

ATTACHMENT J-3 - CONTRACT DELIVERABLES

The table below summarizes the specific products the Contractor shall submit to the U.S. Department of Energy (DOE), the type of action DOE will perform, and the date/timeframe that the Contractor shall submit the product. Durations stated in the table are in calendar days unless otherwise noted.

Deliverables are considered contract endpoints, work scope completions, products, reports or commitments that shall be delivered to DOE. The DOE review period for Contract Deliverables shall be 30 days, unless otherwise specified in the Deliverables. Omission of applicable deliverables from the Section J-3 Attachment, *Contract Deliverables*, does not affect the obligation of the Contractor to submit required deliverables pursuant to this section or other sections of this contract. The types of DOE action are defined as:

- Approval – The Contractor shall provide the deliverable to DOE for review and approval. The Contractor is responsible for obtaining DOE approval. The initial deliverable shall be of sufficient quality, depth, thoroughness, and format to support DOE approval. DOE will review the deliverable and provide comments in writing. DOE comments will be discussed with the Contractor and the Contractor shall provide written responses. The Contractor shall re-write the documents to incorporate all DOE mandatory comments. Once DOE approves a deliverable or document, the Contractor shall place it under change control and shall make no changes to that document without further DOE approval.
- Information – The Contractor shall provide the deliverable to DOE for information purposes. DOE will have the option of reviewing the information and providing comments. The Contractor shall respond to all written comments.
- Concurrence – The Contractor shall provide the deliverable to DOE for concurrence. DOE will have the option of reviewing the information and providing comments. The Contractor shall respond to all written comments.

The list of Deliverables does not include all required deliverables identified in other applicable sections of the Contract, DOE directives, federal regulations, or regulatory documents. The Contractor shall be responsible for the compliance with all applicable standards, orders and regulations under the contract.

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
1.	Transition Plan	C.1.1	Within 10 days after Notice to Proceed (NTP)	CO	Approval
2.	Transition Status Reports	C.1.1	Weekly during Contract Transition	CO	Information
3.	Declaration of Readiness	C.1.1	Prior to the end of Contract Transition	CO	Approval
4.	Recommendations/Lessons learned	C.1.1	Initially within 60 days after NTP and annually thereafter	COR	Information
5.	Annual Work Plan	C.1.2	Initially within 60 days after NTP and annually thereafter	CO, COR, ACOR	Approval
6.	PPPO Federal Employee Occupation Safety and Health Program (FEOSH) Review	C.2	Annually	TM	Approval
7.	Project Summary Reports	C.2	Daily	TM	Information
8.	PPPO Sustainability Plan	C.2	Initially within 90 days from NTP and annually thereafter	CO	Approval
9.	PPPO Quality Assurance Program Plan (QAPP) Review	C.2	Annually	TM	Approval
10.	Final Audit and Surveillance Reports	C.2	Within 30 days after Audit	TM	Information
11.	Recurring Events Analysis	C.2	As required by DOE O 232.2	CO	Information

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
12.	Quality Assurance Surveillance Plan (QASP) Reports	C.3.1	Monthly, by the 10 th of each month	TM	Information
13.	Regulatory Activity Oversight, Assessment and Tracking Report	C.3.2	Monthly and as required	TM	Information
14.	Agreements milestones and decision document report	C.3.2	Annually and as required	TM	Information
15.	Oversight Assessment Report	C.4	As required via email	TM	Information
16.	DOE Summary Status Report	C.4	As required via email	TM	Information
17.	DOE Facility Representatives Oversight Report	C.4	Weekly	TM	Information
18.	Accident/Incident Investigation Report	C.4	As required	TM	Information
19.	Contractor Monthly Safety Statistics Report for CAIRS	C.4	Monthly, by the 10 th of each month	TM	Information
20.	DOE Quarterly Negative Trend Analysis Report	C.4	Quarterly and as required via email	TM	Information
21.	Nuclear Material Management/Disposition Activity Oversight, Assessment and Tracking Report	C.4	As required	TM	Information

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
22.	NDA measurement requirements and oversight status report	C.5	Quarterly and/or as required	TM	Approval
23.	Contractor cognizant system engineer program status report	C.5	Quarterly and/or as required	TM	Approval
24.	IT Strategic Plan	C.7.1.1	Annual	CIO	Approval
25.	IT Project Status Reports	C.7.1.1	Monthly	CIO	Information
26.	Helpdesk Service Level Agreement	C.7.1.4	Annual	CIO	Approval
27.	Annual Inventory Report	C.7.1.10	Annual	CO	Approval
28.	System Security Plan Review & Updates	C.7.2.1	Annual	AODR	Approval
29.	Cyber Security Policies, Plans, Procedures and Work Instructions	C.7.2.1	Within 60 days after NTP and annually thereafter	AODR	Approval
30.	Federal Office Roll-Up Status Report	C.7.2.1	Monthly	AODR	Information

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
31.	Personnel Role Designations	C.7.2.2	At contract effective date and within 10 days of a change	AO & AODR	Approval
32.	Security Assessment Report(s) Prepared for Factual Accuracy Check	C.7.2.3	Within 21 Calendar Days after End of Assessment	AODR	Concurrence
33.	IT & Cyber Security Roll-Up Recommendations Report	C.8	Annual	AODR	Information
34.	IT & Cyber Security Oversight Monthly Report	C.8	Monthly	AODR	Information
35.	Annual IT Spend Plan	C.7.3	Within 60 days after NTP and annually thereafter	CO & COR	Approval
36.	Annual Cyber Security Spend Plan	C.7.3	Within 60 days after NTP and annually thereafter	CO & COR	Approval
37.	Security Assessment Report(s) Prepared for Factual Accuracy Check	C.8	Within 21 days after assessment	AODR	Approval
38.	Cyber Security Technical Threat Assessments	C.8	Quarterly	AODR	Information
39.	Security Management in Contracting Plan	C.9.4.1	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
40.	Security Activity Close-Out Certification	C.9.4.1	Upon termination of classified contracts for PPPO prime contractors	FSO/CO	Approve
41.	Procure, Develop & Maintain the PPPO Interactive Computer Based Security Training System that is capable of printing out reports as applicable	C.9.4.2	As required	FSO/IT/Cyber Leads	Information
42.	Site Security Plan	C.9.4.3	Annual review and update as needed	FSO	ODFSA Approval
43.	Security Risk Assessment (SRA) for the Lexington Facilities	C.9.4.3	Maintain the document with an annual review and update as necessary to ensure compliance	FSO	ODFSA Approval
44.	Performance Assurance Program (PAP)	C.9.4.4	Within 60 days of NTP and annually thereafter	ODFSA and CO	Approval
45.	Federal PPPO Safeguards and Security Training Plan	C.9.4.5	Within 60 days of NTP and annually thereafter	ODFSA and CO	Approval
46.	Survey Program Plan	C.9.4.6	Withing 60 days of NTP and annually thereafter as needed	Security Team Lead	ODFSA Approval
47.	PPPO Security Assessment Schedule	C.9.4.6	Within 60 days of NTP	Security Team Lead	ODFSA Approval

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
48.	S&S survey spend plan	C.9.4.6	Annually	ODFSA and CO	CO Approval
49.	Individual plans for surveys	C.9.4.6	Withing 90 days following completion of facility survey out-brief	FSO	Concurrence
50.	Final Survey Reports and quarterly status reports	C.9.4.6	Within 90 days upon completion of facility survey out-brief	ODFSA	Approval
51.	Corrective Action Plan	C.10.4.6	Due 30 days after survey report completion	FSO	ODFSA Approval
52.	Tracking & Trending of Findings for PPPO (LEX, PORTS & PAD)	C.9.4.6	Annually following Survey Period	Security Team Lead	Information
53.	PPPO Incidents of Security Concern (IOSC) Program Plan	C.9.4.8	Within 60 days after NTP and annually thereafter as needed to ensure compliance	Security Team Lead	ODFSA Approval
54.	Tracking & Trending of IOSCs for PPPO (LEX, PORTS & PAD)	C.9.4.8	Quarterly	Security Team Lead	Information
55.	Physical Security Plan	C.9.4.9.1	Within 60 days after NTP and annually thereafter	ODFSA	ODFSA Approval
56.	Security Police Officer (SPO) Weapon Arming Cards (WAC) Credentials Plan	C.9.4.9.2	Within 60 days after NTP and annually thereafter as needed to ensure compliance	Site Federal Security Personnel	ODFSA Approval
57.	Active Assailant Plan	C.9.4.9.3	Within 60 days after NTP and annually thereafter as needed to ensure compliance	FSO	ODFSA Approval

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
58.	Information Security (INFOSEC) Plan	C.9.4.10.1	Maintain the document with an annually thereafter as needed to ensure compliance	FSO	ODFSA Approval
59.	Annual Security Refresher Briefing (ASRB) for all PPPO Sites	C.9.4.10.1	Annually by August 30 th	Security Team Lead	ODFSA Approval
60.	Personnel Security (PERSEC) Plan	C.9.4.12	Maintain the document with an annual review by September 30 th and update as needed	FSO	Information
61.	Classified Matter Protection & Control (CMPC) Program Plan	C.9.4.10.1	Initially within 60 days after NTP and annually thereafter by September 30 th with updates as needed	FSO	Information
62.	PPPO Classification Program Management Plan	C.9.4.10.2	Annually	FSO	Approval
63.	Operations Security (OPSEC) Program Plan	C.9.4.12	Within 60 days after NTP and annually thereafter as needed to ensure compliance	FSO	ODFSA Approval
64.	Safeguards & Security Awareness Program Plan	C.9.4.12.1	Within 60 days after NTP and annually thereafter as needed to ensure compliance	FSO	ODFSA Approval
65.	Security Awareness Bulletins (all PPPO Sites)	C.9.4.12.1	Monthly	Security Team Lead	Information

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
66.	Assessment of the contractor response to the annual NMIA in preparation for PPPO	C.9.5.1	Annually	Security Team Lead	ODFSA Approval
67.	Prepare response to the annual data calls from ONMI for the Nuclear Material Forecast and Allotment Request and the annual Nuclear Material Management	C.9.5.1	Annually	Security Team Lead	ODFSA Approval
68.	Records Management Plan	C.10.4	Draft within 60 days from NTP. Final within 90 days after NTP and annual review to determine if updates are needed. Only submit updates in track changes	Records Management Field Officer (RMFO)	Approval
69.	Records Disposition Plan	C.10.4	Draft within 60 days from NTP. Final within 90 days after NTP and review annually to determine if updates are	RMFO	Approval
70.	Essential Records Plan, including a vital records inventory	C.10.4	Within 90 days after NTP and update Annually by June 30 th . Submit annual update in track changes	TM	Concurrence
71.	Electronic Information System (EIS) Inventory and records status	C.10.4	Annually	RMFO/TM	Information
72.	Records Inventory and File Plan	C.10.4	Within 120 days after NTP and annually thereafter in track changes	RMFO	Approval

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
73.	Project Controls System User's Manual and Procedures	C.11	Update as required	TM	Concurrence
74.	Monthly Invoice Audit Results	C.11	Monthly	CO, COR, ACOR	Concurrence
75.	Integrated Federal Project Performance Management Baseline and Updates	C.11	Initially and update as required	COR, ACOR, TM	Concurrence
76.	Monthly IPABS updates (EVMS, Performance Measures, Milestones)	C.11	Monthly	COR	Approval
77.	Baseline Management documents (DOE BCPs, cost Change Requests)	C.11	As required	CO	Approval
78.	Performance Measures Change Requests	C.11	Annually and as required	COR	Approval
79.	Risk Management Plan, Risk Register and Contingency Analysis (include risk mitigation activities in the performance baseline)	C.11	Initially and as required	ACOR	Concurrence
80.	Monthly Fiscal Reports (i.e., funding requirements spreadsheet, ETCs, EACs, Cost Management Report)	C.11	Monthly, Annually and as required	TM	Information
81.	Monthly Project Status Report	C.11	Monthly and as required	CO, COR, ACOR	Information
82.	Project Controls Systems Continuous Monitoring Report	C.11	Annual and as required	TM	Information

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
83.	Project Controls Activity Status Report	C.11	Monthly, Annually or as required	TM	Information
84.	Environmental Liability/Financial Reporting	C.11	Annually and as required	TM	Information
85.	Monthly Funds Control Reporting	C.11	Monthly and as required	TM	Information
86.	Budget Formulation and Execution Requests	C.11	Random as requested	TM	Information
87.	Departmental Audit Resolution Tracking System (DARTS) Reporting	C.11	Quarterly and as required	TM	Information
88.	Accrual Information	C.11	Monthly (by the first business day)	TM	Information
89.	Training Program Plan	C.14.1	Within 90 days after NTP and updated annually thereafter	CO	Approval
90.	Annual Training Plan	C.14.1	Within 90 days after NTP and updated annually thereafter	CO	Approval
91.	Contract Closeout Plan	C.14.2	60 days before contract end date	CO	Approval
92.	Support Contractor Organization Chart	C.11	22 nd of each month	COR/Management Analyst	Information
93.	Summary Overtime Justification Reports	H.10	6 months after the NTP and annually thereafter, no later than November 30 of each year	CO	Information

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
94.	Overtime Control Plan	H.10	As applicable	CO	Information
95.	Accounting System documentation per DOE-H-2025	H.12	Within 60 days after the NTP	CO	Approval
96.	Property Management System documentation per DOE-H-2027	Section C.7.1.10; H.13; FAR 52.245-1 Government Property	Within 60 days after NTP; updates and reports as required thereafter	CO	Approval
97.	Organizational Conflict of Interest Management Plan per DOE-H-2035	H.22	Within 15 days of NTP and updated periodically as appropriate	CO	Approval
98.	Diversity Plan per DOE-H-2046	H.24	Within 60 days of NTP.	CO	Approval
99.	Contractor Releases of Information per DOE-H-2048	H.25	At least 14 days prior to the planned issue date	CO	Approval
100.	Request for Approval of Conference Related Activities per DOE-H-2068	H.33	As applicable	CO	Approval
101.	Parent Organization Support Plan (POSP)	H.43	Initial POSP at least 30 days prior to (1) the end of the Contract Transition Period; or (2) the commencement date of parent organization support; and annually thereafter, 60 days prior to the start of each fiscal year of contract performance	CO	Approval

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
102.	Legal Management Plan	H.47	Within 60 days of NTP	CO	Approval
103.	Affirmative Action Plan for Females and Minorities	Section I FAR 52.222-26, Equal Opportunity	Within 30 days after contract award; annually thereafter as required	CO	Information
104.	Employer Information Report (Standard Form 100, EEO-1)	Section I, FAR 52.222-26, Equal Opportunity	Annually as required	CO	Information
105.	Affirmative Action Plan for Veterans & Individuals with Disabilities	Section I, FAR 52.222-35 Equal Opportunity for Veterans, Section I, FAR 52.222-36 Equal Opportunity for Workers with Disabilities	Within 30 days after contract award; annually thereafter as required	CO	Information
106.	Copy of VETS-4212 Report Federal Contractor Veterans' Employment Report	Section I, FAR 52.222-37, Employment Reports on Veterans	Annually by September 30, or as required	CO	Information
107.	Employee Headcount and Attrition Report; Actual total on-site contract count with detail as requested	C.11; HQ Data Call	Monthly by 5th day after end of month	CO	Information
108.	Workplace Substance Abuse Program and Employee Assistance Program	DOE O 350.1, Contractor Human Resource	Due NLT end of Transition Period; then upon revisions	CO	Approval

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
		Management Programs; Section I, FAR 52.223-6, Drug-Free Workplace; Section H.40, 10 CFR 707, Workplace Substance Abuse Programs at DOE Sites			
109.	Employee Assistance Program Plan	DOE O 350.1, Contractor Human Resource Management Programs; 10 CFR 707, Workplace Substance Abuse Programs at DOE Sites	Due NLT end of Transition Period; then upon revisions	CO	Approval
110.	Results of Workplace Substance Abuse Program Testing	DOE O 350.1, Contractor Human Resource Management Programs;	Semi-Annual: Jan-June, July-Dec, no later than January 30 and July 30	CO	Information

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
		Section I, FAR 52.223-6, Drug-Free Workplace; 10 CFR 707, Workplace Substance Abuse Programs at DOE Sites			
111.	Workforce Restructuring Plan and/or Communications Plan	H.7, DOE O 350.3, Chapter III	At least 30 business days in advance of the first communication planned for employees and the public	CO	Approval
112.	Advance Notification of Involuntary Separation (that doesn't require Workforce Restructuring Plan)	H.7	Notification 30 days prior to planned separation of employees	CO	Information
113.	Diversity Impact Analysis of Involuntary Separation (WFR)	H.7	As required	CO	Approval
114.	List of contractor personnel responsible for transitioning employees, development of Transition agreements	H.5	Within 5 days NTP	CO	Information
115.	Description of transition agreements intend to enter with Incumbent contractor	H.5	Within 5 days NTP	CO	Information
116.	Obtain from Incumbent Contractor list of incumbent employees with pertinent	H.5	Within 5 days NTP	CO	Information

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
	data. Description of process to obtain updated employee information.				
117.	Draft Workforce Transition Plan	H.5	Within 10 days NTP	CO	Information
118.	Final Workforce Transition Plan	H.5	Within 15 days NTP	CO	Information
119.	Draft Communication Plan for Workforce Transition	H.5	Within 5 days NTP	CO	Information
120.	Final Communication Plan for Workforce Transition	H.5	Within 10 days NTP	CO	Approval
121.	Final Transition Agreements for information needed to be in compliance with H.4	H.5	Within 15 days NTP	CO	Approval
122.	List of contact information of contractor personnel responsible for transition and development of benefit plans	H.5	Within 15 days NTP	CO	Information
123.	Provide estimated costs and detailed breakout of costs to transfer and establish benefit plans	H.5	Within 15 days NTP	CO	Information
124.	Provide list of information and documents requested from Incumbent contractor regarding benefit plans. Notify CO of any issues or problems	H.5	Within 15 days NTP	CO	Information
125.	Final Benefits Transition Plan	H.5	Within 15 days NTP	CO	Information
126.	Detailed description of plans and processes for each activity necessary to	H.5	Within 15 days NTP	CO	Information

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
	ensure compliance with the requirements				
127.	Identify relevant Contractor personnel who will administer or assist in administering benefit plans to include benefit plan administrators, head of HR, ERISA counsel, actuaries, etc.	H.5	Within 15 days NTP	CO	Information
128.	Prior to adoption, drafts of all amendments for pension and other benefit plans. Draft final documents and SPDs of new defined benefit contribution plans and benefit plans	H.5	Prior to adoption/implementation	CO	Approval
129.	Provide copies of final plan documents, summary descriptions, certificates, handbooks and related documents of compensation and benefit programs.	H.5	Initial plan documents and when revised	CO	Information
130.	Preference in Hiring Reports	H.4	Upon issuing first job offer, weekly during transition period	CO	Information
131.	Compensation CAP Report (Top 5 Highly Compensated)	Acquisition Letter 2014-07	Annually by March 1	CO	Information
132.	Contractor Employee Compensation Plan	H.4	Prior to end of transition period. Thereafter, upon revision of any provision or new plan	CO	Approval
133.	Variable Pay (Incentives/Bonuses) Program	H.4	Prior to implementation and upon revision	CO	Approval

No.	Description	Reference/ Driver	Frequency	Submit to	Approval/Information/Concurrence
134.	Compensation Increase Plan	H.4	Annually, 30 days prior to start of salary plan year	CO	Approval
135.	Annual Contractor Salary-Wage Increase Expenditure Report	H.4	Annually, 30 days after the end of the Compensation Increase Plan Year	CO	Approval
136.	Top Contractor Official and Key Personnel Salary	H.4	Within 20 days after Notice to Proceed. Then as required 30 days prior to effective date of salary action	CO	Approval
137.	Changes to Benefit Plans	H.4	At least 60 days prior to proposed revisions	CO	Approval
138.	Worker’s Compensation Insurance	H.8	Prior to initial implementation and upon any changes thereto	CO	Approval
139.	Copy of Insurance Policies or Insurance Arrangements	H.8	Within 30 days of purchase and upon renewal	CO	Information
140.	Insurance Cost, Self-Insurance Charges, and Experience Report	H.8	Annually, end of policy year	CO	Information
141.	Overtime Control Plan	H.10	As required	CO	Approval
142.	Semiannual Report on Overtime Use	H.10	By July 15 and January 15	CO	Information

**Unless specified or required elsewhere, annual updates are due by September 30th of each year.