

## Reports And Plans

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### 1.0 SUBMISSION REQUIREMENTS

Reports and plans shall be submitted as required by the Contract Data Requirements Lists (CDRLs), DD Forms 1423, incorporated into the contract.

### 2.0 METHOD OF SUBMISSION

**2.1** All deliverables shall be submitted to TMA via the E-commerce Extranet **unless otherwise directed by the CDRL**. The system is accessed via the Internet through a workstation browser **and requires a static Internet Protocol (IP) address**. The application is “thin client” meaning that no software needs to be installed on the client workstation and no software is downloaded into the browser. Javascript and cookies need to be enabled in the browser to utilize the application. The application is best viewed at a resolution of 1024 x 768 pixels in an Internet Explorer (IE) browser **(Version 8 and higher)**. **Other browsers such as Firefox and Chrome are not supported**. The system must be accessed using the Secure Socket Layer (SSL) protocol (https://) and is protected by individually assigned user name and password **or Common Access Card (CAC)**. Access to the Extranet must be requested using the E-Commerce **User Access Form-External** which will be provided by the Government. Access to **deliverables** is granted to users at the contract level **and deliverables** submitted by one contractor will not be accessible to any other contractor.

**2.2** **Deliverables that provide data for measuring objective requirements will require submission in Microsoft® Excel format with metric data reported in the same cell within the same worksheet for each reporting period. This may require an additional worksheet be added to the contractor’s deliverable. If required, the new report template will be provided by the Government prior to the start of the first reporting period.**

**2.3** **The method of distribution and file format of each deliverable will be identified in the CDRL. Distribution of deliverables to other agencies (government and contractors) as specified by the Government is the responsibility of the contractor.**

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