

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: Ken Kimbrough, Contracting Officer
P.O. Box 2008
Oak Ridge, TN 37831
kimbroughkl@ornl.gov

B Contracting Officer's Representative

U.S. Department of Energy, Oak Ridge National Laboratory Site Office
MS 6269, Attn: Michele Branton, Contracting Officer's Representative
P.O. Box 2008
Oak Ridge, TN 37831
brantonmg@ornl.gov

C DOE ISC-OR Contractor Industrial Relations

U.S. Department of Energy
Attn: Lisa Carter
P.O. Box 2001
Oak Ridge, TN 37831
Lisa.Carter@science.doe.gov

D Safeguards and Security

U.S. Department of Energy, Oak Ridge National Laboratory Site Office
MS 6269, Attn: Greg Roberts
P.O. Box 2008
Oak Ridge, TN 37831
robertsgc@ornl.gov

E Environmental, Safety and Health

U.S. Department of Energy, Oak Ridge National Laboratory Site Office
MS 6269, Attn: Ruth Miller
P.O. Box 2008
Oak Ridge, TN 37831
millerra@ornl.gov

F DOE ISC-OR Small Business Specialist

U.S. Department of Energy
Attn: Abbey Campbell
P.O. Box 2001
Oak Ridge, TN 37831
Abbey.Campbell@science.doe.gov

G DOE ISC-OR Property Administrator

U.S. Department of Energy
Attn: Karen Herrell
Facilities, Information, and Reservation Management Division
P.O. Box 2001
Oak Ridge, TN 37831
Karen.Herrell@science.doe.gov

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

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 – October 31	A,G
Excess Personal Property Furnished to Non-Federal Recipients	41 CFR 102	Annually -November 15	A,G

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 And 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.