# CONTRACT PROGRESS SCHEDULE

*(See Contractor's Instructions on Reverse)*

*Form Approved*
*OMB NO. 0704-0188*

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your (form/questionnaire) to either of these addresses. Send your completed (form questionnaire) to: SAF/AQCO, Washington DC 20330-1000.

| | | | | | |
|---|---|---|---|---|---|
| 1. CONTRACT NO. | | 8. PROJECT TITLE | | 10. APPROVAL RECOMMENDED BY: | |
| | | | | DATE SIGNED | INSTALLATIONS ENGINEER'S SIGNATURE |
| 2. STARTING DATE | | | | | |
| 3. COMPLETION DATE | | 9. SUBMITTED BY: | | | |
| 4. PURCHASE REQUEST NO. | | DATE SIGNED | CONTRACTOR'S NAME *(Last, First, Middle Initial)* ADDRESS *(Street, City, State, Zip Code)* | CONTRACTOR'S SIGNATURE | 11. APPROVED BY: |
| 5. PROJECT NO. | | | | | DATE SIGNED / CONTRACTING OFFICER'S SIGNATURE |
| 6. ACTUAL STARTING DATE | | | | | |
| 7. ACTUAL COMPLETION DATE | | | | | |

| LINE NO. A | WORK ELEMENTS B | % C | WEEKS D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

**AF Form 3064, JUN 90** *PREVIOUS EDITION IS OBSOLETE*

## INSTRUCTIONS TO CONTRACTORS

1. Prepare three copies of AF Form 3064, in accordance with these instructions and submit to the contracting officer at the time stated in the contract or as established by the contracting officer.

2. Blocks 1, 2, and 3. Enter the contract number, starting date, and completion date as shown on the contract.

3. Block 8. Enter the title of the project as shown on the contract.

4. Block 9. Enter name and address of your firm. The three copies submitted to the contracting officer must be dated and signed by the contractor or an authorized representative of the firm.

5. Lines 1through 16. Major elements of work (whether unit price or lump sum contract) such as excavation, concrete work, carpentry, engineering, installation of communication electronic facilities, etc., will be shown in Column B in logical sequence and in sufficient detail to identify the element.

6. The percentage of each listed work element to the complete job will be shown opposite each element in Column C. As an example, if 3 work elements are shown: excavation, concrete work, and backfill, and it is estimated that excavation is 50% of the total job, concrete 30%, and backfill 20%, these percentages will be shown opposite each element. The total must equal 100%.

7. Columns D through Q will be used to show planned periodic progress, as required by the contracting officer, during the period of the contract. Only the top half of the space under these columns will be used by contractors. Using the example cited above and assuming that the contract period for performance is 8 weeks, and it is planned to accomplish 10% of the excavation work the 1st week and 20% each week until excavation is complete, 10 would be shown in the upper half of Line 1 under Column D, 20 under Column E, and 20 under Column F for a total of 50%. If it is planned to accomplish the concrete work during the 4th, 5th, and 6th weeks in equal amounts, 10 would be entered under Columns G, H, and I on Line 2. Assuming the backfill will be accomplished during the 7th and 8th weeks, 10 would be entered under Columns J and K on Line 3. If the contract extends beyond 14 weeks, additional copies of AF Form 3064, with appropriate alterations, may be spliced on as a continuation of performance record.

8. Total amount of work planned at intervals as shown in Columns D through Q will be totaled and entered in the top half of the space under the appropriate column on Line 16. Again using the example cited above, the totals under Columns D through K would read 10, 20, 20, 10, 10, 10, 10, 10, for a total of 100%. These totals will be used to lot an overlay graph using Lines 67 through 15, Beginning with Column D and extending to the right that number of columns (weeks) authorized by the contract for performance time.

9. beginning at the lower left corner, line 15, column D, the graph will be plotted using a broken or dotted line showing the cumulative total progress for planned intervals. again using the example cited above, the dotted line would, for the 1st week, extend from line 15 to line 14 under column d for 10%. The second week the dotted line would extend from Line 14 to Line 12 under Column E for 20%, making a cumulative total of 30%. The dotted line should end (100%) at the intersection of Line 5 and Column K.

10. In the event the contract is modified by the contracting officer under terms of the contract, changing the progress of work as originally scheduled, adding or deleting work or changing the original completion date, a revised progress schedule will be prepared and submitted to the contracting officer for approval. In preparing the revised schedule, the amount of work completed will be considered, together with the changed new completion date set forth in the contract modification. Considering these factors, the work under the contract will be rescheduled over the new total performance time in the same manner that the original schedule was prepared. The new completion date will be entered in Block 3. "First Revised Schedule," "Second Revised Schedule,"etc., will be entered immediately underneath the form title. Time of submission of the revised schedule will be determined by the contracting officer.

11. At such, intervals as may be established by the contracting officer, the contractor will submit to the contracting officer AF Form 3065. "Contract Progress Report," indicating the percentage of work accomplished for each work element during the established reporting period. Accurate reports are of the utmost importance to the contractor and to the Government, since the percentage of completion, or progress, thus reported is used in administration of the contract and may be used in connection with approval of partial payments under the contract. Care should be taken to plan the work in such manner that it can be accomplished as stated in this schedule. If for any reason it becomes known that any part of the progress under this contract will be delayed, this fact should be reported to the contracting officer immediately.