

**US Army Corps
of Engineers ®**

**RESIDENT MANAGEMENT SYSTEM
USER MANUAL**

Government Manual Vol 3

RMS 3.0

Version 6.1

US Army Corps of Engineers

RMS Center

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RMS 3.0 GM Vol 3 User Manual Table of Contents

7.0	QA/QC	1
7.1	QA Daily Reports	3
7.1.1	Adding a QA Daily Report	3
7.1.2	Editing a QA Daily Report	6
7.1.3	Deleting a QA Daily Report	6
7.1.4	QA Narratives	7
7.1.5	Deficiencies	8
7.1.6	QA Tests	11
7.1.7	QA Final Follow-Ups	13
7.1.8	Verify QC Requirements	13
7.1.9	Labor Interviews	14
7.1.10	Mishap Reporting	16
7.1.11	Completing the QA Daily Report	19
7.2	QC Daily Reports	26
7.2.1	Multi-Accept QC Daily Reports	30
7.2.2	Returning QC Daily Reports for Corrections	31
7.3	QA/QC Summary	32
7.4	Weather Delays	34
7.4.1	Completing the Weather Delays	35
7.4.2	Completing a Weather Delay Modification	36
7.5	Features of Work	38
7.6	Three Phase Inspections	40
7.7	Hazard Analysis	43
7.8	QC Requirements	48
7.9	Equipment Checks	50
7.9.1	Adding Equipment Checks	51
7.9.2	Editing Equipment Checks	52
7.9.3	Deleting Equipment Checks	52
7.10	Dredging Equipment	52
7.11	Exposure Hours	53
7.12	QA Tests	56
7.13	Required Verifications	57
7.14	Planned Interviews	58
8.0	SUBMITTALS	59
8.1	Specification Sections	62

8.1.1	Manually Add New Section	62
8.1.2	Select Sections from MasterFormat 1995 Library	63
8.1.3	Select Sections from MasterFormat 2004 Library	63
8.1.4	Select Sections from MasterFormat 2014 Library	63
8.1.5	Select Sections from MasterFormat 2016 Library	64
8.2	Submittal Register.....	64
8.2.1	Building the Submittal Register.....	66
8.2.2	Using the Submittal Grid Edit.....	71
8.3	Transmittal Log	72
8.3.1	Government Review Process.....	73
8.3.2	Recall Transmittals	82
8.4	Submittal Assignments	86
8.4.1	Single Item Assignment	87
8.4.2	Multiple Item Assignment.....	87
8.4.3	Assign Primary Reviewer for Unassigned Submittals	88
8.4.4	Other Actions	90
9.0	SCHEDULES.....	93
9.1	Activity Schedule.....	94
9.1.1	Imported Schedules	95
9.1.2	Manually Entered Schedules	95
9.2	Milestone Schedule.....	96
9.2.1	Adding Milestones.....	98
9.2.2	Description of System Milestones.....	102
9.3	Placement Schedule	107
9.3.1	Placement Curve	107
9.3.2	Monthly Placement	109
9.3.3	Actual vs. Projected Placement	110
9.3.4	Actual vs. Baseline.....	111
9.4	Feature Schedule.....	112
10.0	CLOSEOUT.....	113
10.1	Real Property.....	113
10.2	Transfers – DD1354.....	116
10.3	Requisition – DD1149	120
10.4	CPAR Evaluations	123
10.5	Warranty Tracking.....	127
11.0	IMPORT/EXPORT	130
11.1	Import P2	131

11.2	Import QA Deficiencies	131
11.2.1	Excel Template for Deficiencies.....	132
11.3	Import Submittal Register - SpecsIntact.....	135
11.4	Import Submittal Register - Excel.....	141
11.5	Import Real Property.....	147
11.6	Import From Another Contract	149
11.7	Export Mods List.....	152
11.8	Network Analysis Schedule (NAS).....	153
11.8.1	Comparing Schedules.....	154
11.8.2	Adding Schedules.....	156
11.8.3	Deleting Schedules.....	157
11.8.4	Editing/Reviewing Schedules.....	157
11.9	Document Package Export	166
12.0	CONTRACT REPORTS	171
12.1	Sorting and Viewing Reports	171
12.2	Generating Reports.....	172
12.2.1	Security Classification.....	173
12.3	Exporting Reports	175
12.4	An Example of How Data Populates for Reports – Contract Status Sheet	176
12.4.1	Schedule.....	178
12.4.2	Progress	179
12.4.3	Funding.....	179

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 quality of 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 to the highest standards in accordance with regulations and the terms of the contract.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>	
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>		Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>		Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>		QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>	
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>		Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>		Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>		Planned Interviews <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

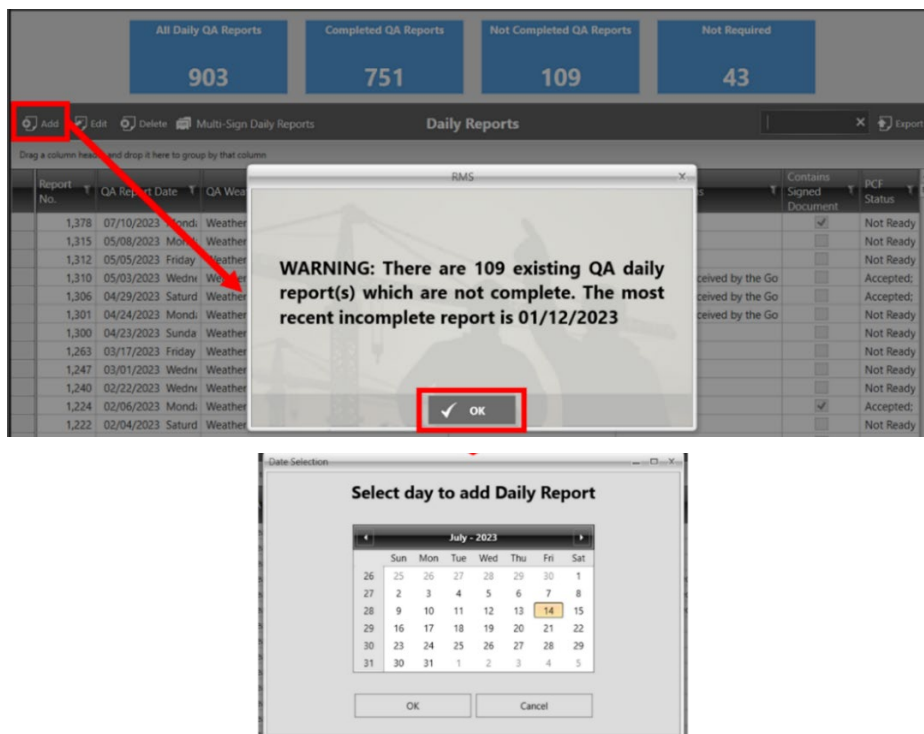
Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
		QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>	
		Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFWO and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>		QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>	
		Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
		Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <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.

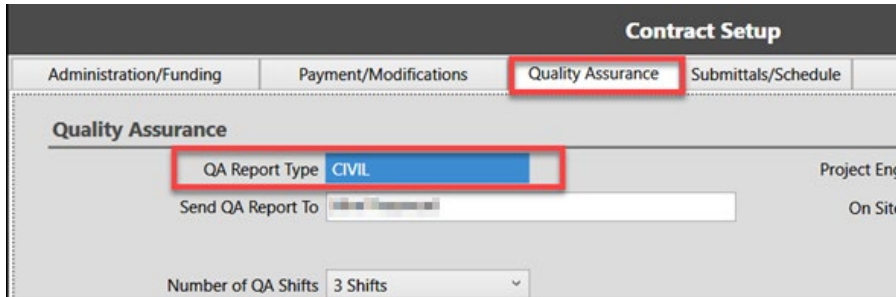
7.1.1 Adding a QA Daily Report

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.



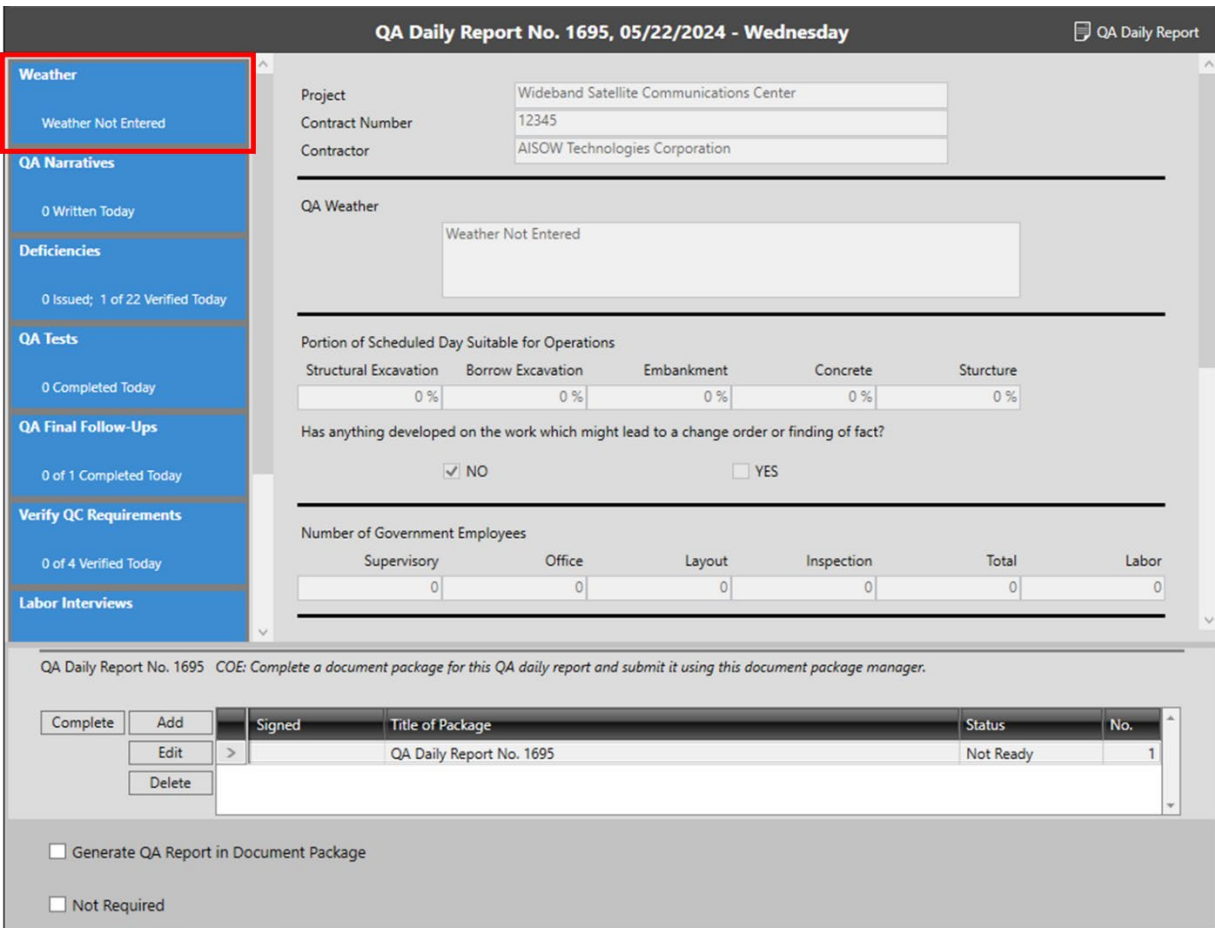
There are two different types of Daily Reports – Military and Civil reports. These will change the way the weather tab data entry looks. The daily report type is set in the [Contract Setup | Quality Assurance](#) tab then choose the QA Report Type.



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):



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.

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

- 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

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.

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	Completed QA Reports	Not Completed QA Reports	Not Required
903	751	109	43

Report No.	QA Report Date	QA Weather Reported	QA Report Status	QC Report Status	Contains Signed Documents
1,952	02/03/2025 Monday	Weather Not Entered	Not Completed		<input type="checkbox"/>
1,791	08/26/2024 Monday	Weather Caused No Delay	Not Completed		<input type="checkbox"/>
1,695	05/22/2024 Wednes	Weather Not Entered	Not Completed		<input type="checkbox"/>
1,646	04/03/2024 Wednes	Weather Not Entered	Not Completed		<input type="checkbox"/>
1,575	01/23/2024 Tuesday	Weather Caused No Delay	Completed		<input checked="" type="checkbox"/>

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	Completed QA Reports	Not Completed QA Reports	Not Required
12	4	8	0

Report No.	QA Report Date	QA Weather Reported	QA Report Status	QC Report Status	Contains Signed Documents
926	09/11/2024 Wednes	Weather Not Entered	Not Completed		<input type="checkbox"/>
925	09/10/2024 Tuesdays	Weather Caused No Delay	Not Completed		<input type="checkbox"/>
849	06/26/2024 Wednes	Weather Caused No Delay	Completed		<input checked="" type="checkbox"/>
841	06/18/2024 Tuesday	Weather Caused No Delay	Completed		<input type="checkbox"/>

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

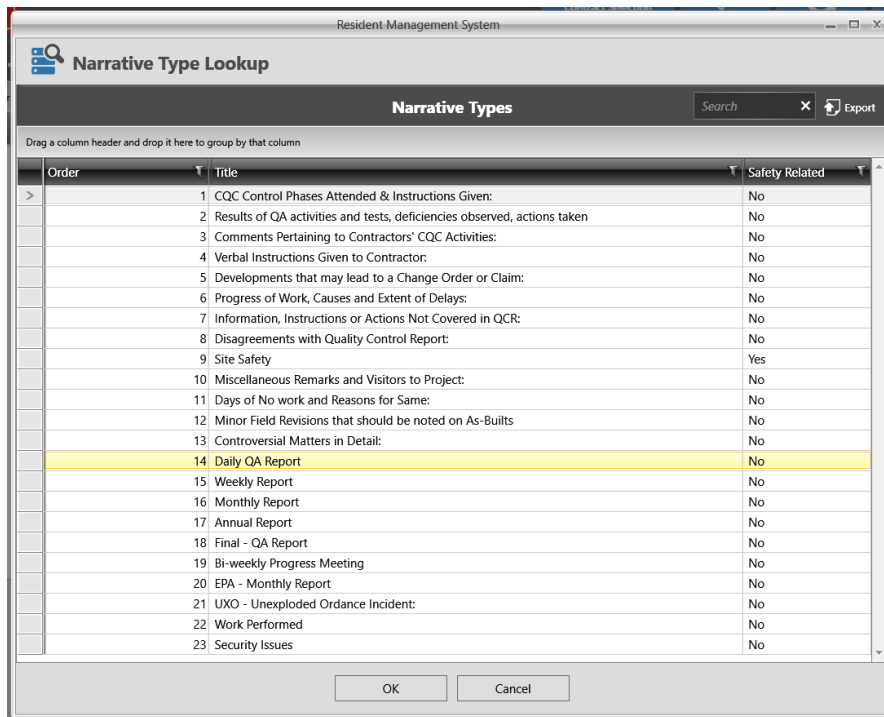
1 Written Today

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:



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.



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.

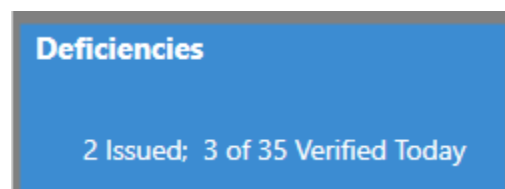
Enter the shift via the [Shift](#) dropdown (shifts are configured in the [Administration | Contract Setup](#) area).

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		Issued - Not Corrected		Corrected - Not Verified		Verified	
All	616	All	467	All	30	All	119
QA	543	QA	419	QA	17	QA	107
QC	73	QC	48	QC	13	QC	12

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 Monc	QA-00102	TestLocation	Testing	11/11/2019	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00103	TestLocation	Testing 2	11/11/2019	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00106			02/25/2020	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00107			05/04/2022	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00108			03/05/2020	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00109			03/05/2020	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00110			03/05/2020	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00111			06/15/2020	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	QA-00119			05/04/2022	<input type="checkbox"/>	<input type="checkbox"/>	QA Verification Required
01/21/2019 Monc	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 Select

Select from all QA Deficiency items

Select from #QA- to #QA-

Copy #QA-

Keyword Search

Next > Cancel

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

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

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

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:

Staff:

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.

Buttons: Accept, Add, Return, Edit, Delete

Title of Package	Status	No.

Deficiency History		
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.

The screenshot shows a dialog box with the title 'QA-00092 Action Comment'. It contains a large text area labeled 'Additional comments' and an 'OK' button at the bottom 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

QA Tests

0 Completed Today

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			
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	Status	No.
<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				
Final Follow-Up	Activity No.	Description	QA Rating of Contractor's QC	RatingCode
	A100010	Submit Fall Protection Plan		<ul style="list-style-type: none"> O - Outstanding QC A - Above Average QC S - Satisfactory QC U - Unsatisfactory QC N - Not Applicable

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

All QC Requirements
5

QC Tests
1

User Schools
2

Installed Property
1

Transfer Property
1

Add
 Edit
 Delete

All QC Requirements

 Export

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. Users that log into 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.

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:

Employer:

Employee Name:

Labor Classification:

Wage Rate: hr

For Use by Payroll Checker

Is Labor Interview Information in agreement with Payroll Data?

Comments on Payroll:

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.

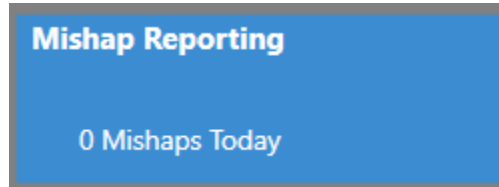
		Title of Package	Status	No.
Complete	Add			
	Edit			
	Delete			

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

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.

The screenshot shows a web interface for Mishap Reporting. At the top, there are four summary cards:

- All Mishaps:** All (70), QA (19), QC (51)
- Recordable Mishaps:** All (12), QA (5), QC (7)
- Lost Time Mishaps:** All (10), QA (3), QC (7)
- Mishaps This Date:** All (0), QA (0), QC (0)

Below these cards is a table titled "All Mishaps - QA Daily Report No. 1435, 09/05/2023 - Tuesday". The table has columns for Accident No., Mishap Date, Mishap, Recordable Mishap, Lost Days, Recordable, and Accepted. A modal form is open at the bottom, showing a date of 10/26/2020 and a description of "TEST".

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 Wednesday		No	0	<input type="checkbox"/>	<input type="checkbox"/>
QC-00004	08/02/2017 Wednesday		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 Wednesday		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 Wednesday		Yes	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QA-00001	03/13/2013 Wednesday		No	0	<input type="checkbox"/>	<input type="checkbox"/>
QC-00011	11/13/2018 Tuesday		No	0	<input type="checkbox"/>	<input type="checkbox"/>

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: 11/7/2025

Description:

Linked Mishap: <Not Set>

Identify the Person

Contractor/Subcontractor: <Not Set>

Age: Date Started Work:

Gender: Male

Labor Classification: <Not Set>

Location:

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 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	Status	No.
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.

Linked Mishap: Select a QA or QC mishap to link to this mishap.

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"/>
--	--	--

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: Date Started Work:

Gender:

Labor Classification:

Location:

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.

		Title of Package	Status	No.
<input type="button" value="Accept"/>	<input type="button" value="Add"/>			
<input type="button" value="Return"/>	<input type="button" value="View"/>			
	<input type="button" value="Delete"/>			

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. 1695, 05/22/2024 - Wednesday QA Daily Report

Weather

Weather Caused No Delay

QA Narratives

0 Written Today

Deficiencies

0 Issued; 1 of 22 Verified Today

QA Tests

0 Completed Today

QA Final Follow-Ups

0 of 1 Completed Today

Verify QC Requirements

0 of 4 Verified Today

Labor Interviews

Project: Wideband Satellite Communications Center

Contract Number: 12345

Contractor: AISOW Technologies Corporation

QA Weather

Weather Caused No Delay
 Temperature Min 0 °F Max 0 °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
 YES

Number of Government Employees

Supervisory	Office	Layout	Inspection	Total	Labor
0	0	0	0	0	0

QA Daily Report No. 1695 COE: Complete a document package for this QA daily report and submit it using this document package manager.

Complete	Add	Signed	Title of Package	Status	No.
<input type="button" value="Complete"/>	<input type="button" value="Add"/>	<input type="checkbox"/>	QA Daily Report No. 1695	Not Ready	1

Generate QA Report in Document Package
 Not Required

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 can be considered complete.

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. 1695, 05/22/2024 - Wednesday

Project: Wideband Satellite Communications Center
 Contract Number: 12345
 Contractor: AISOW Technologies Corporation

QA Weather: Weather Caused No Delay, Temperature Min 0 °F, Max 0 °F, No Precipitation, No Wind

Portion of Scheduled Day Suitable for Operations:
 Structural Excavation: 0%, Borrow Excavation: 0%, Embankment: 0%, Concrete: 0%, Structure: 0%

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

Number of Government Employees: Supervisory: 0

QA Daily Report No. 1695 COE: Complete a document package for this QA daily report and submit it using this document package manager.

Signed	Title of Package	Status	No.
<input checked="" type="checkbox"/>	QA Daily Report No. 1695	Not Ready	1

Generate QA Report in Document Package
 Not Required

Note: If the Document Package was completed prior to checking the *Generate QA 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 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.

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status
<input checked="" type="checkbox"/>	9/4/2024 11:23:32	QA Daily Report No. 1646 - Capture.PNG	Not Signed	Not Signed
<input type="checkbox"/>	9/4/2024 11:25:16	QA Daily Report No. 1646 - Test.pdf	Not Signed	Not Signed

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. 1695 - Report Date: 05/22/2024

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

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit Delete **All Attachments** Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status
<input checked="" type="checkbox"/>	5/5/2025 3:54:44 PM	QA Daily Report No. 1695 - QaDailyReport.PDF	Not Signed	Electronically Signed

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

Individual File Information

Date of the Document: 5/5/2025 Signed By: Haley

Document Title: QA Daily Report No. 1695 - QaDailyReport.PDF

Description:

Manually signed by Contractor
 Manually signed by Government

Edit Document
View Document
Save Document to File

Document Package

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

Government Review Notes

Revision History

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.

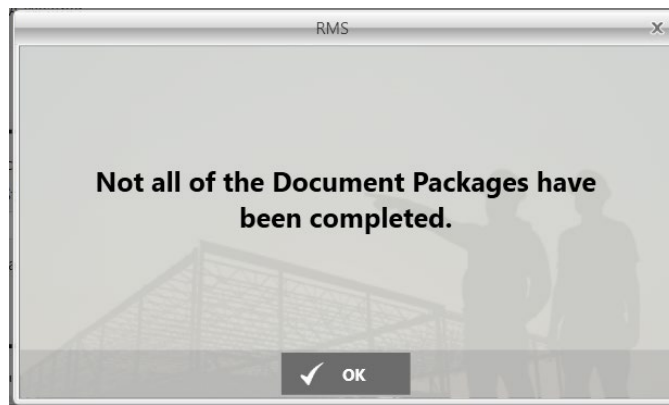
Complete Add Edit Delete

Signed	Title of Package	Status	No.
	QA Daily Report No. 1575	Not Ready	1
	QA Daily Report No. 1575(2)	Not Ready	2

Once the Document Package is complete, the report is complete. To confirm a QA report is complete, the QA Status will display *Accepted*.

Report No.	QA Report Date	QA Weather Reported	QA Report Status	QC Report Status	Contains Signed Documents
1,952	02/03/2025 Monday	Weather Not Entered	Not Completed		<input type="checkbox"/>
1,791	08/26/2024 Monday	Weather Caused No Delay	Not Completed		<input type="checkbox"/>
1,695	05/22/2024 Wednes	Weather Not Entered	Not Completed		<input type="checkbox"/>
1,646	04/03/2024 Wednes	Weather Not Entered	Not Completed		<input type="checkbox"/>
1,575	01/23/2024 Tuesday	Weather Caused No Delay	Completed		<input checked="" type="checkbox"/>
1,543	12/22/2023 Friday	Non Work Day	Completed		<input checked="" type="checkbox"/>
1,542	12/21/2023 Thursda	Non Work Day	Completed		<input checked="" type="checkbox"/>
1,435	09/05/2023 Tuesday	Weather Not Entered	Not Completed	Completed - Received by the Gov't	<input type="checkbox"/>

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

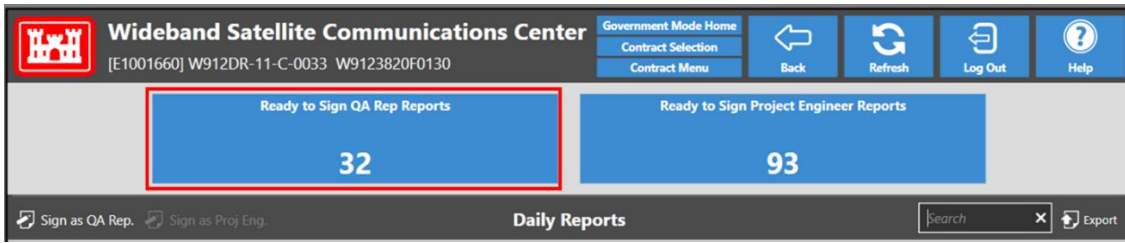
There are two signatures on the daily report, the QA representative and the Project Engineer. The Project Engineer signature is the one that will complete the Document Package.

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](#).

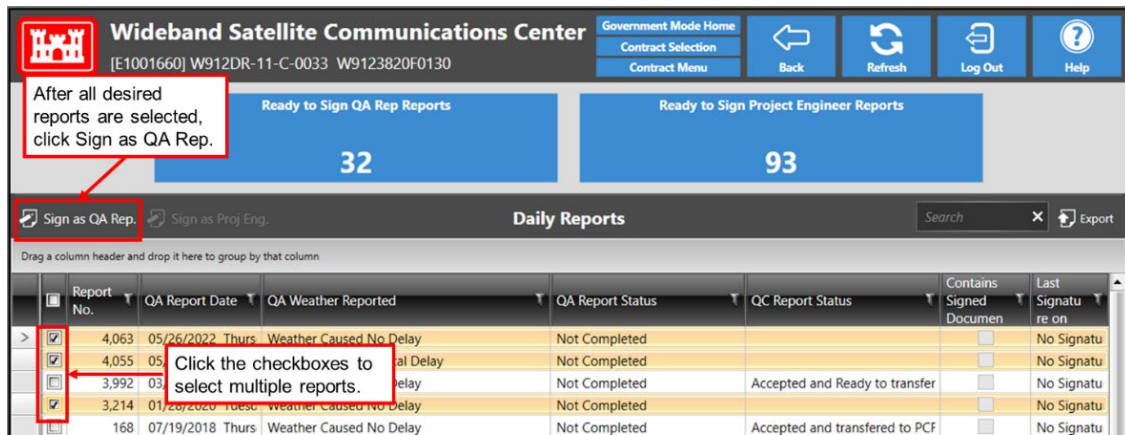
All Daily QA Reports	Completed QA Reports	Not Completed QA Reports	Not Required
913	755	115	43

Report No.	QA Report Date	QA Weather Reported	QA Report Status	QC Report Status	Contains Signed Documents
1,952	02/03/2025 Monday	Weather Not Entered	Not Completed		<input type="checkbox"/>
1,791	08/26/2024 Monday	Weather Caused No Delay	Not Completed		<input type="checkbox"/>
1,695	05/22/2024 Wednes	Weather Not Entered	Not Completed		<input type="checkbox"/>
1,646	04/03/2024 Wednes	Weather Not Entered	Not Completed		<input type="checkbox"/>
1,575	01/23/2024 Tuesday	Weather Caused No Delay	Completed		<input checked="" type="checkbox"/>
1,543	12/22/2023 Friday	Non Work Day	Completed		<input checked="" type="checkbox"/>
1,542	12/21/2023 Thursda	Non Work Day	Completed		<input checked="" 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*.

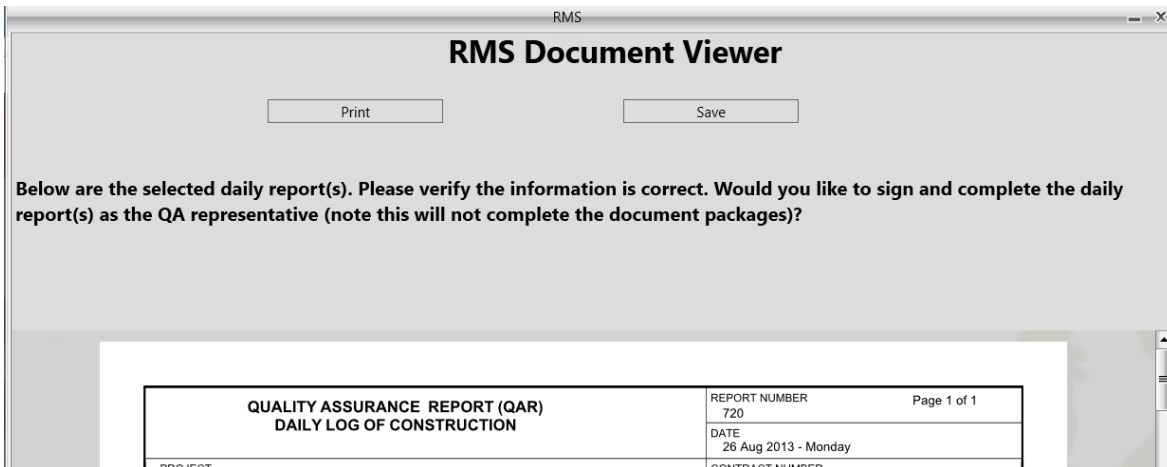


Next, select all the reports that need to be signed by the QA Rep by clicking on the checkboxes to the left of the report. When all desired reports are selected, click on the *Sign as QA Rep*.



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

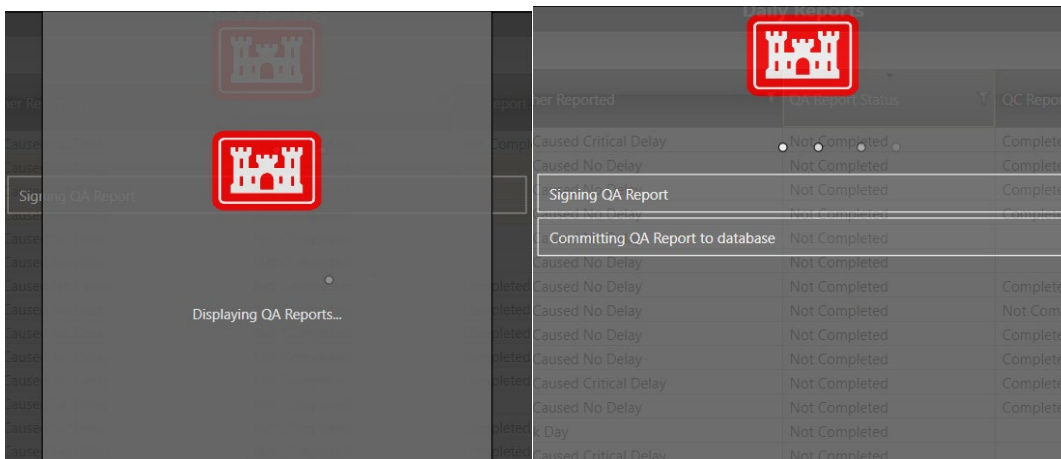
Print Save

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) DAILY LOG OF CONSTRUCTION										REPORT NUMBER 720	Page 1 of 1
PROJECT Wideband Satellite Communications Center										DATE 26 Aug 2013 - Monday	
CONTRACTOR The Ranger Group										CONTRACT NUMBER W912DR-11-C-0033	
PORTION OF SCHEDULED DAY SUITABLE FOR OPERATIONS										WEATHER Weather Caused No Delay Temperature Min 0 °F Max 0 °F No Precipitation No Wind	
STRUCTURAL EXCAVATION	BORROW EXCAVATION	EMBANKMENT	CONCRETE	STRUCTURE	MINIMUM	MAXIMUM	WIND		24 HOUR PRECIPITATION		
0 %	0 %	0 %	0 %	0 %	0 °F	0 °F	0 MPH		0.00		
HAS ANYTHING DEVELOPED ON THE WORK WHICH MIGHT LEAD TO A CHANGE ORDER OR FINDING FO FACT?										ENDING	
<input checked="" type="checkbox"/> NO										M	
<input type="checkbox"/> YES (Explain)										RIVER STAGE	
NUMBER OF GOVERNMENT EMPLOYEES										TIME	
SUPERVISORY	OFFICE	LAYOUT	INSPECTION	TOTAL	LABOR	FEET		M			
0	0	0	0	0	0	0.0		M			
NUMBER OF CONTRACTOR'S EMPLOYEES										NUMBER OF SHIFTS	
SUPERVISORY	SKILLED	LABORERS	TOTAL	FROM	TO	FROM	TO	FROM	TO		
0	0	0	0	M	M	M	M	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



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 Document Package. 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.

7.2 QC Daily Reports

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>				
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFW and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>				
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>						

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 QA Daily Report

Weather	Project	Wideband Satellite Communications Center
Weather Not Entered	Contract Number	W912DR-11-C-0033
QA Narratives	Contractor	The Ranger Group Full Name

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

All Daily QC Reports 1020	Completed QC Reports 42	Not Completed QC Reports 110	Accepted 877	All Dredge Reports 78	Complete Dredge Reports 24	Incomplete Dredge Reports 54
-------------------------------------	-----------------------------------	--	------------------------	---------------------------------	--------------------------------------	--

Daily Reports Search Export

Add Edit Delete Multi-Accept Daily Reports

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

Report No.	QC Report Date	QC Weather Reported	QC Report Status	Return to Contractor	Contains Signed Documents
> 1,788	08/23/2024 Friday	Weather Caused No Delay	Not Completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>
1,732	06/28/2024 Friday	Weather Not Entered	Not Completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>
1,708	06/04/2024 Tuesday	Previous Weather - Non-Critical Delay	Not Complete - Returned for Correctior	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1,641	03/29/2024 Friday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1,639	03/27/2024 Wednesday	Weather Caused No Delay	Not Completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>
1,628	03/26/2024 Tuesday	Weather Not Entered	Not Completed by Contractor	<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. 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. 1641, 03/29/2024 - Friday QC Daily Report

Weather

Weather Caused No Delay

QC Narratives

0 Written Today

QC/QA Deficiencies

1 of 480 Corrected Today

QC Requirements

0 of 94 Completed Today

Prep/Initial Inspections

0 Prep, 0 Initial Today

Activities Started/Finished

1 Started, 0 Finished Today

Contractors Onsite

0 Started, 0 Finished Today

Labor/Equipment Hours

20 Labor, 0 Equipment Hours

Mishap Reporting

Project: Wideband Satellite Communications Center

Contract Number: 12345

Contractor: AISOW Technologies Corporation

QC Weather

Weather Caused No Delay
Temperature Min 48 °F, Max 56 °F
No Precipitation No Wind

QC narratives

No QC narratives entered today

Prep/Initial Inspections

Preparatory inspections held today
No preparatory inspections today

Initial inspections held today
No initial inspections today

Activity Started/Finished

Activity No	Description
0076	Testing buggy ENG93 v2021

QC Daily Report No. 1641 CONTRACTOR: Completing the report will also submit the document package. Ensure all signatures are included.

Add	Signed	Title of Package	Status	No.
<input type="button" value="View"/>	>	QC Daily Report No. 1641	In Review	1

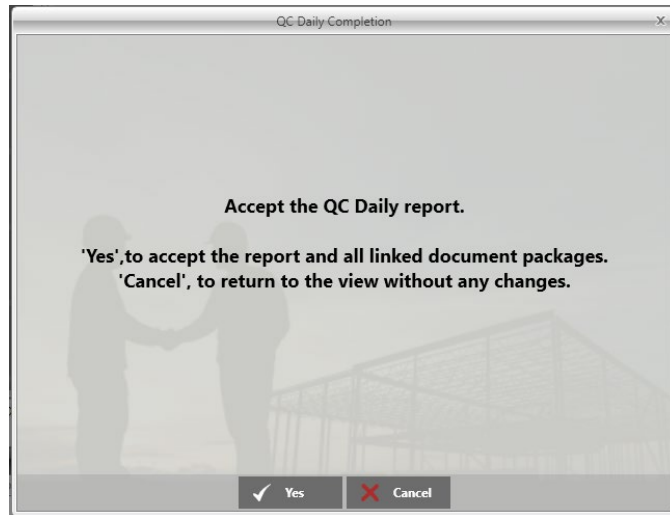
Report Completed Return to Contractor for Corrections
 Not Required **Accept Report**

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.

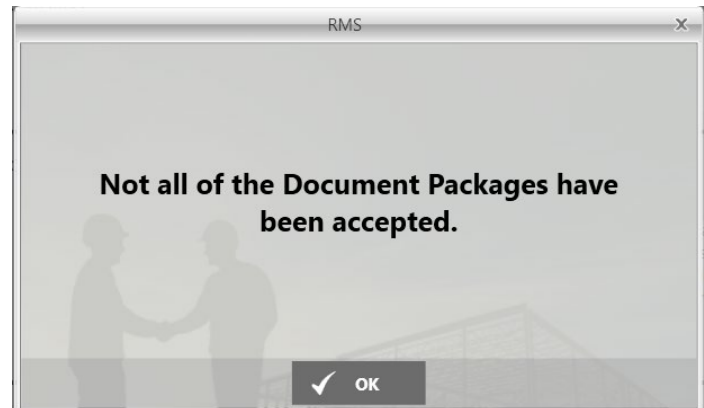
To complete the review of the QC Daily Report, the Government will need to go into the Document Package, sign any necessary attached documents (refer to the District Policy to determine if a document needs to be signed or not), and then check the [Accept Report](#) checkbox to accept both the report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



Click **Yes** in the pop-up shown that appears as shown above to accept the Document Package.

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.

Summary statistics for reports:

- All Daily QC Reports: 1020
- Completed QC Reports: 42
- Not Completed QC Reports: 110
- Accepted: 877
- All Dredge Reports: 78
- Complete Dredge Reports: 24
- Incomplete Dredge Reports: 54

Report No.	QC Report Date	QC Weather Reported	QC Report Status	Return to Contractor	Contains Signed Documents
1,788	08/23/2024 Friday	Weather Caused No Delay	Not Completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>
1,732	06/28/2024 Friday	Weather Not Entered	Not Completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>
1,708	06/04/2024 Tuesday	Previous Weather - Non-Critical Delay	Not Complete - Returned for Correction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1,641	03/29/2024 Friday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1,639	03/27/2024 Wednesday	Weather Caused No Delay	Not Completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>
1,638	03/26/2024 Tuesday	Weather Not Entered	Not Completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>
1,632	03/20/2024 Wednesday	Weather Not Entered	Not Completed by Contractor	<input type="checkbox"/>	<input 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.

Summary statistics for Multi-Accept view:

- QC Daily Multi-Accept: 2
- Dredge Report Multi-Accept: 0

Report No.	Inspection Date	QA Report Status	QC Report Status
56	09/03/2024 Tuesday		Completed - Received by the Gov't
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 Status* columns in the QC Daily Report selection view will reflect the *Accepted* status.

Report No.	QC Report Date	QC Weather Reported	QC Report Status	Return to Contractor	Contains Signed Documents
246	03/12/2025 Wednesday	Weather Caused No Delay	Not Complete - Returned for Correction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
60	09/16/2024 Monday	Weather Caused No Delay	Not Completed by Contractor	<input type="checkbox"/>	<input type="checkbox"/>
62	09/09/2024 Monday	Weather Caused No Delay	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>
56	09/03/2024 Tuesday	Weather Caused No Delay	Accepted	<input type="checkbox"/>	<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	Status	No.
View	>	QC Daily Report No. 0063	Returned for Correction	1

Report Completed
 Return to Contractor for Corrections
 Not Required
 Accept Report

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	Completed QC Reports	Not Completed QC Reports	Accepted and Transferred to PCF
4	4	0	0

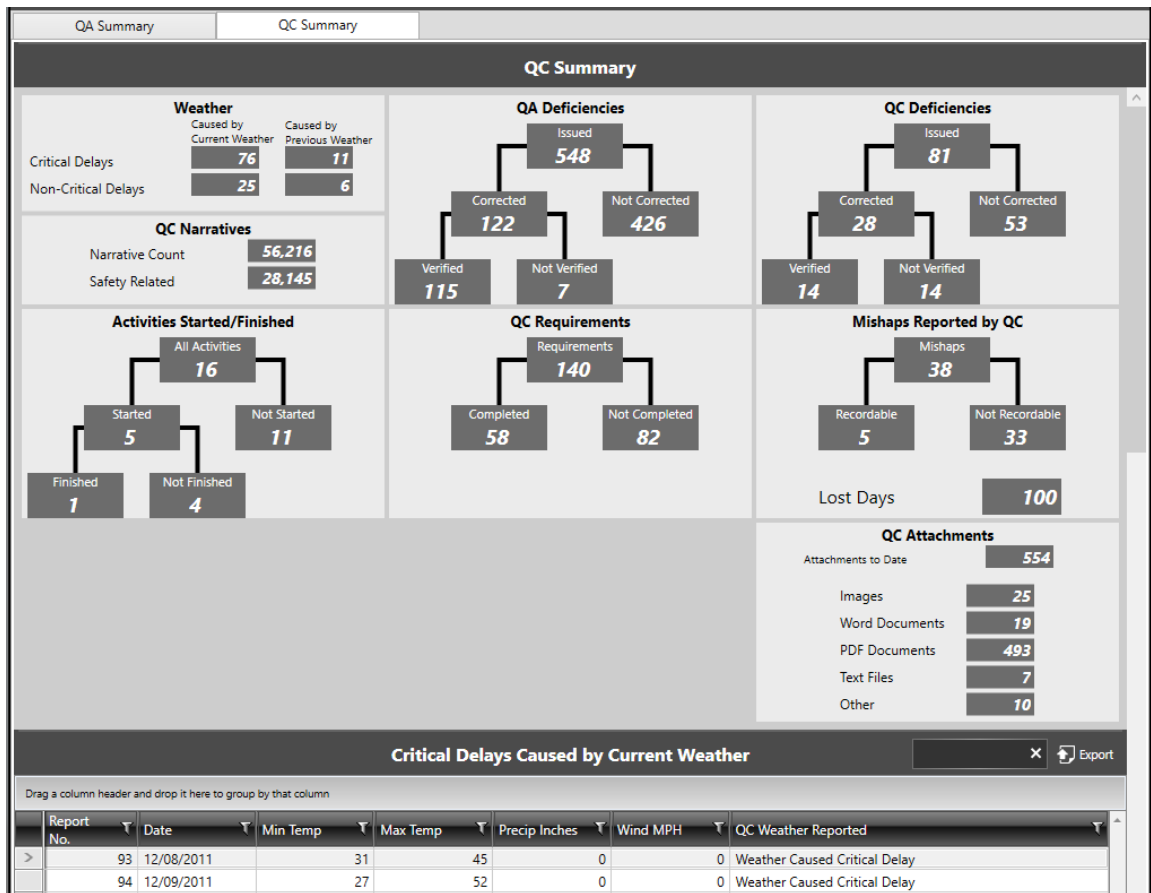
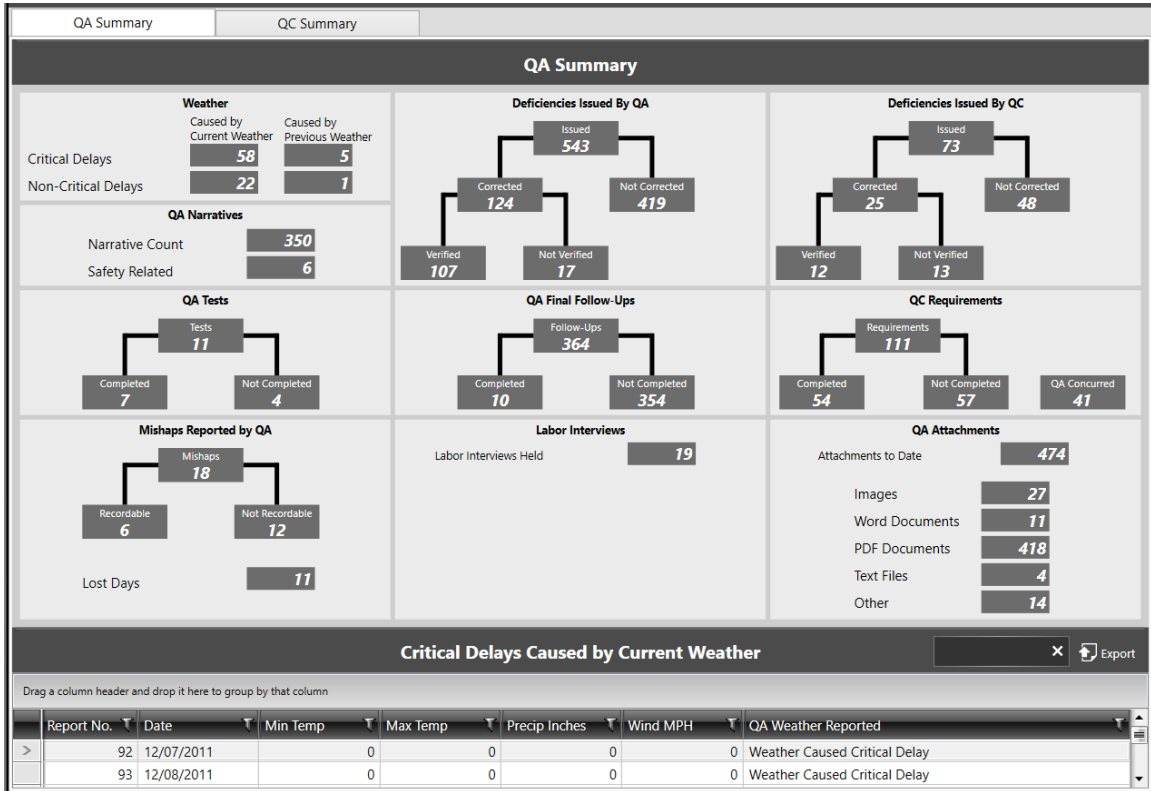
Report No.	QC Report Date	QC Weather Reported	QC Report Status	Return to Contractor	Contains Signed Documents
1,641	03/29/2024 Friday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1,435	09/05/2023 Tuesday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1,430	08/31/2023 Thursday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1,423	08/24/2023 Thursday	Weather Caused No Delay	Completed - Received by the Gov't	<input type="checkbox"/>	<input type="checkbox"/>

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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>	Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOV and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>	
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>		Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>		Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>		QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>	
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>		Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>		Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>		Planned Interviews <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.

Weather Delays by Month					
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
Non Work Day	6	Weather caused No Delay	7	Weather caused No Delay	8	QA: Weather caused Non-Critical Delay QC: Weather caused No Delay	9	Weather caused No Delay	10	Weather caused No Delay
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
Non Work Day	20	Weather caused Critical Delay	21	QA: Weather caused Critical Delay QC: Weather caused No Delay	22	Weather caused Critical Delay	23	Weather caused No Delay	24	Weather caused No Delay
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 <input checked="" type="radio"/> Review Completed	Work Days Lost Due to Weather: 4 days Anticipated Work Days Lost: 3 days Work Days Due Contractor: 1 day	Work Days Per Week: 4 days Weeks Due Contractor (1/4): 0.25 weeks 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.

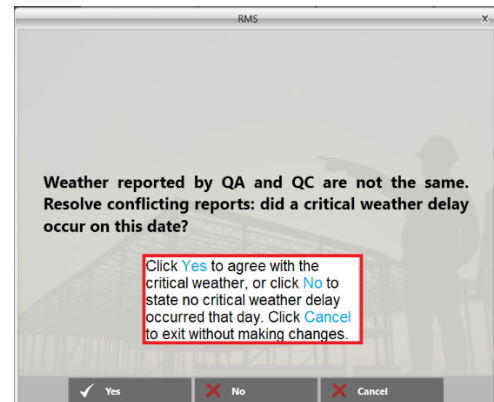
Note: The system now allows the weather review to be completed without QA Reports.

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.

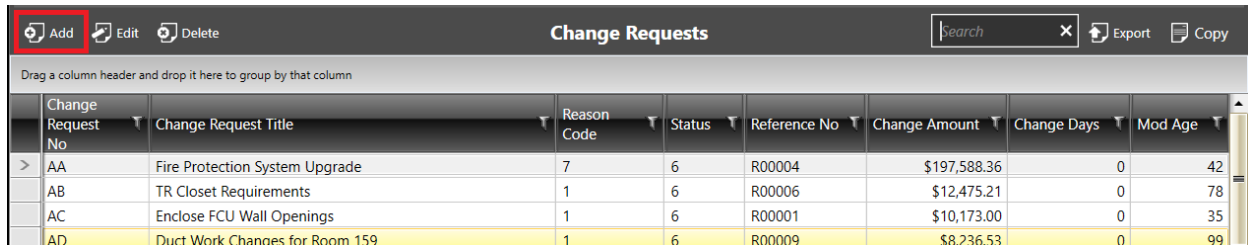


7.4.2 Completing a Weather Delay Modification

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 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:

Through:

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:

Specification Section:

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

Inception	Description	Status/Funding	Claims/Disputes	Supporting Documents

Change Request Description Items

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

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

BCD Item No. Change Item Title

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.

Users 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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>				
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>				
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <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		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' application window. At the top, there are 'Add', 'Edit', and 'Delete' icons. Below that is a table with columns 'Feature Of Work' and 'Number of Days after Preparatory that Initial should be Scheduled'. The table contains two rows: 'ACOUSTICAL TREATMENT, CEILINGS' with a value of 4,344 and 'ADMINISTRATION & MOBILIZATION' with a value of 3. A dialog box titled 'RMS Add View' is open, showing the 'Add Feature' screen. The dialog box contains a message: 'The following information is required to add a new Feature'. Below this message are two input fields: 'Feature' and 'Select feature', both highlighted with red boxes. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

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:

The screenshot shows the 'Feature of Work' edit screen. The title is 'Feature of Work'. Below the title, there are two input fields: 'Feature Title' with the value 'MyFeatureofWork' and 'Days after preparatory to hold initial' with the value '0'. There is also a button labeled 'Select feature title from Library'.

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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>				
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>				
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <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

Contract Reports			
Edit			thre 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.

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

Preparatory

All 10

Drawing Specification 1

Repetitive Deficiencies 8

Inspection Check 1

Job Site Safety 0

QA Evaluation 0

Initial

All 4

Inspection Check 3

Job Site Safety 1

QA Evaluation 0

Final Follow-up

All 1

Inspection Check 0

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.

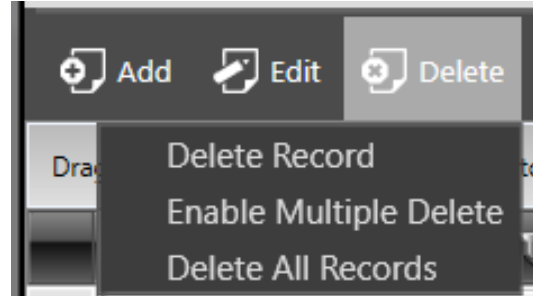
Add
Edit
Delete

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

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.

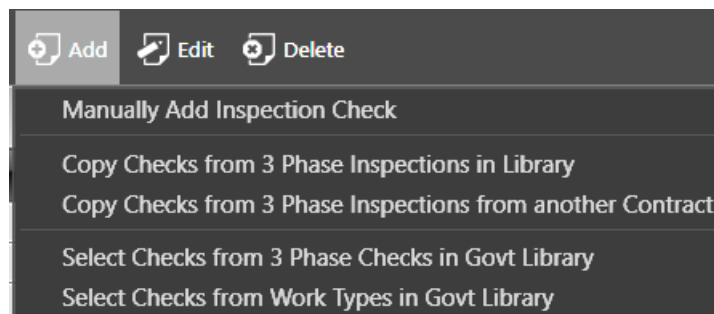
Accept		Add	Title of Package	Status	No.
Return		Edit	Inspection Checks - A/C SYSTEM, UNITARY TYPE	Not Ready	1
		Delete			

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.*

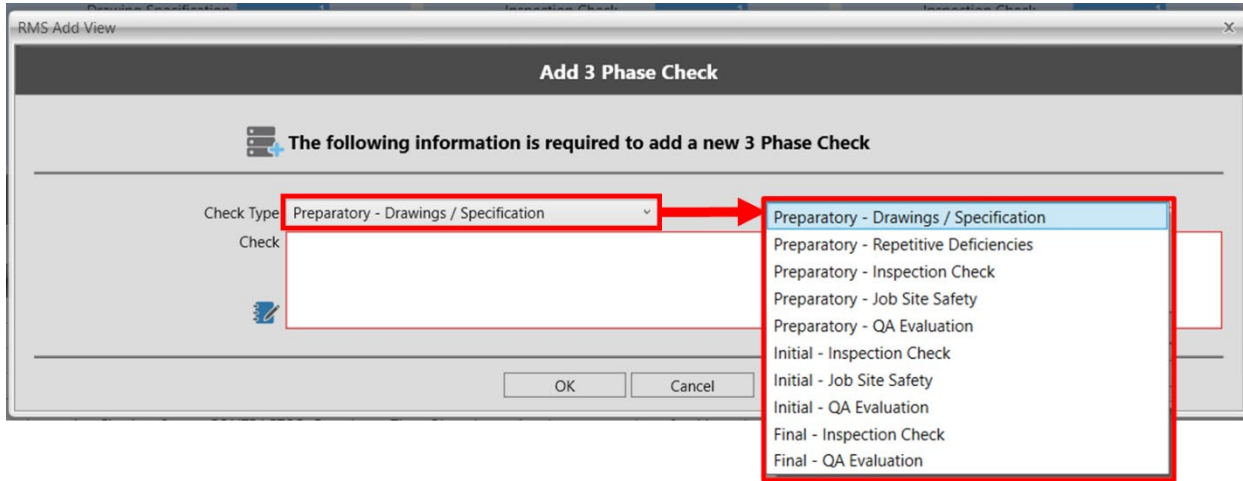
Complete		Add	Title of Package	Status	No.
		Edit			
		Delete			

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.*

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

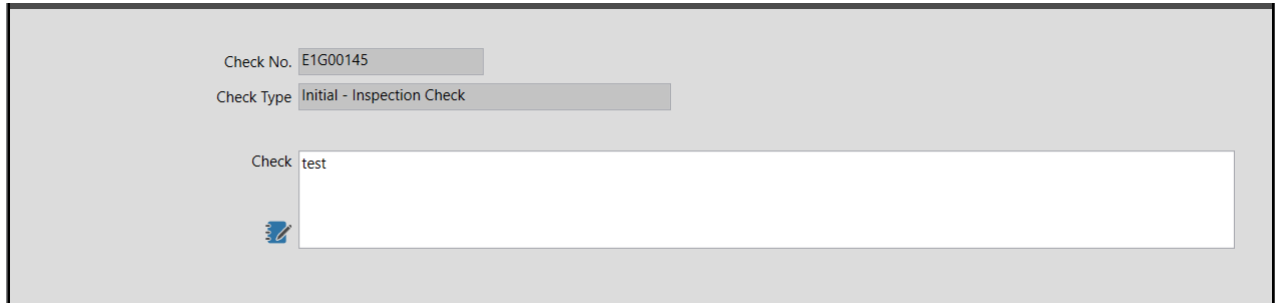


Adding a check allows users to manually add inspection checks and copy from libraries or from another contract. If adding the check manually, select the [Check Type](#), enter a title for the check in the [Check](#) text box, and click [OK](#).



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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>				
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>				
Equipment Checks <i>Listing of Dredging Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <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 DFO, and Government on-site representatives at preparatory and initial control phase meetings.

Once an AHA is submitted, the Government will see AHA in the **Hazard Analysis** module with the status of *In Review*. Select the AHA and click the **Edit** button or double click the AHA to open it for review.

Activity Hazard Analysis	Status	Approver
AHA 001	In Review	
AHA 002	Returned for Corrections	
> AHA 002(B)	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** and **Accept** checkboxes.

Hazard Analysis Edit Code Matrix

Activity Hazard Analysis Title: AHA 002(B) Date Submitted: 12/3/2024

Location: Test Location Contractor Staff Member: <Not Set>

Activity: Labor Overall Risk Assessment Code (RAC): H - High Risk

PPE Required: No PPE

Notes: Hazard Steps need review.

Hazard Step

Job Steps	Hazards	Actions to Eliminate or Minimize Hazards	Severity	Probability	RAC
> Step 1	Haz. 1	Action X:	C - Marginal	B - Likely	H - High f

Hazard Equipment

Equipment	Training	Inspection
> Safety	01/28/2025	02/06/2025

Involved Personnel

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

Personnel name	Signed
> Haley	<input checked="" type="checkbox"/>

Status

Generate ENG 6206 Returned Accepted

ENG 6206 Manual Upload

Date Reviewed: Select a date Reviewed By: <Not Set>

Government Remarks

AHA - Hazard B *CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1.*

Document Packages

Title of Package	Status	No.
> AHA - Hazard B	In Review	1

Revision History

View

Revision Date	Action	Revised By
> 2/4/2025 6:21:04 PM UTC	Submit	

Legacy Revision History

To return an AHA, check the [Returned](#) checkbox and communicate the corrections or updates needed to the Contractor. The [Government Remarks](#) field may be used for this purpose, if desired.

Status

Generate ENG 6206 Returned Accepted

ENG 6206 Manual Upload

Date Reviewed: Select a date Reviewed By: <Not Set>

Government Remarks

AHA - Hazard B *CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1.*

Document Packages

Title of Package	Status	No.
> AHA - Hazard B	In Review	1



Once returned, the user who performed the return will be populated in the [Reviewed By](#) field, and the AHA's Document Package(s) will reflect the Returned for Corrections status. A Return revision entry will be recorded in the [Revision History](#) table, as well.

Status

Generate ENG 6206 Returned Accepted

ENG 6206 Manual Upload

Date Reviewed: 2/4/2025 Reviewed By: Haley

Government Remarks

AHA - Hazard B *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	Status	No.
AHA - Hazard B	Returned for Correction	1

Revision History

Revision Date	Action	Revised By
2/4/2025 9:48:17 PM UTC	Return	Haley
2/4/2025 6:21:04 PM UTC	Submit	

To accept an AHA, check the *Accepted* checkbox and confirm the acceptance by clicking *Yes* in the pop-up window that appears.

Status

Generate ENG 6206 Returned Accepted

ENG 6206 Manual Upload

Date Reviewed: Select a date Reviewed By: <Not Set>

Government Remarks

AHA - Hazard B *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	Status	No.
AHA - Hazard B	In Review	1





Once acceptance has been confirmed, the user who performed the acceptance will be populated in the *Reviewed By* field, and the AHA's Document Package(s) will reflect the *Accepted...* status. An Accept revision entry will be recorded in the *Revision History* table, as well.

Status

Generate ENG 6206 Returned Accepted

ENG 6206 Manual Upload

Date Reviewed: 2/4/2025

Reviewed By: Haley

Government Remarks

AHA - Hazard B CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1.

Document Packages

Title of Package	Status	No.
AHA - Hazard B	Accepted	1

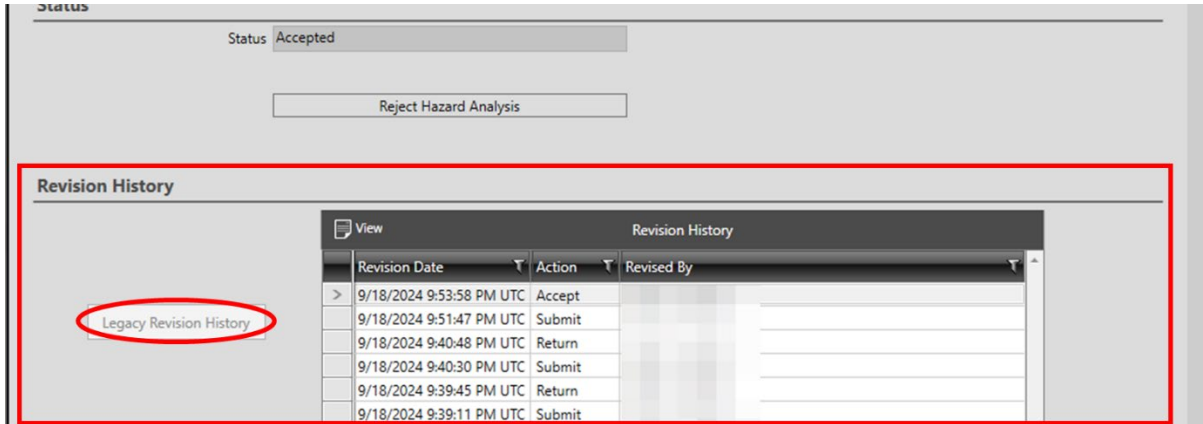
Revision History

Revision Date	Action	Revised By
2/4/2025 9:53:12 PM UTC	Accept	Haley
2/4/2025 9:50:27 PM UTC	Submit	
2/4/2025 9:48:17 PM UTC	Return	
2/4/2025 6:21:04 PM UTC	Submit	

Legacy Revision History

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.



Click the [Back](#) to exit the view.

7.8 QC Requirements

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>				
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOV and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>				
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <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
79

QC Tests
52

User Schools
10

Installed Property
12

Transfer Property
5

Add Edit Delete
Search X Export

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

QCQA No. 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 items 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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>	
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>		Three Phase Inspections <i>A tabulation of DFOV and the number of Checks linked to the 3-Phase Meetings.</i>		Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>		QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>	
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>		Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>		Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>		Planned Interviews <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

✕
📄 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 Skidloader	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 I	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: Last Reinspection: 📅

Description:

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 from the RMS software. The top screenshot is a dialog box titled "Add Equipment Check" with the subtitle "The following information is required to add a new Equipment Check". It contains two input fields: "Serial No" and "Description". Below these fields 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 displays the following information: Equipment ID: 00000153, Serial No.: 123456, Make & Model: (empty), Description: Testing, Initial Inspection: Select a date (calendar icon), Last Reinspection: Select a date (calendar icon), Last Day On Site: Select a date (calendar icon), and a checked box for "Equipment is safe". Below these are fields for Authorized Hours, Hours Run Since Last Inspection, and Remaining Hours Authorized, all set to 0. There is also 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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>				
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>				
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <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.

Type	Equipment Name	Date of Mobilization	Date of Demobilization
Dredge	DREDGEASAURUS	11/01/2018	
Dredge	DREDGEEKING	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		
Sidecaster 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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>	Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <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.

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 Governme
11/01/2018	28958.50	4213	11	11	Accepted by Governme
10/01/2018	28947.50	4202	3351	0	In Review by Governme
09/01/2018	25596.50	851	0	0	In Review by Governme
08/01/2018	25596.50	851	0	0	Accepted by Governme

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

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
Totals:			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 Packages: Add, Edit, Delete

In Review
 Hours Accepted
 Hours not Accepted. Return to Contractor for corrections

Revision History

Revision Date	Action	Revised By

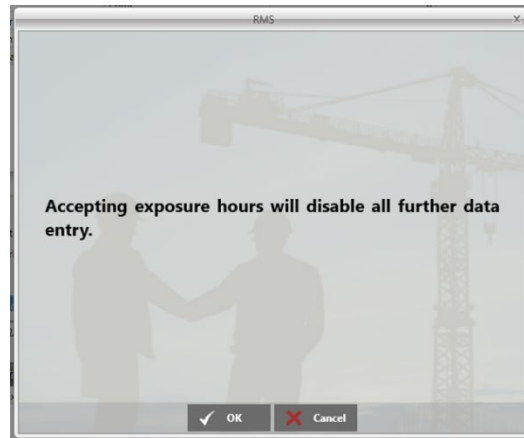
Note: Revision history can be found at the bottom of the screen in the [Revision History](#) table. This will capture actions taken on the Exposure Hours in CM and GM (Submit, Return, Accept). Select a revision entry and click the [View](#) button or double click a revision entry to open a read-only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

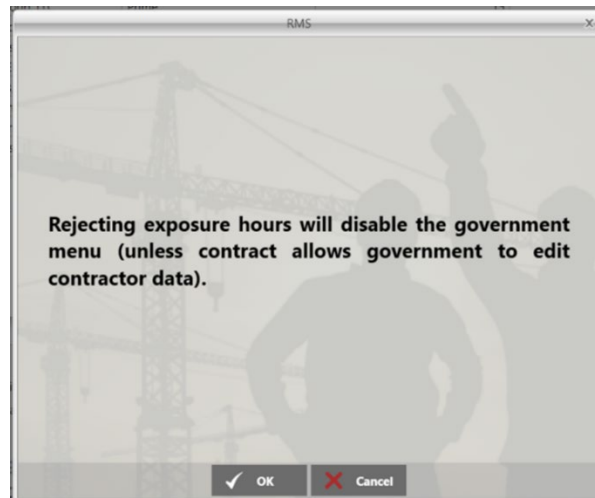
[In Review](#) is a temporary assignment that happens when the hours are submitted.

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.

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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>				
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOV and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>				
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>						

Add
 Edit
 Delete

QA Tests

 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>

Paragraph

Description of QA Test

Activity <Not Set>

Date Performed 15

Performed By

Result Code

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

Title of Package	Status	No.

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.

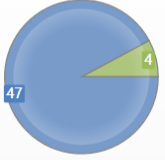
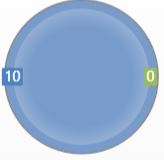
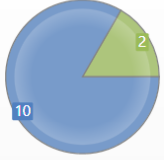
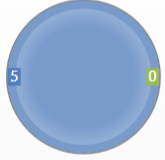
7.13 Required Verifications

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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>	
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>		Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>		Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>		QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>	
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>		Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>		Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>		Planned Interviews <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.

Required QC Verifications						
QC Requirement	Section	Requirement Type	Location	Description	Requires verification?	
CT-00006	"01 33 00"01 33 00	QC Test	Mech Rm 1	190327 Additional Activity reference - F...	<input checked="" type="checkbox"/>	
CT-00007	26 51 00	QC Test	More Money	Domstic Cold Water in bathrooms 127 &...	<input checked="" type="checkbox"/>	
CT-00008	31 00 00	QC Test	Mech Rm 1	Domestic water in Mech Room #1 tested...	<input checked="" type="checkbox"/>	
CT-00009	09 68 00	QC Test	WSOC/ SATCO	FM200 Meggar Test passed	<input checked="" type="checkbox"/>	
CT-00010	01 51 00	QC Test	test	Chilled & Hot Water and Gas piping pres...	<input type="checkbox"/>	
CT-00014	01 31 19	QC Test	asdfasdfas	Test completed box	<input type="checkbox"/>	
CT-00020	10 28 13	QC Test	Mech Room 2	These are toilet accessories. For the toilet.	<input checked="" type="checkbox"/>	
CT-00021	000001	QC Test	CA	Requirement needed by 12/13/2020	<input checked="" type="checkbox"/>	
CT-00022	23 81 23 00 20	QC Test	Mech Room 2	Something to test	<input checked="" type="checkbox"/>	

<p>QC Tests 47 of 51 (92%)</p>  <p>Legend</p> <ul style="list-style-type: none"> 4 QC Tests Not Required 47 QC Tests Required 	<p>User Schools 10 of 10 (100%)</p>  <p>Legend</p> <ul style="list-style-type: none"> 0 User Schools Not Required 10 User Schools Required 	<p>Installed Property 10 of 12 (83%)</p>  <p>Legend</p> <ul style="list-style-type: none"> 2 Installed Property Not Required 10 Installed Property Required 	<p>Transfer Property 5 of 5 (100%)</p>  <p>Legend</p> <ul style="list-style-type: none"> 0 Transfer Property Not Required 5 Transfer Property Required
--	---	---	---

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
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>	QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>	QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>	Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>				
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>	Three Phase Inspections <i>A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</i>	Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>	QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>				
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>	Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>	Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>	QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>				
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>	Planned Interviews <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
Specification Sections <i>List of Specification Sections required for this contract.</i>	Submittal Register <i>Required Submittal items to be provided by Contractor.</i>	Transmittal Log <i>Record of Submittal items transmitted for Government review or information.</i>	Submittal Assignments <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** [Search] [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
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittal Register - SpecsIntact <i>Submittal items can be imported from a SpecsIntact txt file.</i>	Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>				
Import Real Property <i>Use Excel to import Real Property items.</i>	Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>	NAS (SDEF) <i>Import SDEF schedule.</i>				
Document Package Export <i>Mass export documents from selected modules contained in document package</i>							

Files		
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
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittal Register - SpecsIntact <i>Submittal items can be imported from a SpecsIntact txt file.</i>	Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>	Import Real Property <i>Use Excel to import Real Property items.</i>	Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>	NAS (SDEF) <i>Import SDEF schedule.</i>
Document Package Export <i>Mass export documents from selected modules contained in document package.</i>							

Submittal Import Template

[Download Template](#)

Files		
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.

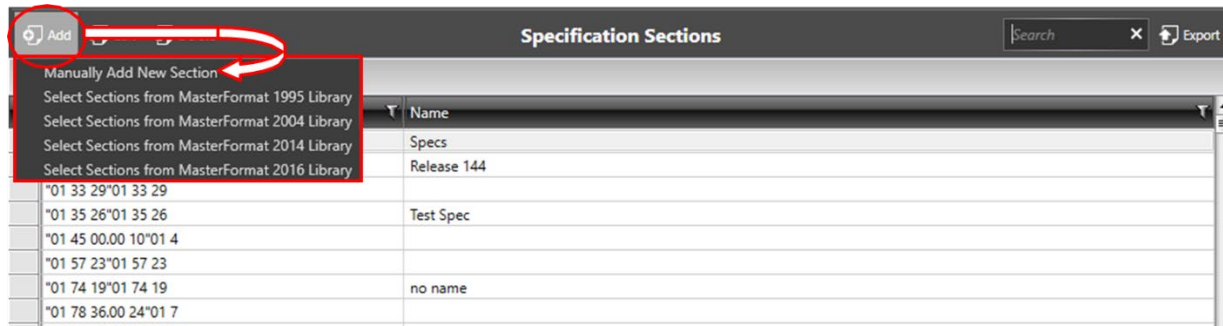
8.1 Specification Sections

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Specification Sections <i>List of Specification Sections required for this contract.</i>		Submittal Register <i>Required Submittal items to be provided by Contractor.</i>		Transmittal Log <i>Record of Submittal items transmitted for Government review or information.</i>		Submittal Assignments <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.

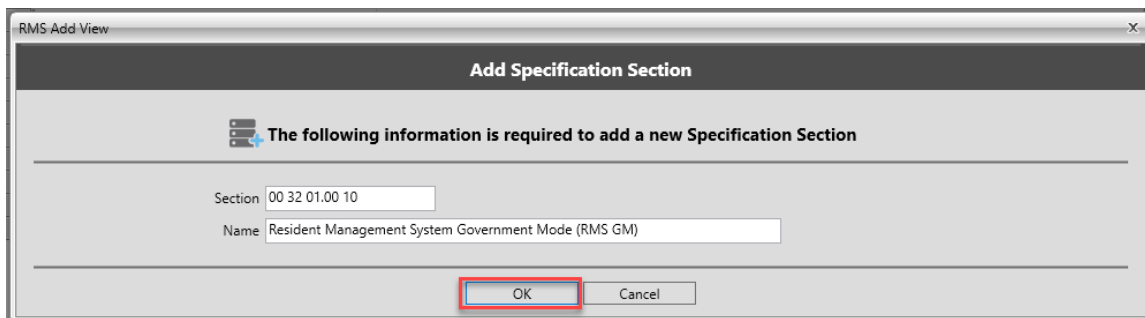
RMS (**System Library**) includes the older format of **MasterFormat 1995** and the **MasterFormat 2004**, **MasterFormat 2014**, and **MasterFormat 2016**. The older version included 16 Specification Divisions and the new format includes 50+ Divisions. When downloaded from SpecsIntact, download all 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.



Section Number	Name
Specs	Specs
Release 144	Release 144
*01 33 29*01 33 29	
*01 35 26*01 35 26	Test Spec
*01 45 00.00 10*01 4	
*01 57 23*01 57 23	
*01 74 19*01 74 19	no name
*01 78 36.00 24*01 7	

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.



RMS Add View

Add Specification Section

The following information is required to add a new Specification Section

Section: 00 32 01.00 10

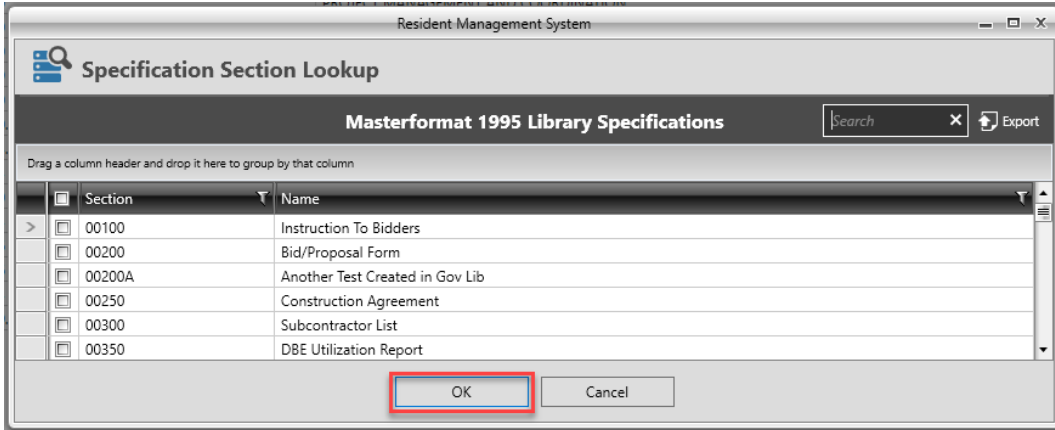
Name: Resident Management System Government Mode (RMS GM)

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.

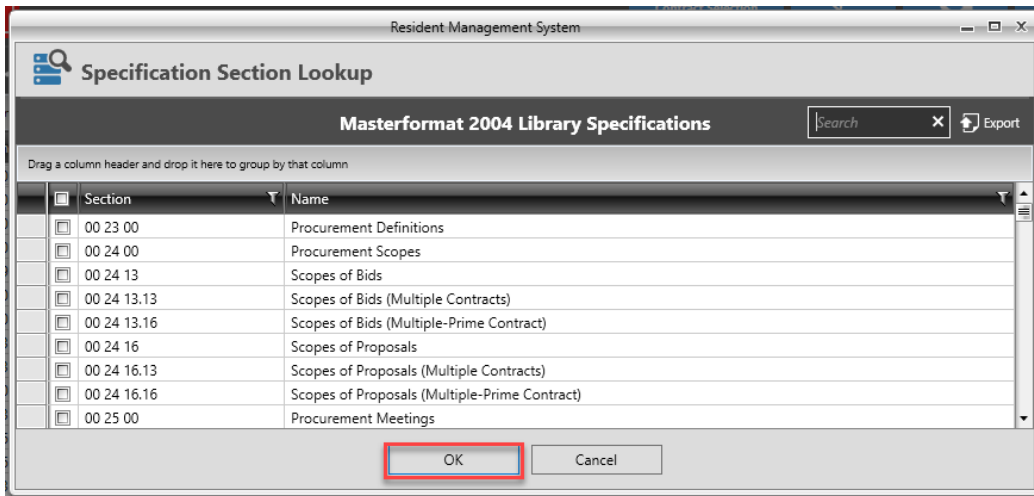
8.1.2 Select Sections from MasterFormat 1995 Library

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

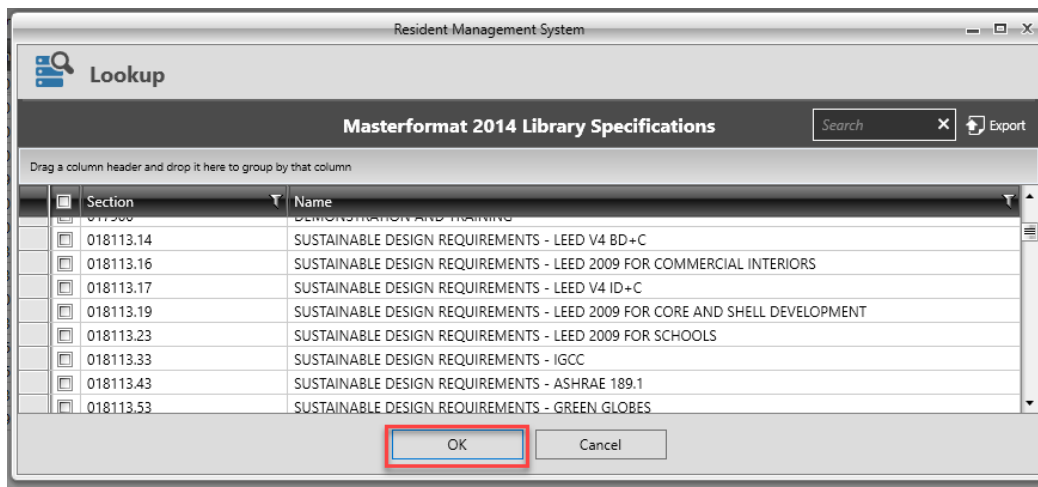
Use this library when the specification section numbers follow the MasterFormat 2004 format. Place a checkmark on all sections that are in the specified contract, then click **OK**. If the contract includes additional sections that are not found in this library, those can manually be entered. See section 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

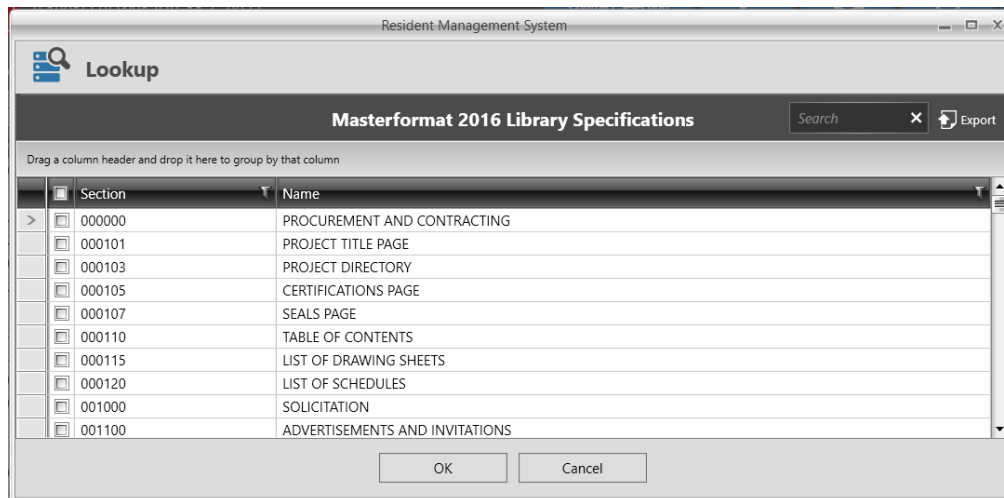
Use this library when the specification section numbers follow the MasterFormat 2014 format. Place a checkmark on all sections that are in the contract, then click **OK**. If the contract includes additional sections that are not found in this library, type those in manually to add. See section 8

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 <i>List of Specification Sections required for this contract.</i>			Submittal Register <i>Required Submittal items to be provided by Contractor.</i>	Transmittal Log <i>Record of Submittal items transmitted for Government review or information.</i>		Submittal Assignments <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 a view of the Submittal Register.

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

Submittal Register

Register 01-Main Register
 Click to select another Register

All Items: **151**

Outstanding Items - KTR Action Required	53	0	53	0
Items In Review - GOVT Action Required	12	0	0	12
Completed Items	86			

All Submittal Items

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

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

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

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

Submittal Register

Register 01-Main Register
Click to select another Register

All Items
2,498

All	Due >7 days	Due <=7 days	Overdue
2,489	0	0	2,489
3	0	0	3
6			

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

This number represents the total number of items in the selected register. Click on this box to see ALL submittals.

Filter registers by

2

Submittal Items

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

Section	Item No	SD No	Description	Date In	QC Code	Date Out	QA Code	Primary QA Reviewer	Status
01 02 10.1	1	03	Register item 1						Outstanding
01 02 10.1	2	03	Register item 1					Covington, Haley	Outstanding
01 04 00	1	09	Survey Reports	05/09/2023	A	05/09/2023	A		Complete
01 11 00	1	01	Precc Submittals	06/16/2023	A	06/16/2023	F		Outstanding
01 11 00	2	01	Precc Submittals	05/16/2023	A	05/16/2023	F		Complete
01 30 00	1	01	Precc Submittals	05/08/2023	A				In Review
01 30 00	2			05/09/2023	A				In Review
01 30 00	3			05/08/2023	A				Complete
01 30 60									Outstanding
01 32 01	2								Outstanding
01 32 01	3								Outstanding
01 32 01	4								Outstanding
01 32 01	5								Outstanding
01 32 01	6	06	Module Updates						Outstanding
01 32 01	7	06	Schedule Updates						Outstanding
01 32 01	8	07	Qualifications						Outstanding
01 32 01	9	01	Initial Construction Schedule						Outstanding

Columns filled by SpecsIntact

Columns filled as items are submitted

3

Transmittal History

Transmittal No.	Variation	QC Code	Received by Government	QA Code	Sent to Contractor
1	No	A	05/09/2023	A	05/09/2023

Transmittal history of the selected item displays here. To view the transmittal, click on the edit button or double click on the transmittal to open.
Note: Draft transmittals can only be opened by the Contractor.

If more than one Submittal Register is needed within the contract, then the additional register(s) can be created 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

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

< Back **Next >** Cancel

Assign Item Number for new Submittal Item

Section: 08610

Item Number:

Item Number Extension:

< Back **Finish** Cancel

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

Defaults to "0" but may be used as needed to differentiate parts of the same item.

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 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 X Export

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.

The screenshot shows a form with the following fields:

- Classification:** A dropdown menu with a red border around it.
- Submittal Type:** A blue button labeled "<Not Set>".
- Primary Contractor Reviewer:** A dropdown menu labeled "<Not Set>".
- Primary Government Reviewer:** A dropdown menu labeled "<Not Set>".
- Office Name:** A text input field.
- Secondary Reviewers:** A table with a header "Reviewer" and a scrollable list area.

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.

This screenshot is identical to the one above, but with a red border around the **Submittal Type** field, which is currently set to "<Not Set>".

Resident Management System

Submittal Type Lookup

Submittal Types [Search] [Export]

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

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 Reviewer
>	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				



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 test										
	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>	<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 Drawings, Drawings	<Not Set>	1.13			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
Specification Sections <i>List of Specification Sections required for this contract.</i>		Submittal Register <i>Required Submittal Items to be provided by Contractor.</i>		Transmittal Log <i>Record of Submittal Items transmitted for Government review or information.</i>		Submittal Assignments <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:

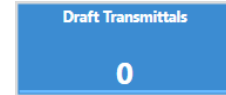
Transmittal Log							
Register 01-Main Register Click to select another Register		Pending Government Receipt 4	Transmittals in Review 0	Pending Contractor Acknowledgement 1	Completed Transmittals 39		
Edit Delete		Transmittals In Review			<input type="text"/> Export		
Drag a column header and drop it 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
Transmittal Items							
Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer	QC Code	Variation	
Secondary Reviewers							
Secondary Reviewer		Review Due			Review Complete		

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.



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 Click to select another Register	Pending Government Receipt 3	Transmittals in Review 1	Pending Contractor Acknowledgement 1	Completed Transmittals 39
--	--	------------------------------------	--	-------------------------------------

Transmittals Pending Government Receipt

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent	Date Received	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			

8.3.1 Government Review Process

Step 1: Proceed to **Pending Government Receipt** and date stamp a transmittal to enter the **Date Received**.

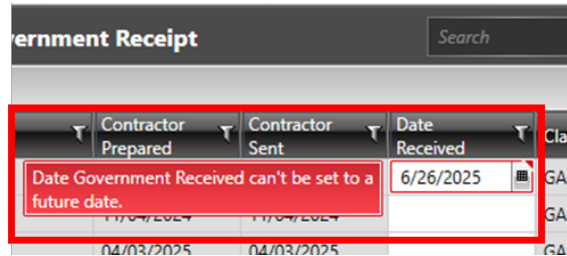
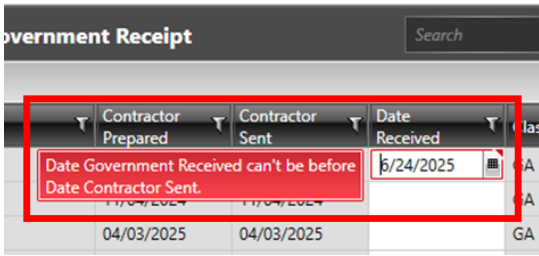
Transmittal Log

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

Transmittals Pending Government Receipt

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent	Date Received	Classification
011000	011000-6	9	09/21/2022	09/21/2022	09/21/2022	GA

The **Date Received** for a transmittal cannot be set to a future date or any date that is before the **Contractor Sent** date. The errors shown below will appear if a user attempts to enter either of these dates, and RMS will not allow these entries.



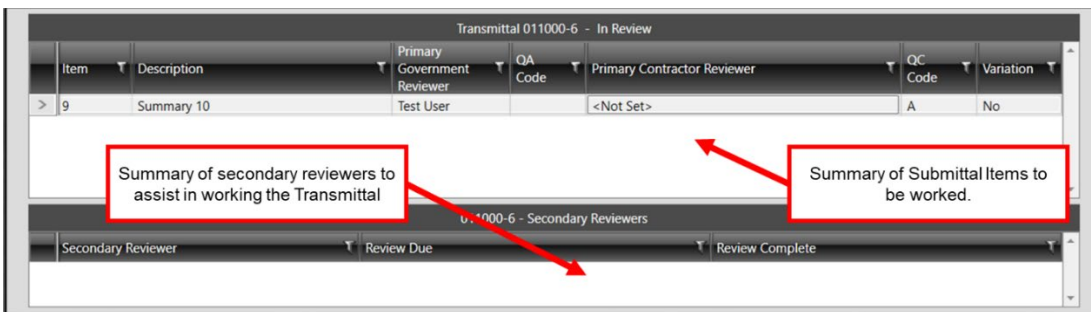
Step 2: Proceed to **Transmittals in Review** to act on the transmittal. Notice the **Pending Government Receipt** number has decreased, and the **Transmittals in Review** number has increased. The transmittal record has appeared in **Transmittals in Review** and is now available for editing.

Transmittal Log							
Register 01-Main Register	Pending Government Receipt	Transmittals in Review	Pending Contractor Acknowledgement	Completed Transmittals			
Click to select another Register	0	17	72	41			

Transmittals In Review							
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 who will be assigned to work on this transmittal along with the Primary Reviewer will be listed.



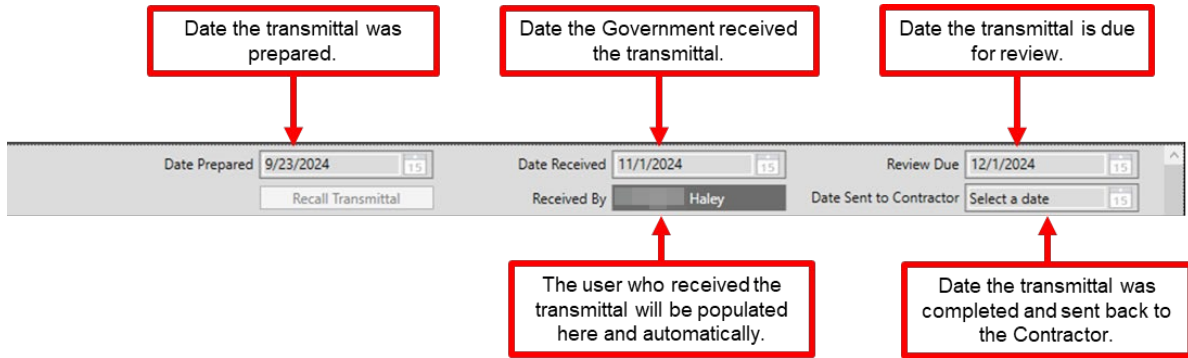
To work on a transmittal, select an item and click on the **Edit** button or double click on the item.

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.



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.

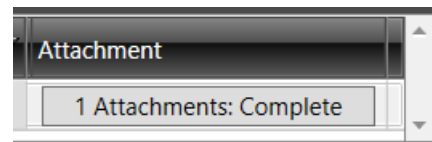
The **Submittal Item Included on this Transmittal** section holds the list of submittals assigned to the Transmittal and is one place where the Contractor can add attachments to the Transmittal pertaining to each item.

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
> 71	Added Fourth	GARY	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 Shared 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”.



Transmittal 08 51 13-16 - Item 7

NOTE: These docs are only for Submittal Item 7. Your 4025 should be added to the main transmittal doc package.

Transmittal 08 51 13-16 - *SHARED: Add package and open/edit to add attachments related to the current view. If needed add notes, when finished submit for review. Shared packages are accessible to both contractor and government.*

Item 7

Add	Title of Package	Status	No.
Edit >	Transmittal 08 51 13-16 - Item 7	Accepted	1
Delete			

Transmittal 08 51 13-16 - *GOVERNMENT: Add package and open/edit to add attachments related to the current view. If needed add notes, when finished complete package. Government packages are accessible only by the government.*

Item 7 Response

Add	Title of Package	Status	No.
Edit			
Delete			

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

Description: A short description of the submittal assigned to this transmittal. This field cannot be edited by the Government.

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. This field cannot be edited by the Government.

Classification: The classification type that is assigned to this submittal item. This field cannot be edited by the Government.

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

Variation: A checkbox indicating variation. This field cannot be edited by the Government.

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

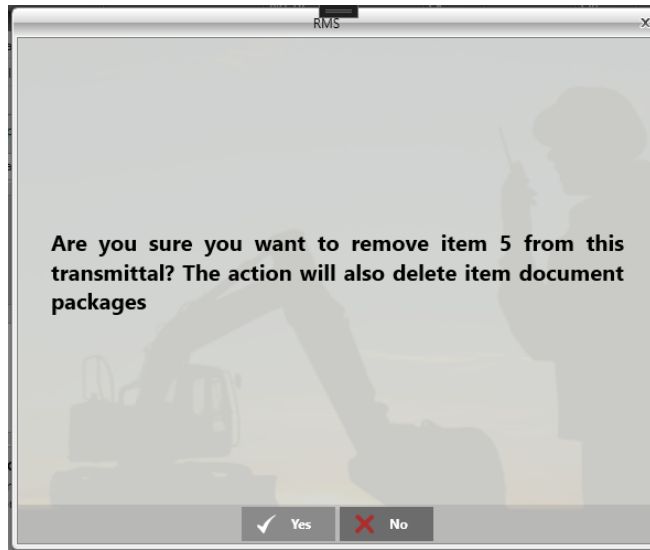
Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
71	Added Fourth	GARY	6	GA	A	<input type="checkbox"/>	<No	0 At

Click here

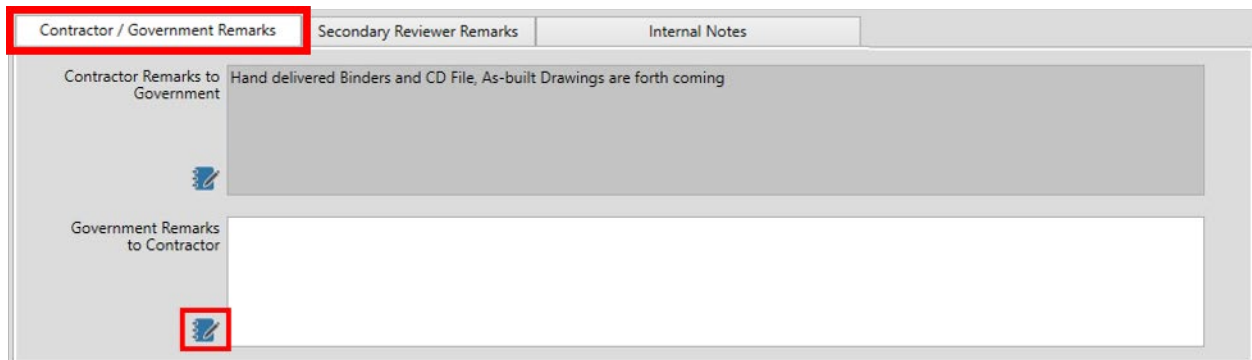
- A - Approved as submitted [Completed]
- B - Approved, except as noted on drawings [Completed]
- C - Approved, resubmission required [Resubmit]
- D - Returned by correspondence [Completed]
- E - Disapproved (See attached) [Resubmit]
- F - Receipt acknowledged [Completed]
- G - Other (Specify) [Resubmit]
- 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.



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 can be added as Secondary

Reviewers and Secondary Reviewer Remarks can be added in the [Secondary Reviewer Remarks](#) tab.

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.

The Government can add notes to the transmittal that will only be accessible by other Government users in the contract. These can be entered in the *Internal Notes* tab.

Contractor / Government Remarks Secondary Reviewer Remarks **Internal Notes**

Internal notes

Internal notes are visible only to government personnel.

Transmittal 11111-15 - In Review 4025 Report Gov't Remarks

Date Prepared: 9/23/2024 Date Received: 11/1/2024 Review Due: 12/1/2024

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

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
> 68	Added Second	GARY	6	GA	A	<input type="checkbox"/>		0 Attachments: N/A

Paragraph Drawing

Contractor / Government Remarks Secondary Reviewer Remarks **Internal Notes**

Contractor Remarks to Government

Government Remarks to Contractor

Use the Shared Document Package to share documents with the 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 11111-15 SHARED: 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.

Signed	Title of Package	Status	No.
>	Transmittal 11111-15	In Review	1

Transmittal 11111-15 GOVERNMENT: Complete a document package for the Transmittal package using this document package manager. Government packages are accessible only by the government.

Signed	Title of Package	Status	No.
--------	------------------	--------	-----

The next section applies QA Codes and/or 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

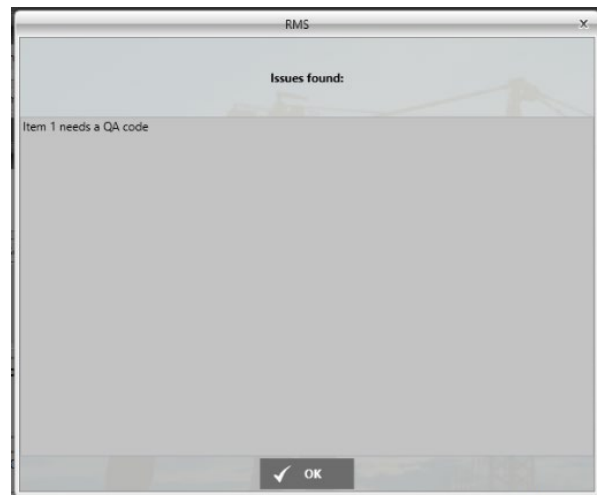
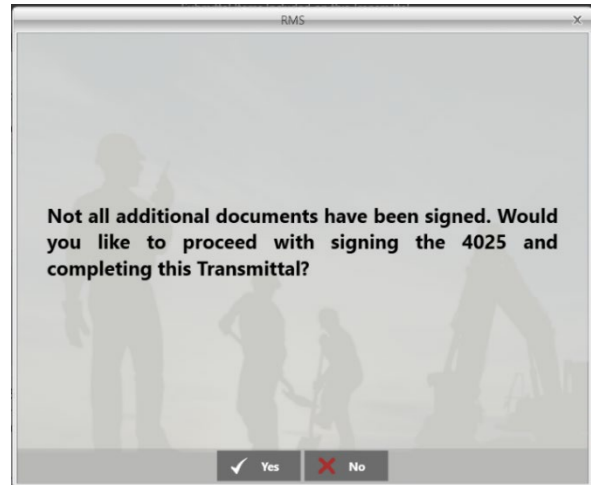
Caution: Clicking on either of the buttons shown above will lock the Document Packages, preventing documents from being deleted, added, or edited. Only click those buttons once all documents have been added to the Document Packages.

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.

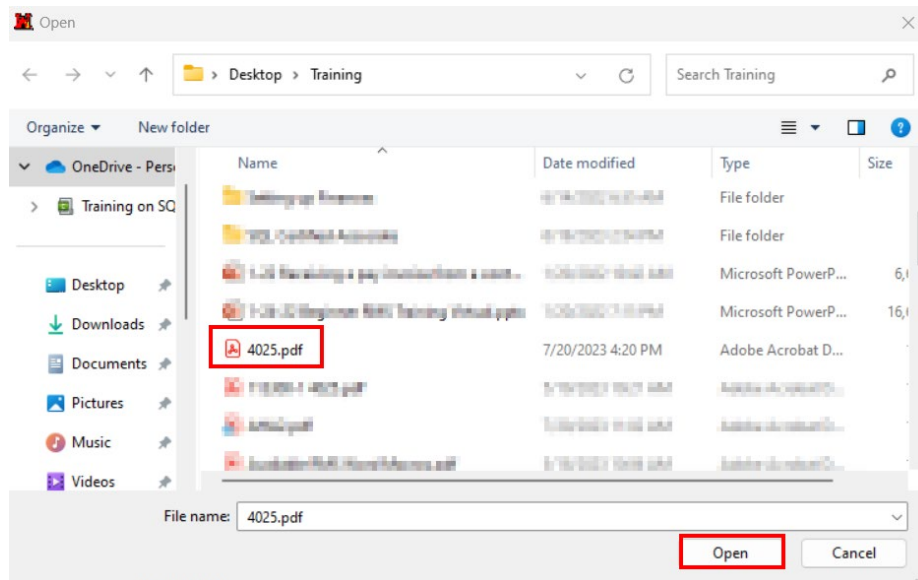
The submittal item(s) are also checked to ensure all QA Codes have been assigned. If all QA Codes were not assigned, then a message will appear indicating that a QA Code is missing, as seen in the figure on the right.



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 [Apply QA Codes and Sign 4025](#) button will accept all Document Packages included in the transmittal. This button will only be available when the Contractor has digitally created and signed the ENG 4025.

If using the option to [Manually Attach Signed 4025](#), RMS will prompt users to upload the manually signed (or electronically signed outside of RMS) file. This button will only be available when the Contractor has manually attached a signed ENG 4025.



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

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

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: Drawing:

Contractor / Government Remarks	Secondary Reviewer Remarks	Internal Notes
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

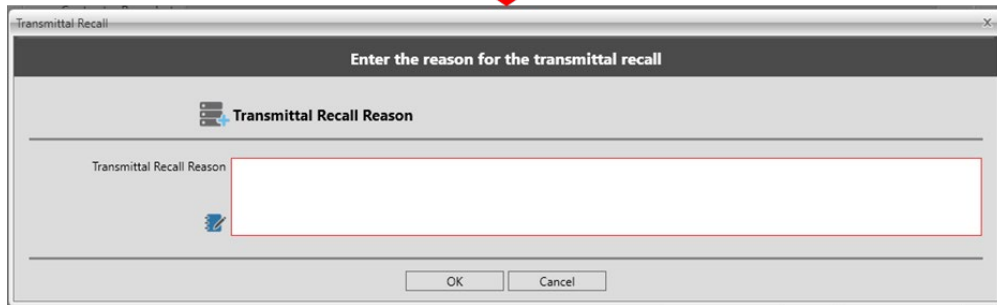
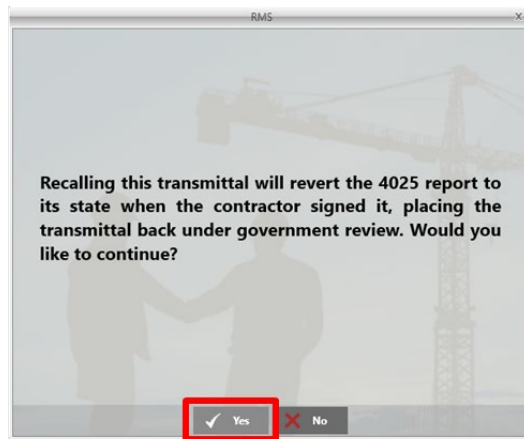
Create and Digitally Sign 4025: LOCKED Transmittal has been marked complete by the government.

Apply QA Codes and Complete 4025 Manually Attach Signed 4025

Transmittal 11111-11 SHARED: 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	Status	No.
Edit	>	Transmittal 11111-11	Accepted	1

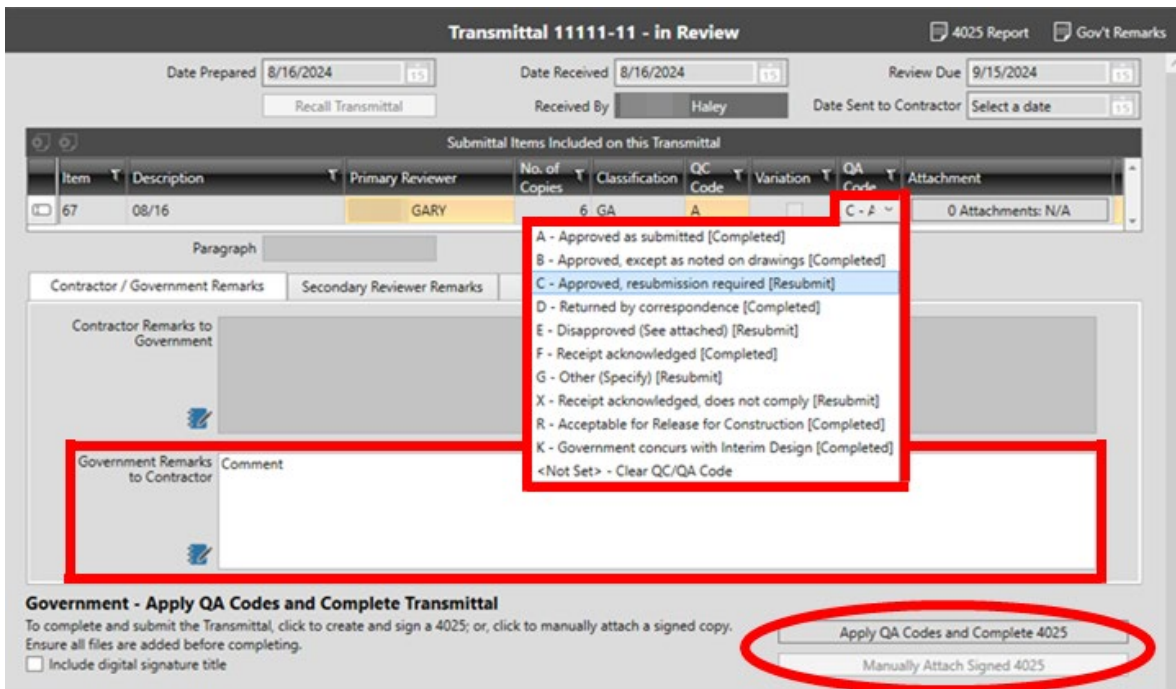
When the *Recall Transmittal* button is clicked, a *Transmittal Recall Reason* must also be entered to complete the recall.



A dialog box titled "Transmittal Recall" with a close button (X) in the top right corner. The main heading is "Enter the reason for the transmittal recall". Below this, there is a section titled "Transmittal Recall Reason" with a plus sign icon. Underneath, the label "Transmittal Recall Reason" is followed by a large empty text input field. At the bottom, there are two buttons: "OK" and "Cancel".

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.

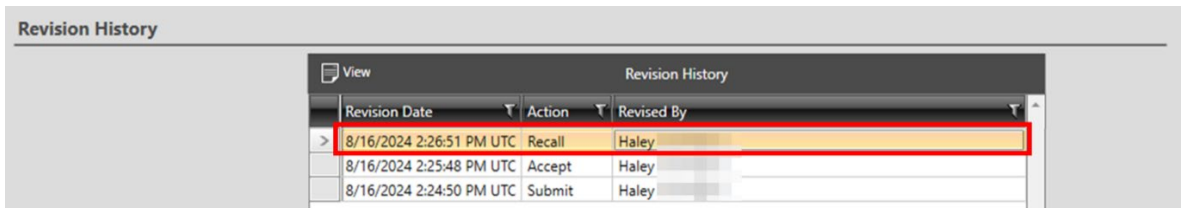
Once the necessary updates are made, the transmittal can be completed again by using *Apply QA Codes and Complete 4025* or *Manually Attach Signed 4025* buttons. See section [8.3.1 Government Review Process](#) for further information regarding transmittal completion.



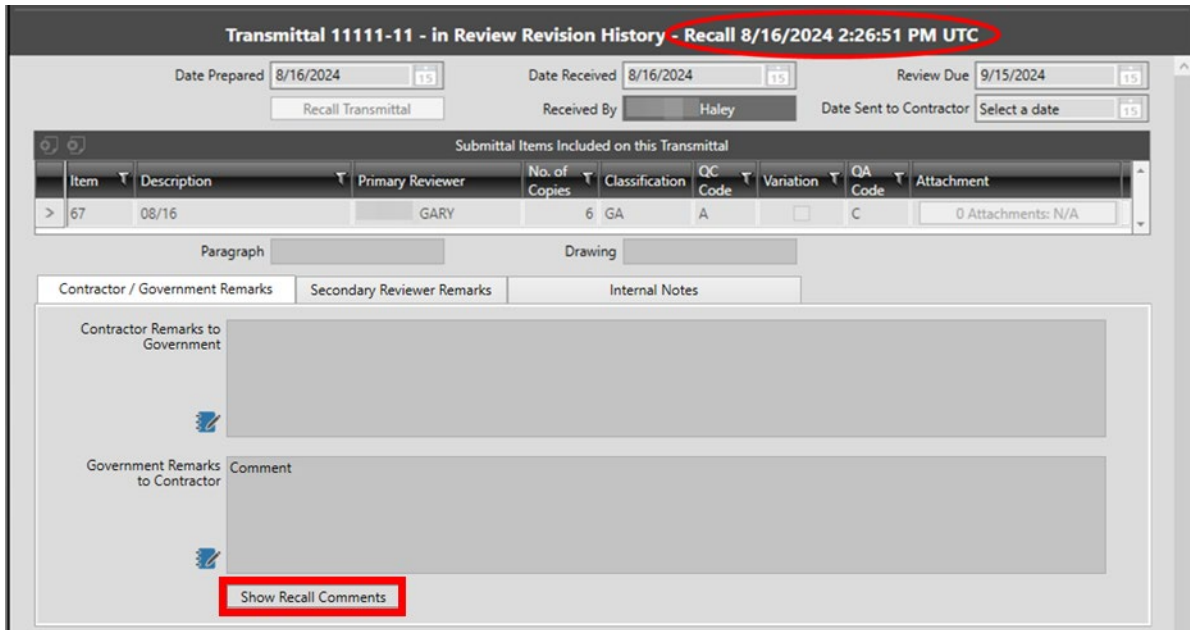
UA new Document Package will be created for each new completion of the transmittal.

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

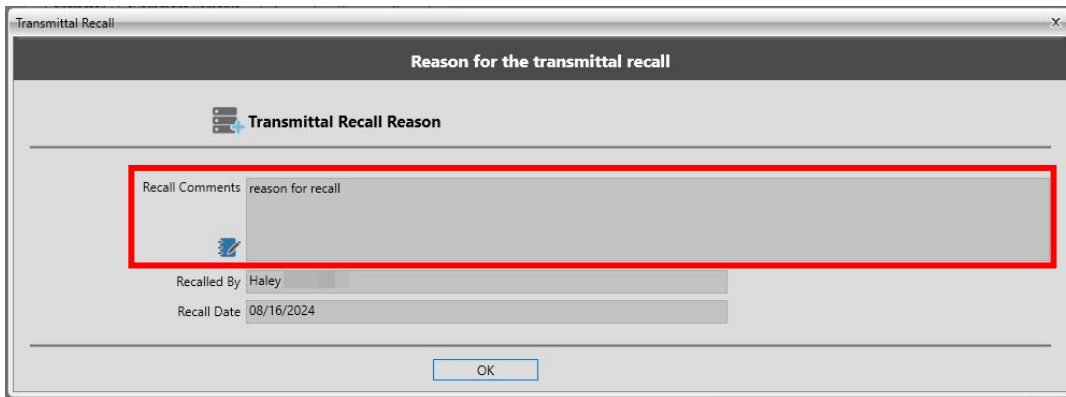
When a recall is performed, a new Recall revision entry will populate into the *Revision History* table.



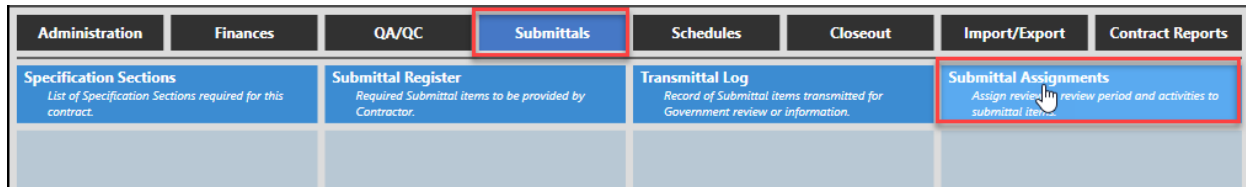
When viewing the revision history for the recalled transmittal, the *Show Recall Comments* button will be available below the *Government Remarks to Contractor* field.



Clicking on the *Show Recall Comments* button will show the *Recall Comments* entered along with the user who performed the recall and date the transmittal was recalled.



8.4 Submittal Assignments

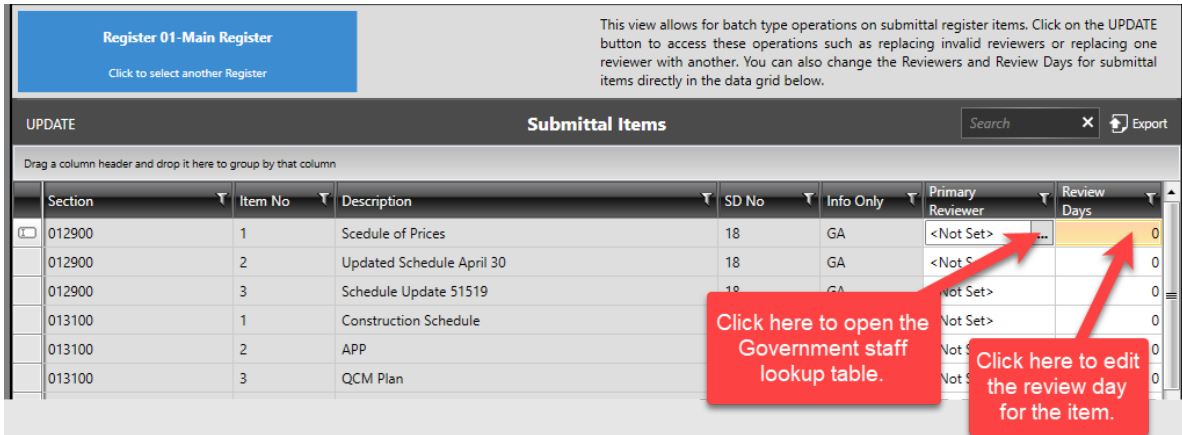


The *Submittal Assignments* module provides an alternate means for assigning activities to submittal items. This can be done one item at a time, or for multiple items simultaneously assigned to the same activity.

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.

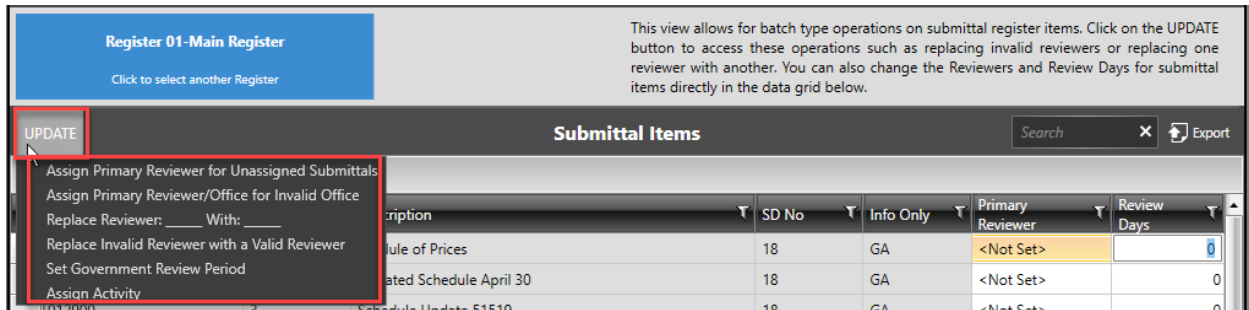


This view allows for batch type operations on submittal register items. Click on the UPDATE button to access these operations such as replacing invalid reviewers or replacing one reviewer with another. You can also change the Reviewers and Review Days for submittal items directly in the data grid below.

Section	Item No	Description	SD No	Info Only	Primary Reviewer	Review Days
012900	1	Scedule of Prices	18	GA	<Not Set>	0
012900	2	Updated Schedule April 30	18	GA	<Not S	0
012900	3	Schedule Update 51519	18	GA	<Not Set>	0
013100	1	Construction Schedule			<Not Set>	0
013100	2	APP			<Not S	0
013100	3	QCM Plan			<Not S	0

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.



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.

Description	SD No	Info Only	Primary Reviewer	Review Days
Scedule of Prices	18	GA	<Not Set>	0
ated 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.

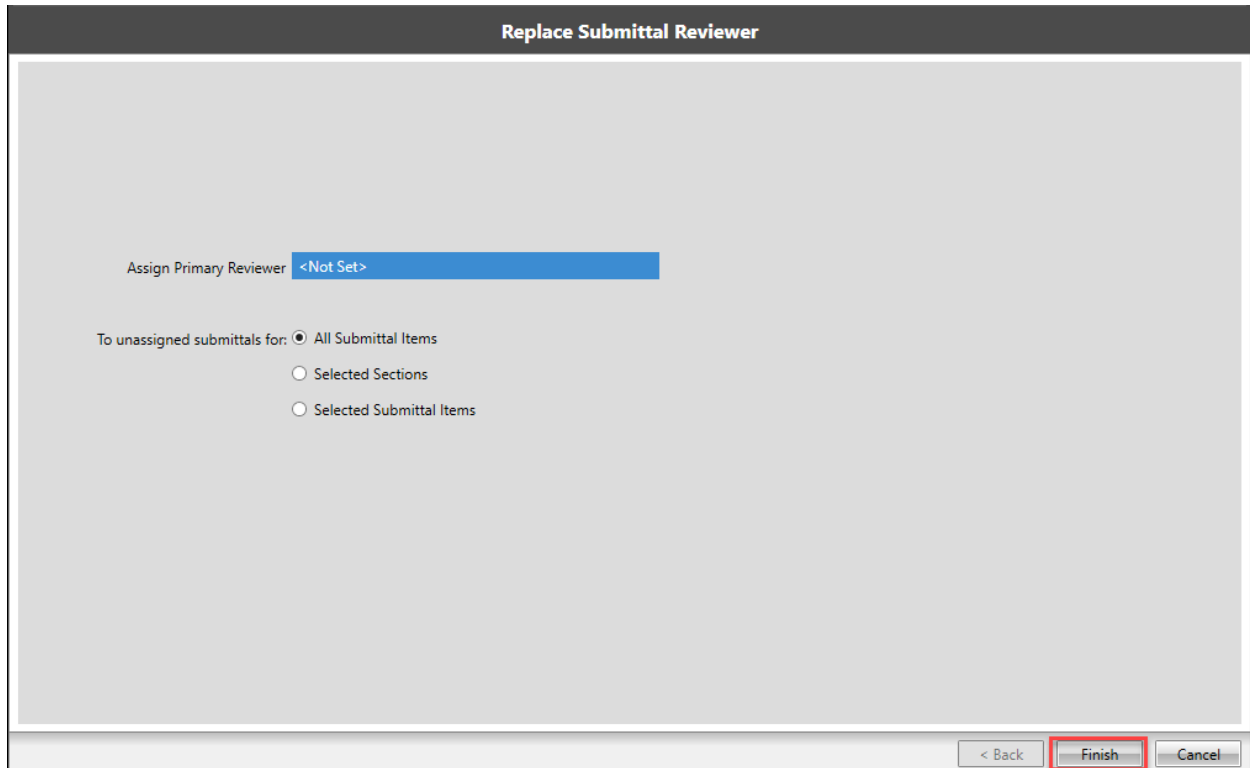
If either the *Selected Sections* or *Selected Submittal Items* option is selected, click *Next* to bring up the corresponding lookup table and make the desired selections.

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	

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 20 00	0	View Location Map	01	PRECONSTRUCTION SUBMITTALS

Click the *Finish* button to complete the action.

If *All Submittal Items* is selected, click *Finish*.

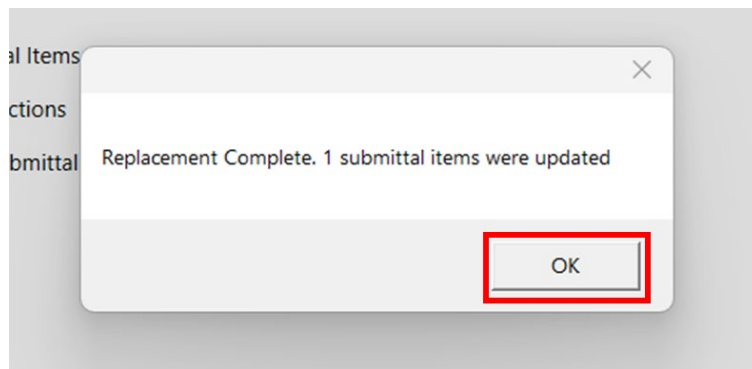


The screenshot shows a dialog box titled "Replace Submittal Reviewer". It has a dark header bar with the title. The main content area is light gray and contains the following elements:

- "Assign Primary Reviewer" followed by a blue dropdown menu showing "<Not Set>".
- "To unassigned submittals for:" followed by three radio button options:
 - All Submittal Items
 - Selected Sections
 - Selected Submittal Items

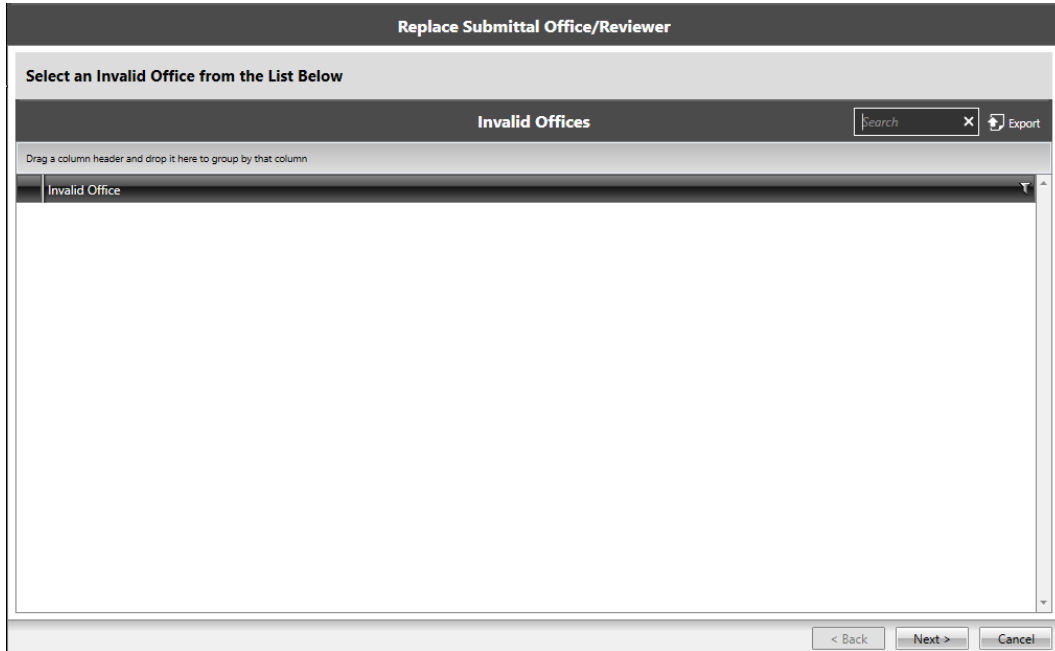
At the bottom right of the dialog, there are three buttons: "< Back", "Finish" (highlighted with a red box), and "Cancel".

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.

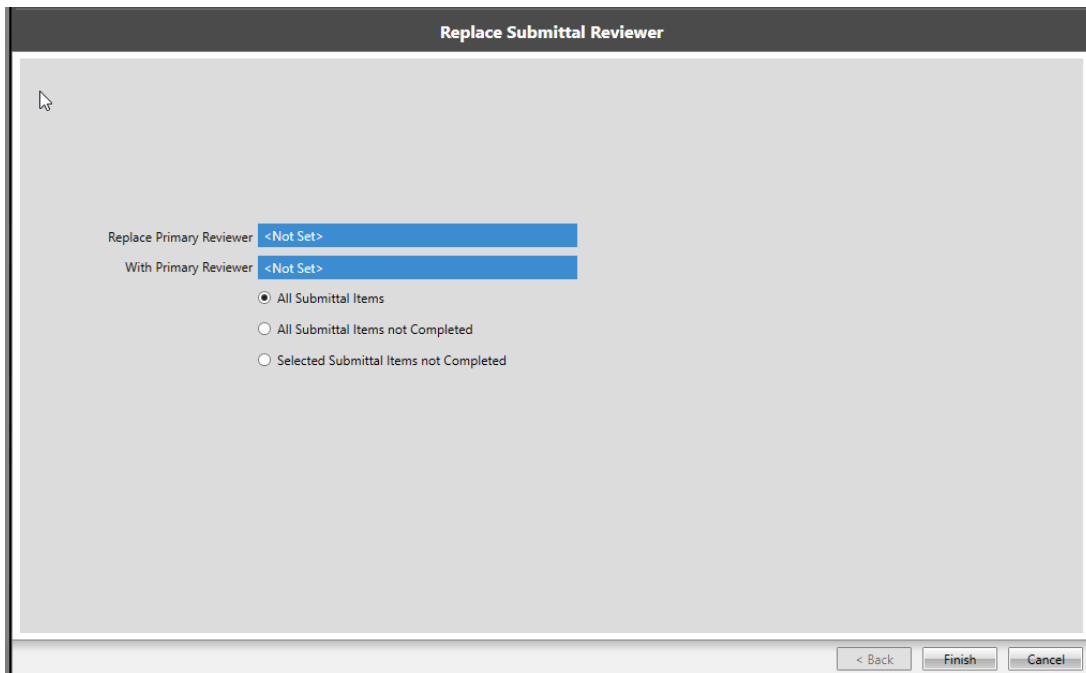


8.4.4 Other Actions

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.

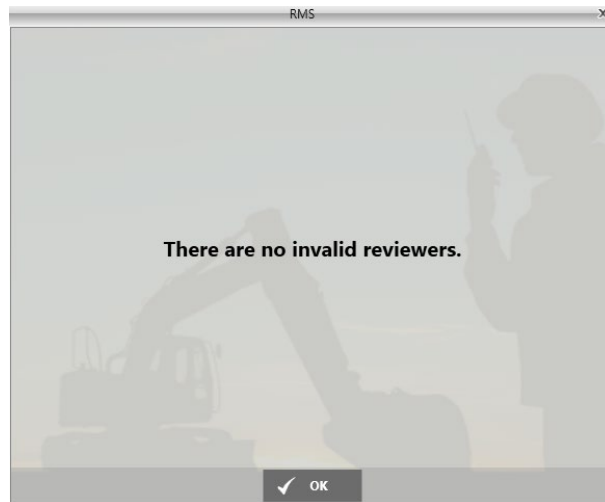


Replace Reviewer _____ with _____: Select this option to change a reviewer to another reviewer.



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. 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.

 A screenshot of a software dialog box titled "Replace Submittal Review Period". The dialog box is divided into two sections: "Classification" and "Review Period".

 The "Classification" section contains a list of seven options, each with an unchecked checkbox:

- 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

 The "Review Period" section contains two options, each with a radio button:

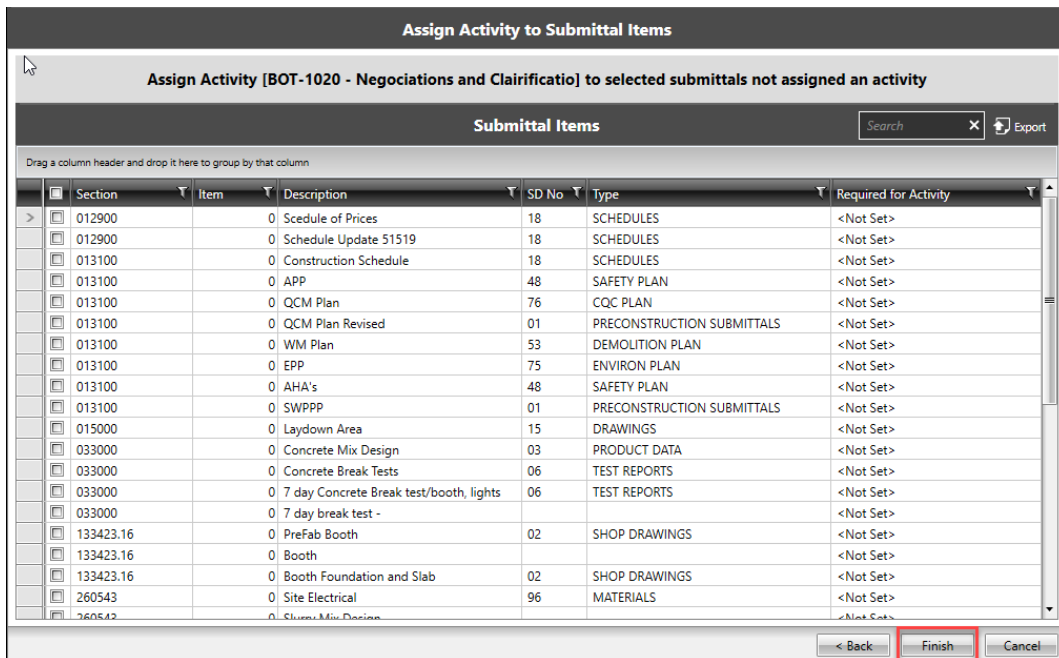
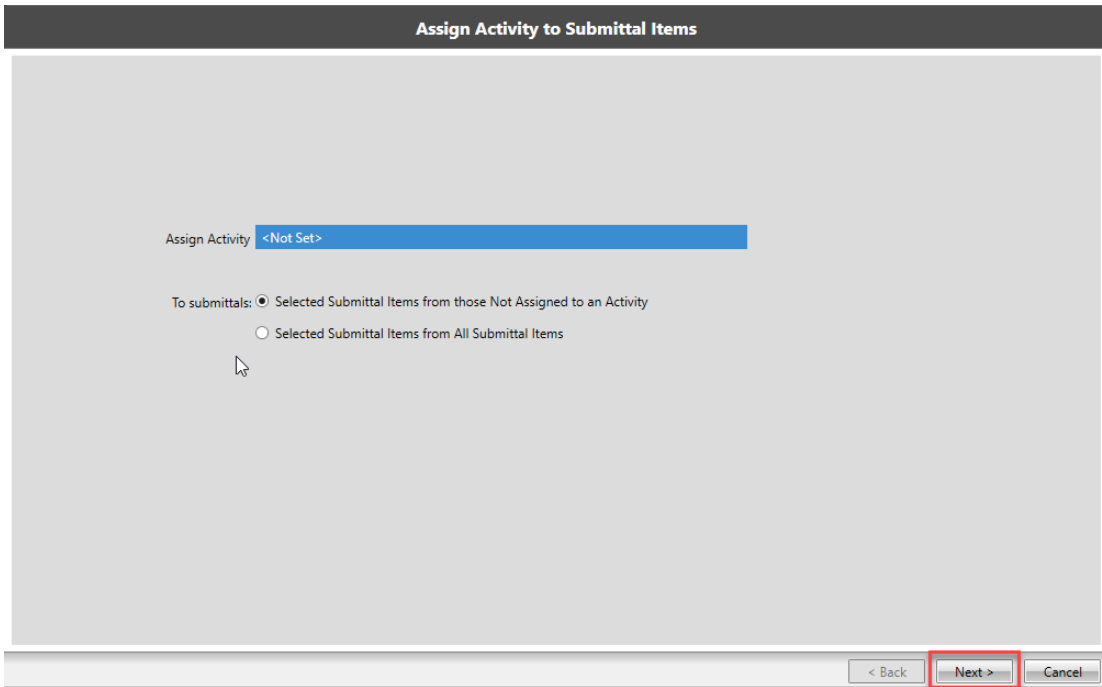
- Set all zero review periods to ___ days (This option is selected)
- Replace review period ___ days with ___ days

 At the bottom right of the dialog box, there are three buttons: "< Back", "Next >" (highlighted with a red box), and "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*.



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
Activity Schedule <i>View Activity Start and Finish dates and Summary of Schedule.</i>		Milestone Schedule <i>Manage contract Scheduled and Actual event dates.</i>		Placement Schedule <i>Review and manage contract actual and projected placement values.</i>		Feature Schedule <i>View or manage Start & 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
Activity Schedule <i>View Activity Start and Finish dates and Summary of Schedule.</i>		Milestone Schedule <i>Manage contract Scheduled and Actual event dates.</i>		Placement Schedule <i>Review and manage contract actual and projected placement values.</i>		Feature Schedule <i>View or manage Start & Finish dates of Features of Work and Inspection dates.</i>	

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										
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					
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
Activity Schedule <i>View Activity Start and Finish dates and Summary of Schedule.</i>		Milestone Schedule <i>Manage contract Scheduled and Actual event dates.</i>		Placement Schedule <i>Review and manage contract actual and projected placement values.</i>		Feature Schedule <i>View or manage Start & 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 precede 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 Duration		Option Duration		Current Duration			
1,095		0		1,095 days			
All Events	Design	Construction	Post Construction	System	District	Contract	
37	20	6	11	13	24	0	
Add Edit Delete							All Events
							Search X 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.

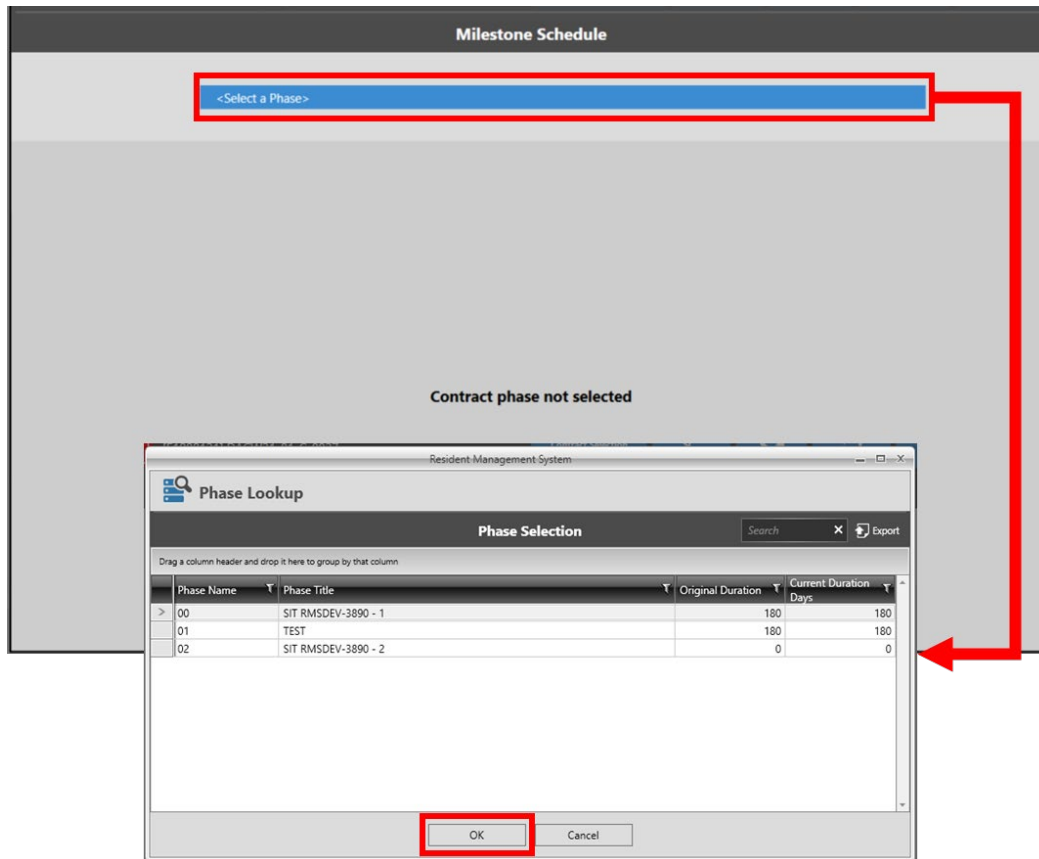
The screenshot shows the 'Milestone Schedule' interface for a 'Future Phase' contract. It features three input fields: 'Estimated Duration' (highlighted with a red box and containing the value 0), 'Option Duration' (containing 0), and 'Current Duration' (containing 0 days). Below these fields is a navigation bar with tabs for 'All Events', 'Design', 'Construction', 'Post Construction', 'System', 'District', and '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.

The screenshot shows the 'Milestone Schedule' interface for an 'Active Contract'. It features three input fields: 'Award Duration' (containing 690), 'Option Duration' (highlighted with a red box and containing 405), and 'Current Duration' (containing 1,095 days). Below these fields is a navigation bar with tabs for 'All Events', 'Design', 'Construction', 'Post Construction', 'System', 'District', and '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.

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.

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.

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

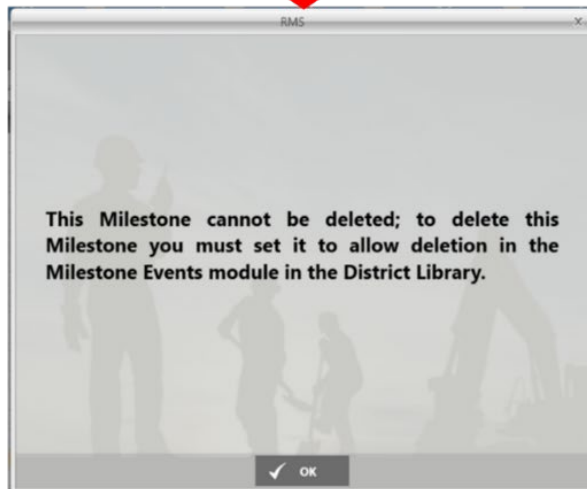
Order: 20

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 Select Milestone... ± 0 days

Activity Finish Date A00001 START NETWORK Select Activity... ± 0 days

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.

Note: Unless otherwise specified by the milestone selected for **End Payrolls Milestone** selected in **Contract Setup**, the default end date for QC Daily Reports will be based on **Contractor Final Payment** actual date. If no actual date exists for that milestone, then the **Contract Physical Completion** or **Construction Completion** actual date, whichever comes later, will be used as the basis.

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

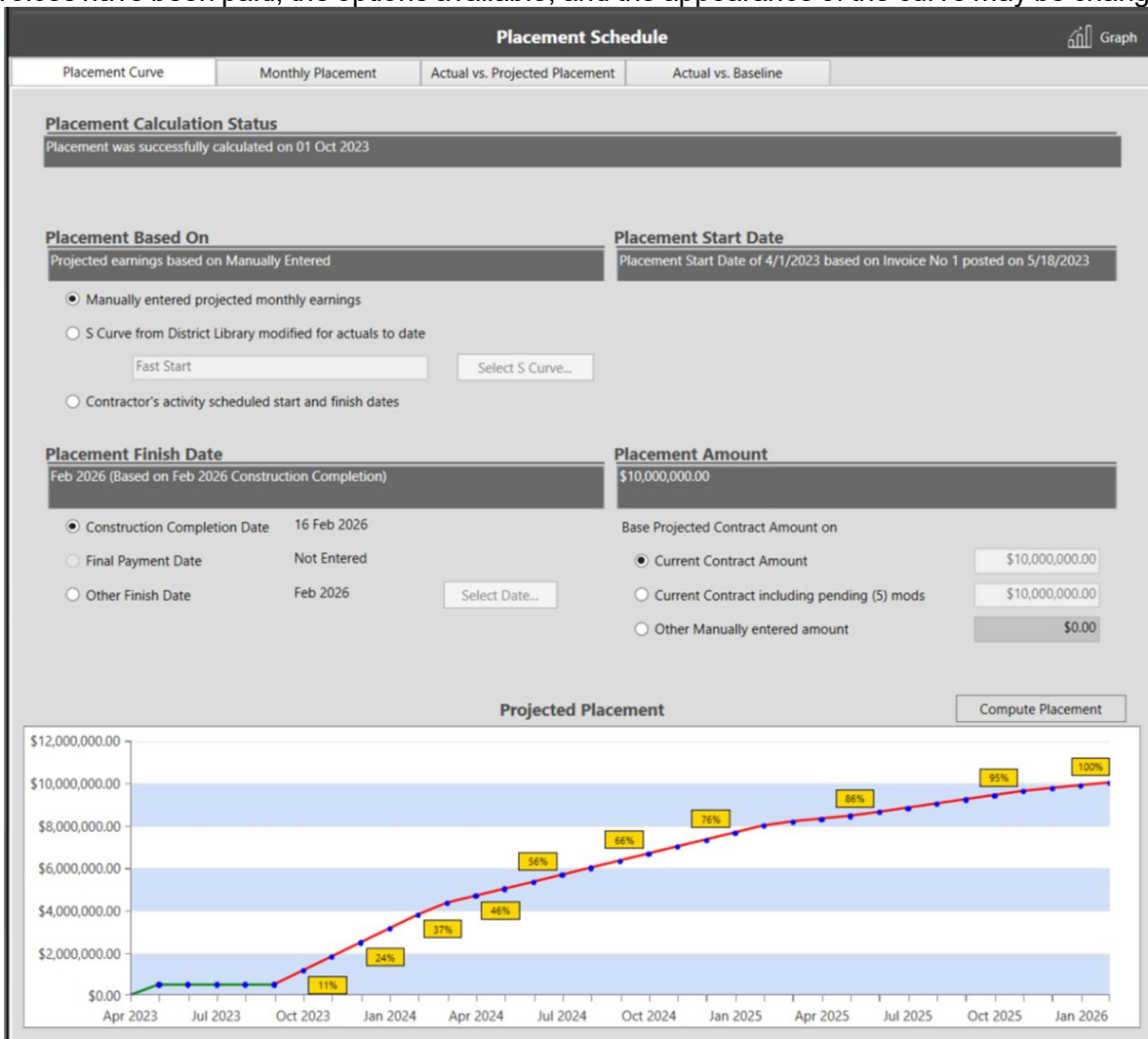
Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Activity Schedule <i>View Activity Start and Finish dates and Summary of Schedule.</i>	Milestone Schedule <i>Manage contract Scheduled and Actual event dates.</i>	Placement Schedule <i>Review and manage contract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

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									
Placement Curve		Monthly Placement		Actual vs. Projected Placement		Actual vs. Baseline		Graph	
Actual / Scheduled Placement									
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	\$0.00	0	
Oct 11	\$0.00	\$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	\$0.00	0	
Dec 11	\$238,734.00	\$0.00	\$0.00	\$238,734.00	\$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	\$454,734.00	0	
Feb 12	\$222,661.00	\$0.00	\$0.00	\$222,661.00	\$222,661.00	\$677,395.00	\$677,395.00	1	
Mar 12	\$219,250.00	\$0.00	\$0.00	\$219,250.00	\$219,250.00	\$896,645.00	\$896,645.00	1	
Apr 12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$896,645.00	\$896,645.00	1	
May 12	\$873,788.40	\$0.00	\$0.00	\$873,788.40	\$873,788.40	\$1,770,433.40	\$1,770,433.40	2	
Jun 12	\$263,143.80	\$0.00	\$0.00	\$263,143.80	\$263,143.80	\$2,033,577.20	\$2,033,577.20	2	
Jul 12	\$390,250.00	\$0.00	\$0.00	\$390,250.00	\$390,250.00	\$2,423,827.20	\$2,423,827.20	2	
Aug 12	\$542,743.80	\$0.00	\$0.00	\$542,743.80	\$542,743.80	\$2,966,571.00	\$2,966,571.00	3	
Sep 12	\$755,500.00	\$0.00	\$0.00	\$755,500.00	\$755,500.00	\$3,722,071.00	\$3,722,071.00	4	
Oct 12	\$852,550.00	\$0.00	\$0.00	\$852,550.00	\$852,550.00	\$4,574,621.00	\$4,574,621.00	4	
Nov 12	\$1,111,589.60	\$0.00	\$0.00	\$1,111,589.60	\$1,111,589.60	\$5,686,210.60	\$5,686,210.60	5	
Dec 12	\$1,119,487.00	\$0.00	\$0.00	\$1,119,487.00	\$1,119,487.00	\$6,805,697.60	\$6,805,697.60	6	
Jan 13	\$4,470,615.00	\$0.00	\$0.00	\$4,470,615.00	\$4,470,615.00	\$11,276,312.60	\$11,276,312.60	11	
Feb 13	\$1,422,064.35	\$0.00	\$0.00	\$1,422,064.35	\$1,422,064.35	\$12,698,376.95	\$12,698,376.95	12	
Mar 13	\$1,006,688.48	\$0.00	\$0.00	\$1,006,688.48	\$1,006,688.48	\$13,705,065.43	\$13,705,065.43	13	

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.

9.3.3 Actual vs. Projected Placement

This tab compares actual progress with the projected and allow the user to make adjustments.

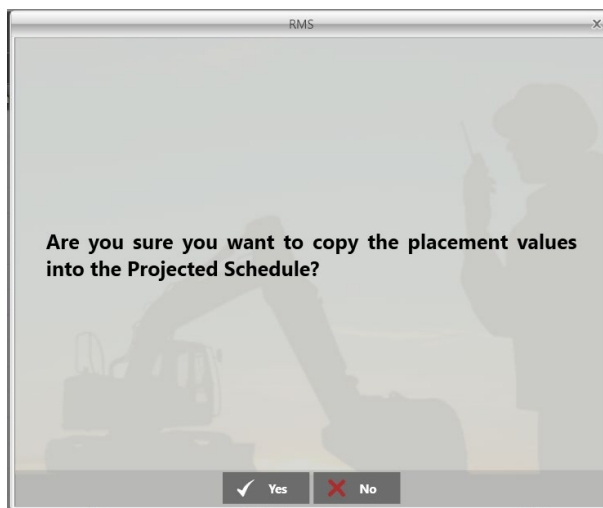
Placement Schedule									
Placement Curve		Monthly Placement			Actual vs. Projected Placement			Actual vs. Baseline	
Actual / Scheduled Placement					Projected Schedule				
Month	Monthly Placement	Total Placement	%	Monthly Placement	Total Placement	%			
Sep 02	\$0.00	\$0.00	0	\$0.00	\$0.00	0			
Oct 02	\$0.00	\$0.00	0	\$0.00	\$0.00	0			
Nov 02	\$0.00	\$0.00	0	\$0.00	\$0.00	0			
Dec 02	\$0.00	\$0.00	0	\$0.00	\$0.00	0			
Jan 03	\$26,592.00	\$26,592.00	0.55	\$0.00	\$0.00	0			
Feb 03	\$0.00	\$26,592.00	0.55	\$0.00	\$0.00	0			
Mar 03	\$0.00	\$26,592.00	0.55	\$0.00	\$0.00	0			
Apr 03	\$50,350.00	\$76,942.00	1.60	\$0.00	\$0.00	0			
May 03	\$0.00	\$76,942.00	1.60	\$0.00	\$0.00	0			
Jun 03	\$0.00	\$76,942.00	1.60	\$0.00	\$0.00	0			
Jul 03	\$85,527.00	\$162,469.00	3.38	\$0.00	\$0.00	0			
Aug 03	\$56,000.00	\$218,469.00	4.55	\$0.00	\$0.00	0			
Sep 03	\$945,829.00	\$1,164,298.00	24.23	\$0.00	\$0.00	0			
Oct 03	\$0.00	\$1,164,298.00	24.23	\$0.00	\$0.00	0			
Nov 03	\$175,210.00	\$1,339,508.00	27.88	\$0.00	\$0.00	0			
Dec 03	\$487,935.00	\$1,827,443.00	38.04	\$0.00	\$0.00	0			

Copy Placement to Projected Schedule...

■ Actual Earnings
 ■ Projected earnings based on Sine Squared Curve S Curve

There is a button at the bottom to allow the user to [Copy Placement to Projected Schedule](#).

When clicking on the [Copy Placement to Projected Schedule](#) button, the values in the Placement columns on the left of the above view are copied into the Projected Schedule on the right portion of the view.



Remember that placement is planned budget until payments are made but a projected schedule is a copy of prior placement planning.

9.3.4 Actual vs. Baseline

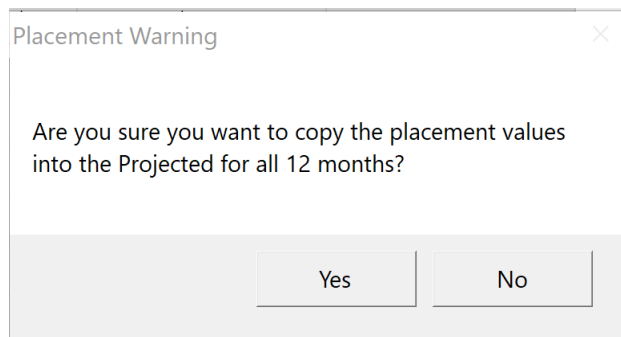
Under some circumstances, a fourth tab will appear on the *Placement Schedule*.

Placement Schedule									
Placement Curve		Monthly Placement		Actual vs. Projected Placement		Actual vs. Baseline		Graph	
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	█	\$5,100.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
Nov 12	█	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
Dec 12	█	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
Jan 13	█	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
Feb 13	█	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
Mar 13	█	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
Apr 13	█	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
May 13	█	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
Jun 13	█	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
Jul 13	█	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
Aug 13	█	\$0.00	\$4,804,502.00	100	\$0.00	\$0.00	0	\$4,804,502.00	
Sep 13	█	\$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*.



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

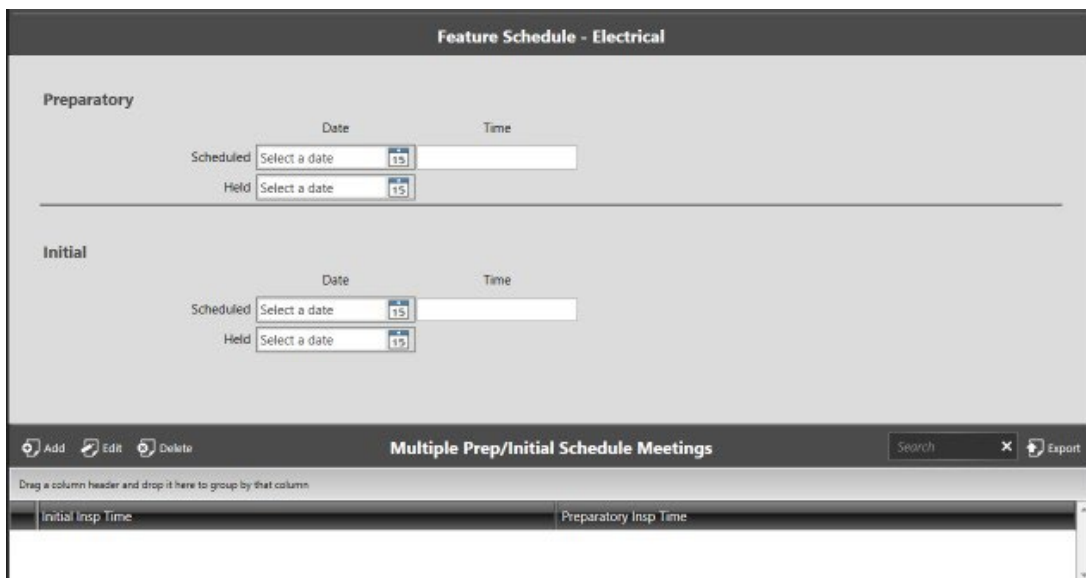
Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Activity Schedule <i>View Activity Start and Finish dates and Summary of Schedule.</i>	Milestone Schedule <i>Manage contract Scheduled and Actual event dates.</i>	Placement Schedule <i>Review and manage contract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

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
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>		Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>		Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>		CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i>	
Warranty Tracking <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
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>		Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>		Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>		CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i>	
Warranty Tracking <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 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.

Item No. RP-00001

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

Facility Include DDC

Category Code **Select Category Code**

Category Title

Unit of Measure / Quantity

1. Unit Total Quantity

2. Unit Total Quantity

Type of Construction Sustainability Code Construction Cost

Fund Source

Multiple

Funding Source 1

Fund Org Interest Code

Item Remarks

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
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>	Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>			Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>			CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i>
Warranty Tracking <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.

Transfers DD1354			
Drag a column header and drop it here to group by that column			
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.

Transfer Edit - Transfer No. 17			
Header/Real Property		Deficiencies	
Remarks			
Date Prepared	Select a date	15	
Select Office			
From	Project No.		
	Serial No.		
To	Site/Installation		
	Placed in Service		Select a date
	15		
Transfer Type <input type="checkbox"/> Acquisition by Construction <input type="checkbox"/> Transfer between Services <input type="checkbox"/> Capital Improvement <input type="checkbox"/> Inventory Adjustment			
Transfer Type - Secondary			
Form Type		Voucher No.	
Transferred By Signature		Accepted By Signature	
Transferred By Title		Accepted By Title	
Select Signer			
Property Items			
Drag a column header and drop it here to group by that column			
Order No.	Real Property ID	Facility	Category Code
1	RP-00002		17829
Description			
Sniper Range			
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.



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.

The screenshot shows the 'Transfer Edit - Transfer No. 17' window. At the top right, it says 'DD Form 1354'. The main area has three tabs: 'Header/Real Property', 'Deficiencies', and 'Remarks'. Below the tabs is a 'Construction Deficiencies' section. It contains 'Add' and 'Delete' buttons, a search box, and an 'Export' button. Below this is a table with the following columns: 'Deficiency Item', 'Location', and 'Deficiency Description'. The table is currently empty. Below the table is a 'Deficiency Description' input field with a blue icon. Below that is an 'Additional Construction Deficiencies' section with another input field and a blue icon.

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="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Project Description </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Project Cost <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 30%;">Planning & Design Costs</td> <td style="width: 15%; text-align: right;">\$0.00</td> <td style="width: 30%;">Design During Construction (DDC)</td> <td style="width: 15%; text-align: right;">\$0.00</td> <td style="width: 10%;"></td> </tr> <tr> <td>S&A Costs</td> <td style="text-align: right;">\$0.00</td> <td>Equipment Cost</td> <td style="text-align: right;">\$0.00</td> <td><input type="checkbox"/> Apply DDC to all real property</td> </tr> <tr> <td>Construction Cost</td> <td style="text-align: right;">\$0.00</td> <td>Total Project Cost</td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td>Subtotal</td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> <td></td> </tr> </table> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; margin-top: 10px;"> Project Remarks </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Remarks </div> <div style="font-size: small; margin-top: 10px;"> DD 1354 for Transfer No. 17 Complete a document package for the Close Out Transfer Package and submit it using this document package manager. </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Accept</td> <td style="width: 10%; text-align: center;">Add</td> <td style="width: 60%;"></td> <td style="width: 10%; text-align: center;">Status</td> <td style="width: 10%; text-align: center;">No.</td> </tr> <tr> <td style="text-align: center;">Return</td> <td style="text-align: center;">Edit</td> <td style="border: 1px solid #ccc; height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Delete</td> <td></td> <td></td> <td></td> </tr> </table> </div>				Planning & Design Costs	\$0.00	Design During Construction (DDC)	\$0.00		S&A Costs	\$0.00	Equipment Cost	\$0.00	<input type="checkbox"/> Apply DDC to all real property	Construction Cost	\$0.00	Total Project Cost	\$0.00		Subtotal	\$0.00				Accept	Add		Status	No.	Return	Edit					Delete			
Planning & Design Costs	\$0.00	Design During Construction (DDC)	\$0.00																																			
S&A Costs	\$0.00	Equipment Cost	\$0.00	<input type="checkbox"/> Apply DDC to all real property																																		
Construction Cost	\$0.00	Total Project Cost	\$0.00																																			
Subtotal	\$0.00																																					
Accept	Add		Status	No.																																		
Return	Edit																																					
	Delete																																					

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.

Upload the signed form by clicking [Add](#) and choosing to select the file from the file system. Check the [Manually signed by Government](#) checkbox and click on the [Complete Package](#) button, then click [Yes](#). Click on the [Back](#) button at the top of the screen to save the Document Package. Click on the [Back](#) button once more to save the DD Form 1354.

10.3 Requisition – DD1149

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>	Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>		Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>		CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i>		
Warranty Tracking <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

Shipping

From Requisition Date

To Requisition #

Ship To - Mark For Material Required

Priority

Authority/Purpose

Signature

Voucher #

Voucher Date

Date Shipped

Mode Of Shipment

Bill Of Lading

Designator/Reference #

Appropriations Data

Appropriation Symbol Appropriation Class

Expenditure Account From Expenditure Account To

Chargeable Activity Bureau Control #

Bureau Control Acct # Amount

MATS/MSTS Chargeable To

Special Handling

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, 1996

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), Washington, DC 20503

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)		NO. OF SHEETS		15. REQUISITION DATE		6. REQUISITION NUMBER	
2. TO: (Include ZIP Code)		1		1		7. DATE MATERIAL REQUIRED	
3. SHIP TO: (Include ZIP Code) MARK FOR:		9. AUTHORITY OF PURPOSE		10. SIGNATURE		11a. VOUCHER NUMBER AND DATE	
4. APPROPRIATION SYMBOL AND SUBHEAD		12. DATE SHIPPED		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER	
OBJECT CLASS		EXPENDITURE ACCOUNT (From) (To)		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.		b.	
CHARGEABLE ACTIVITY		BUREAU CONTROL ACTIVITY NO.		BUREAU CONTROL NO.		AMOUNT	

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

18. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO						17. SPECIAL HANDLING				
ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIVED BY	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.

From

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

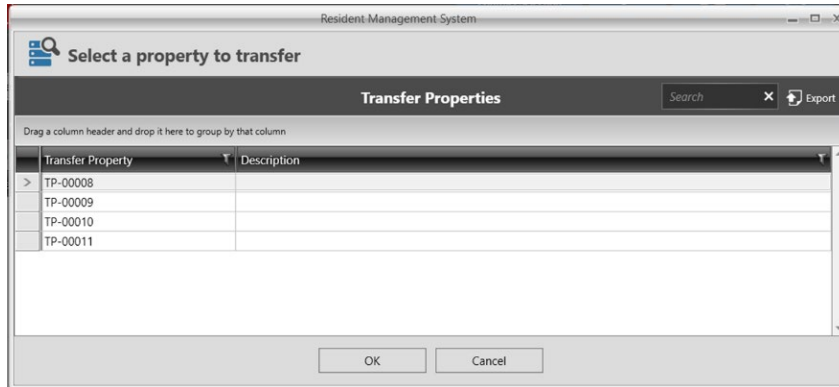
Property Transfers can be added to the requisition on this tab by clicking the **Add** button.



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**.



10.4 CPAR Evaluations

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>	Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>	Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>	CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i>				
Warranty Tracking <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.

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 Information** tab, enter the **Contract Division** and **Product Service Code**. The **Company Name** and **NAICS Code** fields will be pulled from the **Prime Contractor** module.

Contractor Performance Assessment Report Export CPAR

Contractor Information | Contract Information | Misc Information | Small Business | Ratings | Assessor

Contractor Name and Address

Company Name: The Ranger Group, LLC

Contractor Division:

Product Service Code:

NAICS Code: 000001

In the **Contract Information** tab, enter information about the contract being assessed, to include contract dates and dollar values. Further field description can be found below.

Contractor Performance Assessment Report Export CPAR

Contractor Information | **Contract Information** | Misc Information | Small Business | Ratings | Assessor

Contract Information

Contract/Delivery Order No.: W91231231234 NA

Evaluation Type: Interim

Evaluation From Date: Select a date [15]

Evaluation To Date: Select a date [15]

Program Type: <Not Set>

Contract Office: CENAB - T2 Baltimore Test

Select Contracting Officer

Contracting Officer Name:

Contracting Officer Work Phone:

Contract Dates

% Complete: 0

Contract Completed: Select a date [15]

Dollar Values

Current Contract: \$654,321.00

LD's: \$0.00

Termination Type:

Modifications: \$0.00

Work Complexity Code: Low

- The **Contract/Delivery Order No** and **Contract Office** values will be pulled from the **Contract Description** module.
- The **Program Type** field value will be pulled from where it was selected either in the **Contract Funding** tab within the **Contract Finances** module or in the **Future Contract** information.
- The **Evaluation Type** field is a drop-down menu with the options Interim, Final, and Amended.
- The timespan this evaluation covers can be selected by entering dates in the **Evaluation From/To Date** fields.
- The **Contracting Officer Name** and **Work Phone** fields will be based on the **Contracting Officer** selection made using that **Select Contracting Officer** button which will pull from the **Contract Personnel** module.
- The **% Complete** field can be manually edited; however, upon adding a CPAR evaluation, the default value that should show here is going to come from **Contract Status** module, specifically the **Monthly Progress** tab based on the last reported values.
- The **Contract Completed** default value will pull from the Contract Physical Completion Actual milestone in the **Milestone Schedule** module.

- The *Current Contract* value will come from the *Contract Finances* module.
- The *Modifications* value will come from the *Contract Status* module.
- The *LD's* field is open for editing.
- The *Work Complexity Code* is a drop-down selection with options for Low, Medium, and High.

Enter any miscellaneous information in the *Misc. Information* tab. The *Customer Project No.*, *Contract Long Title*, and *Contract Description* fields will be displayed here as entered in the *Contract Description* module. The *Contract Description* field can be edited, if needed, and the *Subcontractor* fields can be used to document the efforts of up to three Subcontractors on the performance assessment.

The screenshot shows the 'Contractor Performance Assessment Report' form with the 'Misc Information' tab selected. The form includes the following fields:

- Customer Project No. (text input)
- Contract Long Title (text input, value: New Demo Contract 0123)
- Contract Description (text area)
- Subcontractor 1 UEI (text input)
- Subcontractor 1 DUNS (text input)
- Subcontractor 1 Effort (text area)
- Subcontractor 2 UEI (text input)
- Subcontractor 2 DUNS (text input)
- Subcontractor 2 Effort (text area)
- Subcontractor 3 UEI (text input)
- Subcontractor 3 DUNS (text input)
- Subcontractor 3 Effort (text area)

The *Small Business* tab will reflect the selection chosen for this same field in the *Contract Description* module.

The screenshot shows the 'Contractor Performance Assessment Report' form with the 'Small Business Information' tab selected. The form includes the following field:

- Does this contract include a subcontractor plan?
 - 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.

The screenshot displays the 'Contractor Performance Assessment Report' interface, specifically the 'Ratings' tab. The interface is organized into several sections, each with a rating dropdown and a comments text area. The sections are: Quality, Schedule, Cost Control, Management, Small Business, Regulatory, and Other Areas. The 'Ratings' tab is highlighted in red. The 'Other Areas' section includes three separate rating and comment fields.

Section	Rating Field	Comments Field
Quality	Quality Rating	Quality Comments
Schedule	Schedule Rating	Schedule Comments
Cost Control	Cost Rating	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 Areas	Other Area Rating 2	Other Area Comments 2
Other Areas	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. Use the **Select Evaluator** and **Select Reviewer** buttons to

make a selection from the Staff Members lookup provided and fill in the *Name* and *Work Email* fields for each one.

The image shows two screenshots from a software application. The top screenshot is the 'Contractor Performance Assessment Report' form. It has several tabs: Contractor Information, Contract Information, Misc Information, Small Business, Ratings, and Assessor. The 'Assessor' tab is selected and highlighted with a red box. Below the tabs, there are two sections: 'Evaluated By' and 'Reviewed By'. Each section has a 'Select [Evaluator/Reviewer]' button (highlighted with red boxes), a text field for the name, and a text field for the work email. A red arrow points from the 'Select Evaluator' button to the 'Select Reviewer' button. The bottom screenshot is a 'Staff Member Lookup' dialog box. It has a search bar and an 'Export' button. Below the search bar is a table with a 'Sort Name' column and two rows containing 'TESTER, TEST'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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
Real Property <i>Tabulation of structures and firmly attached and integrated equipment.</i>		Transfers - DD1354 <i>Prepare document for Transfer & Acceptance of DOD Real Property for Using Agency.</i>		Requisition - DD1149 <i>Record receipt and transfer of items provided to or received from the Contractor.</i>		CPAR Evaluations <i>Prepare CPAR Performance Evaluations for RMS storage and copy/paste entry into CPAR System.</i>	
Warranty Tracking <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.

Facility Items		Warranty Items	Warranty Inspections								
<div style="display: flex; justify-content: space-between;"> Add Edit Delete Warranty Facilities Search X Export </div> <p>Drag a column header and drop it here to group by that column</p> <table border="1"> <thead> <tr> <th>Facility</th> <th>Facility Description</th> <th>Warranty Start</th> <th>Warranty End</th> </tr> </thead> <tbody> <tr> <td>> Module 10</td> <td>Warranty tracking</td> <td>05/27/2020</td> <td>05/27/2021</td> </tr> </tbody> </table>				Facility	Facility Description	Warranty Start	Warranty End	> Module 10	Warranty tracking	05/27/2020	05/27/2021
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:

Facility Description:

Facility Short Title:

Warranty Period

Start Date: 15

Duration:

End Date: 15

Enter the **start date** and **duration** of the warranty period to calculate the warranty **end date**.

Add Delete

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.

Facility Items		Warranty Items	Warranty Inspections												
<div style="display: flex; justify-content: space-between;"> Add Edit Delete Warranty Item Search X Export </div> <p>Drag a column header and drop it here to group by that column</p> <table border="1"> <thead> <tr> <th>Facility</th> <th>Item ID</th> <th>Description</th> <th>Status</th> <th>Scheduled Correction</th> <th>Actual Correction</th> </tr> </thead> <tbody> <tr> <td>> Module 10</td> <td>WI-00001</td> <td></td> <td>Warranty</td> <td></td> <td></td> </tr> </tbody> </table>				Facility	Item ID	Description	Status	Scheduled Correction	Actual Correction	> Module 10	WI-00001		Warranty		
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' edit form. Key elements and annotations include:

- Item ID:** WI-00001
- Description:** A text field with a red circle around it and a callout box stating: "Fill out the description and Locations as needed."
- Location:** A text field with a red circle around it and a 'Change Location' button.
- Status:** Radio buttons for 'Item in Review - Warranty Status Undetermined', 'Warranty Item' (selected), and 'Non-Warranty Item'. A red box around the 'Warranty Item' button has a callout: "Select the appropriate status".
- Dates:** Fields for 'Date Reported by Owner', 'Date Corrected - Scheduled', 'Date Contractor Notified', and 'Date Corrected - Actual', each with a date picker.
- Govt Remarks:** A text area with a callout: "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 for 'Quality Control', 'Timely Performance', and 'Effectiveness of Management'. A red box around these dropdowns has a callout: "Select ratings for each section by clicking the dropdowns on the right of each field".

The *Warranty Inspections* tab contains a data grid with all the warranty tracking items within the contract.

The screenshot shows the 'Warranty Tracking' data grid. The 'Warranty Inspections' tab is selected. The grid has columns for 'Warranty Title', '4 Month Inspection', and '9 Month Inspection'. The data rows are:

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 Four month inspection required

Warranty End Nine Month Inspection Required

4 Month Inspection

Four month inspection due date Four month inspection complete

Four month inspection remarks

4 Month Warranty Inspection *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*

	Submit	Add	Edit	Delete	Title of Package	Status	No.

9 Month Inspection

Nine Month Inspection Due Date Nine Month Inspection Complete

Nine Month Inspection Remarks

9 Month Warranty Inspection *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*

	Submit	Add	Edit	Delete	Title of Package	Status	No.

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
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittal Register - SpecsIntact <i>Submittal items can be imported from a SpecsIntact txt file</i>		Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>	
Import Real Property <i>Use Excel to import Real Property items.</i>		Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>		Network Analysis Schedule (NAS) <i>Import P6 XML or SDEF schedule.</i>	
Document Package Export <i>Mass export documents from selected modules contained in document package</i>							

11.1 Import P2

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittal Register - Specsintact <i>Submittal items can be imported from a Specsintact txt file</i>	Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>	Import Real Property <i>Use Excel to import Real Property items.</i>	Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>	Network Analysis Schedule (NAS) <i>Import P6 XML or SDEF schedule.</i>
Document Package Export <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
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittal Register - Specsintact <i>Submittal items can be imported from a Specsintact txt file</i>	Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>	Import Real Property <i>Use Excel to import Real Property items.</i>	Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>	Network Analysis Schedule (NAS) <i>Import P6 XML or SDEF schedule.</i>
Document Package Export <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

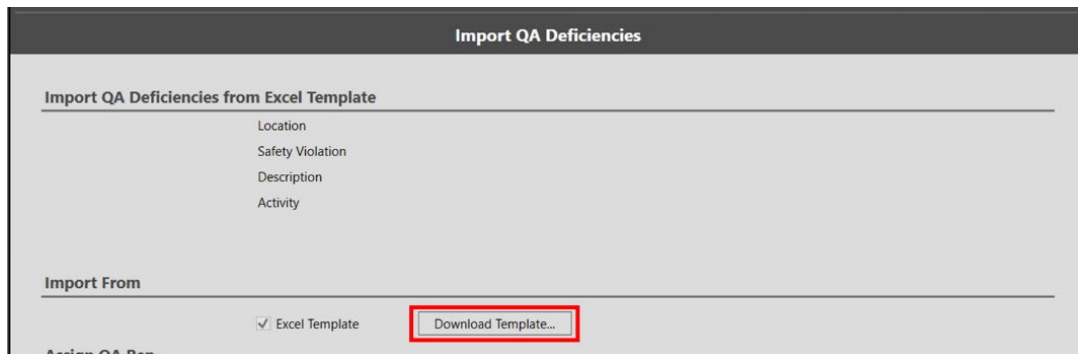
Excel Template

Assign QA Rep




QA Rep <Not Set>

11.2.1 Excel Template for Deficiencies

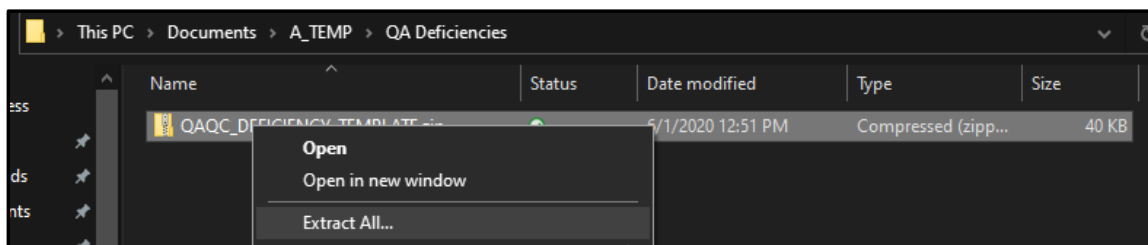
To begin the process of importing QA deficiencies first click the [Download Template](#) button.



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:

Name	Status	Date modified	Type	Size
 QAQCDeficiency_Import_Instructions.doc	✓	6/1/2020 1:01 PM	Microsoft Word 9...	27 KB
 QAQCDeficiency_Import_Instructions.pdf	✓	6/1/2020 1:01 PM	Adobe Acrobat D...	13 KB
 QAQCDeficiencyTemplate_ver1_final - C...	✓	6/1/2020 1:01 PM	Microsoft Excel W...	36 KB

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*.

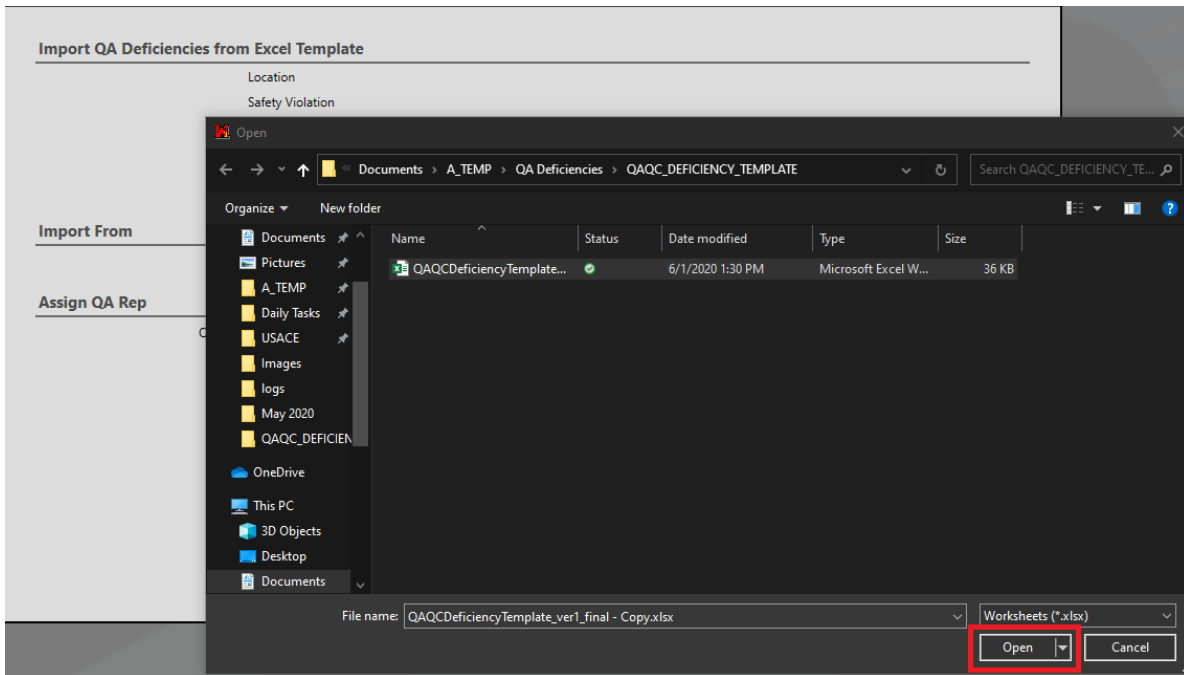
The screenshot shows the 'Import QA Deficiencies' form. It has a title bar 'Import QA Deficiencies'. Below the title bar, there are sections for 'Import QA Deficiencies from Excel Template', 'Import From', and 'Assign QA Rep'. The 'Assign QA Rep' section has a dropdown menu with the text '<Not Set>' highlighted by a red box. There is also a button 'Import Deficiency Items from Excel' at the bottom.



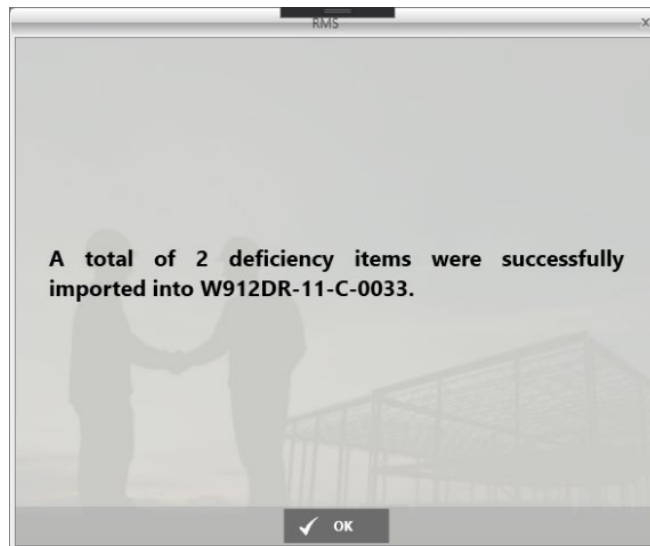
Use the search box in the upper right-hand corner to quickly locate the staff member. Select the correct staff member, then click *OK*.

The screenshot shows the 'Staff Member Lookup' window. The title bar says 'Resident Management System'. The window has a search box in the upper right corner. Below the search box, there is a list of staff members. The 'OK' button is highlighted.

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.



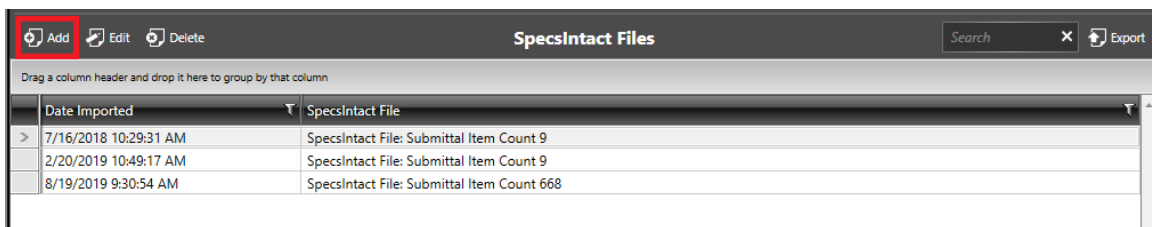
11.3 Import Submittal Register - SpecsIntact

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittal Register - SpecsIntact <i>Submittal items can be imported from a SpecsIntact txt file.</i>		Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>			
Import Real Property <i>Use Excel to import Real Property items.</i>	Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>		Network Analysis Schedule (NAS) <i>Import P6 XML or SDEF schedule.</i>			
Document Package Export <i>Mass export documents from selected modules contained in document package.</i>							

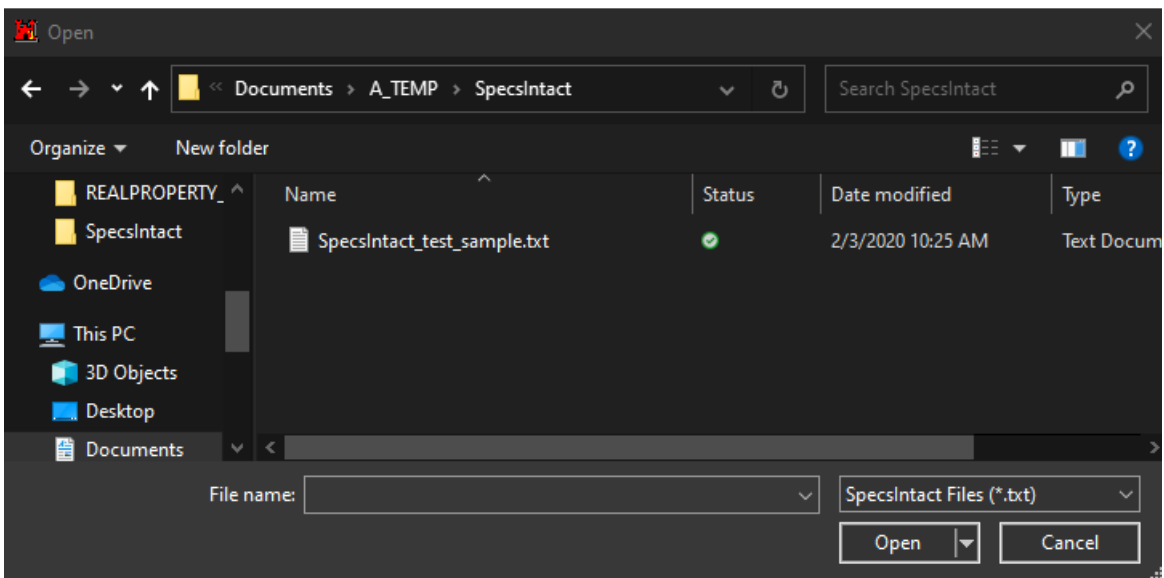
The **Import Submittal Register - SpecsIntact** was designed to allow Submittal Items to be imported into the contract in bulk with the use of a SpecsIntact-generated file. The SpecsIntact software was created by NASA (<https://specsintact.ksc.nasa.gov/>) and can be used free of charge.

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:

The screenshot displays the 'SpecsIntact Import File' interface. At the top, the 'Approval Status' is 'Acceptance Requested'. There are three buttons: 'Approve request to import' (green), 'Reject request to import' (red), and 'Import Into Register 01-Main Register' (blue). Below the 'Import Data' section, there are input fields for 'Submittal Item Count' (21), 'Section Count' (3), and 'Reviewer Count' (0). A 'Merge into Register 01' button is also present. The 'Submittal Items' table is shown with columns for Section, Description, Paragraph, Submittal Type, and Reviewer. Below the table is a 'Revision History' section with a 'View' button and a table showing revision details.

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 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.

SpecsIntact Import File

Approval Status: Acceptance Requested

Approve request to import
Reject request to import

Import Data

Submittal Item Count:
 Section Count:
 Reviewer Count:

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

Approve request to import

Reject request to import

Import Data

Submittal Item Count	9
Reviewer Count	2
Section Count	5

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

Approve request to import

Reject request to import

Import Data

Submittal Item Count	9
Reviewer Count	2
Section Count	5


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.



Submittal Items To Be Merged Into Register 01-Main Register

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

Section	Description	Paragraph	Submittal Type	Reviewer
01 32 01	Preliminary Construction Schedule	3.4.1	01-PRECONSTRUCTION SUBMITTALS	
01 32 01	Initial Construction Schedule	3.4.2	01-PRECONSTRUCTION SUBMITTALS	RO
01 32 01	Periodic Construction Schedule Updates		01-PRECONSTRUCTION SUBMITTALS	
01 32 01	Project Schedule		01-PRECONSTRUCTION SUBMITTALS	
01 32 01	Periodic Project Schedule Updates		01-PRECONSTRUCTION SUBMITTALS	
01 32 01	Narrative Report	3.5.2	06-TEST REPORTS	
01 32 01	Schedule Status Reports	3.1.2	06-TEST REPORTS	
01 32 01	Qualifications	1.7	07-CERTIFICATES	

Sections to Be Added To Contract


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

Section	Title
Specification Sections not already included in the Contract will be listed here.	

Reviewer Assignments

Reviewer Code From SpecsIntact: RO
Number of submittals assigned: 1

Reviewers pre-assigned by the Designer will be listed here.

Submittal Item Duplicates Search Export 

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


Section	Description	Paragraph	Submittal Type
01 32 01	Preliminary Construction Schedule	3.4.1	01-PRECONSTRUCTION SUBMITTALS
01 32 01	Initial Construction Schedule	3.4.2	01-PRECONSTRUCTION SUBMITTALS
01 32 01	Periodic Const		01-PRECONSTRUCTION SUBMITTALS
01 32 01	Project Sched		01-PRECONSTRUCTION SUBMITTALS
01 32 01	Periodic Projec		01-PRECONSTRUCTION SUBMITTALS
01 32 01	Narrative Repor		06-TEST REPORTS
01 32 01	Schedule Status Reports	3.1.2	06-TEST REPORTS
01 32 01	Qualifications	1.7	07-CERTIFICATES

If duplicate Submittal Items are found, they will be listed here.

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.

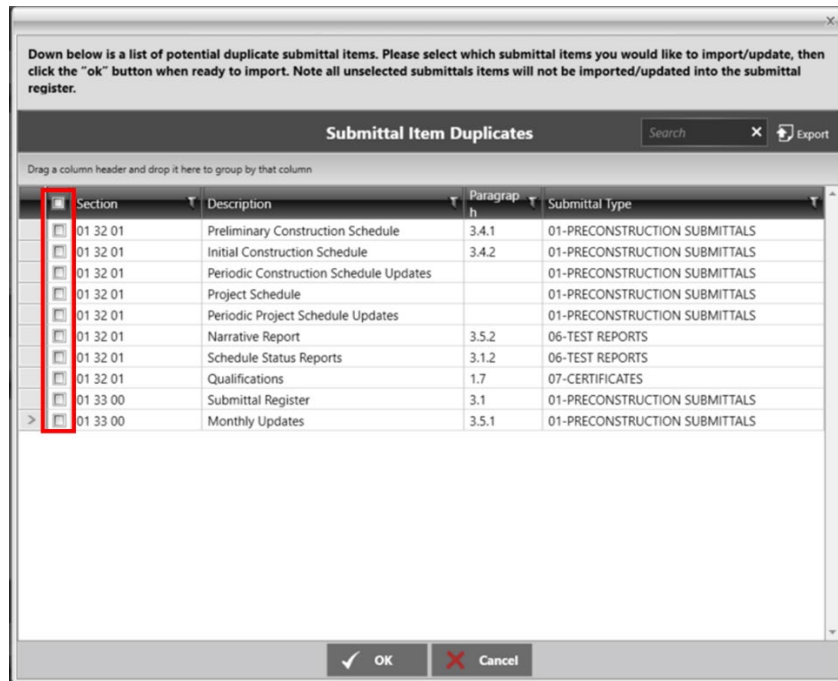


Submittal Items to Completely Replace Register 01-Main Register

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
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittal Register - SpecsIntact <i>Submittal items can be imported from a SpecsIntact txt file</i>	Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>				
Import Real Property <i>Use Excel to import Real Property items.</i>	Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>		Network Analysis Schedule (NAS) <i>Import P6 XML or SDEF schedule.</i>			
Document Package Export <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 📄 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		<p>Administrator: Excel Submittal Register Input Template – Instructions By [Redacted] / [Redacted] June 6, 2003 Revised: 2/1/2010 by [Redacted] @ RMS Center 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 & 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"> 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. 2. Do not alter the shaded areas of the template. The worksheet is protected, the user cannot normally make structural changes to the template. 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. 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. 5. There MUST be data in columns A, B, & 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". 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. 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. 8. When you have completed your input and editing, save the ".xls" file. 																	
5																			
6	Button																		
7																			
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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 .

Submittal Import Template

Files

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

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.

Click here to view the Excel file for the import.

Submittal Item Count: 9

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

View Excel

Merge into Register 01

Replace Register 01

Submittal Items

Section	Description	Paragraph	Submittal Type	Activity ID
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 testing deletion	9	11	

Revision History

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

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

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.

Resident Management System

Submittal Register List Lookup

Submittal Register List

Register	Title
01	Main Register
02	Second
03	Third
04	Fourth
05	Fifth

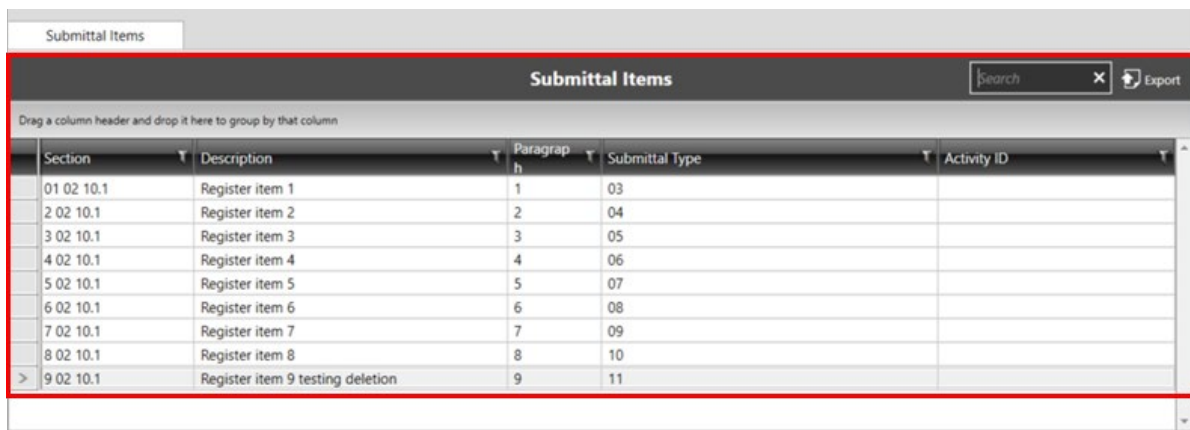
OK Cancel

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.




The screenshot shows a web interface titled 'Submittal Items'. At the top, there is a search bar and an 'Export' button. Below the title, there is a instruction: 'Drag a column header and drop it here to group by that column'. The main part of the interface is a table with the following columns: Section, Description, Paragraph, Submittal Type, and Activity ID. The table contains 9 rows of data, with the last row being a testing deletion item.

Section	Description	Paragraph	Submittal Type	Activity ID
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 testing deletion	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	Activity ID
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 testing deletion	9	11	

Submittal Item Duplicates

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

Section	Description	Paragraph	Submittal Type	Activity ID
---------	-------------	-----------	----------------	-------------

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.

Submittal Item Duplicates

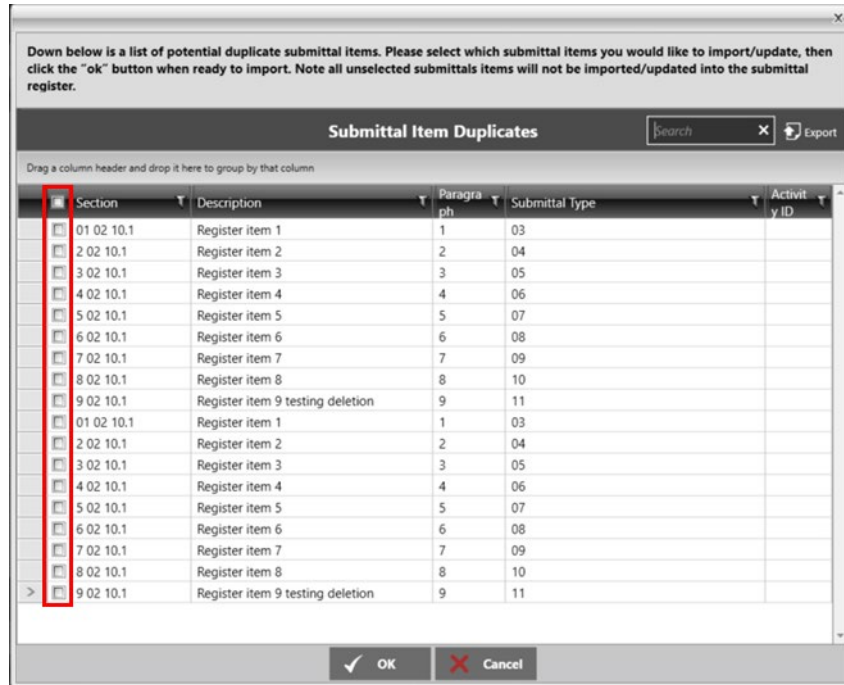
Drag a column header and drop it here to group by that column

Section	Description	Paragraph	Submittal Type	Activity ID
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 testing deletion	9	11	

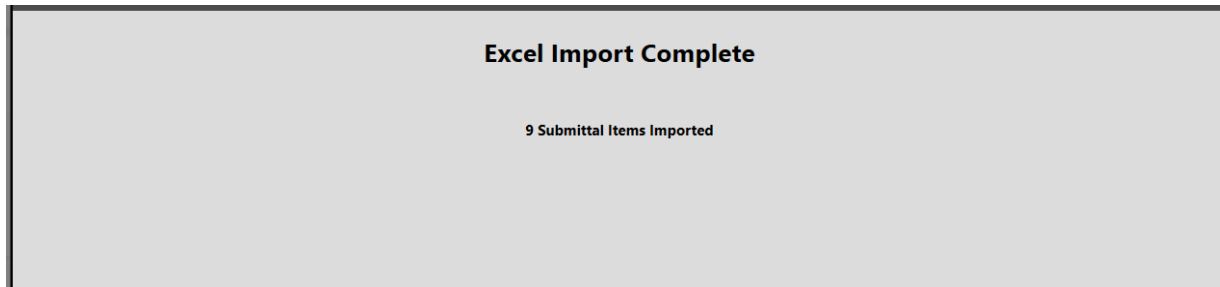
Import Data as Shown: Click this button to complete the import.

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.



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.



11.5 Import Real Property

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 Point for importing P2 Project data into the RMS Contract.	Import QA Deficiencies Import QA Deficiencies generated from an Excel worksheet.	Import Submittal Register - SpecsIntact Submittal items can be imported from a SpecsIntact txt file	Import Submittal Register - Excel Submittal items can be imported from an Excel Template.				
Import Real Property Use Excel to import Real Property items.	Import From Another Contract Copy selected options from an existing Contract into your current contract.	Export Mods List Create Text File to copy into MILCON CWE Calculation/Funds Request Form.	Network Analysis Schedule (NAS) Import P6 XML or SDEF schedule.				
Document Package Export Mass export documents from selected modules contained in document package							

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

Import From

Fund Source, Funding Org, Interest Code



Excel Template

Import Mode

Overwrite Existing Real Property

Merge with Existing Real Property

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

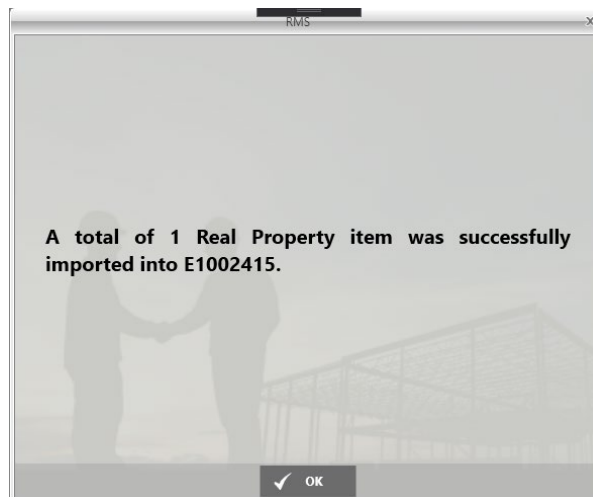
Import From Fund Source, Funding Org, Interest Code

Excel 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
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittal Register - SpecsIntact <i>Submittal items can be imported from a SpecsIntact txt file</i>		Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>	
Import Real Property <i>Use Excel to import Real Property items.</i>		Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>		Network Analysis Schedule (NAS) <i>Import P6 XML or SDEF schedule.</i>	
Document Package Export <i>Mass export documents from selected modules contained in document package</i>							

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

Check All
UnCheck All

- 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

Copy Selected Data

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

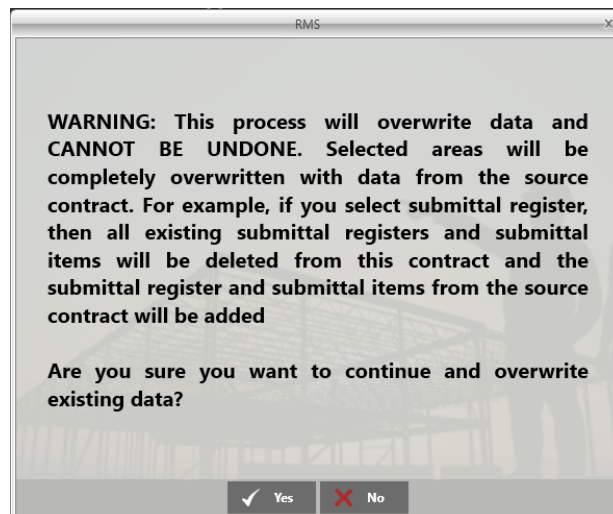
Real Property

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.



Lastly, click, *Copy Selected Data* to copy data selected from the contract indicated into the current contract:

Copy Data From Another Contract

Select Contract to Copy From

Copy from Contract: <Not Set>

Select Data to Copy

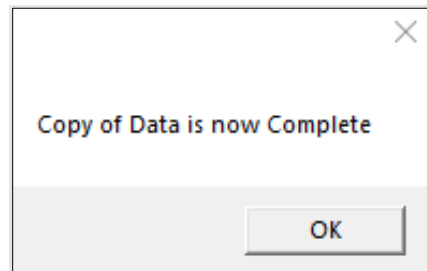
Check All UnCheck All

- 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

Copy Selected Data

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
Import P2 Point for importing P2 Project data into the RMS Contract.	Import QA Deficiencies Import QA Deficiencies generated from an Excel worksheet.	Import Submittal Register - SpecsIntact Submittal items can be imported from a SpecsIntact txt file	Import Submittal Register - Excel Submittal items can be imported from an Excel Template.				
Import Real Property Use Excel to import Real Property items.	Import From Another Contract Copy selected options from an existing Contract into your current contract.	Export Mods List Create Text File to copy into MILCON CWE Calculation/Funds Request Form.	Network Analysis Schedule (NAS) Import P6 XML or SDEF schedule.				
Document Package Export 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

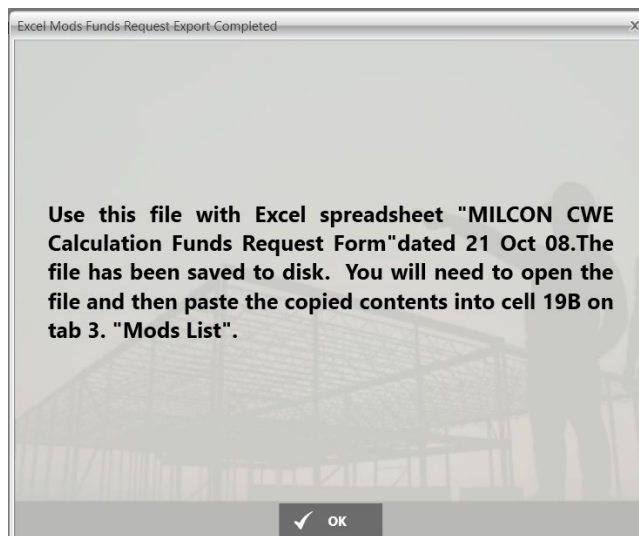
Export List of Contract Changes to the (Mods List Tab) of the Excel Mods Funds Request Form

- Change Request No.
- Modification No.
- Reason Code
- Mandatory or Discretionary Change
- Change Request Title
- Change Request Amount
- Mod Government Signature Date
- Remarks

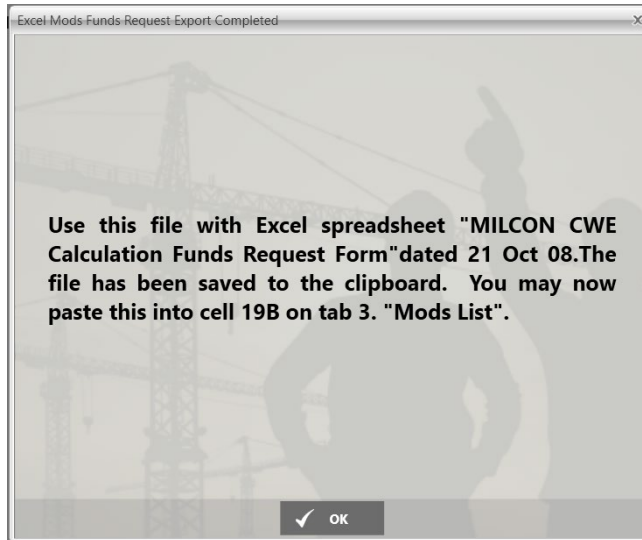
Export To File

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
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittal Register - SpecsIntact <i>Submittal items can be imported from a SpecsIntact txt file</i>	Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>				
Import Real Property <i>Use Excel to import Real Property items.</i>	Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>	Network Analysis Schedule (NAS) <i>Import P6 XML or SDEF schedule.</i>				
Document Package Export <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/XER 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](#).

Schedule Files						
Data Date	Schedule Type	Date Imported	Date Invoice Imported	Schedule File	Approval Status	
> 06/30/2021	Preliminary	07/23/2021			Accepted for Import	
01/31/2003	Re-baselined S				Not Requested	
05/31/2020	Re-baselined S				Not Requested	
04/30/2020	Impact Schedu				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:

Add Edit Delete Compare Schedules			
Drag a column header and drop it here to group by that column			
	Data Date	Schedule Type	Date Invoice Imported
>	09/22/2017	Initial	
	01/31/2003	Preliminary	

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.

Resident Management System

Schedule Comparison Lookup

Select 2 Schedules to Compare Search × Export


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

	Data Date	Schedule Type	Date Imported	Description
<input type="checkbox"/>	09/28/2023	CURRENT DATA	09/28/2023 04:55:31 PM	Current Data in RMS
<input type="checkbox"/>	01/11/2018	Initial	09/28/2023 04:54:29 PM	E1000214-INIT-V01
>	01/11/2018	Preliminary	09/28/2023 04:55:12 PM	E1000214-PREL-V01

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			

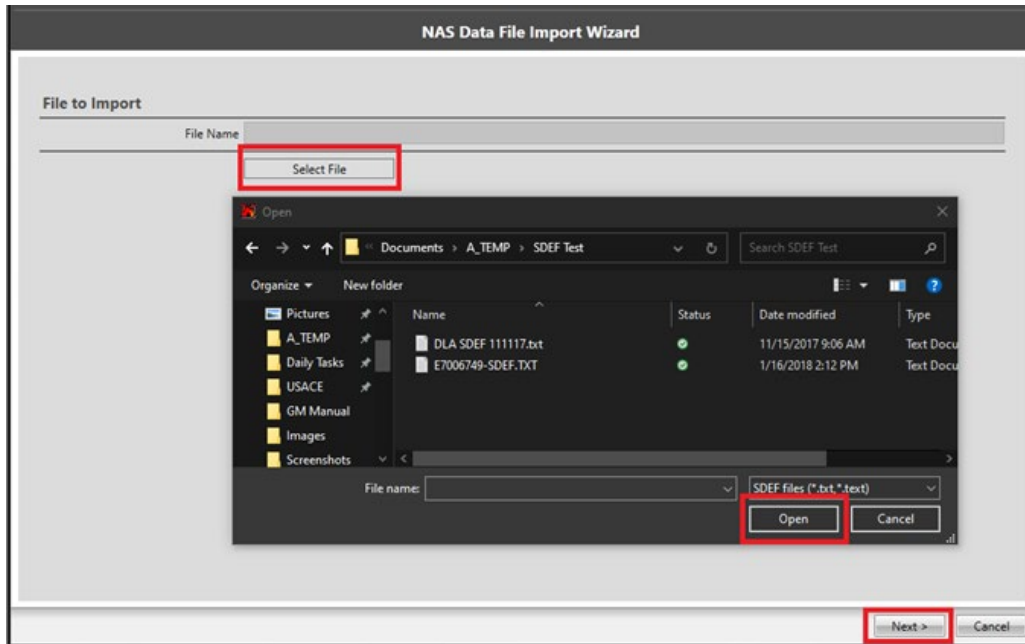
Click on [Preview Full Report](#) to generate the data in this screen into an Activity Schedule Comparison report.

Comparison Report (Activity Schedule)				28 Sep 2023	
 US Army Corps of Engineers		Northeastern Resident Office			
Data Dates		Current Schedule calculated on 9/28/2023		Previous Schedule calculated on 12/31/2019	
Construction Start			Construction Finish		
Notice to Proceed	8/31/2022		Required Completion	12/9/2022	
Schedule Start Date	Previous: 12/31/2019 Current: 07/20/2023		Schedule End Date	Previous: 02/28/2021 Current: 07/24/2023	
First Activity Start	12/30/2019	07/20/2023	Last Activity Finish	02/28/2021	07/24/2023
First Activity	A00001	1	Last Activity	A99750	1
Contract started 1119 days before NTP			Contractor is scheduled to finish days later		
Activity Progress			Critical Activities		
Activities Not Started	Previous: 492 Current: 0		Critical Activities	Previous: 47 Current: 0	
Activities In Progress	0	0	Negative Float Activities	0	0
Activities Finished	0	1	Number of Relationships	821	0
All Activities	492	1	Lowest Total Float	0 days	0 days
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			Previous - 9.6% of Activities Not Started are Critical		

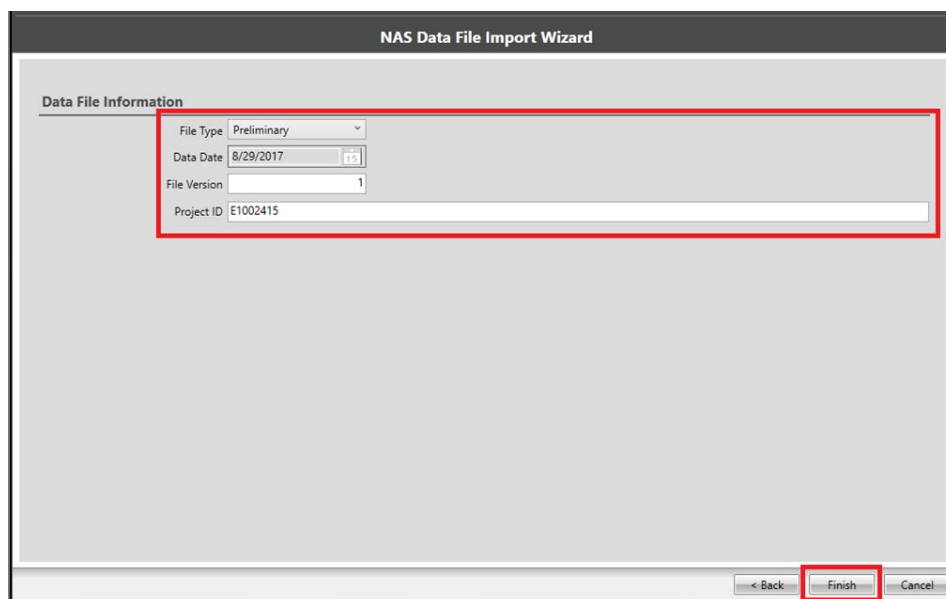
Note: Addition of a schedule file is usually completed by the Contractor. However, the instructions for that process are listed here for reference.

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.

The screenshot displays the 'SDEF Import File' interface. At the top, it shows the Project ID (E1003990) and Approval Status (Acceptance Requested). Below this, there are fields for Data Date (7/1/2020), Schedule Type (Re-baselined Schedule), Version (3), Activity Count (486), Total Activity Cost (\$4,680,100.00), Critical Activity Count (84), and Cost to Date (\$175,413.00). On the right side, there are buttons for 'Approve request to import', 'Preview Data Import into Contract', 'Preview Import Earnings into Payment', 'Analyze Schedule', and 'Reject request to import'. Below the summary section, there are tabs for 'Activities', 'Calendars', and 'SDEF File'. The 'Activities' tab is active, showing a table with columns: 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, and Total Float. The table lists various activities such as 'START NETWORK', 'NOTICE TO PROCEED', and several 'PREP/SBMT' items. Below the table, there is a 'Revision History' section with a 'View' button and a table with columns: Revision Date, Action, and 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

Schedule Type: Initial Version: 1

Activity Count: 15 Total Activity Cost: \$96,943,562.00

Critical Activity Count: 3 Cost to Date: \$37,952.00

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

Schedule Type: Preliminary Version: 1

Activity Count: 597 Total Activity Cost: \$3,952,457.00

Critical Activity Count: 101 Cost to Date: \$0.00

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 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
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			377

Calendars is the second tab.

Activities **Calendars** SDEF File

Schedule Calendars Search Export

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

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
VOIEM 1		
PROJ 29AUG17 DLAP DLA Preliminary Schedule W91278-16-D-0116 P 29AUG17 23OCT18		
CLDR 5 NYYYYYN 5DH		
CLDR 1 NYYYYYN 5DH		
CLDR 7 YYYYYYY 7D		
CLDR S NYYYYYN Standard		
CLDR U NYYYYYN Used for Microsoft Project 98		
CLDR E YYYYYYY 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 PR USACE
ACTV ADM1020	APP & QC Submittals to USACE #	1 7 0 PRIM SAQP 0001 PR Project Supervision
ACTV ADM1190	APP & QC Submittals to USACE Di	1 1 0 PRIM SAQP 0001 PR Project Supervision
ACTV ADM1400	APP & QC Submittals to GASTON	5 1 0 GOVT SAQP 0001 PR USACE
ACTV ADM1080	Procure Painting Subcontract	7 1 0 PRIM PSS 0001 PR Project Supervision
ACTV ADM1270	Paint Submittals to GASTON fro	2 1 0 PRIM PSS 0001 PR Project Supervision
ACTV ADM1340	Paint Submittals to USACE from	14 7 0 PRIM PSS 0001 PR Project Supervision
ACTV ADM1580	Paint Submittals to GASTON fro	2 1 0 GOVT PSS 0001 PR USACE

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

Activities	Calendars	XML File
<pre><?xml version="1.0" encoding="utf-8"?> <APIBusinessObjects xmlns="http://xmlns.oracle.com/Primavera/P6Professional/V22.12/API/BusinessObjects" xmlns:xsi="http://www.w3.org/2001/XMLSchema- <DisplayCurrency> <Currency> <DecimalPlaces>2</DecimalPlaces> <DecimalSymbol>Period</DecimalSymbol> <DigitGroupingSymbol>Comma</DigitGroupingSymbol> <ExchangeRate>1</ExchangeRate> <Id>USD</Id> <Name>US Dollar</Name> <NegativeSymbol>#1.1</NegativeSymbol> <ObjectId>1</ObjectId> <PositiveSymbol>#1.1</PositiveSymbol> <Symbol>\$</Symbol> </Currency> </DisplayCurrency> <UnitOfMeasure> <Abbreviation>CY</Abbreviation> <Name>Cubic Yards</Name> <ObjectId>106</ObjectId> <SequenceNumber>300</SequenceNumber> </UnitOfMeasure> <UnitOfMeasure></pre>		

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

Activities	Calendars	XER File
ERMHDR 8.3 2015-05-04 Project admin admin dbxDatabaseNoName Project Management USD		
%T	CURRTYPE	
%F	curr_id	decimal_digit_cnt curr_symbol decimal_symbol digit_group_symbol pos_curr_fmt_type neg_curr_fmt_type curr_type cu
%R	1	2 \$. #1.1 (#1.1) US Dollar USD 3 1
%R	13	2 £ . #1.1 (#1.1) Pound Sterling GBP 3 0.618603
%R	14	2 ¥ . #1.1 (#1.1) Japanese Yen JPY 3 91.2708
%R	15	2 € . #1.1 (#1.1) Euro EUR 3 0.689711
%R	16	2 ¥ . #1.1 (#1.1) Chinese Yuan Renminbi CNY 3 6.82602
%R	17	2 \$. #1.1 (#1.1) Canadian Dollar CAD 3 1.03757
%R	18	2 RUB . #1.1 (#1.1) Russian Ruble RUB 3 0.033948
%R	19	2 \$. #1.1 (#1.1) Argentine Peso ARS 3 3.79109
%R	20	2 \$b . #1.1 (#1.1) Bolivian Boliviano BOB 3 7.5708
%R	21	2 R\$. #1.1 (#1.1) Brazilian Real BRL 3 1.7665
%R	22	2 \$. #1.1 (#1.1) Chilean Peso CLP 3 507.58
%R	23	2 \$. #1.1 (#1.1) Columbian Peso COP 3 1957.74
%R	24	2 \$. #1.1 (#1.1) Guyanese Dollar GYD 3 202.95
%R	25	2 Gs . #1.1 (#1.1) Paraguayan Guarani PYG 3 4640
%R	26	2 S/. . #1.1 (#1.1) Peruvian Nuevo Sol PEN 3 2.7244
%R	27	2 \$. #1.1 (#1.1) Surinamese Dollar SRD 3 2.8
%R	28	2 Bs . #1.1 (#1.1) Venezuelan Bolivar Fuerto VEF 3 2.1446
%R	29	2 \$U . #1.1 (#1.1) Uruguayan Peso UYU 3 21.247
%T	OBS	
%F	obs_id parent_obs_id guid seq_num obs_name obs_descr	

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.

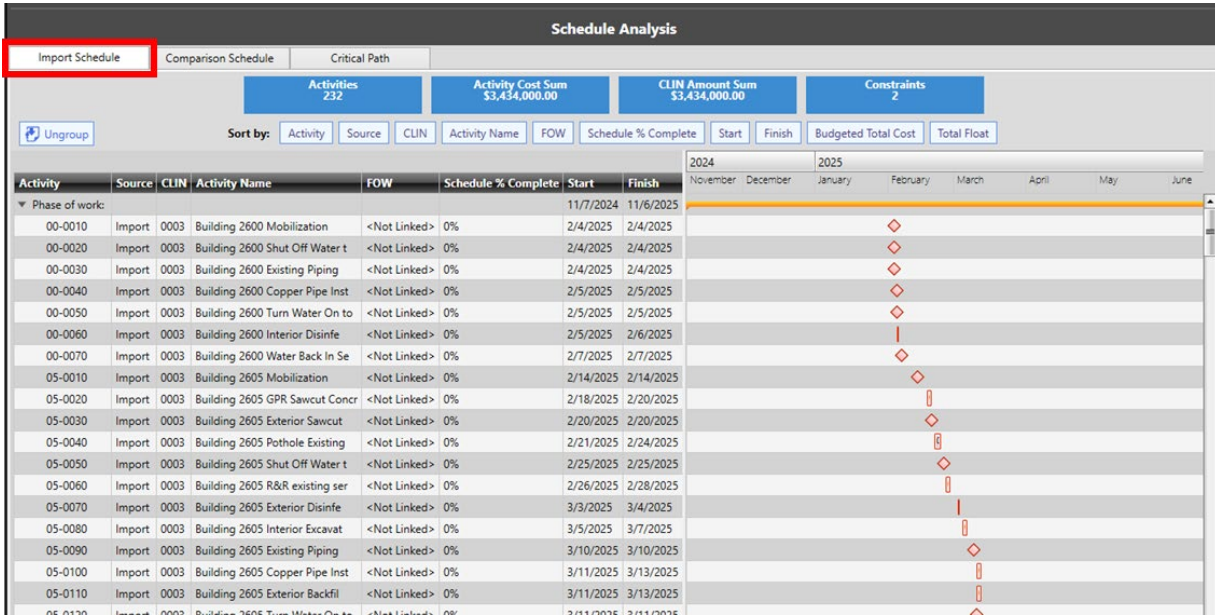
Preview Data Import into Contract (explained further below) opens the Activity Import Preview view to preview the data prior to importing it into the contract.

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.

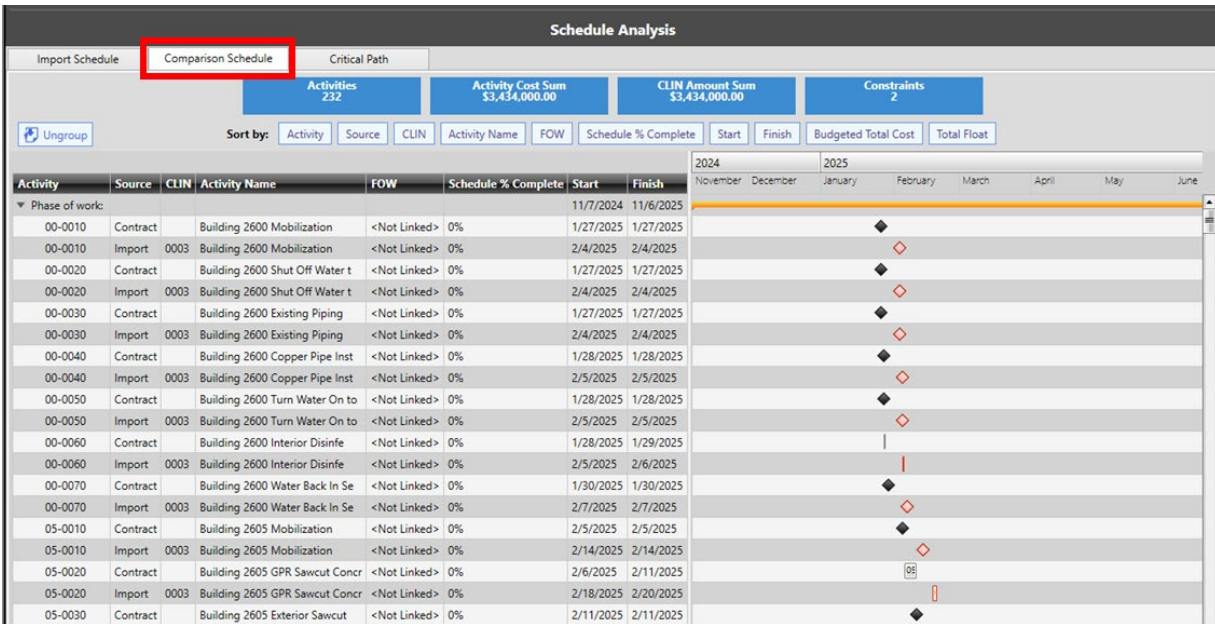
Analyze Schedule: This button will present a view with three tabs that can be used for schedule analysis. The blue tiles at the top of these views will only represent counts of the items reflected in each tile. Use the **Sort by** options to sort the view by the desired column. A Gant chart view will be included in each tab to display a graphical view of the schedule data. This Gant chart can be expanded and compressed as needed by dragging the center border to the left or right.

Note: This is NOT a replacement for schedule analysis performed in Primavera P6.

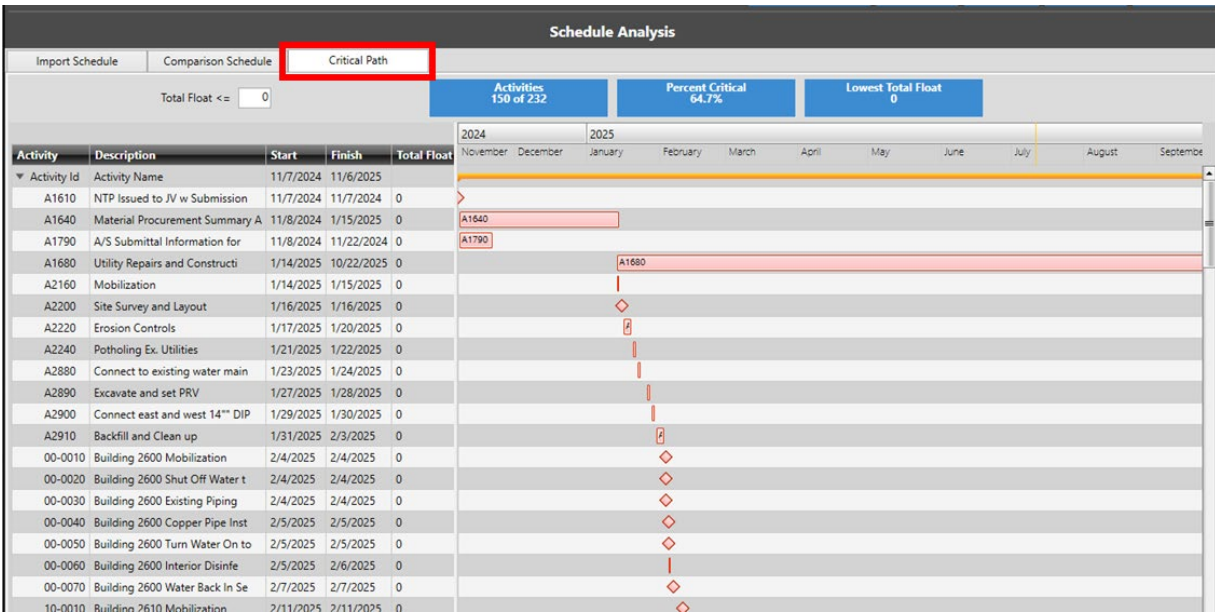
- **Import Schedule:** This tab shows the new schedule information that is available and associated with the file being uploaded into RMS.



- **Comparison Schedule:** The current schedule data can be compared to the data in the schedule import in this tab. The **Source** column will reflect where each line's data come from, either the **Contract** data or the **Import** data. In the Gant chart view, contract data will display in black, and the import data will display in red.



- Critical Path:** This tab will display the activities that have no float or negative float by default. The *Total Float* <= field can be used to filter the activities by the amount of total float.



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

Approve request to import

Preview Data Import into Contract

Preview Import Earnings into Payment

Analyze Schedule

Reject request to import

Activities Calendars SDEF File

SDEF Activities Search Export

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

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	
Responsibility Code		Duration	0 Cost \$6,900.00
Phase of Work		Category of Work	
Early Start Date	Select a date	Existing Activity Early Start Date	Select a date
Early Finish Date	Select a date	Existing Activity Early Finish Date	Select a date
Late Start Date	Select a date	Existing Activity Late Start Date	Select a date
Late Finish Date	Select a date	Existing Activity 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																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Responsibility Code</th></tr> <tr><td>MCC</td></tr> <tr><td>COE</td></tr> <tr><td>STW</td></tr> <tr><td>PLAT</td></tr> <tr><td>BART</td></tr> <tr><td>THMS</td></tr> <tr><td>EGPT</td></tr> </table>	Responsibility Code	MCC	COE	STW	PLAT	BART	THMS	EGPT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Feature of Work</th></tr> <tr><td>CONTRACT WORK PERIOD</td></tr> <tr><td>MAINT BLKHD FAB</td></tr> <tr><td>PAINT HYDRAULIC STRUCTURES</td></tr> <tr><td>INSTALL MAINT BULKHEAD</td></tr> <tr><td>ENVIROMENTAL PROTECTION</td></tr> <tr><td>SEDIMENT REMOVAL</td></tr> <tr><td>SITE WORKS</td></tr> </table>	Feature of Work	CONTRACT WORK PERIOD	MAINT BLKHD FAB	PAINT HYDRAULIC STRUCTURES	INSTALL MAINT BULKHEAD	ENVIROMENTAL PROTECTION	SEDIMENT REMOVAL	SITE WORKS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>CLIN</th> <th>Current Amount</th> <th>Activity Total</th> </tr> <tr><td>2001</td><td>\$1,200,000.00</td><td>\$0.00</td></tr> <tr><td>2002</td><td>\$1,388,142.00</td><td>\$0.00</td></tr> <tr><td>2003</td><td>\$1,272,830.40</td><td>\$0.00</td></tr> <tr><td>2004</td><td>\$100,000.00</td><td>\$0.00</td></tr> <tr><td>2005</td><td>\$100,000.00</td><td>\$0.00</td></tr> <tr><td>2006</td><td>\$1,909,960.20</td><td>\$0.00</td></tr> <tr><td>2007</td><td>\$195,000.00</td><td>\$0.00</td></tr> </table>	CLIN	Current Amount	Activity Total	2001	\$1,200,000.00	\$0.00	2002	\$1,388,142.00	\$0.00	2003	\$1,272,830.40	\$0.00	2004	\$100,000.00	\$0.00	2005	\$100,000.00	\$0.00	2006	\$1,909,960.20	\$0.00	2007	\$195,000.00	\$0.00
Responsibility Code																																										
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BART																																										
THMS																																										
EGPT																																										
Feature of Work																																										
CONTRACT WORK PERIOD																																										
MAINT BLKHD FAB																																										
PAINT HYDRAULIC STRUCTURES																																										
INSTALL MAINT BULKHEAD																																										
ENVIROMENTAL PROTECTION																																										
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2006	\$1,909,960.20	\$0.00																																								
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		
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,Dura
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](#).

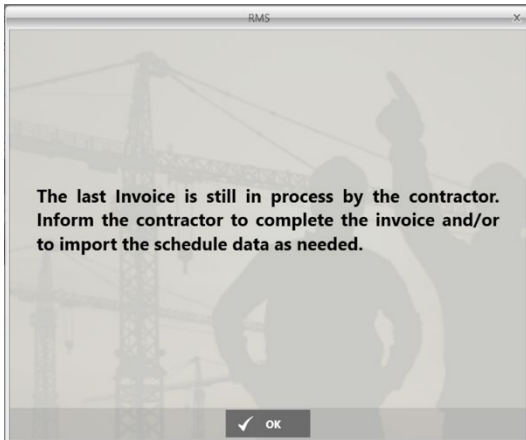
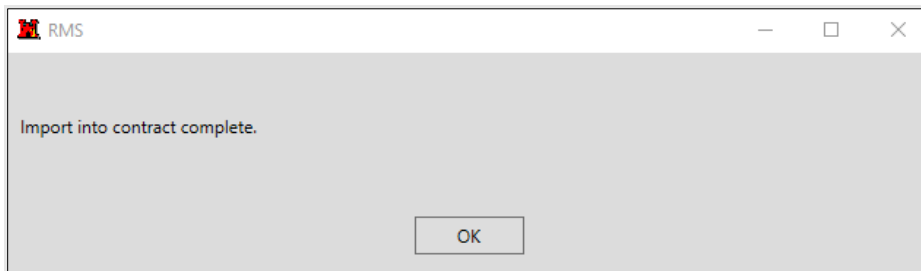
Note: It is the responsibility of the Contractor to import the data into the contract after the Government has approved the schedule for import.

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

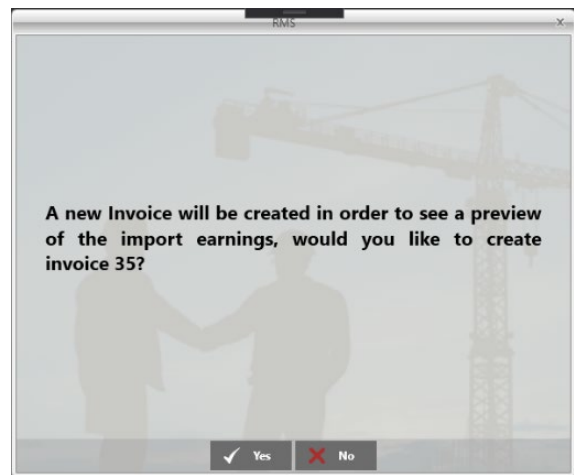
Import data into Contract

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.

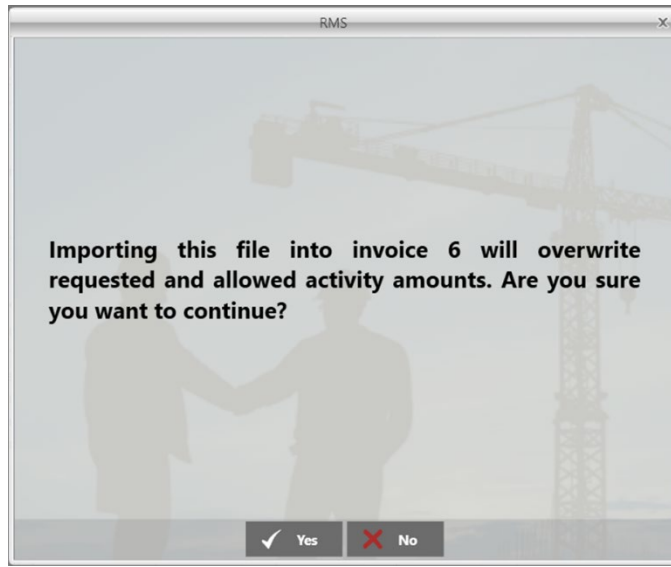
When clicking on [Preview Import Earnings Into Contract](#), RMS will create a new payment as long as the last payment has been accepted in CEFMS.

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](#):

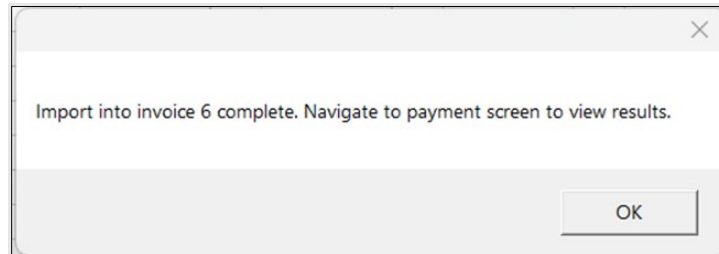
Payment Import Preview - Invoice 6						
Activity ID	Description	Activity Amount	Schedule Earnings to Date	Earnings to Date for Invoice	Payment Status	
01-090	Start Pre-Construction Submitt	\$0.00	\$0.00	\$0.00	Matched - schedule earnings will be imported	
02-100	Submit Asbestos Hazardous Abat	\$0.00	\$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				
Import into Invoice 6						

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
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittal Register - SpecsIntact <i>Submittal items can be imported from a SpecsIntact .txt file</i>		Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>	
Import Real Property <i>Use Excel to import Real Property items.</i>		Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>		Network Analysis Schedule (NAS) <i>Import P6 XML or SDEF schedule.</i>	
Document Package Export <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

 Filter by date range

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

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 - Sent (Gov't, Contractor, and Other Agency Documents)

 Correspondence Letter - Received (Gov't, Contractor, and Other Agency Documents)
 Correspondence Letter - In House Memos

Progress Payment

Progress Payment - All Documents
 Progress Payment - Prompt Payment

 Progress Payment - ENG93

Contract Modifications

Contract Modification - Document Packages
 Contract Modification - Supporting documents

 Contract Modification - SF30 Only

Contract Modifications

Change Request - Supporting documents

All Documents

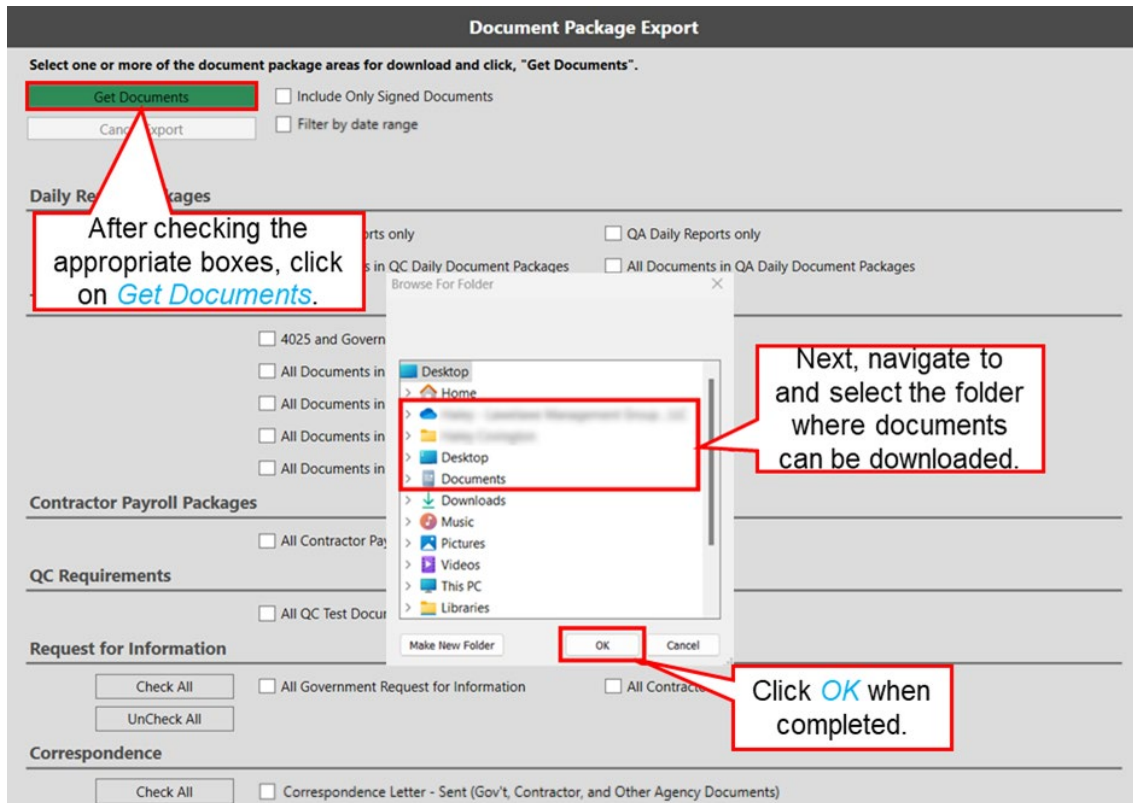
All Document Packages

When exporting documents, check the *Include Signed Documents Only* checkbox to exclude any documents that have not been signed. Check the *Filter by date range* checkbox to only export documents from a specific period of time. This parameter can be used in conjunction with other selections made throughout this screen. When this box is checked, calendar date pickers will appear to specify the desired time period.

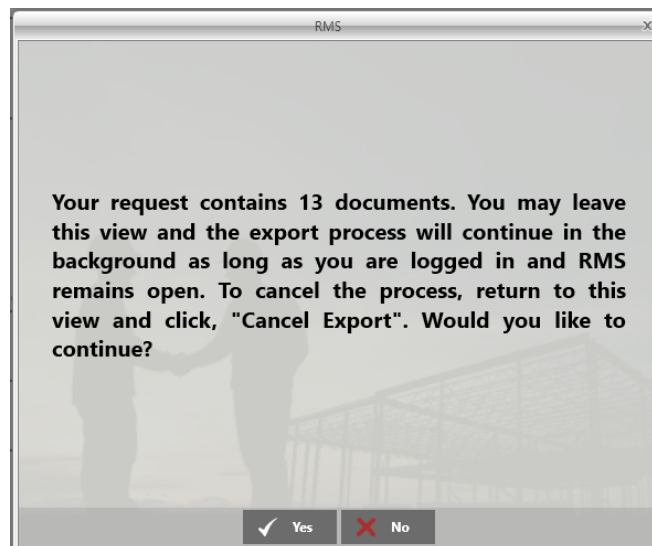
The screenshot shows the 'Document Package Export' form with the 'Filter by date range' checkbox checked. A date picker calendar is open, showing the month of August 2025. The calendar grid is as follows:

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

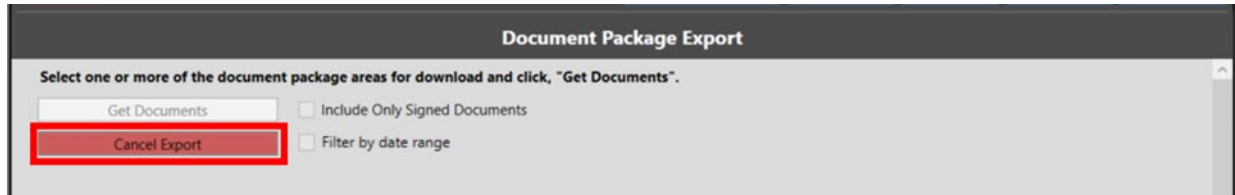
After selecting some options, others will become read-only. For example, selecting *All Documents in QA Daily Document Packages* will make *QA Daily Reports only* read-only since the option to export all documents will include the QA daily reports. The same is true for *All Documents in Contractor Transmittal Document Packages* and *4025 and Government Remarks Only* since the 4025 form and Government remarks will be included in all Contractor Document Packages.



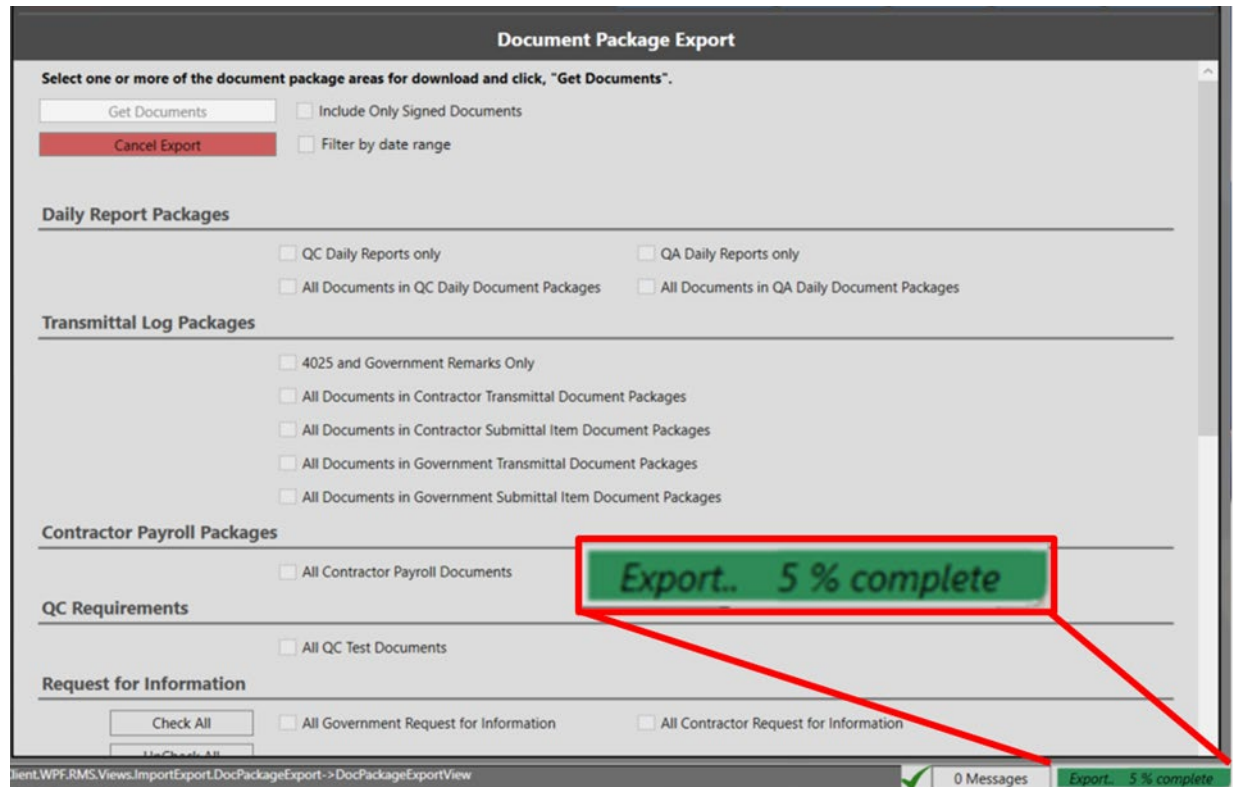
When the desired selections have been made, click the *Get Documents* button to select a folder where the documents will download. A prompt will appear stating how many documents will be downloaded. Click *Yes* to proceed with the download.



While an export is in progress, the *Cancel Export* button will become active.

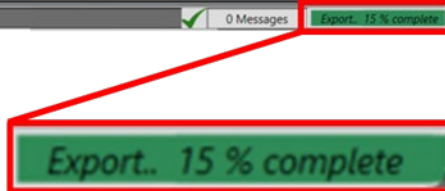


The progress of the export will be displayed in the bottom right corner of the RMS application screen.



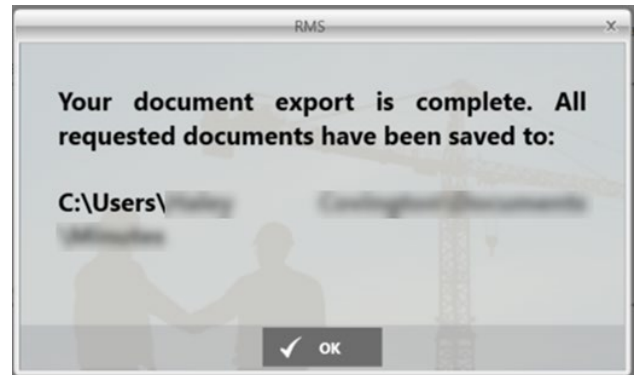
This progress bar will continue to display until the export has completed, even if users navigate away from the *Document Package Export* module. The exception is if RMS is closed, then the download will stop at the time RMS is shutdown.

Contract Menu							
RFI's		Changes		Submittals		Deficiencies	
Open: 13	Average Days to Close: 51	Open: 284	Average Days to Close: 933	Overdue: 383	Average Days to Close: 47	Open: 541	QC: 67
Closed: 325		Closed: 9		Open: 0		Closed: 7	QC: 14
				Completed: 173/567 (30.51%)			
				Resubmittal Rate: 40/567 (7.05%)			
Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>	Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>	Import Submittal Register - SpecsIntact <i>Submittal items can be imported from a SpecsIntact txt file.</i>		Import Submittal Register - Excel <i>Submittal items can be imported from an Excel Template.</i>			
Import Real Property <i>Use Excel to import Real Property items.</i>	Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>		Network Analysis Schedule (NAS) <i>Import P2 XML or SDEF schedule.</i>			
Document Package Export <i>Mass export documents from selected modules contained in document package.</i>							
Send.WPF.RMS->ContractMenuView						0 Messages	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.



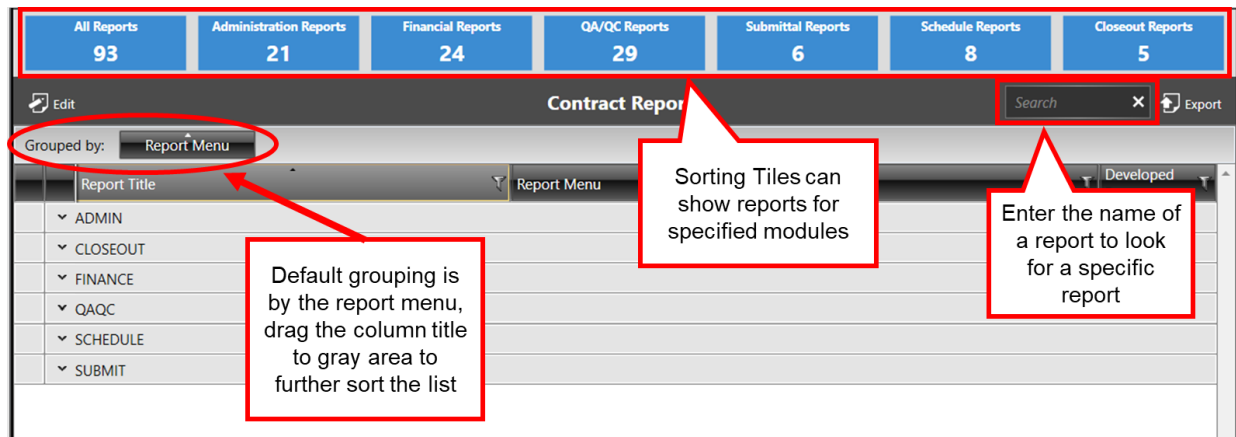
12.0 CONTRACT REPORTS



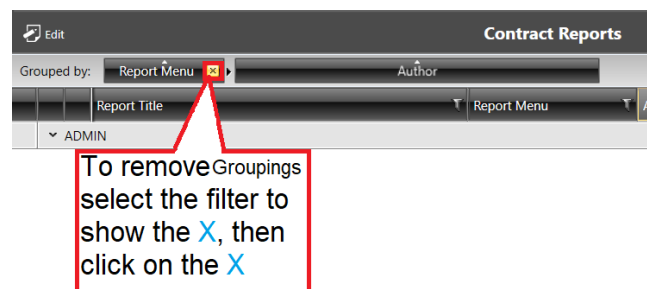
This is where users can view reports to get an at a glance view of the contract, as well as reports to compare data, review data, and determine status of the contract without going into each individual module. Unlike the other submenu tabs, **Contract Reports** opens a selection grid of reports available for the contract.

12.1 Sorting and Viewing Reports

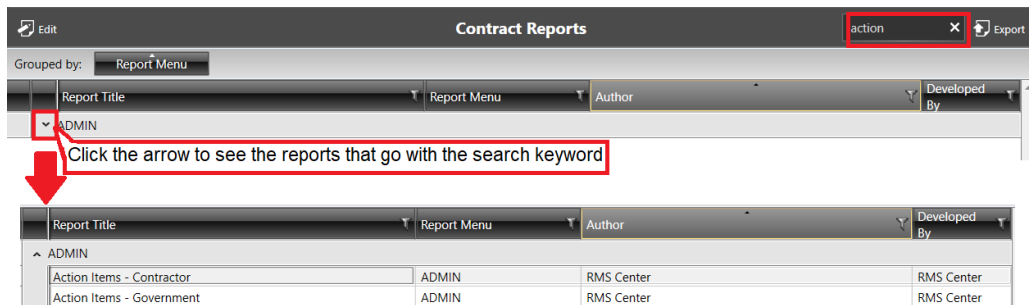
By default, the reports are grouped by the Report Menu category. These categories are similar to the submenus, and the reports generally relate to the modules found in each of those submenus. Clicking one of the filter tiles at the top of the selection grid will cause the grid to only display reports 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.



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**.



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](#) module ([Add to Contract File](#)). An example of a report parameters screen is provided below.

List of Contractors

RMS Contract Report







Security Classification

Print security markings header and footer

Contract marked CUI in Part; CUI header and footer may be required on the printed report. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin reports area.

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.

The screenshot displays the 'Contract Reports' interface. At the top, there is a header with 'Contract Reports' and a 'cover' tab. Below the header, a table lists reports under the 'ADMIN' group. The table has columns for 'Report Title', 'Report Menu', 'Author', and 'Developed By'. One report is listed: 'CUI Cover Page' with 'ADMIN' as the Report Menu, 'RMS Center' as the Author, and 'RMS Center' as the Developed By.

Below the table, a 'CUI Cover Page' configuration window is open. It features a title bar 'CUI Cover Page' and a main content area. On the left, it says 'RMS Report'. In the center, there are two buttons: 'Preview' (with a monitor icon) and 'Print' (with a printer icon). Below these buttons is a large text input field. To the left of this field, there is a small icon and the text: '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/ISO: 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, a preview window will appear so that the report can be reviewed before being sent to the [Contract File](#) module.



List of Contractors

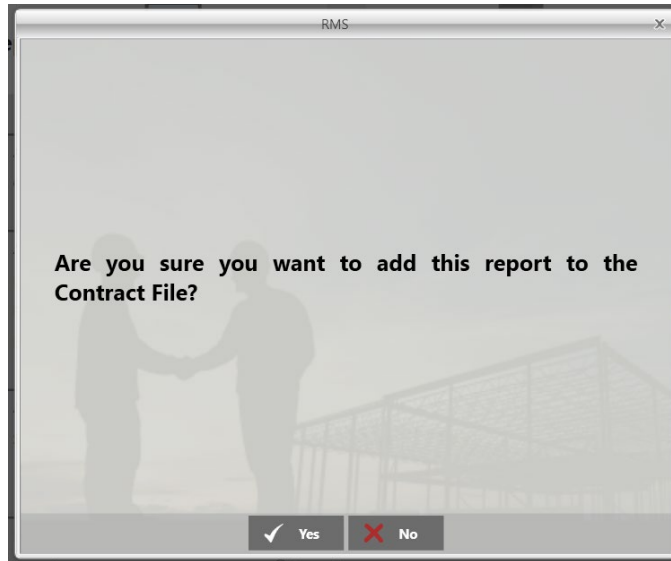
27 Mar 2024

CONTRACT-NUMBER DELIVERY-ORDER-NO Transmittal Training
E1002638

Jenn's Training Office



The user will then be prompted for confirmation to add the report to the *Contract File* module.



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* module. If not, then the user will be returned to the report preview window.

If the report has a predefined folder assigned, then it will be placed into the appropriate folder in the *Contract File* module. Otherwise, it will be put in the *Other Contract Documents* subfolder within 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

Check All UnCheck All

- Contract Issues - Customer **1**
- Contract Issues - USACE **2**
- Show Construction Metrics **3**
- P2 Project Issues - Customer **4**
- P2 Project Issues - USACE **5**
- Staff **6**
- Lowest Total Float **7**
- Issues/Remarks Date **8**
- Remarks **9**
- Status Code/Delay Code **10**

1 – [Contract Issues - Customer](#)

2 – [Contract Issues - USACE](#)

3 – [Show Construction Metrics](#)

4 – [P2 Project Issues - Customer](#)

5 – [P2 Project Issues - USACE](#)

6 – [Staff](#)



7 – [Lowest Total Float](#)

8 – [Issues/Remarks Date](#)

9 – [Remarks](#)

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:

Schedule Actual Contract Award: 4/28/2011 Actual Notice to Proceed: 5/13/2011 Original Required: 1/10/2012 Current Required: 1/13/2012 Actual Construction: 3/16/2012 Original Schedule: 1/10/2012 Actual BOD: 3/27/2012 Actual Final Payment: 5/3/2012 1% CONTRACT TIME GROWTH GREEN 32% BOD TIME GROWTH RED		
Progress Actual Progress: 100% Scheduled Progress: 100% Progress Payments to Date: \$7,319,103.67 Lowest Total Float: 0 ON SCHEDULE GREEN		
Funding Award Contract with Options: \$6,869,787.00 Modifications: \$449,316.67 Current Contract: \$7,319,103.67 Pending Changes: \$0.00 Estimated Contract: \$7,319,103.67 6% COST GROWTH GREEN		
Project Manager: Resident Engineer: Project Engineer:		

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 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	<div style="border: 1px solid gray; height: 50px;"></div>		

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.

Edit Delete
Status Photo History
Search X Export

File Name	Upload Timestamp	Is Current Status Photo
20190524_204447.jpg	1/10/2022 10:06:45 AM	☑

12.4.1 Schedule

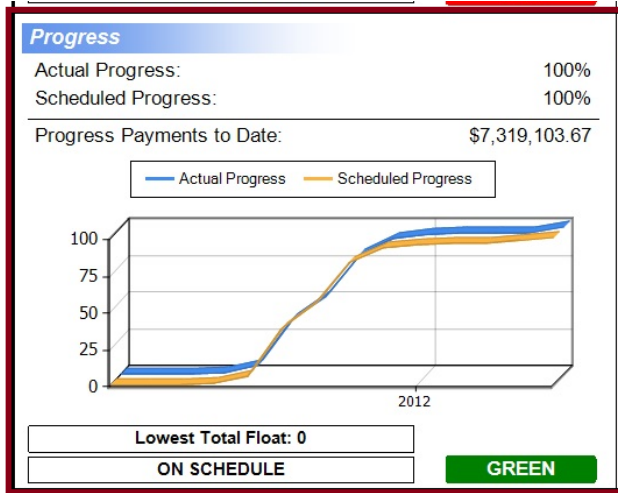
The data for the Schedule section comes from the system milestones associated with the contract.

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		Approved Contract	\$7,319,103.67	245 days	
Options/Definitizations	\$0.00	0 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		Orig Proposed Contract	\$7,319,103.67	245 days	
Controllable Mods	\$173,554.53	0 days		Controllable Mods	\$0.00	0 days		Controllable Mods	\$0.00	0 days	
Uncontrollable Mods	\$275,762.14	3 days		Uncontrollable Mods	\$0.00	0 days		Uncontrollable Mods	\$0.00	0 days	
Current Contract	\$7,319,103.67	245 days		Approved Contract	\$7,319,103.67	245 days		Proposed Contract	\$7,319,103.67	245 days	
Controllable Growth		Total Growth		Controllable Growth		Total Growth		Controllable Growth		Total Growth	
% Cost	% Time	% Cost	% Time	% Cost	% Time	% Cost	% Time	% Cost	% Time	% Cost	% Time
2.5%	0.0%	6.5%	1.2%	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		Proposed Required Completion		01/13/2012	
Current 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 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 the 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.