Prepacting Activity: NAVFAC

Prepared by:

Superseding

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated October 2023

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08/23

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SECTION 01 31 23.13 20

ELECTRONIC CONSTRUCTION AND FACILITY SUPPORT CONTRACT MANAGEMENT SYSTEM  
(eCMS)  
08/23

================================================================================
NOTE: This guide specification covers the requirements for the Navy use of NAVFAC's web-based  
Electronic Construction and Facility Support Contract Management System (eCMS).

Adhere to UFC 1-300-02 Unified Facilities Guide Specifications (UFGS) Format Standard when editing  
this guide specification or preparing new project specification sections. Edit this guide  
specification for project specific requirements by adding, deleting, or revising text. For bracketed  
items, choose applicable item(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are  
present.

Comments, suggestions and recommended changes for this guide specification are welcome and should be  
submitted as a Criteria Change Request (CCR).

================================================================================

NOTE: This guide specification includes tailoring options for Design-Build (DB) projects. Selection  
or de-selection of a tailoring option will include or exclude that option in the section, but editing  
the resulting section to fit the project is still required.

================================================================================

NOTE: (1) For all military construction (MILCON) projects and other construction projects above $1M utilize  
eCMS for requests for information (RFIs), submittals, issues, non-compliance notices, punch

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lists, checklists, and daily reports to allow for
the collection of necessary construction data, KPIs,
and metrics. An example list is below:
   (a) Navy centrally managed facilities sustainment;
   (b) Restoration and maintenance (FSRM) projects;
   (c) U.S. Marine Corps – M2R2 projects;
   (d) Defense Logistics Agency bulk fuel tank
   repair; or
   (e) Air Force FSRM.
(2) For all projects above the Simplified
Acquisition Threshold (SAT) (as of publication is
$250K) and less than $1M, project teams will
continue to utilize eCMS, at a minimum, as an
electronic file repository to ensure maintenance of
project related technical information. Use of the
various communication and site management modules is
highly recommended.
(3) For all projects below the SAT, project teams
are encouraged to utilize eCMS, but its use remains
optional.

Waivers. NAVFAC's business requirement is to utilize
eCMS to store crucial DoD project documents, such as
RFIs, submittals, QASP/CPARS checklists, etc. and to
manage associated KPIs (e.g., processing times).
Waivers that deviate from this policy pose
unwarranted risks and additional costs to the eCMS,
the business system integration, and the
Authority-to-Operate. As such, waivers are
disadvantageous to the government, are highly
discouraged, and will only be considered in rare,
extenuating circumstances where eCMS is
non-functional and the contractor's solution does
not pose unacceptable risks or additional costs to
NAVFAC. Requests for waivers may be submitted via
OPS for adjudication by HQ DCBL.

**********************************************************************

PART 1  GENERAL

1.1  CONTRACT ADMINISTRATION

Utilize the Naval Facilities Engineering Systems Command's (NAVFAC's)
Electronic Construction and Facility Support Contract Management System
(eCMS) for the transfer, sharing, and management of electronic technical
submittals and documents. The web-based eCMS is the designated means of
transferring technical documents between the Contractor and the
Government. Paper media or email submission, including originals or
copies, of the documents are not permitted unless identified within the
contract.

All government contracting specialist/officer, legal, and command
communications will remain the same.

1.2 USER PRIVILEGES

The Contractor's key staff may be provided access to eCMS. Contact the
COR for eCMS account access. Project roles and system roles will be
established to control each user's menu, application, and software
privileges, including the ability to create, edit, or delete objects. Additional project roles may be assigned for workflow. The COR makes the final decision on roles for the project. User's ability to view, edit documents may be lowered at the discretion of the COR.

Only one eCMS user account is required regardless of the number of user's projects. Notify the COR within seven calendar days if a contractor user is no longer associated with company or project so they can remove them from any open record and inactivate them from the project.

1.2.1 eCMS Subcontractor Users

*************************************************************
NOTE: The second paragraph is tailored for DESIGN-BUILD.
*************************************************************

If the contractor's user is a subcontractor, the subcontractor must be registered under the name of their company and email. For example it is common for contractors to contract Quality Control Managers. The QC Manager's account should be under their company's name and email reducing the number of eCMS accounts required.

For Design Build, the contractor's Designer of Record Architectural Engineer will be given a single account. Only one account per AE is required. The role of the AE is determined by the project role assigned by the COR. The contractor is to request their AE staff be placed into the AE-KTR-DOR project role.

1.2.2 Users with Multiple Roles

Users may have multiple roles associated with their account within eCMS. Roles are used in workflow. When a user is added to the project, they will be assigned the default role when the user was created. Contact the COR to change or add roles to the user for the project.

1.2.3 Loss of Privilege

Users may lose privilege to access eCMS at the discretion of the COR [and][or] Contracting Officer. The eCMS is a collaborative system that allows flexibility of use and does not restrict all inappropriate user actions. User activities are logged into eCMS in visible and background data collection. Users found to use eCMS in an inappropriate action may have their eCMS access revoked. Examples include, but not limited to, fraudulent representations, sharing user accounts with others, and changing approved records without the consent of the COR. Depending on the severity of the infraction, the users can lose eCMS access for a period of time, permanently for the project, or lose eCMS access for any project. The contractor may appeal the suspension in writing to the contracting officer within 14 calendar days of notice. The appeal must identify the infraction, supporting information, and steps to ensure the infraction will not happen in the future.

1.3 SUBMITTALS

*************************************************************
NOTE: Review Submittal Description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list, and corresponding submittal

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items in the text, to reflect only the submittals required for the project. The Guide Specification technical editors have classified those items that require Government approval, due to their complexity or criticality, with a "G." Generally, other submittal items can be reviewed by the Contractor's Quality Control System. Only add a "G" to an item if the submittal is sufficiently important or complex in context of the project.

For Army projects, fill in the empty brackets following the "G" classification, with a code of up to three characters to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy and Air Force projects.

The "S" classification indicates submittals required as proof of compliance for sustainability Guiding Principles Validation or Third Party Certification and as described in Section 01 33 00 SUBMITTAL PROCEDURES.

Choose the first bracketed item for Navy and Air Force projects, or choose the second bracketed item for Army projects.

************************************************************************************************

************************************************************************************************

NOTE: For Navy Design-Build projects, delete 01 33 00 SUBMITTAL PROCEDURES, and replace with UFGS 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES.

************************************************************************************************

Government approval is required for submittals with a "G" or "S" classification. Submittals not having a "G" or "S" classification are [for Contractor Quality Control approval.][for information only. When used, a code following the "G" classification identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

************************************************************************************************

NOTE: For projects in the NAVFAC PAC Area of Operation, and for the submittals identified as SD-01 Preconstruction Submittals, remove the "G" designation.

************************************************************************************************

List of Contractor's Personnel; G[, [_____]]

For Division 1 government approved Pre-Construction submittals,
1.4 SYSTEM REQUIREMENTS AND CONNECTIVITY

1.4.1 General

NAVFAC eCMS requires a web-browser (platform-neutral) and Internet connection. For best results, recommend using browser in InPrivate/Incognito mode; Internet speeds greater than 40mbps when uploading files, computers with high RAM and Solid State Drives, "White List" eCMS website, Zip or Split files for better uploading. Non-NAVFAC Users are not to use VPN when using eCMS per NAVFAC IT.

The use of eCMS is required by the Contractor and all associated costs and time necessary to utilize eCMS will be borne by the Contractor with no allowance for time extensions and at no additional cost to the government.

1.4.2 Contractor Personnel List

*******************************************************************
NOTE: This paragraph contains tailoring for Design-Build.
*******************************************************************

Within 20 calendar days of contract award, provide to the Contracting Officer a list of Contractor's personnel who will have the responsibility for the transfer, sharing and management of electronic design, submittals, RFIs, daily reports, and other files and will require access to the eCMS. Project personnel roles which must be filled as applicable in the eCMS, include, at a minimum, the Contractor's Project Manager (KTR-PM), Designer of Record (AE-KTR-DOR), Superintendent (KTSUPT), Quality Control (QC) Manager (KTR-QC), Principal (KTR-PRIN), and Site Safety and Health Officer (KTR-SSHO). Notify the COR immediately of any personnel changes to the project. The Contracting Officer reserves the right to perform a security check on all potential users.

[ Internal design deliberations under a D-B contract are managed outside of eCMS. Besides the D-B DOR Representative, D-B design team members are neither required nor encouraged to create user accounts in eCMS. Users are highly recommended to take eCMS live or online training prior to use. See https://www.navfac.navy.mil/Business-Lines/Design-and-Construction/About-Us/Design-and-Construction-Documents/Electronic-Construction-Management-System-eCMS/ for eCMS useful information ]

Provide the following information:

Company Name

Name (First, Last)

Email Address

Project Role (CQM, SSHO, Superintendent, CM, PM, Principal)

Existing or New eCMS User
1.5 SECURITY CLASSIFICATION

In accordance with Department of Navy guidance, all military construction contract data are unclassified, unless specified otherwise by a properly designated Original Classification Authority (OCA) and in accordance with an established Security Classification Guide (SCG). Refer to the project's OCA when questions arise about the proper classification of information.

In conformance with the Freedom of Information Act (FOIA), DoD INSTRUCTION 5200.48 CONTROLLED UNCLASSIFIED INFORMATION (CUI), and DoD requirements, any unclassified project documentation uploaded into the eCMS must be designated either "U - UNCLASSIFIED" (U) or "CUI - CONTROLLED UNCLASSIFIED INFORMATION" (CUI). NAVFAC eCMS must only be used for the transaction of unclassified information associated with construction projects. Controlled Unclassified Identification (CUI) documents may be loaded into eCMS with the appropriate markings.

1.5.1 Markings on CUI Documents

Contractor's proprietary information, or documents determined by the originator in accordance with CUI guidance, should be marked CUI. Proprietary information not marked CUI can be released under the Freedom of Information Act (FOIA). Apply the appropriate markings before any document is uploaded into eCMS. Markings are not required on Unclassified U documents.

1.6 eCMS UTILIZATION

*********************************************************************************
NOTE: This paragraph is written for "Full Use" on projects greater than $1M. The project team is encouraged to choose Full Use regardless of dollar amount. The project team can optionally select "eCMS as an Electronic File Repository" if the project is less than $1M.
*********************************************************************************

Establish, maintain, and update data and documentation in the eCMS throughout the duration of the contract. Utilize eCMS to transfer all submittals, RFIs, daily reports, and other files required by contract to be forwarded to the government.

[ Full eCMS use is required. All Submittals/Information to use eCMS Modules including, but not limited to, RFIs, Daily Reports, Meeting Minutes, Communications, Issues, Punch Lists, Checklists, and Fliesheets, unless otherwise directed by the COR or Contracting Officer.

][The eCMS as an Electronic File Repository is authorized for projects under $1M. Upload all files using the appropriate eCMS module or as directed by the COR. Bulk uploads of RFIs, Submittals, Daily Reports, Issues, Meeting Minutes or Communications records into eCMS modules are allowed. For RFIs, group files by specification number, RFP Part number, or sheet number. For Submittals, group files by specification number. For Daily Reports, group by date range(s), Issues by date range(s), Meeting Minutes by date range(s), and Communications by Type.
1.6.1 Restricted Information

Personally Identifiable Information (PII) transmittal such as credit card, driver's license, passport, social security, and payroll number are not permitted in eCMS. Name, address, and email are permitted. Pre-negotiation information such as cost estimates that require formal negotiations are not allowed. For example, proposed changes over the SAP level of $250k require formal negotiations. Cost estimates for LEAN, ULTRA LEAN, and Design Changes under the SAP level are at the discretion of the COR's or Contract Specialist/Officer's direction. The eCMS must only be used for the transaction of unclassified information associated with construction projects. Controlled Unclassified Identification (CUI) documents may be loaded into eCMS with the appropriate markings. Uploading of files directly into the Documents folder is not allowed. All documents must be uploaded using an eCMS module.

1.6.2 Naming Convention for Files

Titles of files uploaded are to be descriptive of the purpose and content of the file. For example RFI_ROOF_Leak.doc or for submittals, SUB_LIGHT_FIXTURE.pdf. Titles of file to be uploaded must only contain uppercase letters, lowercase letters, numbers, hyphens (-), underscores (_), and periods (.). Use of any other characters is not allowed and may create an error. When practicable, adding the record number to the title is desired. For example RFI_XYZ12345_ROOF_Leak.doc. Uploading files with the same title will create a new revision in eCMS. Original revision is Rev 0, the first revision is Rev 1. Uploaded files are to use the default file location regardless of the module used unless directed by the COR.

Table 1 also identifies which eCMS application is to be used in the transmittal of data (these are subject to change based on the latest software configuration).

Table 1 - Project Documentation Types

<table>
<thead>
<tr>
<th>SUBJECT/NAME</th>
<th>REMARKS</th>
<th>eCMS APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>As-Built Drawings</td>
<td>Locations of sensitive areas must be labeled as either &quot;Controlled Area&quot; or &quot;Restricted Area&quot; and may be shown on unclassified documents with the approval from Site Security Manager</td>
<td>Submittals</td>
</tr>
<tr>
<td>Building Information Modeling (BIM)</td>
<td>Locations of sensitive areas must be labeled as either &quot;Controlled Area&quot; or &quot;Restricted Area&quot; and may be shown on unclassified documents with the approval from Site Security Manager</td>
<td>Submittals</td>
</tr>
<tr>
<td>Construction Permits</td>
<td>Refer to rules of the issuing activity, state or jurisdiction</td>
<td>Submittals</td>
</tr>
<tr>
<td>SUBJECT/NAME</td>
<td>REMARKS</td>
<td>eCMS APPLICATION</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Construction Schedules (Activities and Milestones)</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>Construction Schedules</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>Construction Schedules (3-Week Look ahead)</td>
<td>Import the schedule file into the scheduling application, and select</td>
<td>Meeting Minutes</td>
</tr>
<tr>
<td></td>
<td>&quot;Approve&quot; to establish a new schedule baseline</td>
<td></td>
</tr>
<tr>
<td>DD 1354 Transfer of Real Property</td>
<td>When applicable, required for final billing.</td>
<td>Submittals</td>
</tr>
<tr>
<td>Daily Production Reports</td>
<td>Provide weather conditions, crew size, man-hours, equipment, and</td>
<td>Daily Report</td>
</tr>
<tr>
<td></td>
<td>materials information</td>
<td></td>
</tr>
<tr>
<td>Daily Quality Control (QC) Reports</td>
<td>Provide QC Phase, Definable Features of Work</td>
<td>Daily Report</td>
</tr>
<tr>
<td></td>
<td>Identify visitors</td>
<td></td>
</tr>
<tr>
<td>Designs and Specifications</td>
<td>Locations of sensitive areas must be labeled as either &quot;Controlled</td>
<td>Submittals</td>
</tr>
<tr>
<td></td>
<td>Area&quot; or &quot;Restricted Area&quot; and may be shown on unclassified</td>
<td></td>
</tr>
<tr>
<td></td>
<td>documents with the approval from Site Security Manager</td>
<td></td>
</tr>
<tr>
<td>Environmental Notice of Violation (NOV), Corrective Action Plan</td>
<td>Refer to rules of the issuing activity, state or jurisdiction</td>
<td>Submittals</td>
</tr>
<tr>
<td>Environmental Protection Plan (EPP)</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>Invoice (Supporting Documentation)</td>
<td>Applies to supporting documentation only. Invoices are submitted in</td>
<td>Submittals</td>
</tr>
<tr>
<td></td>
<td>Wide-Area Workflow (WAWF)</td>
<td></td>
</tr>
<tr>
<td>Jobsite Documentation, Bulletin Board, Labor Laws, SDS</td>
<td>Redact any PII information when loaded into eCMS</td>
<td>Submittals</td>
</tr>
<tr>
<td>Meeting Minutes</td>
<td></td>
<td>Meeting Minutes</td>
</tr>
<tr>
<td>SUBJECT/NAME</td>
<td>REMARKS</td>
<td>eCMS APPLICATION</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>------------------</td>
</tr>
<tr>
<td>Modification Documents</td>
<td>Provide final modification documents for the project. Upload into Modifications RFPs folder</td>
<td>Communications</td>
</tr>
<tr>
<td>Operations &amp; Maintenance Support Information (OMSI/eOMSI), Facility Data Worksheet</td>
<td>1. Locations of sensitive areas must be labeled as either &quot;Controlled Area&quot; or &quot;Restricted Area&quot; and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing &quot;Dr Checks&quot;</td>
<td>Submittals</td>
</tr>
<tr>
<td>Photographs</td>
<td>Subject to base/installation restrictions</td>
<td>Submittals</td>
</tr>
<tr>
<td>QCM Initial Phase Checklists</td>
<td></td>
<td>Meeting Minutes or Checklists</td>
</tr>
<tr>
<td>QCM Preparatory Phase Checklists</td>
<td></td>
<td>Meeting Minutes or Checklists</td>
</tr>
<tr>
<td>Quality Control Plans</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>QC Certifications</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>QC Punch List</td>
<td></td>
<td>Punch Lists</td>
</tr>
<tr>
<td>Red-Zone Checklist</td>
<td></td>
<td>Punch List or Checklists</td>
</tr>
<tr>
<td>Rework Items List</td>
<td></td>
<td>Punch Lists</td>
</tr>
<tr>
<td>Request for Information (RFI) Post-Award</td>
<td></td>
<td>RFIs</td>
</tr>
<tr>
<td>Safety Plan</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>Safety - Activity Hazard Analyses (AHA)</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>Safety - Mishap Reports</td>
<td></td>
<td>Daily Report</td>
</tr>
<tr>
<td>SUBJECT/NAME</td>
<td>REMARKS</td>
<td>eCMS APPLICATION</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Shop Drawings</td>
<td>Locations of sensitive areas must be labeled as either &quot;Controlled Area&quot; or &quot;Restricted Area&quot; and may be shown on unclassified documents with the approval from Site Security Manager</td>
<td>Submittals</td>
</tr>
<tr>
<td>Storm Water Pollution Prevention (Notice of Intent - Notice of Termination)</td>
<td>Refer to rules of the issuing activity, state or jurisdiction</td>
<td>Submittals</td>
</tr>
<tr>
<td>Submittals and Submittal Register</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>Testing Plans, Logs, and Reports</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>Training/Reference Materials</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>Training Records (Personnel)</td>
<td>Redact any PII information if storing in eCMS</td>
<td>Submittals</td>
</tr>
<tr>
<td>Utility Outage/Tie-In Request/Approval</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>Warranties/BOD Letter</td>
<td></td>
<td>Submittals</td>
</tr>
<tr>
<td>Quality Assurance Reports</td>
<td></td>
<td>Checklists (Government initiated)</td>
</tr>
<tr>
<td>Non-Compliance Notices</td>
<td></td>
<td>Non-Compliance Notices (Government initiated)</td>
</tr>
<tr>
<td>Other Government-prepared documents</td>
<td></td>
<td>GOV ONLY</td>
</tr>
<tr>
<td>Letters to government contracting, claims, REAs, and other contracting officer communications</td>
<td>eCMS is not the primary tool to use in contracting officer communications. eCMS can only store documents or letters after the submission to the contracting officer is made.</td>
<td>Communications</td>
</tr>
<tr>
<td>SUBJECT/NAME</td>
<td>REMARKS</td>
<td>eCMS APPLICATION</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>All Other Documents</td>
<td>Refer to FOIA guidelines and contact the FOIA official to determine whether exemptions exist</td>
<td>As applicable</td>
</tr>
</tbody>
</table>

### 1.6.3 RFI Module

Create contractor RFIs using eCMS RFI module. The contractor must confirm the numbering convention with the COR if different than eCMS default.

If the government (GOV) Response has "No" Cost or Schedule Impact, this reply is given with the expressed understanding that it does not constitute a basis for any change in the amount or time of subject contract. Information provided in this response does not authorize work not currently included in the contract. If GOV Response is "Yes" or "Potentially" then this response may require a change to the contract. If the contractor disagrees with the government's No Cost [and][or] No Schedule impact determination, the contractor has 14 calendar days to notify the COR and Contracting Officer in writing.

### 1.6.4 Submittals Module

Create contractor submittals using eCMS Submittals module. The contractor must confirm the numbering convention with the COR if different than eCMS default.

### 1.6.5 Submittal Packages Module

Create submittal packages using the eCMS Subittal Packages module in lieu of or in addition to Related Objects. Submittal Packages track completion of the packaged submittals and is used in NAVFAC HQ's KPIs.

### 1.6.6 Communications Module

Create communications using the eCMS Communications module. The Communications module is used to create or document communications that are not a part of other eCMS modules. Use of Communications module will memorialize information into an eCMS record file. The following are Types of Communications:

- Email
- Memo to File
- Face to Face
- Telephone
- Web Collaboration
- Photos
- Other Documents
- Other
Unless directed by the COR, upload documents or files that do not have a corresponding eCMS module. Choose "Photos" Type for Photos and "Other Documents" for all other documents.

1.6.7 Issues Module

Create or respond to issues using the eCMS Issues module. Respond to CPARS issues using the Issues module.

1.6.8 Meeting Minutes Module

Create or respond to Meeting Minutes using the eCMS Meetings module.

Document required contractual meetings. Dates of meetings are used in NAVFAC KPIs. Minimum meetings in eCMS include the following:

- Post Award Kickoff (PAK)
- Pre-construction (Pre Con)
- Initial and Preparatory Three Phases of Control
- Quality Control (QC)

1.6.9 Potential Change Items Module

Not used.

1.6.10 Daily Report Module

Create Daily Reports using the eCMS Daily Report Module. The contractor must confirm the numbering convention with the COR if different than eCMS default.

1.6.11 Punchlists Testing Logs (Legacy)

Punchlist Testing Logs is a legacy program that is being replaced by the Punch Lists Module. This module is to be used for reference of past projects. Use the Punch Lists Module for all future work.

1.6.12 Punch Lists Module

The eCMS Punch Lists module is useful more than just for Punchlists. The module includes the capability of batch editing, create items from Optical Character Recognition (OCR) plans, assign tasks and track completion of individual items.

Create the following using the Punch Lists module:

- Rework Items List
- DFW List
- Punch-Out Inspection
- Pre-Final Punchlist Inspection
- Final Punchlist Inspection
Testing Logs

1.6.13 FWD UltraLean COAR RFP Module

Not Used.

1.6.14 Non-Compliance Notices (NCN) Module

Respond to Non-Compliance Notices listed in the Non-Compliance Notices module.

1.6.15 Checklists

Use Checklist listed in the contractor's eCMS menu and as directed by the COR. Checklists capture data and is used in dashboards and KPIs.

1.6.15.1 Partnering Team Health Survey Checklist

Contractor must use the eCMS checklist to document the partnering team health survey. Partnering Team Health Survey is in accordance with the Partnering Specification of this contract.

1.6.16 Flysheets

Use Flysheets listed in the contractor's eCMS menu, if available, and as directed by the COR. Flysheets allow the contractor to print out information from other systems and upload into eCMS. The eCMS will use OCR to capture the information as data. Flysheets capture data and used in dashboards and KPIs.

1.6.17 eCMS Outage

In the case where eCMS is unavailable for 8 hours or more, paper or email may be used in the interim to maintain project schedule.

Once the system is operational, all final records are required to be recreated using the appropriate module. Subject/title of the record to include the type of record i.e., RFI/Submittal/Daily Report/Communication/Other, the identification number(s), and the statement "Processed Outside of eCMS". Example, "RFI 001 Processed Outside of eCMS".

1.6.18 User Account Activity

NAVFAC eCMS captures user data and activities that are directly related to the user's account. The user agrees through the use of eCMS, their account activities will be captured and can be displayed on eCMS printed reports.

1.7 QUALITY ASSURANCE

Requested Government response dates on Submittals must be in accordance with the terms and conditions of the Contract unless previously agreed by the COR. Requesting response dates earlier than the required review and response time, without concurrence by the Government COR, may be cause for rejection.

Incomplete submittals will be rejected without further review and must be
resubmitted. Required Government response dates for resubmittals must reflect the date of resubmittal, not the original submittal date.

All submittals and associated attachments must be transmitted to the Government via the COR. Transmittals are no longer required when using eCMS since approval status is tracked on the submittal. Transmittal forms can be attached to submittals if approved by the COR. Submittals requiring government approval are "Transmitted For" "Approval". Submittals requiring contractor approved submittals, including those designated for Contractor Quality Control approval or Information Only, are "*Transmitted For" "Information Only" in the Submittal Module. Provide and sign the QC certification or approving statement on the attachment per submittal specification section. When Submittal Packages are required, use eCMS Submittal Packages after creating individual submittals. Importing Submittals from the Submittal Register is optional. Contact the COR for the data conversion requirements.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --