

Part III- List of Documents, Exhibits and Other Attachments
Section J- List of Attachments

Attachment A- Reporting Requirements

Reports shall be submitted in accordance with the schedule to the indicated addressees from the following list:

A Contracting Officer

U.S. Department of Energy, Oak Ridge National Laboratory Site Office
MS 6269, Attn: [TBD], Contracting Officer
P.O. Box 2008
Oak Ridge, TN 37831
[email address]

B Contracting Officer's Representative

U.S. Department of Energy, Oak Ridge National Laboratory Site Office
MS 6269, Attn: [TBD], Contracting Officer's Representative
P.O. Box 2008
Oak Ridge, TN 37831
[email address]

C DOE ISC-OR Contractor Industrial Relations

U.S. Department of Energy
Attn: [TBD]
P.O. Box 2001
Oak Ridge, TN 37831
[email address]

D Safeguards and Security

U.S. Department of Energy, Oak Ridge National Laboratory Site Office
MS 6269, Attn: [TBD]
P.O. Box 2008
Oak Ridge, TN 37831
[email address]

E Environmental, Safety and Health

U.S. Department of Energy, Oak Ridge National Laboratory Site Office
MS 6269, Attn: [TBD]
P.O. Box 2008
Oak Ridge, TN 37831
[email address]

F DOE ISC-OR Small Business Specialist

U.S. Department of Energy
Attn: [TBD]
P.O. Box 2001
Oak Ridge, TN 37831
[email address]

G DOE ISC-OR Property Administrator

U.S. Department of Energy
Attn: [TBD]
Facilities, Information, and Reservation Management Division
P.O. Box 2001
Oak Ridge, TN 37831
[email address]

Reporting Schedule

| Report | Requirement | Frequency | Addressee |
|--|--|--|------------------|
| Strategic Plan | | 90 Days after assuming responsibility and bi-annually thereafter | A,B |
| SAM Registration (Review and Update) | FAR 52.204-7 and 52.204-13 | Annually from date of initial registration | SAM database |
| Cost Report | | Monthly- by the 10 th of each month | A,B |
| Cost Statement | DEAR 970-5232-2 | Annually- As of September 30 | A,B |
| Activity-Based Cost by Scope Area Report | | Monthly- by the 10 th of each month | A,B |
| Small Business Subcontracting Plan | FAR 52.519-9 | With proposal and annually | A,B,F |
| Diversity Plan | Clause in Section H entitled Diversity Plan | Within 60 days after the effective date of contract award | A,B |
| Diversity Report | Clause in Section H entitled Diversity Plan | Annually | A,B |
| DOE Mentor- Protégé Program (Lessons Learned) | DEAR 952.219-70 | At conclusion of contract | A,B,F |
| Subcontracting Report for Individual Contracts | FAR 52.219-9 | Semi-annually and at contract completion via ESRS | A,F |
| Summary Subcontracting Report | FAR 52.219-9 | Annually via ESRS | A,F |
| Socioeconomic Status Report | In Subcontracting Plan | Monthly- by the 15 th of each month | A,F |
| VETS 100 Report | FAR 52.222-37 | Annually- No later than September 30 | A, B, C |
| Employer Information Report | FAR 52.222-37 | Annually | A, B, C |
| Employee Benefits Cost Survey Comparison (Cost Survey) | Clause in Section H entitled Employee Compensation: Pay and Benefits | Annually- October 31 for the previous year | A,B,C |
| Employee Benefits Value (Ben-Val Measure) | Clause in Section H entitled Employee Compensation: Pay and Benefits | Every 2 years- October 31 for the previous 2 years | A,B,C |

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| Payroll and Residence Report | | Annually in January | A,B,C |
| Workplace Substance Abuse Program | DEAR 9705223-3 and 10 CFR Part 707 | Within 30 Days after notification of selection or within 30 days after award, whichever comes first | A,B,C |
| Enforcement Report | | Semiannually, March and September | A,B,C |
| Drug-Free Workplace Employee Convictions | FAR 52.223-6 | Within 10 days of Notice | A,B,C |
| Foreign Ownership, Control or Influence Changes | DEAR 952.204-2 | Immediately | A,B,D |
| Worker Safety and Health Program Plan | DEAR 970.5223-1 and 10 CFR Part 851 | At contract Award and Annually | A,B,E |
| Financial Management System | DEAR 970.5232-7 | At contract Award and Annually | A,B |
| Annual Strategic Partnerships Projects Activities Report | DEAR 970.5217-1 | Annually -November 1 | A,B |
| Safeguards and Security Awareness Program | DOE O 470.1 Chg. 1 | | A,B,D |
| Quality Assurance Program | DOE O 414.1D Admin Chg. 1 | Annually -November 1 | A,B |
| Physical Inventory | FAR 52.245-5 | Annually, October 31 | A,G |
| NRC Property Held at DOE Facilities | NRC Directive 11.7, Part IX | Annually -November 15 | A,G |
| Summary Report of DOE-Owned Plant and Capital Equipment | | Quarterly | A,G |
| Government Property Missing-Loss, Theft, Damage, Destruction | | Immediate and Annual Summary | A,G |
| Retirement Work Order | DOE O 580.1 | Annually – <u>October</u> 31 | A,G |
| Excess Personal Property Furnished to Non-Federal Recipients | 41 CFR 102 | Annually -November 15 | A,G |

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| Precious Metals Inventory and Forecast Report | 41 CFR 109-27.5104-4; 107-27.5104-6 | Annually -Mid-September | A,G |
| Exchanges/ Sale Report | 41 CFR 102-39.75 | Annually -November 15 | A,G |
| Property Information Database System Report | HQ Requirement | Annually –December 15 | A,G |
| Federal Automotive Statistical Tool (FAST) Report | 41 CFR 102-34 | Annually - November | A,G |
| Motor Vehicle Fleet Report (OMB A-11/AMVFR) | 41 CFR 102-34 | Annually – August | A,G |
| Annual Motor Vehicle Use Goals | 41 CFR 109 | Annually – October | A,G |
| Motor Vehicle Utilization Review | 41 CFR 109 | Annually – November | A,G |
| Other Motor Equipment Utilization Goals | 41 CFR 109-38.5104 | Annually -November | A,G |
| Energy Independence Ans Security Act Report (EISA 246 Report) | 41 CFR 109 | Annually – November | A,G |
| EPACT 2005 Section 701 Waiver Request | EO 13423 | Annually – June | A,G |
| Identification of Funds Strengthening Transportation Management (FAST Table 1.2) | EO 13423 | Annually – June | A,G |
| FIMS Reconciliation with ORFSC | DOE Accounting Standards | Annually -November | A,G |
| FIMS Report of Excess Facilities | DOE O 430.1B Chg. 2 | Annually -November | A,G |
| Performance Self-Evaluation | Clause in Section H entitled Standard of Contractor Performance Evaluation | Within 30 days after the end of the evaluation period | |

Additional reports shall be submitted as required by clauses in this contract, DOE Directives, Field Work Proposals, Work Authorizations, and other DOE guidance documents on the specified schedule and to the specified Government point of contact.