

TECHNICAL EXHIBIT (TE)

TE 01 DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
#1 Prevention Plan and Calendar – 3.2	Annually; due NLT 1 Sept for the following FY	1 electronic copy 1 hard copy	Prevention Plan Template	COR
#2 Training Calendar - 3.2	Annually; due NLT 1 Sept for the following FY	1 electronic copy 1 hard copy	Word Document or Excel Spreadsheet format	COR
#3 Campaign/event After Action Reports – 3.3	After each campaign/event; due within 5 business days of completion of the campaign event	1	Word document – electronic copy within required format	COR
#4 Prevention Report – 3.1	Annually; Due NLT 15 Nov for the previous FY	1 electronic copy 1 hard copy	Word document – electronic copy within required format	COR
#5 Monthly RAPR sheet – 3.8	Monthly; due by the first Wednesday of each month	1	Word document form	COR
#6 ISR/CLS data collection sheet(s) - 3.8	Quarterly; due within 5 business days of the end of each Quarter	1	Form copy provided	COR
#7 Training Lesson Plan to include slide decks, handouts, training evaluation – 3.3	One time with the development of each training program; when an existing training program is modified more than slightly; due at least 10 business days prior to delivery of the class	1 electronic copy 1 hard copy	Electronic copies plus one hard copy of each within required format	COR
#8 Completed training evaluations and participant sign-in sheets for face-to-face training or attendance list for virtual trainings – 3.3	With each training provided; due within 5 business days following the completion of each training session	1	Hard copy or electronic as appropriate. Formats provided.	COR

Army Substance Abuse Prevention Requirement
14 Jan 2022

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#9 DAMIS entry of each training session – 3.3	Within 5 business days of completion of each training session	0 – entry will be viewed by COR in DAMIS	Within DAMIS – web-based system	COR
#10 Contract Discrepancy Report - 1.6.6.1	As incidents occur – 5 working days of receipt	2	Word document – Contract Discrepancy Report – Electronic copy	KO, COR
#11 Employee List (Name, Home Address & Phone Number) – 1.6.9	By contract start date and as changes occur	2	Word document – hard copy or electronic	KO, COR
#12 AT Level 1 Training Certificate – - 1.6.15	Within 30 calendar days after contract start	1	Certificate – hard copy or electronic	COR
#13 iWATCH Training Certificate – 1.6.15.3	Within 30 calendar days after contract award & within 30 days of new employees start date	1	Certificate – hard copy or electronic	COR
#14 Information System (IS) Training Certificate – 1.6.15.4	By contract start date and annually thereafter	1	Certificate – hard copy or electronic	COR
#15 Operations Security (OPSEC) Training Certificate – - 1.6.15	Within 30 days of reporting on duty and annually thereafter	1	Certificate - hard copy or electronic	COR
#16 Information Assurance (IA)/ Information Technology (IT) Training – 1.6.15.6	Within 30 days of contract start date and annually thereafter	1	IA/IT Certification - hard copy or electronic	COR