

PORTSMOUTH DELIVERABLES

Deliverable name	Requirement	Schedule for deliverable	Comments	Approval Required
General Management/Project Performance				
1. Transition Plan	Contract Clause L.14	7 calendar days after award of contract to CO		DOE Approval
2. Project Baseline	Section H clause			DOE Approval
3. WBS Dictionary	DOE O 430.1B	60 calendar days after contract award		DOE Information
4. Annual Labor Relations Report		Annually by January 31		DOE Information
5. Legal Management Plan	10 CFR 719.12	60 days after contract award to OGC		DOE Information
6. Energy Employees Occupational Illness Compensation Act Claims Activity Report	EEOIC Act of 2000	Monthly		DOE Information
7. Gold Chart Performance Metrics	EM-1	Monthly		DOE Information
Safeguards & Security/Material Control				
8. Computer Security Incident Report	DOE N 205.1	Per Occurrence		
9. Cyber Security Program Plan (CSPP)	DOE N 205.1; DOE N 205.4	60 calendar days after contract award; every 2 yrs. Thereafter		DOE Approval
10. CSPP Self Assessment	DOE N 205.1; DOE N 205.4	Annually		DOE Information
11. FOCI Self Assessment Certification	DOE O 470.1 Chg.1	Annually		DOE Information
12. Monthly Serial Number Weapons Inventory Report	DOE M 473.2-2	Monthly		DOE Information
13. Semi Annual Weapons Inspection	DOE M 473.2-2	Twice per year	Completed by a DOE	DOE Information

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			Certified Armorer	
14. Site Safeguards and Security Plan	DOE O 470.1 Chg.1	60 calendar days after contract award; annual update		DOE Approval
15. PSEC Plan; Local threat Assessment/Statement/ OPSEC CSIL/EEFI lists; Annual Status Report	DOE O 471.2A	Annually by		DOE Approval
16. Security Incident Initial Report	DOE N 471.3	Per Occurrence		DOE Information
17. Monthly Report of Incidents of Security Concern	DOE N 471.3	Monthly		DOE Information
18. Classified/ Declassified Program Status Report	DOE HQ Directive	Quarterly 10 working days following new quarter		DOE Information
Environmental Compliance				
19. Annual Site Environmental Report	DOE O 231.1A DOE M 231.1-1	Annually by October 1	Input to Site Remediation Contractor Only	DOE Approval
20. Energy Consumption Reports	DOE O 430.1B	Quarterly by the 15 th of the month	Using the Energy Management System (EMS) Database	DOE Information
21. Energy Management Plan	DOE O 430.2A	60 days after contract award, updated annually thereafter		DOE Approval
22. Potable Water Consumption Report	DOE O 430.2A	Quarterly by the 15 th of the month	Using the Energy Management System (EMS) database	DOE Information
23. Waste Management Plan	DOE O 435.1	60 calendar days after contract award	Input to Site Remediation Contractor Only	DOE Approval
24. Groundwater Protection Plan	DOE O 231.1A U.S. EPA	Annually	Input to Site Remediation Contractor	DOE Information

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25.	Groundwater Monitoring Report	DOE O 231.1A; U.S. EPA	Annually	Only Input to Site Remediation Contractor	DOE Information
26.	Annual Site Treatment Plan Update	Federal Facility Compliance Act	Annually in January		DOE Information
27.	Annual Maintenance Report for Required, Actual, and Deferred Costs	DOE O 431.1B	Annually by November 30	Must be submitted using the DOE Condition Assessment Information System	DOE Information
28.	Air Permit Applications	Clean Air Act	As Needed		DOE Information
29.	Annual Summary of Radionuclide Air Emissions	EPA; Clean Air Act		Input to Site Remediation Contractor Only	DOE Information
30.	Annual Emissions Fee-Title V Fee Emissions Report & Emission Inventory Summary	Clean Air Act Title V; KY EPA	Annually by April 15 th		DOE Information
31.	Annual Hazardous Chemical Inventory Report	SARA Title III, (312 Report)	Annually by March 1	Input to Site Remediation Contractor Only	DOE Information
32.	NEPA Policy Act Planning Summary	DOE M 231.1-1 DOE O 231.1A DOE O 451.1B	Annually by 1/31		DOE Information
33.	Annual Toxic Chemical Release Inventory (TRI Report)	SARA Title III (313 Report)	Annually by July 1		DOE Information
34.	Annual Compliance Agreement Report	TSCA & FFCA	Annually by June 1	Input and interface with Remediation Contractor	DOE Information

Safety, Health, Quality

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35. Site Emergency Plan (Integrated with USEC per contract clause) Emergency Coordinator shall be designated by Infrastructure Contractor.	DOE O 151.1A	60 calendar days after contract award	Information to USEC as requested.	DOE Approval
36. Annual Summary of ES&H Assessments	DOE N 231.1	Annual by February 15 th for the previous CY.		DOE Information
37. Individual Accident/Incident & Injury/Illness Report (DOE Form 5484.3)	DOE N 231.1 DOE M 231.1-1	Quarterly by the 25 th of April, July, Oct, Jan to CAIRS		DOE Information
38. Report of Work-Related Damage or Loss of Property and Vehicles Due to Accidents	DOE M 231.1-1	Annual		DOE Information
39. Excess Injuries and Illnesses Report	DOE M 231.1-1	Quarterly to EH-33		DOE Information
40. Reporting Subcontractor Accident Information (F 5484.3 and 5484.4)	DOE M 231.1-1	Per event		DOE Information
41. Tabulation of Work Hours and Vehicle Usage (F 5484.4)	DOE M 231.1-1	Quarterly each April, July, Oct, Jan to CAIRS		DOE Information
42. DOE Annual Estimated Property Valuation	DOE M 231.1-1	Annually by January 31		DOE Information
43. Annual Summary Report of Fire Damage	DOE M 231.1-1	Annually by January 31 for the previous CY		DOE Information
44. Interim Radiation Exposure Data	DOE M 231.1-1	Within 30 days of receiving results to Radiation Records Repository		DOE Information

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45. Annual Radiological Exposure Data Reporting	DOE M 231.1-1 10 CFR 835.702	Annually by March 31 for the preceding year to the Radiation Records Repository		DOE Information
46. Occupational Radiation Exposure Reports to Individuals	DOE M 231.1-1; 10 CFR 835.801	Annually by March 31 to the individual		DOE Information
47. Performance Indicator Data for Epidemiological Analyses-OSH Studies	DOE M 231.1-1	Quarterly to EH-33		DOE Information
48. Occurrence Reporting and Processing System Reports	DOE M 231.1-2	Per Occurrence	Per Manual	DOE Approval of event reports
49. Work Authorization Technical progress reports	DOE O 412.1	Each fiscal year and upon completion at termination of work assignment.		DOE Information
50. Environmental Safety and Health Plan	DOE O 440.1A	Within 45 days of the start of work		DOE Approval
51. Employee Concern Program Status Report	DOE O 442.1	Quarterly		DOE Information
52. Quality Assurance Plan	10CFR830.120 DOE O 414.1A	60 calendar days after contract award (prior to the commencement of work; annually for changes		DOE initial approval; approval of changes
53. Quality Assurance Program Report	DOE 430.1B			DOE Information
54. Maintenance Implementation Plan	DOE 433.1	60 calendar days after contract award.		DOE Approval
55. Radiation Protection Plan	10CFR835	60 calendar days after contract award	As required for Infrastructure Contractor	DOE Approval

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Deliverable name	Requirement	Schedule for deliverable	Comments	Approval Required
			work	
56. Integrated Safety Management System Plan	48CFR970.5223-1; DOE O 450.1	60 days after contract award, updated annually by 03/06		DOE Approval
57. Work Smart Standards	48CFR970.5223-1	60 calendar days after contract award and updated annually		DOE Approval
Property				
58. Annual Review of Utilization of Real Property	DOE O 430.1B	Annually by November 1		DOE Information
59. Site Usage Calculation	DOE O 430.1B	Annually by November 1		DOE Information
60. Annual Real and Personal Property Inventory Report	DOE O 430.1B; 41CFR109	Annually by November 30	NA	DOE Information
61. Site Disposition Plan	DOE 430.1B	60 days after contract award		DOE Approval
62. Government Property Missing, Lost, and Damaged or Theft Report	41 CFR 109-1.5112 41 CFR 109-1.5113	Monthly e-mail by the 5 th of the month		DOE Information
63. Property, Plant, and Equipment	DOE Accounting Handbook	Annually by November 1		DOE Information
Portsmouth Site Specific Deliverables				
64. X-6002 RHW Plant Deviation Report	Federal Energy Management Program	Quarterly		DOE Information
65. Fuel Oil Usage Report for X-6002 Boilers	Federal Energy Management Program	Monthly		
66. Surveillance & Maintenance Inspection Summary	DOE Project Office	Quarterly by the 15 th		DOE Information
67. Maintenance Report for Alternative	Federal Energy Management	Annually		DOE Information

PORTSMOUTH DELIVERABLES

Deliverable name	Requirement	Schedule for deliverable	Comments	Approval Required
Heating System	Program			
68. Cold Standby Monthly Status Report	Cold Standby Contract	Monthly by the 15 th	DOE Information	
Financial/Budget				
69. Project Execution Reporting		Quarterly		DOE Information
70. Budget Call Inputs	DOE O 130.1	Annually as requested		DOE Information
71. Financial Plan Requests	DOE P&B Requirements	Monthly by the 15 th of the month		DOE Information
72. Financial Reporting, Management Analysis Reporting System (MARS)	DOE O 534.1B;& DOE Accounting Handbook (Until 9/30/04 -In DOE Account Structure format) (After 10/1/04 -In Standard ledger format)	Monthly 2 nd workday by noon		
73. Issue/Receive and record Inter-office Work Orders	DOE Accounting Handbook	Monthly by 20 th calendar day		DOE Information
74. Statement of Costs Incurred and Claimed	DOE Accounting Handbook	Annually		DOE Information
75. Monthly Commitment Reports		Monthly by 10 th workday		DOE Information
76. Quarterly Erroneous Payment Report	DOE-HQ Requirement	Quarterly		DOE Information
77. Reporting associated with DOE Orders regarding Inspector General and General Accounting Office activities		As required		DOE Approval
78. Summary Profile	DOE P&B Requirements	Weekly		DOE Information

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79. Intergovernmental Payment and Collection (IPAC) flatfile	OMB M-03-01	Monthly by 20 th calendar day, as appropriate		DOE Information
80. CAS Disclosure Statement	Public Law 100-679; (41 USC 422)	Prior to award as applicable		
81. Disclosure Statement Update	Public Law 100-679; (41 USC 422)	As Needed		DOE Information
82. Transportation Bills	GSA	Quarterly		DOE Information
83. Federal Managers Financial Integrity Act Report	Public Law 97-255	As required		DOE Information
84. Purchase Card/Travel Card Report	DOE HQ's requirement	When requested		DOE Information
85. Travel Cost Summary	DOE HQ's requirement	Quarterly		DOE Information
86. Employer's Accounting for Postretirement Benefits Other Than Pensions	Statement of Federal Financial Accounting Standards (SFAS) 106 and 132	Annually- special request		DOE Information
87. Employer's Accounting for Pensions	SFFAS 87 and 132	Annually- special request		DOE Information
88. Environmental Liabilities	Financial Statements	Annually and quarterly- special request		DOE Information
89. Environmental, Safety and Health Liabilities	Financial Statements	Annually- special request		DOE Information
90. Deferred Maintenance	Financial Statements	Annually- special request		DOE Information
91. Management Representation and Certification	Financial Statements	Annually- special request		DOE Information
92. Conference Management Report	DOE HQ's requirement	Annually- special request		DOE Information

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93. Uncosted Balance Report	DOE HQ's requirement			
94. Mandatory Obligation Report	DOE HQ's requirement	Annually- special request		DOE Information
95. Cash Collections	DOE HQ's requirement	Monthly- first workday 2 p.m.		DOE Information
96. Support for Preparation of Triennial Report to Congress- D&D fund	Energy Policy Act of 1992	Special Request		DOE Information
Human Resources				
97. Advance Understandings on Human Resources Policies and Systems	Section H clause	Within 30 days of notification of contract award		DOE Approval
98. Compensation Plan (Salary Plan)	DOE O 350.1 Chg.1	Annually by 10/15 of each year for the next CY		DOE Approval
99. Application for Contractor Compensation Approval (DOE F3220.5 for each of the five most highly compensated employees within the contractor's organization)	DOE Acquisition Letter 2000-12, dated 12/15/00 FAR 31.205-6	Annually by 02/01		DOE Approval
100. Report of Compensation (Report of subtotal dollar amounts for exempt and nonexempt employees and individual compensation at \$100,000 and above)	DOE O 350.1 Chg.1	Semi-annually 4/15; 10/15		DOE Information
101. Contractors' Report of Frequency Distribution Compensation (Submitted with Report of Compensation) (Only those instances outside the salary plan)	DOE O 350.1 Chg.1	Semi-annually		DOE Approval

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102. Report of Contractor Expenditures for Employee Supplementary Compensation (Breakdown of employee benefits compensation)	DOE O 350.1 Chg.1	Annually by March 1		DOE Approval
103. Contractor Salary-Wage Increase Expenditure (Reports breakouts for merit, promotion variable pay, special adjustments & structure movements for each pay structure)	DOE O 350.1 Chg.1	30 days after program year		DOE Information
104. Actuarial Valuation Reports (Report of annual actuarial valuation report for each DOE-reimbursed pension plan)	DOE O 350.1 Chg.1	Annually by September 30 following the plan year		DOE Information
105. Form 5300 (Part of tax return submitted to the IRS that documents the establishment, amendments, termination, spin-off, or merger of a plan)	DOE O 350.1 Chg.1	As required		DOE Information
106. Collective Bargaining Agreements	DOE O 350.1 Chg.1	ASAP after conclusion of negotiation		DOE Information
107. Report of Settlement (Provides the CO with a settlement summary after formal ratification of a collective bargaining agreement)	DOE O 350.1 Chg.1	30 days after contract settlement		DOE Information
108. Report of contractor employment	DOE O 350.1 Chg.1			DOE Information
109. DOE Contractor Employment Distribution by Program (Submitted with Report of Contractor	DOE O 350.1 Chg.1	Quarterly 01/10; 04/10; 07/10; 10/10		DOE Information

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Employment)				
110. Standard Form 98-“Notice of Intention to Make a Service Contract and Response to Notice”	DOE O 350.1 Chg. 1	As Required	Submit to the CO	DOE Information
111. Work Force Restructuring Plan	DOE O350.1 Chg.1 Section 3161 of the National Defense Authorization Act for Fiscal Year 1993,DOE Interim Planning Guidance for Contractor Work Force Restructuring Federal Register vol. 61, no. 44, pp 8593-8602 (March 5, 1996), and Secretarial Policy	As Required	Submit to the CO	
112. Compensation Program Description	DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	DOE Approval at Applicable Thresholds
113. Proposed Major Compensation and Benefit Plan Program Design Changes	DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	DOE Approval
114. Annual Compensation Increase Plan	DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	DOE Approval
115. Annual Overtime Control Plan	DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	DOE Approval
116. Semiannual Report on Overtime Use	DOE O 350.1 Chg. 1	90 days after contract award	Submit to the CO	DOE Approval
117. Contractor Benefits Program	DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	DOE Approval

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118. Copies of IRS Form 5500 with schedules	DOE O 350.1 Chg. 1	Within one year of the last day of the plan year	Submit to the CO	DOE Information
119. Plan Experience Reports for Liability Insurance	DOE O 350.1 Chg. 1	30 days after contract award and annually thereafter	Submit via WFIS to CO and DOE Headquarters	DOE Approval
120. Workplace Substance Abuse Program	DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	DOE Approval
121. Substance Abuse Program Results and Reports for Lower Tier Subcontractors	DOE O 350.1 Chg. 1 10 CFR 707	Semiannually, January 30 and July 30	Submit to the CO	DOE Information
122. Employee Assistance Program Implementation Plan	DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	DOE Approval
123. Employee Assistance Program Services Reports	DOE O 350.1 Chg. 1	As requested	Submit to the CO	DOE Information
124. Employment Reports for Disabled Veterans and Veterans of the Vietnam Era (Federal Contractor Veterans' Employment Report VETS-100)	FAR 52.222-37	Annually by 09/30		DOE Information
125. Equal Opportunity SF100 (EEO-1)	41CFR60-1.7(a)(1)	Annually by September 30		DOE Information
126. Affirmative Action Compliance Program- Females and minorities	41CFR60-1.40(a) 41CFR60-1.40(c)	Annual update by January 31		DOE Information

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	41CFR60-1.14			
127. Affirmative Action Compliance Program- Veterans and Individuals with Disabilities	41CFR60.250.5(a) 41CFR60.250.40(b) 41CFR60.250.50(c) 41CFR50.741.40(b) 41CFR50.741.40(c)	Annual update by July 1		DOE Information