

MANAGEMENT REPORTING REQUIREMENTS (8-83)

(a) General. This document prescribes management reports required if the offeror requests progress payments and a progress payments clause is included in the subcontract. They are in addition to technical reports required under the subcontract, but must be consistent with data furnished under those requirements. Preferred formats for the Billing Plan/Management Report and the Milestone Schedule and Status Report are attached. If existing Seller-produced report data will provide the required information, the Seller may recommend alternate formats. Reports required by this clause shall be submitted to the Company's subcontract administrator.

(b) Description of Reports.

(1) BILLING PLAN/MANAGEMENT REPORT, FORM UCN-13709 -(A) This report shows the planned rate of progress payment billings and billings for accepted supplies under each major task for the remainder of the subcontract performance period. For each task, the planned billings are to be projected in monthly increments for each of the twelve months of the current or succeeding fiscal year, and in fiscal year increments thereafter for the remainder of the subcontract.)Projected billings should be directly related to the activities scheduled to be performed during each billing period, as reflected on the Milestone Schedule and Status Report.) A revised plan will be submitted within 30 days after any modification to the subcontract price or schedule. Each time it is necessary to alter the plan, a new plan and narrative explanation for the change will be provided to the Company.

(B) As a monthly report, this document provides a comparison of the planned billings with the actual billings for work performed as of the cut-off period for the report. Variances from the plan are computed, and explanations for variances exceeding $\pm 10\%$ will be provided by the Seller in the Narrative highlights Report. In addition, upon the occurrence of a variance exceeding $\pm 10\%$, the Seller must reevaluate the estimated billings for the balance of the current fiscal year and to the completion of the subcontract. Narrative explanations must be provided for significant changes to these estimated billings.

(2) MILESTONE SCHEDULE AND STATUS REPORT (MSSR), FORM DOE 535- The MSSR is used as both a baseline plan and status report. As a baseline plan, the MSSR establishes the Seller's schedule for accomplishing the planned events and milestones of each reporting category identified in the subcontract. As a status report, it measures status or progress against the baseline plan. It will reflect planned and accomplished events, milestone, slippages, and changes in schedule. Deviations from schedule which exceed 30 days and any resulting impacts will be discussed fully in the Narrative Highlights Report. The MSSR is submitted to the same level of detail as the Billing Plan/Management Report.

(3) NARRATIVE HIGHLIGHTS REPORT - The Narrative Highlights Report permits management presentation of the technical aspects of subcontract performance along with an overview of significant project highlights, accomplishments, and problems. The report will continue discussions of items identified in the previous report through completion of an activity or resolution of a problem. Typical reporting elements to be covered by brief statements are:

(A) Major accomplishments and significant highlights.

(B) Major subcontract awards including award date, subcontract amount, and scheduled completion date.

(C) Developments affecting estimates and schedules. This will specifically include explanations of deviations from the Billing Plan which exceed $\pm 10\%$ and deviations from Milestone Schedule Plan which exceed 30 days.

(D) Revised estimates or schedules.

(E) Technical problems encountered and resolution actions proposed.

(F) Planned major accomplishments during the next 60 days.

(c) Reporting Frequency and Due Dates.

<u>TYPE OF REPORT</u>	<u>FREQUENCY</u>	<u>DUE DATE</u>
1. Billing Plan/Management Report		
a. Preliminary Billing Plan	Once	With offer if progress payments are requested.
b. Baseline Billing Plan	Once	30 days after award
c. Revised Billing Plan	As required	30 days after subcontract modification
d. Billing Plan for next fiscal year	Annually	By August 1
e. Management Report	Monthly	7th of month following report period
2. Milestone Schedule and Status Report		
a. Preliminary Milestone Schedule	Once	With offer if progress payments are requested
b. Baseline Milestone Schedule	Once	30 days after award
c. Revised Milestone Schedule	As required	30 days after subcontract modification
d. Status Report	Monthly	7th of month following report period
3. Narrative Highlights Report	Monthly	7th of month following report period