

Submittal Procedures

- STEP #1 (CONTRACTOR):**
- A. Generate Eng Form 4025 from QCS*
 - B. Produce Required Copies
 - GA, CR, DA/GA, DA/CR
 - 4 copies of 4025*
 - 3 copies of enclosures/data**
 - FIO, DA
 - 3 copies of 4025†
 - 2 copies of enclosures/data†
 - C. Deliver Submittal
 - GA, CR, DA/GA, DA/CR → Area Office (BLDG 2015)
 - FIO, DA → Project Office (on-site)

* For environmental-type submittals include five 4025s. For design submissions, submit per coordination meeting (always include one more 4025 than enclosure)

** For samples, deliver one sample to project site (note in comment block).

** For environmental-type submittals include four copies.

†Number of 4025s & enclosures may be reduced at the discretion of the PE. However, no less than (2) 4025s and (1) set of enclosures should be requested.

FIO, DA

PROJECT OFFICE

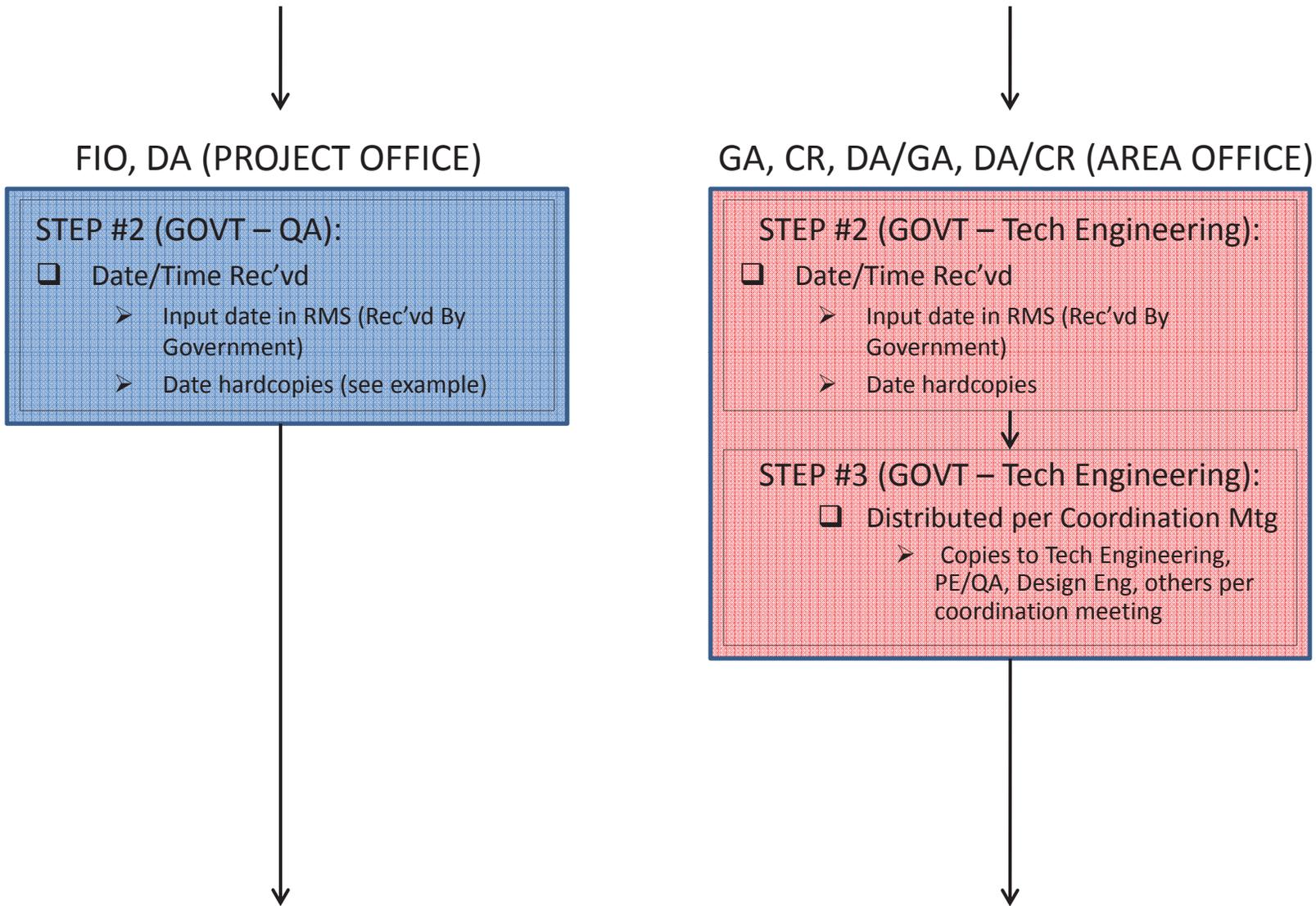


GA, CR, DA/GA, DA/CR

AREA OFFICE – Technical Engineering Section



Submittal Procedures



Submittal Procedures

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FIO, DA (PROJECT OFFICE)

STEP #3 (GOVT – PE/QA):

- ❑ Review & Disposition† (see examples) as:
 - “F” – Receipt Acknowledge, Re-submittal not required.
 - “FX”* – Receipt Acknowledged, Does not comply, Re-submittal is required.

† Input action code in RMS, Write action code on 4025, Initial & date 4025

* Attach copies of Govt comments (4025-R); Re-submittal of FIO and DA must be re-submitted as GA and DA/CR

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GA, CR, DA/GA, DA/CR (AREA OFFICE)

STEP #4 (GOVT – TE, PE, QA, Others):

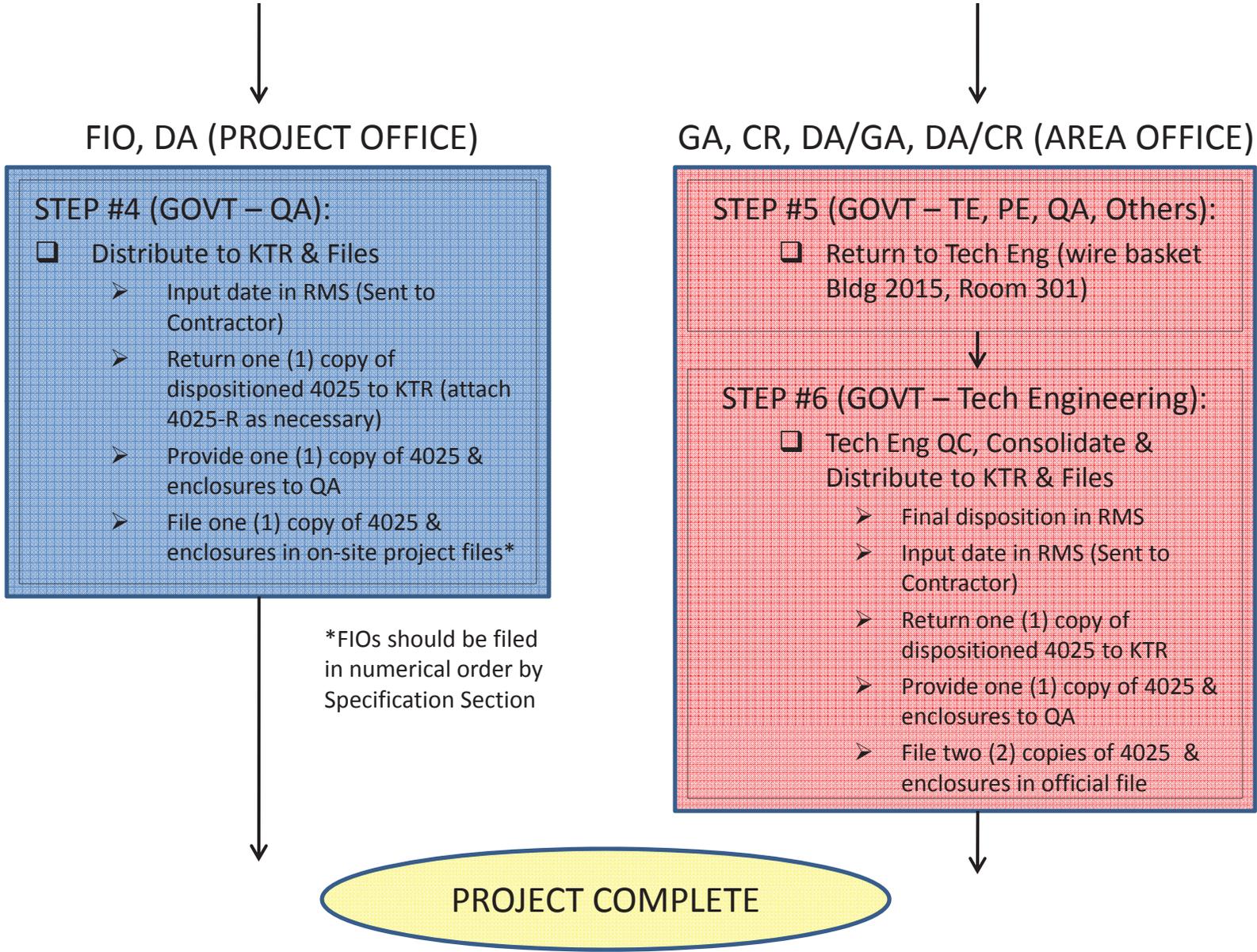
- ❑ All reviewers Review & Disposition† (see examples) as:
 - “A” – Approved. No Comment.
 - “B”* – Approved w/ comments. No re-submittal required.
 - “C”* – Approved, except for. Re-submittal required.
 - “E”* – Disapproved. Re-submittal required.
 - “G”* – Other.
 - “FX”* – Receipt Acknowledged. Does not comply, Re-submittal is required.
 - “R” – Released.
- ❑ Coordinate with other reviewers as necessary.

† Input action code in RMS, Write action code on 4025, Initial & date 4025

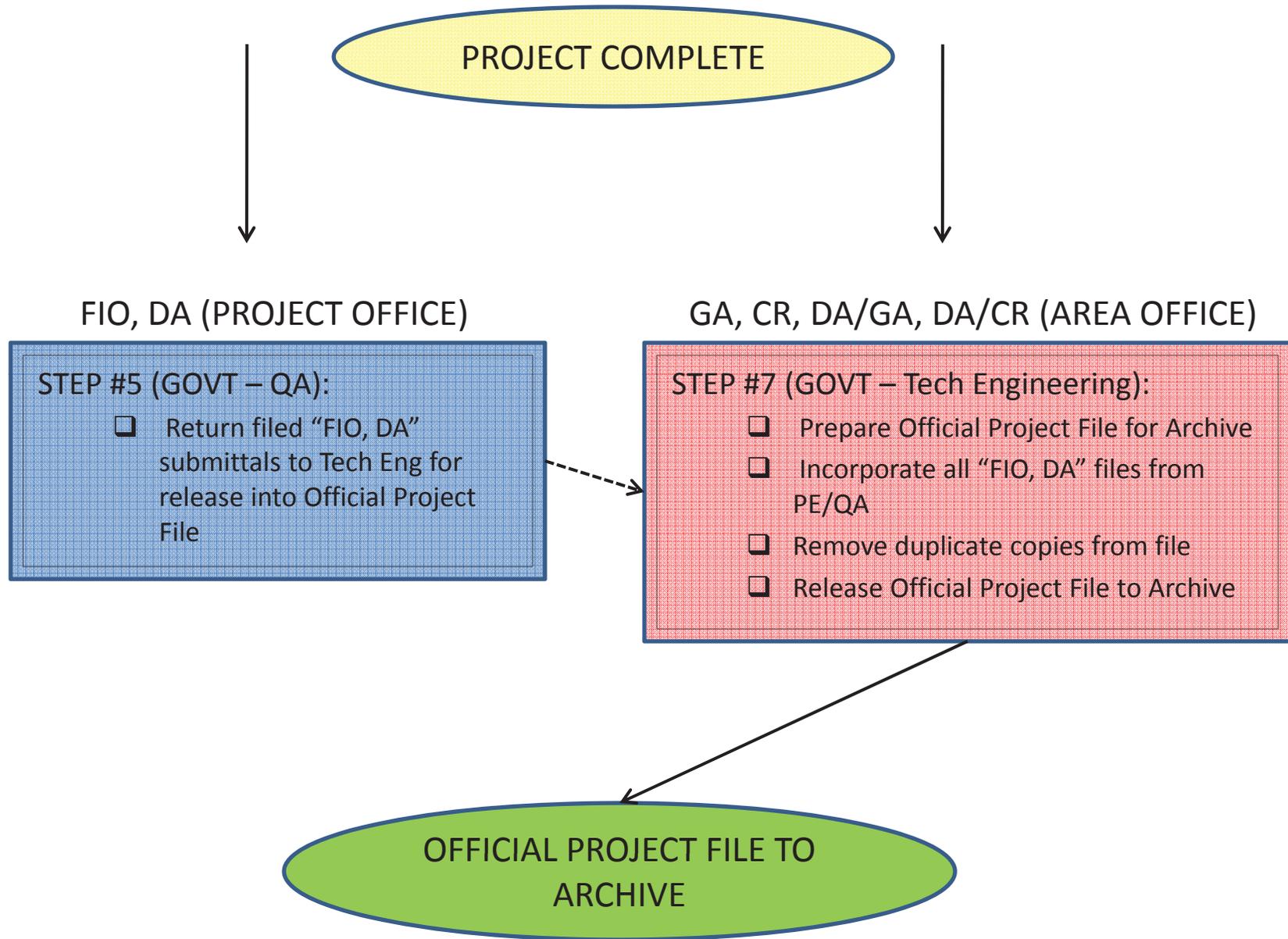
* Attach 4 copies of Govt comments (4025-R)

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Submittal Procedures



Submittal Procedures



eSubmittal Procedures

STEP #1 (CONTRACTOR):

- A. Generate Eng Form 4025 from QCS
- B. Produce eSubmittal File (searchable .pdf file)
 - GA, CR, DA/GA, DA/CR
 - Bookmarked File or Items Clearly Marked
 - FIO, DA
 - Bookmarked File or Items Clearly Marked
- C. Export Transmittal from QCS to RMS
- D. Deliver Submittal via Email Attachment & FTP site*
 - GA, CR, DA/GA, DA/CR → Email Distro #1**
 - FIO, DA → Email Distro #2**
 - Email Subject Line: "Contract Number, Transmittal No."
Example: "W912DW-##-#-####, 01 33 00-1.1"

* For samples, deliver one sample to project site (note in comment block).

** Distro #1 = Technical Engineering
To: JBLMTRANSMITTALS@usace.army.mil

** Distro #2 = Project Team
To: PE; QAR

FIO, DA

PROJECT TEAM (PE/QAR)



GA, CR, DA/GA, DA/CR

AREA OFFICE – Technical Engineering Section



eSubmittal Procedures

FIO, DA (PROJECT OFFICE)

- STEP #2 (GOVT – QA):**
- Received via Email/FTP
 - Input date in RMS (Rec'vd By Government)
 - Save file to V:\ Drive
 - V:\+Submittals\JBLM Area Office
 - Select Resident Office, Contract #, and "FIO" file.

GA, CR, DA/GA, DA/CR (AREA OFFICE)

- STEP #2 (GOVT – Tech Engineering):**
- Received via Email/FTP
 - Input date in RMS (Rec'vd By Government)
 - Save file to V:\ Drive
 - V:\+Submittals\JBLM Area Office
 - Select Resident Office, Contract #, and "GA" file.

- STEP #3 (GOVT – Tech Engineering):**
- Distributed per Coordination Mtg
 - Email sent to Tech Engineering, PE/QA, Design Eng, others per coordination meeting
 - Email includes attachment or link to file location

eSubmittal Procedures

FIO, DA (PROJECT OFFICE)

STEP #3 (GOVT – PE/QA):

- ❑ Review & Disposition† (see examples) as:
 - “F” – Receipt Acknowledge, Re-submittal not required.
 - “FX” – Receipt Acknowledged, Does not comply, Re-submittal is required.

† Input action code in RMS & comments into RMS.

GA, CR, DA/GA, DA/CR (AREA OFFICE)

STEP #4 (GOVT – TE, PE, QA, Others):

- ❑ All reviewers Review & Disposition† (see examples) as:
 - “A” – Approved. No Comment.
 - “B”* – Approved w/ comments. No re-submittal required.
 - “C”* – Approved, except for. Re-submittal required.
 - “E”* – Disapproved. Re-submittal required.
 - “G”* – Other.
 - “FX”* – Receipt Acknowledged. Does not comply, Re-submittal is required.
 - “R” – Released.

- ❑ Coordinate with other reviewers as necessary.

† Input action code in RMS

* Ensure review comments entered into RMS (4025-R). Review comments should state applicable contract references.

eSubmittal Procedures

FIO, DA (PROJECT OFFICE)

STEP #4 (GOVT – QA):

- Distribute to KTR
 - Input date in RMS (Date Sent to Contractor)
 - Import/Export as part of daily project execution.

GA, CR, DA/GA, DA/CR (AREA OFFICE)

STEP #5 (GOVT – TE, PE, QA, Others):

- Notify Tech Engineering that Review is complete.
 - Reply to email & notify Tech Engineering that review in RMS is complete

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STEP #6 (GOVT – Tech Engineering):

- Tech Eng QCs & Processes in RMS*
 - Final disposition entered RMS
 - Input date in RMS (Date Sent to Contractor)

*Export to QCS occurs daily by PE/QA.

PROJECT COMPLETE

eSubmittal Procedures

