

APPENDIX M

Organization of CWIP Activity Manager's and CWIP Property Office Files

Suggested File Requirements for CWIP Activity Manager's File:

File type should be an expandable file that will accommodate the expected increase of documentation as the CWIP Activity Manager moves through the CWIP activity.

A separate tab should reflect every stage of the project (e.g. Line Office, City & St, (Project Type), Project stage). See following examples below for tab labeling suggestions (including some examples of documentation type that could be found in the respective section). The following example may be revised in order to accommodate the supporting documentation that would be more appropriate for the respective CWIP project:

Tab #1: *“NMFS, Norfolk, VA, (HVAC) Project Close-out”*

Documentation Example:

- • Completed NF 37-6
- • NF 37-509
- • Any other close-out or project summary forms

Tab #2: *“NMFS, Norfolk, VA, (HVAC) Funds Document”*

Documentation Example:

- Memorandum For Record

Tab #3: *“NMFS, Norfolk, VA, (HVAC) A/E Task Orders/Invoices”*

Documentation Example:

- Statement Of Work
- Invoices

Tab #4: *“NMFS, Norfolk, VA, (HVAC) Construction Contract”*

Documentation Example:

- Form 1442 - Solicitation Offer And Award

Tab #5: *“NMFS, Norfolk, VA, (HVAC) Construction Contract - Mods/Invoices”*

Documentation Example:

- Standard Form 30 - Amendment of Solicitation/Modification of Contract

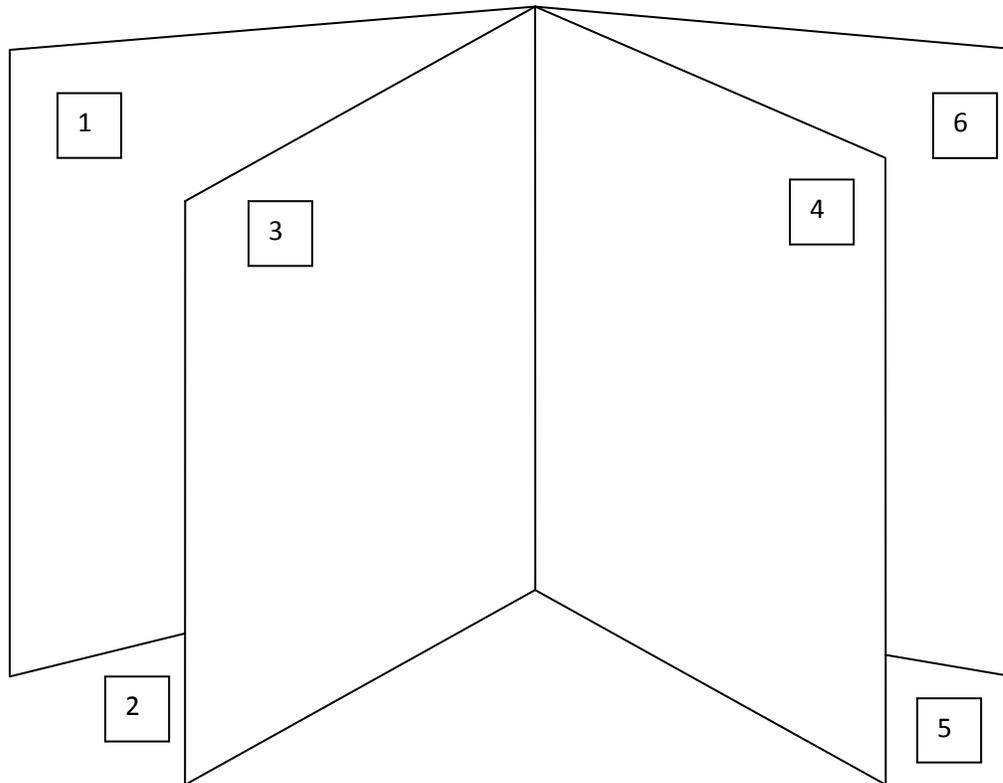
Tab #6: *“NMFS, Norfolk, VA, (HVAC) Travel Vouchers”*

Tab #7: *“NMFS, Norfolk, VA, (HVAC) Labor Costs”*

Tab #8: *“NMFS, Norfolk, VA, (HVAC) Construction Mgmt. Svcs. - Contract/Invoices”*

Tab #9: *“NMFS, Norfolk, VA, (HVAC) Trans. Costs/Duplication/Storage/GFE/
Materials”*

Suggested File Requirements for Property Office's File:



1. NOAA 37-6
Determination letter
NF 37-509 (Personal Property only)
Completed FRPM data entry form (Real Property only)
2. Acceptance documentation or BOD letter
Useful life certification
3. Copy of contract or other obligating document with pages specifying deliverables
4. Copy of any amendments or modifications to the contract(s) affecting the deliverable
5. Spreadsheet tying obligating documents to the asset cost on the NF 37-6
6. SLT for incidental and administrative costs, if applicable:
Transfer documentation, if applicable
Correspondence and/or notes

Note: Remove duplicates of documentation
This is suggested organization for the CWIP file to be sent to the RPMD/PPMB.