d)        | \$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              |                              |                                              |
| <a href="#">Import into Invoice 6</a> |                                |                 |                           |                              |                                              |

For each activity row in the grid, RMS provides useful information. However, most important is the [Payment Status](#) column which indicates how the data will be treated. It is important to note that only the earnings of matching pay activities will be imported. The rest will be ignored. When reviewing is complete, users can either click the [Back](#) button to back out of the preview or click the [Import into Invoice #](#) button on the bottom right-hand corner of the view to import the earnings data as indicated on the preview into the invoice number indicated on the button. A window to confirm the import will appear. To complete the import, click [Yes](#) and to return back to the [Payment Import Preview](#), click [No](#).

**Note:** It is the responsibility of the Contractor to import the earnings into the contract.



When complete, an alert will be displayed instructing the user to access the invoice in progress payments.



**Note:** It is the responsibility of the Contractor to import into the invoice after the Government has approved the schedule for import.

**Administration | Contract Notification Control** can be used to help inform both the Government and Contractor about the status of schedule submission and approval.

## 11.9 Document Package Export

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

The **Document Package Export** module provides the ability to export documents from various Document Packages throughout RMS.

### 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
 ☐ QA Daily Reports only

☐ All Documents in QC Daily Document Packages
 ☐ All Documents in QA Daily Document Packages

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#### Transmittal Log Packages

☐ 4025 and Government Remarks Only

☐ All Documents in Contractor Transmittal Document Packages

☐ All Documents in Contractor Submittal Item Document Packages

☐ All Documents in Government Transmittal Document Packages

☐ All Documents in Government Submittal Item Document Packages

---

#### Contractor Payroll Packages

☐ All Contractor Payroll Documents

---

#### QC Requirements

☐ All QC Test Documents

---

#### Request for Information

☐ All Government 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
 ☐ Progress Payment - Prompt Payment

☐ Progress Payment - ENG93

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#### Contract Modifications

☐ Contract Modification - Document Packages
 ☐ Contract Modification - Supporting documents

☐ Contract Modification - SF30 Only

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#### Contract Modifications

☐ Change Request - Supporting documents

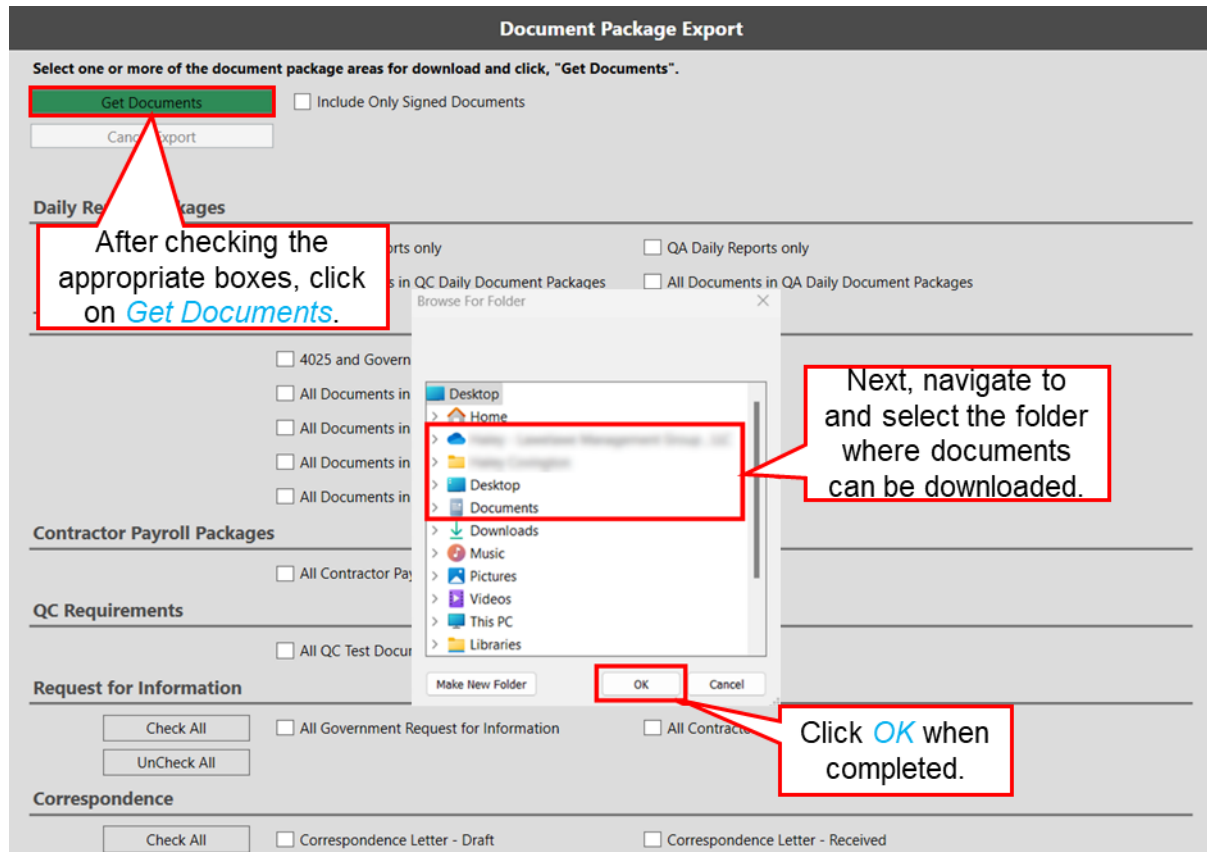
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#### All Documents

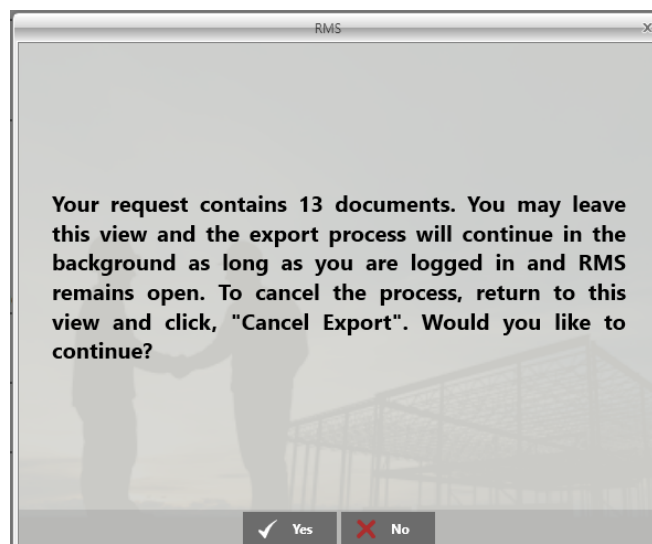
☐ All Document Packages

When exporting documents, check the **Include Signed Documents Only** 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 QA Daily Document Packages* will make *QA Daily Reports only* read-only since the option to export all documents will include the QA daily reports. The same is true for *All Documents in Contractor Transmittal Document Packages* and *4025 and Government Remarks Only* since the 4025 form and Government remarks will be included in all Contractor Document Packages.

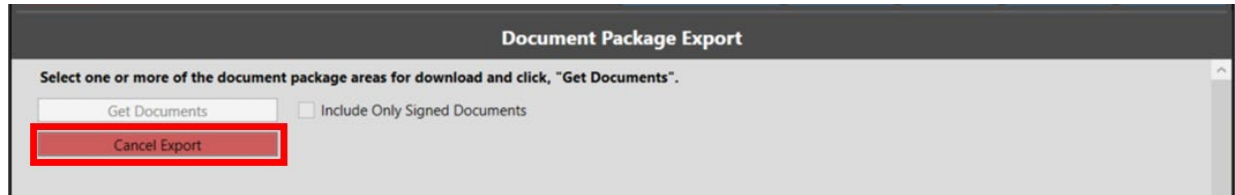


When the desired selections have been made, click the *Get Documents* button to select a folder where the documents will download. A prompt will appear stating how many documents will be downloaded. Click *Yes* to proceed with the download.

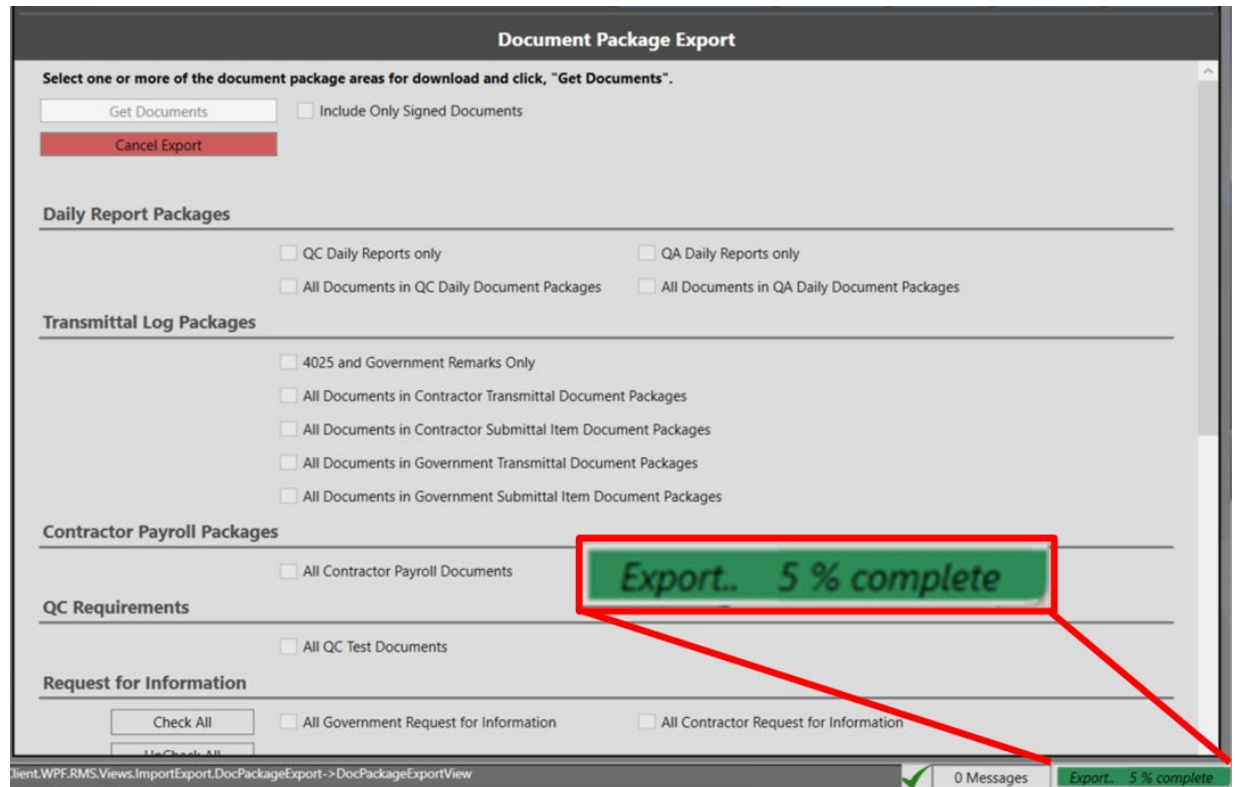




While an export is in progress, the *Cancel Export* button will become active.



The progress of the export will be displayed in the bottom right corner of the RMS application screen.



This progress bar will continue to display until the export has completed, even if users navigate away from the *Document Package Export* module. The exception is if RMS is closed, then the download will stop at the time RMS is shutdown.



**Contract Menu** ★ Mark As Favorite

| Government Action Items |        |     | Contractor Action Items |        |     | My Action Items |        |     |
|-------------------------|--------|-----|-------------------------|--------|-----|-----------------|--------|-----|
| 0                       | 6      | 0   | 0                       | 0      | 0   | 0               | 0      | 0   |
| High                    | Medium | Low | High                    | Medium | Low | High            | Medium | Low |

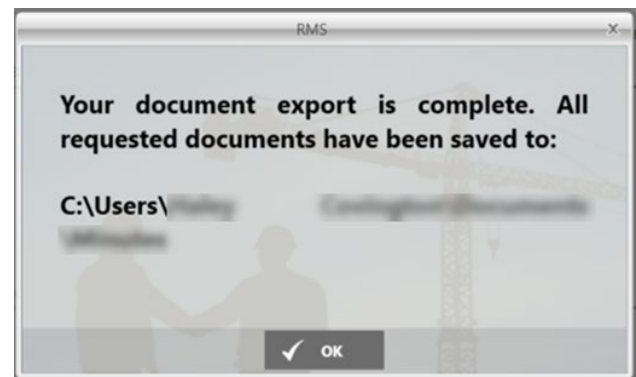
| Administration                                                                                               | Finances                                                                                                           | QA/QC                                                                                                          | Submittals | Schedules                                                                                           | Closeout | Import/Export | Contract Reports |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------|----------|---------------|------------------|
| <b>Import P2</b><br>Point for importing P2 Project data into the RMS Contract.                               | <b>Import QA Deficiencies</b><br>Import QA 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>Import Real Property</b><br>Use Excel to import Real Property items.                                      | <b>Import From Another Contract</b><br>Copy selected options from an existing Contract into your current contract. | <b>Export Mods List</b><br>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.            |            | <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. |                                                                                                                    |                                                                                                                |            |                                                                                                     |          |               |                  |
|                                                                                                              |                                                                                                                    |                                                                                                                |            |                                                                                                     |          |               |                  |
|                                                                                                              |                                                                                                                    |                                                                                                                |            |                                                                                                     |          |               |                  |

Client:WPF.RMS->ContractMenuView 0 Messages **Export.. 15 % complete**

**Export.. 15 % complete**

If after selecting the folder, the data chosen contains enough data that there is a waiting period for the process to complete, a busy indicator will display. Depending on the speed, stability of the internet connection and number and size of items requested, the export could take an extended period of time:

When the download has completed, an alert will display indicating where the files are located if the Document Packages selected contained any documents.



## 12.0 CONTRACT REPORTS

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

This is where users can view reports to get an at a glance view of the contract, as well as reports to compare data, review data, and determine status of the contract without going into each individual module. Unlike the other submenu tabs, **Contract Reports** opens a selection grid of reports available for the contract.

### 12.1 Sorting and Viewing Reports

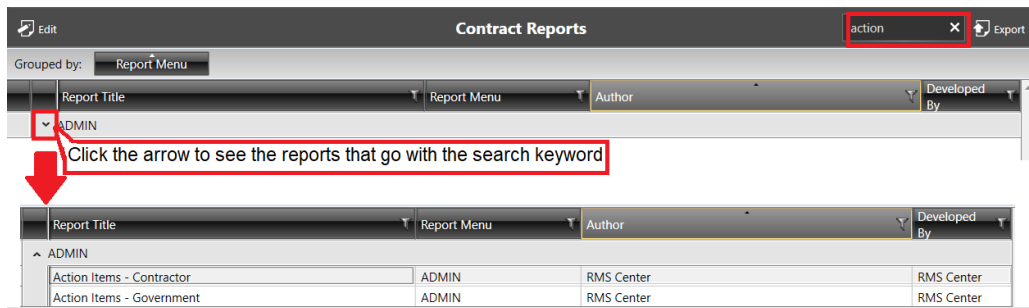
By default, the reports are grouped by the Report Menu category. These categories are similar to the submenus, and the reports generally relate to the modules found in each of those submenus. Clicking one of the filter tiles at the top of the selection grid will cause the grid to only display reports from that category. Remove the grouping by clicking the 'X' next to the grouped column name. To view the reports in a particular group, click the down arrow next to the group name to expand the list.

The screenshot shows the 'Contract Reports' interface. At the top, there are filter tiles for 'All Reports' (93), 'Administration Reports' (21), 'Financial Reports' (24), 'QA/QC Reports' (29), 'Submittal Reports' (6), 'Schedule Reports' (8), and 'Closeout Reports' (5). Below these is a 'Contract Report' header with an 'Edit' icon, a search bar, and an 'Export' button. The main area is titled 'Grouped by: Report Menu'. A list of report categories is shown: ADMIN, CLOSEOUT, FINANCE, QAQC, SCHEDULE, and SUBMIT. A callout points to the 'Report Menu' column header, stating: 'Default grouping is by the report menu, drag the column title to gray area to further sort the list'. Another callout points to the search bar, stating: 'Enter the name of a report to look for a specific report'. A third callout points to the filter tiles, stating: 'Sorting Tiles can show reports for specified modules'.

By default, the reports are sorted by Report Title, both with and without grouping. To add a grouping, click on a column title and drag it to the gray bar that says **Group By**. To remove a grouping, select it to show the **X** button, then click on the **X**.

The screenshot shows the 'Contract Reports' interface with the 'Grouped by' field set to 'Report Menu'. A callout points to the 'X' button next to 'Report Menu', stating: 'To remove Groupings select the filter to show the X, then click on the X'. The interface also shows a table with columns for 'Report Title', 'Report Menu', and 'Author'.

**Note:** If using the search box to find reports, users will need to click on the dropdown arrows next to the grouped by field to see the report.



To change the sort column, click on the title of the column once to sort ascending or twice for descending. To open a report, select the report from the list and click [Edit](#); or double-click the report name in the list.

## 12.2 Generating Reports

Most reports present a screen for selecting parameters, and some will have Sort options. For those reports that have parameters and Sort options, make the desired selections before opting to preview the report before printing (Preview), send the report directly to a printer (Print), or add the report to the Contract File for submission to PCF (Add to Contract File). An example of a report parameters screen is provided below.

**List of Contractors**

**RMS Contract Report**

  
[Preview](#)

  
[Print](#)

  
[Add to Contract File](#)

**Security Classification**

☐ Print security markings header and footer

Contract marked CUI in Part; CUI header and footer may be required on the printed report. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin reports area.

**Include**

☒ All Contractors
 ☐ Selected Contractors

Some report parameters will have multiple inclusive options; use the [Check All](#) and [Uncheck All](#) buttons for ease of use, if applicable.

## 12.2.1 Security Classification

The [Print security markings header and footer](#) checkbox can be used to add security markings to a report, if required.

For contracts that are marked CUI as a Whole, all Contract Reports will be printed with the CUI header and footer. The [Print security markings header and footer](#) checkbox will be disabled, and the report will include the security markings entered in Contract Setup for the contract.

**Security Classification**

☒ Print security markings header and footer

Contract marked CUI in Whole; CUI header and footer will be included on the printed report. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin reports area.

For contracts that are marked CUI In Part, all Contract Reports have the *option* to be printed with the CUI header and footer. The [Print security markings header and footer](#) checkbox will be editable, and if selected, the report will include the security markings entered in Contract Setup for the contract.

**Security Classification**

☐ Print security markings header and footer

Contract marked CUI in Part; CUI header and footer may be required on the printed report. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin reports area.

**Note:** A CUI cover page is available for use if required by the contract in the [Contract Reports](#) module. Enter categories, limited dissemination controls, special instructions, points of contact, etc., if needed, in the textbox provided.

**Contract Reports**

cover X Export

Grouped by: Report Menu

| Report Title   | Report Menu | Author     | Developed By |
|----------------|-------------|------------|--------------|
| ADMIN          |             |            |              |
| CUI Cover Page | ADMIN       | RMS Center | RMS Center   |

**CUI Cover Page**

**RMS Report**

Preview Print

Enter categories, limited dissemination controls, special instructions, points of contact, etc., if needed.

# CUI

## ATTENTION

Use this space to indicate categories, limited dissemination controls, special instructions, points of contact, etc., if needed.

Enter categories, limited, dissemination controls, special instruction, points of contact, etc. If needed.

## ATTENTION

All individuals handling this information are required to protect it from unauthorized disclosure.

Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

Standard Form 901 (11-18)  
Prescribed by GSA/USOO; 32 CFR 2002

# CUI

Those reports that do not have any parameters or sort options will go directly to a report preview, from which the report can be printed or exported.

If [Add to Contract File](#) is selected, the report will be shown in a preview window so it can be reviewed before being sent to PCF. Click the [Add to Contract File](#) button to include the report in the Contract File and have it sent to PCF.



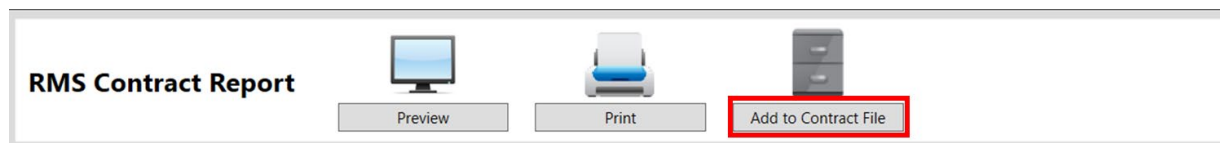
US Army Corps  
of Engineers

## List of Contractors

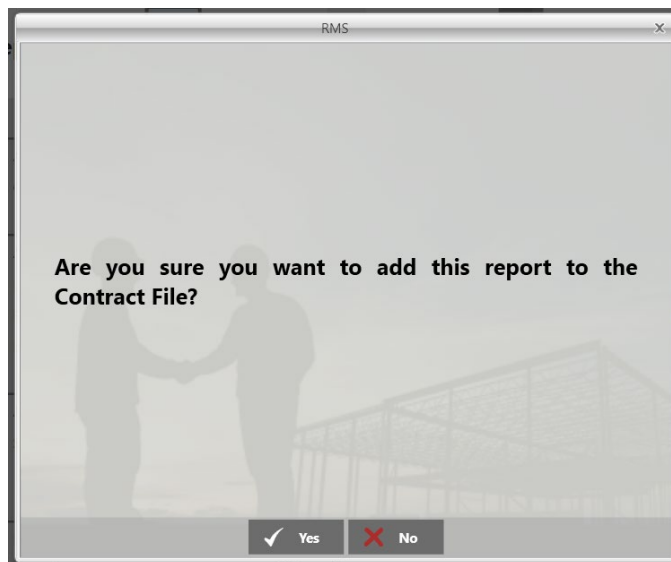
CONTRACT-NUMBER DELIVERY-ORDER-NO Transmittal Training  
E1002638

27 Mar 2024

Jenn's Training Office



User will then be prompted for confirmation of selection.



If confirmed, RMS will display a loading screen until the report has been transferred. At which point a confirmation window will appear to inform the user that the report was added to the Contract File. If not, then the user will be returned to the report preview window.

If the report has a predefined container in PCF, it will be put in the appropriate folder in Contract File; otherwise, it will be put in the Other contract Documents subfolder of the contract Administration folder.

### 12.3 Exporting Reports

To export a report, first [Preview](#) the report. In the preview window, select Save and the desired export file type.





## 12.4 An Example of How Data Populates for Reports – Contract Status Sheet

In this section, the contract's Contract Status Sheet report will be used to describe where data comes from and how data populates to the report. When the report is first opened, users are presented with a couple of different options to choose to view on the report.

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

Government Mode Home  
Contract Selection  
Contract Menu

Back Refresh Log Out Help

**Contract Status Sheet**

**RMS Contract Report**

Preview Print Add to Contract File

**Include**

|                                            |                                                                           |                                                                      |
|--------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="button" value="Check All"/>   | <input checked="" type="checkbox"/> Contract Issues - Customer <b>1</b>   | <input checked="" type="checkbox"/> Staff <b>6</b>                   |
| <input type="button" value="UnCheck All"/> | <input checked="" type="checkbox"/> Contract Issues - USACE <b>2</b>      | <input checked="" type="checkbox"/> Lowest Total Float <b>7</b>      |
|                                            | <input checked="" type="checkbox"/> Show Construction Metrics <b>3</b>    | <input checked="" type="checkbox"/> Issues/Remarks Date <b>8</b>     |
|                                            | <input checked="" type="checkbox"/> P2 Project Issues - Customer <b>4</b> | <input checked="" type="checkbox"/> Remarks <b>9</b>                 |
|                                            | <input checked="" type="checkbox"/> P2 Project Issues - USACE <b>5</b>    | <input checked="" type="checkbox"/> Status Code/Delay Code <b>10</b> |

1 – [Contract Issues - Customer](#)

6 – [Staff](#)

2 – [Contract Issues - USACE](#)

7 – [Lowest Total Float](#)

3 – [Show Construction Metrics](#)

8 – [Issues/Remarks Date](#)

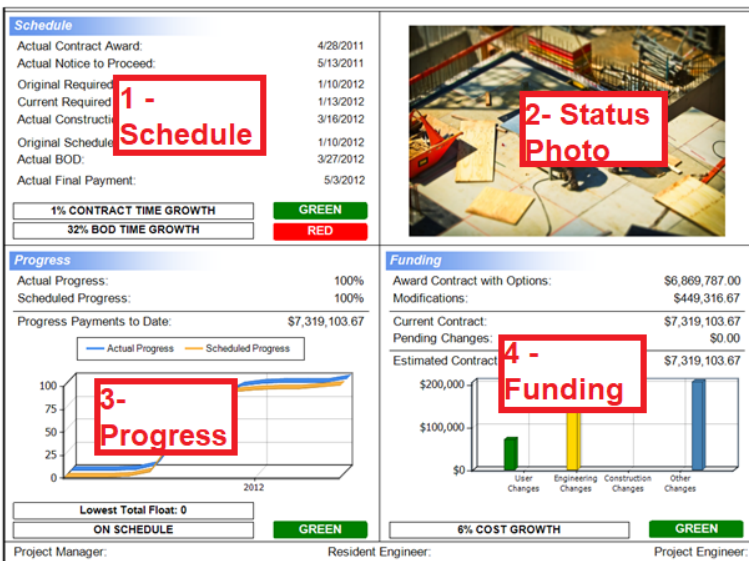
4 – [P2 Project Issues - Customer](#)

9 – [Remarks](#)

5 – [P2 Project Issues - USACE](#)

10 – [Status Code/Delay Code](#)

After selecting the options to view on the report, the report is split into four quadrants. Which will look similar to below:



The four quadrants are (1) Schedule, (2) Contract Status Photo, (3) Progress and (4) Funding. Under the four main quadrants, depending on the options selected prior to viewing the report, users will also see information on the scope of the project, issues, both customer and USACE reported issues, and any remarks made. The remarks and issues can be found by going to the [Administration | Contract Status](#) module under the **Phase – Status/Issues** tab.

### Contract Status

Contract - Status Photos    Contract - Monthly Progress    Phase - Status / Issues

**Contract W912DR-09-D-0024 0008 - (Single phase)**

**Issues**

Contract Status: **7 - Project Fiscally Complete**    Primary Delay Code: **D0 - No Current Problems (All Phases)**

Remarks: Final payment & ROC made. Fiscally complete.    Issues/Remarks as of: 6/25/2012

Issues Customer: It was determined that the final as-built drawings will be collected. Therefore all requirements under this contract have been satisfied and final payment requested.

Building was transferred to Ft Belvoir's Real Property Office on 23 April 2012, DD 1354 was signed and recorded in RMS.

Substantial completion issued on 16 Mar 2012.

Issues USACE:

The Contract Status Photo also comes from this module, though it comes from the **Contract – Status Photos** tab.

### Contract Status

Contract - Status Photos    Contract - Monthly Progress    Phase - Status / Issues

**Status Photo**

Select a representative photo to show the current status of the construction contract.

This photo will be used on the main contract menu and in status reports for the contract.

[Upload New Status Photo](#)  
[Save Status Photo to File](#)  
[View Status Photo](#)



**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.**

**Status Photo History**

| File Name           | Upload Timestamp      | Is Current Status Photo             |
|---------------------|-----------------------|-------------------------------------|
| 20190524_204447.jpg | 1/10/2022 10:06:45 AM | <input checked="" type="checkbox"/> |

Edit    Delete    Search    Export

## 12.4.1 Schedule

The data for the Schedule section comes from the system milestones associated with the contract.

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

**Milestone Schedule**

Completed-Physical

Award Duration: 500 Current Duration: 500 days

All Events: 76 Design: 9 Construction: 31 Post Construction: 30 System: 13 District: 10 Contract: 47

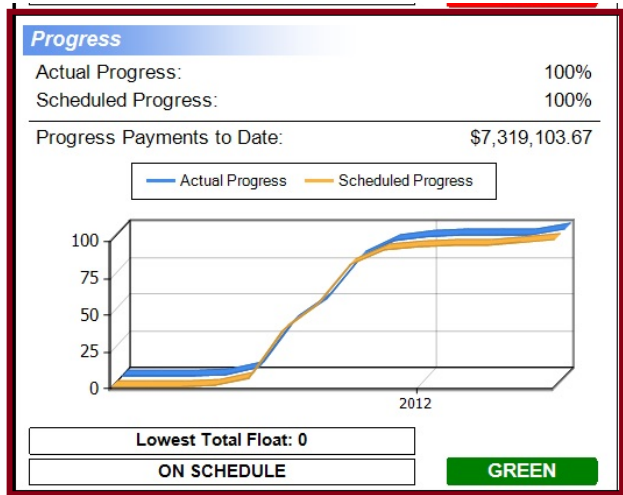
Add Edit Delete All Events Search Export

| Group    | Phase             | Milestone Event          | Original Date | Scheduled Date | Scheduled Time | Actual Date | Status            |
|----------|-------------------|--------------------------|---------------|----------------|----------------|-------------|-------------------|
| System   | Construction      | Contract Award           |               |                |                | 01/18/2018  | Completed         |
| Contract | Post Construction | TestWarranty - 4 Mo. Wty |               | 01/18/2018     |                |             | Reschedule Needed |
| Contract | Design            | Submit Final Design      |               |                |                | 01/25/2018  | Completed         |
| System   | Post Construction | Transfer Document Date   |               | 03/01/2018     |                | 03/01/2018  | Completed         |
| Contract | Construction      | testing date             |               | 04/05/2018     |                | 04/06/2018  | Completed         |
| System   | Construction      | NTP Acknowledged         |               | 12/30/2019     |                | 10/01/2019  | Completed         |
| Contract | Post Construction | TestWarranty - Start Wty |               | 10/02/2019     |                | 10/02/2019  | Completed         |

The contract time growth and the BOD Time growth are calculated based on the contract award, any mods that affect the time/length of the contract, and the set duration of the contract. The latter two can be viewed on the bottom of the [Administration | Contract Status](#) module under the [Phase – Status/Issues](#) tab.

| Cost / Time Growth                                 |        |                |        |                                                       |  |                              |        |                                                       |        |                              |  |
|----------------------------------------------------|--------|----------------|--------|-------------------------------------------------------|--|------------------------------|--------|-------------------------------------------------------|--------|------------------------------|--|
| Current Contract Including Completed Mods (Code 6) |        |                |        | Approved Contract Including Approved Changes (Code 5) |  |                              |        | Proposed Contract Including Proposed Changes (Code 4) |        |                              |  |
| Base Award                                         |        | \$6,869,787.00 |        | 242 days                                              |  | Current Contract             |        | \$7,319,103.67                                        |        | 245 days                     |  |
| Options/Definitizations                            |        | \$0.00         |        | 0 days                                                |  | Options/Definitizations      |        | \$0.00                                                |        | 0 days                       |  |
| Original Contract                                  |        | \$6,869,787.00 |        | 242 days                                              |  | Orig Approved Contract       |        | \$7,319,103.67                                        |        | 245 days                     |  |
| Controllable Mods                                  |        | \$173,554.53   |        | 0 days                                                |  | Controllable Mods            |        | \$0.00                                                |        | 0 days                       |  |
| Uncontrollable Mods                                |        | \$275,762.14   |        | 3 days                                                |  | Uncontrollable Mods          |        | \$0.00                                                |        | 0 days                       |  |
| Current Contract                                   |        | \$7,319,103.67 |        | 245 days                                              |  | Approved Contract            |        | \$7,319,103.67                                        |        | 245 days                     |  |
| Controllable Growth                                |        | Total Growth   |        |                                                       |  | Controllable Growth          |        | Total Growth                                          |        |                              |  |
| % Cost                                             | % Time | % Cost         | % Time |                                                       |  | % Cost                       | % Time | % Cost                                                | % Time |                              |  |
| 2.5%                                               | 0.0%   | 6.5%           | 1.2%   |                                                       |  | 2.5%                         | 0.0%   | 6.5%                                                  | 1.2%   |                              |  |
| Original Required Completion                       |        | 01/10/2012     |        |                                                       |  | Approved Required Completion |        | 01/13/2012                                            |        |                              |  |
| Current Required Completion                        |        | 01/13/2012     |        |                                                       |  |                              |        |                                                       |        | Proposed Required Completion |  |
|                                                    |        |                |        |                                                       |  |                              |        |                                                       |        | 01/13/2012                   |  |

## 12.4.2 Progress



RMS combines the Progress Payments and the Activity Schedule to form the Contract Status Monthly Progress. The **Contract status - Monthly Progress** tab populates to the Contract Status sheet to form the Actual Progress and Scheduled Progress shown in the graph.

Changes made to the **Contract Status** module **Monthly Progress** tab will affect the graph but may take 24 to 72 hours to update.

**Note:** There are multiple ways to update the progress graph please check with the district's policy prior to proceeding.

The lowest total float comes from the activity schedules only if a contract is using an SDEF file. If there is no SDEF file used, then the total float will always be zero. The lowest total float is a calculation of the lowest difference between the scheduled start early and late dates or the scheduled finish early and late dates.

## 12.4.3 Funding



1 - **Award Contract with options** populates from the **Award CLINs** and **Contract Modifications** modules.

2 - **Modifications**. This populates to the Contract Status Sheet from **Contract Modifications** module.

3 - **Current Contract**. This populates from two places in RMS: from the **Award CLINs** and **Contract Modifications** modules. RMS combines these to form the Current Contract which can be viewed in the **Current CLINs** module.

4 - **Pending Changes**. This populates from the Contract Modifications and Contract

Changes that have not been completed in RMS. RMS combines these to form Pending Changes.

5 - **Estimated Contract** combines from two places: from **Current CLINs** and **Contract Changes**. It only includes the Contract Changes that are not completed in RMS.

The funding graph populates from Completed Contract Modifications. The four areas of the graph are divided up by the Reason Code, depending on what Reason Code is selected when completing the Modification.

**Note:** There must be one award CLIN attached to the contract in order for the graph to generate.