

LABOR MANAGEMENT REPORT

PURPOSE

A periodic report of the status of actual and projected labor expenditures and their variances from the approved "Labor Plan" for a contractual agreement.

INSTRUCTIONS

- Item 1.** Enter the title as it appears in the official document establishing the contractual agreement.
- Item 2.** Enter the inclusive start and complete dates for the reporting period for this report, if appropriate.*
- Item 3.** Enter the contractual agreement identification number as it appears in the official establishing document and append the latest modification number.
- Item 4.** Enter the name and address of the contractor, organization, or agency, as they appear in the contractual agreement.
- Item 5.** Enter the date of the current Labor Plan for this contractual agreement (see Item 4 of "Labor Plan").
- Item 6.** Enter the official start of the original contractual agreement.*
- Item 7.** Enter the official completion date, as of the latest official modification to the contractual agreement.*
- Item 8.** Enter the element codes relating to the contract line items, tasks, products, or work breakdown structure elements reported in Item 9.
- Item 9.** Enter the same contractually specified reporting elements that are on the associated "Labor Plan."
- Item 10.** All labor must be reported for each reporting element listed in Item 9. Contractor-funded labor must be reported for each reporting element listed in Item 9. Contractor-funded labor will be excluded only if directed in the contractual agreement. Enter items:
- a. The total actual labor expenditures incurred for the reporting period.
 - b. The total planned labor expenditures for the reporting period, as stated in the current "Labor Plan."
 - c. The cumulative total of all labor expenditures planned from the beginning of the period of performance to the end of the reporting period.
 - d. The cumulative total of all labor expenditures planned from the beginning of the period of performance to the end of the reporting period, as stated in the current "Labor Plan."
- Item 11.** Enter the participant's best estimate of the labor required to perform the remaining work. This estimate may differ from the "Labor Plan."
- a. The estimated labor expenditures for the subsequent reporting period.
 - b. The estimated labor expenditures for the balance of the fiscal year (excluding the amount in 11a).
 - c. For each reporting element listed in Item 9, enter planned labor for fiscal years remaining to complete the program.
 - d. For each reporting element listed in Item 9, enter planned labor for fiscal years remaining to complete the program and not included in Items 10c, 11a, b, and c.
 - e. The total estimated labor expenditures funded by DOE for the completion of the contract effort, including the amounts in 10c, and 11a, b, c, and d.
- Item 12.** Enter the total contract labor for the reporting elements as shown in Item 14 of "Labor Plan."
- Item 13.** Subtract the total estimated labor (Item 11d) from the total contract labor (Item 12) and enter the difference. Show unfavorable variances in parentheses. If the variance exceeds the specified threshold, explain fully in the "Status Report."
- Item 14.** Enter the total of all labor for each column for each reporting element. For multipage forms, enter total on final form.
- Item 15.** Enter the appropriate unit of measure that relates to the unit of measure in "Labor Plan."
- Item 16.** Signature of responsible contractor, agency, or organizational project manager and date signed, verifying the validity of the information furnished based upon the participant's knowledge of the contract's progress status.

* These items need only be entered on the first page of multipage reports.