

Reports And Plans

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 (<https://tma-ecomextranet.ha.osd.mil/>). This system allows the contractor to log on to a secure system and upload the required deliverables (contract plans, reports, etc.). The system is accessed via the Internet through a workstation browser. 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. The system must be accessed using the Secure Socket Layer (SSL) protocol (https://) and is protected by individually assigned user name and password. Access to the Extranet must be requested using the E-Commerce Extranet Access Form which will be provided by the Government. While files are being submitted over the Internet they are encrypted within the secure layer. When files are stored on the TRICARE server, they are renamed with a randomly generated name of varying length. Access to information is granted to users at the contract level. Information submitted by one contractor will not be accessible to any other contractor.

2.1.1 Certain deliverables as identified by the government will require entry of specific metric data from the deliverable into a template prior to uploading the deliverable.

2.1.2 All deliverables will require submission into the Extranet in a format approved by the Government to include Microsoft® Office Excel, Word, PDF, or other specified format.

2.2 Delivery of deliverables to other agencies (government and contractors) as specified by the government is the responsibility of the contractor. **Delivery** will be in a method and format as determined by the government.

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