

**PART III**

**SECTION J - LIST OF DOCUMENTS, EXHIBITS  
AND OTHER ATTACHMENTS**

**APPENDIX G**

**REPORTING REQUIREMENTS CHECKLIST**

**U.S. DEPARTMENT OF ENERGY  
REPORTING REQUIREMENTS CHECKLIST**

F 480.1  
(10-99)

<p>1. PROGRAM/PROJECT TITLE</p> <p align="center">EM Accelerated Closure Project</p>	<p>2. IDENTIFICATION NUMBER</p>																																				
<p>3. PARTICIPANT NAME AND ADDRESS</p> <p align="center">Bechtel Jacobs Company, LLC.</p>																																					
<p>4. PLANNING AND REPORTING REQUIREMENTS</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:70%;"></th> <th style="width:10%; text-align: center;">Frequency</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>A. General Management</b></td> </tr> <tr> <td>Management Plan</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Status Report</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Summary Report</td> <td></td> </tr> <tr> <td colspan="2"><b>B. Milestone Reporting</b></td> </tr> <tr> <td><input checked="" type="checkbox"/> Milestone Schedule/Plan</td> <td align="center">O</td> </tr> <tr> <td><input checked="" type="checkbox"/> Milestone Schedule/Status</td> <td align="center">M</td> </tr> <tr> <td colspan="2"><b>C. Performance Measurement</b></td> </tr> <tr> <td><input checked="" type="checkbox"/> Management Control System Description (EVMS)</td> <td align="center">O</td> </tr> <tr> <td><input checked="" type="checkbox"/> WBS Dictionary</td> <td align="center">O</td> </tr> <tr> <td><input type="checkbox"/> Index</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Element Definition</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Cost/Schedule Performance Reports</td> <td align="center">M, Q</td> </tr> <tr> <td><input checked="" type="checkbox"/> WBS</td> <td align="center">M</td> </tr> <tr> <td><input type="checkbox"/> Function</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Baseline</td> <td align="center">M</td> </tr> <tr> <td><input checked="" type="checkbox"/> Baseline Update</td> <td align="center">O, A</td> </tr> </tbody> </table>		Frequency	<b>A. General Management</b>		Management Plan		<input type="checkbox"/> Status Report		<input type="checkbox"/> Summary Report		<b>B. Milestone Reporting</b>		<input checked="" type="checkbox"/> Milestone Schedule/Plan	O	<input checked="" type="checkbox"/> Milestone Schedule/Status	M	<b>C. Performance Measurement</b>		<input checked="" type="checkbox"/> Management Control System Description (EVMS)	O	<input checked="" type="checkbox"/> WBS Dictionary	O	<input type="checkbox"/> Index		<input type="checkbox"/> Element Definition		<input checked="" type="checkbox"/> Cost/Schedule Performance Reports	M, Q	<input checked="" type="checkbox"/> WBS	M	<input type="checkbox"/> Function		<input checked="" type="checkbox"/> Baseline	M	<input checked="" type="checkbox"/> Baseline Update	O, A	<p><b>D. Fee</b></p> <p><input checked="" type="checkbox"/> Provisional Fee</p> <p><input checked="" type="checkbox"/> Earned Fee</p> <p><b>E. Technical</b></p> <p><input checked="" type="checkbox"/> Technical Progress Report</p> <p><input checked="" type="checkbox"/> Final for Approval</p> <p><input checked="" type="checkbox"/> Completion Reports</p> <p><input checked="" type="checkbox"/> Interim for each subproject</p> <p><input checked="" type="checkbox"/> Final for ETTP, MV, BOP, &amp; LW</p> <p><input type="checkbox"/> Close-out Plan, F-5</p>
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<p>7. PREPARED BY (SIGNATURE AND DATE)</p>	<p>8. REVIEWED BY (SIGNATURE AND DATE)</p>																																				



## REPORT DISTRIBUTION LIST

<b>Report Description</b>	<b>Driver</b>	<b>Frequency</b>
Computerized Accident/Incident Reporting System Injury/Illness Reporting	DOE Order 231.1	Monthly
ES&H Funded & Unfunded Compliance Activities Spreadsheet & Executive Summary	COR need a formal request or get DOE CFO access to IPABS database.)	Annually
FFA Document Status Report	Client Request	Monthly
Remediation Effectiveness Report		Annually
Conference Costs	DOE N 110.3	Quarterly
Erroneous Payments	DOE Directive – DOE-02-0233	Quarterly
Quarterly Report on Receivables Due From the Public	DOE Accounting Handbook DOE 0-534.1	Quarterly
Collection of Delinquent Interagency Receivables	DOE Accounting Handbook DOE 0-534.1	Quarterly
Budget Updates – Intra Office Work – Program 82	DOE Accounting Handbook DOE 0-534.1	Quarterly
Budget Call Inputs	DOE 5500	Annual
45 Day Termination Notices – RI Tenants, telecommunications	DOE/ORFSC	Monthly
60 Day Termination Notices – RI Tenants, telecommunications	DOE/ORFSC	Monthly
Telecommunication Aging Schedule – RI Tenants	DOE/ORFSC	Monthly
D&D Estimate	Energy Policy Act of 1992	Monthly
Financial Plan Requests	DOE ORO P&B (CF-A-3006)	Monthly
Summary Profile	DOE ORO P&B/BJC	Weekly
Baseline & Funding Change Proposals	BJC/DOE (BJC-PC-1004; CFA-3006)	Weekly
Nuclear Materials Classified Financial Reporting	DIMS Reporting – DOE Accounting Handbook/DOE ORDER 534.1	Quarterly
International Transaction	DOE (ORFSC) DOE Order 534.1	Quarterly
Financial Reporting (MARS)	DOE (ORFSC) MARS Reporting – DOE Accounting Handbook/DOE Order 534.1	Monthly
Travel Cost Summary	DOE Letter	Quarterly
Personnel by Program	DOE-ORO Human Resources Request	Quarterly
Functional Cost	DOE FMSIC/Congress	Annually
Economic Analysis	DOE (No Legal requirement)	Annually
Site Usage Calculation	DOE	Annually
Disclosure Statement Update	Public Law 100-679(41U.S.C.422) 48CFR99	As Needed
Property, Plant, and Equipment (Note5)	DOE Accounting Handbook	Annually
Financial Accounting Standards 4 Disclosure (YN)	Financial Accounting Standards #4	Annually
Letter of Credit	DOE Procedure – DOE Accounting Handbook	Monthly
Certificate of Deposit	DOE Procedure – DOE Accounting Handbook	Monthly
Financial Accounting Standards 106	DOE Statement of Financial Accounting	Annually

Disclosure	Standards #106	
FAS 87 Disclosure	DOE Statement of Financial Accounting Standards #87	Annually
FAS 4 Disclosure (YN)	Financial Accounting Standards #4	Annually
Transportation Bills (DOE-Order 534.1)	General Services Administration/Wash. D.C.	Quarterly
Project Status Review	H-1.03(e)	Monthly
Project Execution Reporting (PBS Level)	H-12.03(e)	Quarterly
Gold Chart Performance Metrics	H-12.03(e)	Monthly
Release Site Facility Actuals Report	H-12.03(e)	Monthly
Waste Volume Actuals Report	H-12.03(e)	Monthly
DOE Direct Data Collection	H-12.03(e)	Monthly
DOE Direct Cost Reports	H-12.03(e)	Monthly
PMCP Reports for input to PARs	H-12.03(e)	Monthly
IPABS Spring Data Call	H-12 (b)(2)	Annually
IPABS Fall Data Call	H-12 (b)(2)	Annually
Baseline Update	H-12	O, A
Update of the Site Treatment Plan for Mixed Wastes on the Oak Ridge Reservation	State of Tennessee Commissioners Order	Annually
Semiannual Progress Report for the Site Treatment Plan	State of Tennessee Commissioners Order	Semiannually
Mixed Waste Inventory Report	State of Tennessee Commissioners Order	Semiannually
Status Report of Inventory and Disposition of Radioactive PCB Wastes on the ORR	ORR PCB FFCA	Semiannually
Annual Report on Inventory and Disposition of Radioactive PCB Wastes on the ORR	ORR PCB FFCA	Annually
Aircraft operations	DOE Order 440.2B	Quarterly
Shipment forecast	EM-1 Memo dated 27 June 02	Bimonthly
Shipment tracking report	EM-1 Memo (Standing Order #4A) from Paul Golan dated 21 March 03	Daily
Pollution Prevention Program Plan	DOE Order 450.1; Tennessee Hazardous Waste Reduction Act	Annual
Annual Report on Waste Generation and Pollution Prevention Progress (SEN-37 Report)	Secretary of Energy Notice 37; NRDC Settlement Agreement	Annual
RCRA Reports (P2 Input to Annual Report of Hazardous Waste Activities)	RCRA; Tennessee Hazardous Waste Reduction Act	Annual
Annual Hazardous Waste Reduction Progress Report	Tennessee Hazardous Waste Reduction Act	Annual
Toxic Chemical Release Inventory (TRI Report)	EPCRA	Annual
Affirmative Procurement Report	RCRA 6002; EO 13101	Annual
"Annual" Subcontracting Goals	H-10	Prior to the beginning of each Fiscal Year
Risk Mgmt Plan shall be developed and provisions made for routine reporting and updating of the Plan	H-12.02(c)(2)	By September 30, 2003 and update annually
Submit the OREMACB reflecting negotiated SOW, target cost, target	H.12.04(c)	Within 60 days of execution of the contract modification

schedule and funding profile		
Public Involvement Plan	CERCLA	Updated as necessary
Develop a Salary Increase Plan	3.2.2d	Annually
Preliminary Assessment/Site Investigation (PA/SI)	CERCLA	By September 30, 2005
Submit an annual expenditure report DOE-F3220.8	H-22, Appendix B, 3.2.2d.(6)	Annually
Conduct a benefits value study	H-22, Appendix B, 4.a	Every two years
DOE and Contractor will agree on the companies to be used in benefits value study. DOE will receive a copy of study	H-22, Appendix B, 4.b	Every two years
A cumulative report showing all employees loaned, along with total days loaned and services provided	H-22, Appendix B, 7.4	Annually
Site Safeguard and Security plan shall be reviewed and updated annually	DOE O 470.1, Att. 1, pg I-4, (d)(2)	Annually
Submit annual Implementation and Compliance Report. Certify annually to CO that no change in FOCI	DOE O 470.1 Att. 1, pg. VI-3, 5.1.b	End of each year of operation
Annual inventory must be conducted	DOE M 471.2-1(c), paragraph ii, 45 c	Annually
Final accounting and disposition of Government property. Submit inventory schedules covering all items of Government Property not consumed in performing this contract or delivered to the Government	I-109(i)	Contract completion
Furnish a chart showing the names, duties, and organization of key personnel to be employed in connection with the work	I.115(a)	As required
Submit to CO Documentation of System for review and approval	I-121(e)	One time
Review and update for DOE approval, safety performance objectives, performance measures, and commitments	I-121	Annual
Contractor shall report the above items by the form VETS-100 and shall submit VETS-100 by no later than Sept. 30 of each year	I-45(b)	Annually
In connection with this contract disclose in writing the contractor's cost accounting practices as required by 48 CFR 9903.202-1 through 9903.202-5	I-66(a)(1)	One time
Report ionizing radiation exposure data summaries to the Radiation Records Repository for each monitored person	O 231.1 Chg. 2, Att. 6	Annually
Report total work-hours and vehicle usage by organization	O 231.1 Chg. 2, Att. 3	Quarterly
Report annual estimates of property valuation by organizations	O 231.1 Chg. 2, Att. 1	Annually
A summary of environmental data to characterize site environment management performance	O 231.1 Chg. 2, Att. 12	Annually
Submit to CO a certificate of possession or non-possession	M 471.2-1C Page II-77	Upon completion or termination of contract

