

U.S. DEPARTMENT OF ENERGY  
Albuquerque Operations Office

**REPORTING REQUIREMENTS CHECKLIST**

1. PROGRAM/PROJECT TITLE  Security Protective Force Services for the NNSA/NSO	2. IDENTIFICATION NUMBER  DE-RP52-05NA14390/DE-AC52-06NA14390
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3. PARTICIPANT NAME AND ADDRESS

**Wackenhut Services, Inc.**  
**7121 Fairway Drive, Suite 301**  
**Palm Beach Gardens, FL 33418-3766**

<p>4. PLANNING AND REPORTING REQUIREMENTS</p> <p style="text-align: right;"><u>Frequency</u></p> <p>A. General Management</p> <p><input type="checkbox"/> Management Plan (requires COR approval)</p> <p><input type="checkbox"/> Status Report</p> <p><input type="checkbox"/> Summary Report</p> <p>B. Schedule/Labor/Cost</p> <p><input type="checkbox"/> Milestone Schedule/Plan</p> <p><input type="checkbox"/> Labor Plan</p> <p><input type="checkbox"/> Facilities Capital Cost of Money Factors Comp.</p> <p><input type="checkbox"/> Contract Facilities Capital and Cost of Money</p> <p><input type="checkbox"/> Cost Plan</p> <p><input type="checkbox"/> Milestone Schedule/Status</p> <p><input type="checkbox"/> Labor Management Report</p> <p><input type="checkbox"/> Cost Management Report</p> <p>C. Exception Reports</p> <p><input type="checkbox"/> Conference Record</p> <p><input type="checkbox"/> Hot Line Report</p> <p>D. Performance Measurement</p> <p><input type="checkbox"/> Management Control System Description</p> <p><input type="checkbox"/> WBS Dictionary</p> <p style="padding-left: 20px;"><input type="checkbox"/> Index</p> <p style="padding-left: 20px;"><input type="checkbox"/> Element Definition</p> <p><input type="checkbox"/> Cost Performance Reports</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 1 - WBS</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 2 - Function</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 3 - Baseline</p>	<p style="text-align: right;"><u>Frequency</u></p> <p>E. Financial Incentives</p> <p><input type="checkbox"/> Statement of Income and Expenses</p> <p><input type="checkbox"/> Balance Sheet</p> <p><input type="checkbox"/> Cash Flow Statement</p> <p><input type="checkbox"/> Statement of Changes in Financial Position</p> <p><input type="checkbox"/> Loan Drawdown Report</p> <p><input type="checkbox"/> Operating Budget</p> <p><input type="checkbox"/> Supplementary Information</p> <p>F. Technical</p> <p><input type="checkbox"/> Notice of Energy R&amp;D Project (Required with any of the following)</p> <p><input type="checkbox"/> Technical Progress Report (Annual Accomplishment Report)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Draft for Review</p> <p style="padding-left: 20px;"><input type="checkbox"/> Final for Approval</p> <p><input type="checkbox"/> Topical Report</p> <p><input type="checkbox"/> Final Technical Report</p> <p style="padding-left: 20px;"><input type="checkbox"/> Draft for Review</p> <p style="padding-left: 20px;"><input type="checkbox"/> Final for Approval</p> <p><input type="checkbox"/> Software</p> <p><input type="checkbox"/> Other (Specify):</p> <p style="text-align: center;"><b>See Page 2</b></p> <p>G. Environment, Safety &amp; Health</p> <p><input type="checkbox"/> (Specify)</p>
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5. FREQUENCY CODES

A - As Required	BM — Bi-Monthly	S - Semi-Annually
C - Change to Contractual Agreement	M - Monthly	X - With Significant Changes
F - Final (end of effort)	O - Once After Award	Y - Yearly or Upon Renewal/Revision of Task Assignment
D — Daily	Q - Quarterly	

6. SPECIAL INSTRUCTIONS (ATTACHMENTS)

<input type="checkbox"/> Report Distribution List/Addresses	<input type="checkbox"/> Analysis Thresholds
<input type="checkbox"/> Reporting Elements	<input type="checkbox"/> Work Breakdown Structure
<input type="checkbox"/> Due Dates within <b>20 days after reporting period unless noted</b>	<input checked="" type="checkbox"/> Other See Attached Reporting Requirements List

7. PREPARED BY	8. REVIEWED BY
 _____ (Signature)	 _____ (Signature)
_____ (Date)	 _____ (Date)

## Reporting Requirements

The Contractor shall prepare and submit the following recurring plans and reports. One copy of each report shall be submitted to the Contracting Officer and one copy of each report shall be submitted to the Contracting Officer Representative. NNSA reserves the right to request additional reports or to modify at any time. The Contractor shall be responsible for the development of some specialized reports.

<u>REPORT</u>	<u>FREQUENCY</u>
1. Alien Visitor Report	M
2. Military Certification Report	M
3. Infraction Report	Q
4. Estimates of Requests for Q and L Clearances	Q
5. Badge Office Activity Report	Y
6. Facility Security Plans	Initial and Annual Review
7. Breach of Rules and Regulations	As necessary
8. Loss or Theft Report	As necessary
9. Termination Occupational Exposure	As necessary
10. Unauthorized Aircraft Report	As necessary
11. Correspondence Regarding Special Events (Reports of preliminary inquiries, special assignments, etc.)	As necessary
12. Report of Unsecured Property	As necessary
13. Irregularity Reports	As necessary
14. Stolen or Confiscated Property Receipt Report	As necessary
15. Exercise Update	M
16. Status Report on Occurrence Reports Pending	M
17. Performance Indicators Program	M, Q
18. OPSEC Status Report	Q
19. Unaccounted for Classified Document Report	Q
20. DOE F 5484Y Tabulation of Work Hours, Vehicle Usage And TORT Claims	Q
21. Emergency Preparedness	Y

22. Information Security Oversight Report	Q
23. 5 Year Emergency Management Plan	Y
24. 10 Year Strategic Emergency Management Plan	Y
25. Form OSHA No. 200, Log and Summary of Occupational Injuries and Illnesses	Y
26. Air Quality Permit Incinerator Use Report	Y
27. Occurrence Reports	As necessary
28. Daily Operations Reports	As necessary
29. DOE Fort 5484X, Individual Accident/Incident Report	As necessary
30. State Industrial Insurance System (SIIS) Form C-3, Employer's Report of Industrial Injury	As necessary
31. Receipt Report	As necessary
32. DISCAS Cost Report	M – To be received by noon on the 2 <sup>nd</sup> workday Of the following month
33. Financial Plan Response	Bi-monthly
34. Contractor personnel and Industrial Report	As necessary
35. Annual Budget	Y and updated periodically as required
<p>The annual budget requires the maintenance of a budgeting and estimating capability, and periodic updating required for cost requirements for changing program requirements. Such budget and estimate preparation must be prepared in sufficient detail to provide cost breakdowns by DOE/NNSA appropriations, programs, and the various users within those programs.</p>	
36. Emergency Lock Box Survey	S
37. Annual Program Plan	Y