

DATA ITEM DESCRIPTION

Title: Periodic Status Reports

Number: HNC-009.01

Approval Date: 20150211

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-EDC-E

Applicable Forms:

Use/Relationship: **Periodic Status Reports** will be used to provide summarized cost and performance information for project management purposes. Two types of status reports will be used depending on the status of project work, either monthly, or weekly.

A. Monthly Status Report. For reporting project status prior to and after completion of field work. (For purposes of this DID)

(1) Data included on the monthly status report will be reported for each Task Order in a summary format.

(2) The Monthly Status Report will be submitted no later than 10 calendar days following the reporting cut-off date. Reports will reflect data as of the last working day of the week that includes the end of the calendar month. If the calendar month ends on a Sunday, the report will end on the previous week's last working day.

B. Weekly Status Report. For reporting project status from beginning field work through completion of field work.

Requirements:

1.0 The Periodic Status Report, consisting of a progress report and an exposure data report, shall be prepared in accordance with this Data Item Description (DID). Additional reporting requirements may be specified in individual Task Orders. The reports shall be submitted on 8.5 x 11-inch plain bond paper or corporate letterhead. Multiple sites may be on the same page, but shall be listed separately on the form.

1.1 The monthly Periodic Status Report should additionally include a Munitions Response Monthly Progress Summary Report covering all individual Task Orders shall be provided as indicated in Table 1. The projects/Task Orders shall be grouped and reported by types indicating both a work category and technology used by a Roman numeral and Arabic letter, as best described using the following:

Work Category	Technology Type
I: Surface removal only	A. Geophysical Instrument w/analog readout
II: Sampling effort only (detection and confirmation)	B. Geophysical Instrument w/digital recorder
III: Geophysical mapping effort only (no confirmation)	C. Geophysical Instrument w/digital navigation system
IV: Subsurface removal	D. Geophysical Instrument w/multi-sensor system
V: Construction Support	E. Visual Only

Note: The required column for Acres Sampled will include the total number of acres on which all of the planned sample grids/transects have been completed (all data collected). Do not indicate the total grid/transect area of the sample grids/transects that are completed.

1.2 Cost/Schedule/Progress Data.

a. Costs (for cost-type contracts/Task Orders only). In spreadsheet format, indicate total hours and funds authorized by contract line item number (CLIN). Separate labor, materials, and travel. Indicate the Task Order modification number (if applicable) under which the funds are authorized. For each CLIN, show the current month/week and cumulative expenditures in both dollars and hours (for labor). Indicate balance, and percentage of total remaining for hours and dollars. Expenditures shall be reported as accrued/incurred, and do not necessarily have to be paid. Notes shall be used to explain pertinent facts that are not apparent within the spreadsheet.

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- b. Progress (for all type contracts/Task Orders). By tasks or sub-tasks, if appropriate, indicate level of completion. Include supporting data (e.g., number of grids investigated/cleared, actual versus planned).
- c. Include a graph that depicts a cumulative summary by month of the percentage of costs budgeted, the percentage of costs expended, and the percentage of work completed.
- d. Schedule (for all type contracts/Task Orders). Include a project schedule prepared in MS Project or similar software. Indicate changes from baseline schedule and explain deviations.

1.3 Discussion of Issues Relating to Project Expenditures and Work Progress.

- a. Notice of 85% of expended funds, or other percentage expended, as required by contract clauses.
- b. Discussion of ability to complete the project within funds currently authorized (cost-type task orders only).
- c. List/status of pertinent correspondence related to the project.
- d. List/status of deliverables and dates submitted.
- e. Discussion of any issue that impacts completion of project on schedule and within budget.

2. An Exposure Data Report shall be prepared covering all individual Task Orders. (Note: This report does not negate the requirement to submit an ENG FORM 3394 to report an accident). The report shall include the following information:

2.1 Title of Report (e.g., "EXPOSURE DATA REPORT")

2.2 Month and year for which the report is made.

2.3 Contract Number/Task Order/Project Name/Site Name and Location. Report each Task Order on a separate line on the form.

2.4 Hours worked in direct support of the contract (by all personnel) during the reported month, and cumulative. (Do not report hours expended on corporate personnel issues, payroll, etc.) Do report hours expended by subcontract personnel in direct support of the contract.

2.5 Total number of lost workday accidents during the reported month, and cumulative.

2.6 Total number of lost workdays due to on-the-job accidents during the reported month, and cumulative.

2.7 Number of property damage accidents (includes vehicles) with property loss value of \$2,000 or more, during the reported month, and cumulative.

2.8 Quality Control Documentation. Provide a list of Quality Control Documentation submitted during the reporting period and to date. Provide a list of Quality Control Documentation expected to be submitted the following the reporting period. Annotate when a Quality Control Documentation submission represents the final submission required to meet an agreed upon Milestone. Annotate when Quality Control Documentation has been accepted by the government.

3. Signature, Title and Date: A Corporate Manager shall sign and date both the progress report and the exposure data report. The reports shall be submitted under a single letter of transmittal to the Contracting Officer, with 2 copies furnished to USAESCH, ATTN: CEHNC-CT-E. Delivery can be made electronically.

4. End of DID HNC-009.01.

