

Tracking Non-Participating time on Federal and Non Federal Aid Contracts

These steps will be used for all contracts that for some reason have Non Federal Time added to it by CO. Set up your CO as you normally would for a time adjustment. This is the process you will need to follow for any type of time adjustment to your contract.

NOTE: *This is only an example and may not be the actual way you do time adjustments in your District. These directions are intended to guide you in recording Non-Participating Days on a Federal or Non-Federal Aid Contract if you are adding days.*

NOTE: *Even if the Contract is Non Federal aid, the requirement still exists that the Number of Non-FA Participating days will be recorded as per the following instructions.*

Contract ID: E7A24	CO Number: 002	Tentative Verbal Approval Dates:	
		Federal: 00/00/00	Local: 00/00/00
CO Created by: Carter, Steve		On: 03/08/10	
Status: Draft	Approval Level:		
Description: Weather time extension Non-Part			
Reason Code: Weather days - Weather letters only			
CO Type: Weather Days Time Granted			
<input checked="" type="checkbox"/> Override Approval Rules		<input type="checkbox"/> Emergency Work	
Functions: <input type="checkbox"/> Overrun/Underrun <input type="checkbox"/> Force Account		Bid Contract Amt: \$184,750.00	
<input type="checkbox"/> Extra Work <input type="checkbox"/> Zero Dollar		Current Contract Amt: \$184,750.00	
<input checked="" type="checkbox"/> Time Adjustment <input type="checkbox"/> Final Quantity		CO Amount: \$0.00	
Reference to:			
Dispute: <input type="text"/>	Force Account: <input type="text"/>		

Once you have the header information set up, click on the Generic Fields icon.

The screenshot shows a software window with a menu bar at the top. A red box highlights the 'FELM' menu item, which has a sub-menu titled 'Generic Fields'.

Contract ID: E7A24 CO Number: 002

CO Created by: Carter, Steve

Status: Draft Approval Level:

Description: Weather time extension Non-Part

Reason Code: Weather days - Weather letters only

CO Type: Weather Days Time Granted

Override Approval Rules

Functions:

<input type="checkbox"/> Overrun/Underrun	<input type="checkbox"/> Force Account
<input type="checkbox"/> Extra Work	<input type="checkbox"/> Zero Dollar
<input checked="" type="checkbox"/> Time Adjustment	<input type="checkbox"/> Final Quantity

This will bring up a screen where you will be able to track the days that will not be covered by the FHWA. Enter the number of Non-FA Participating Days.

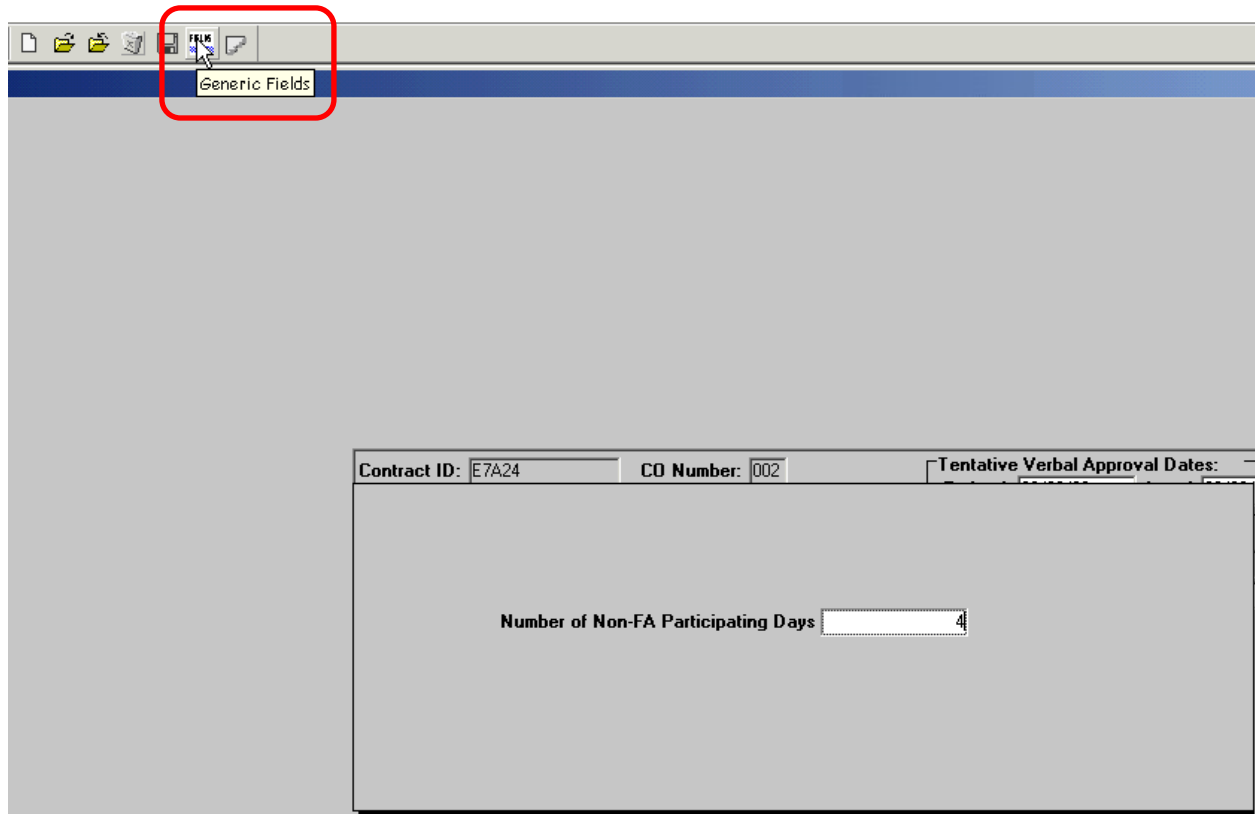
The screenshot shows a software window with a form. A red box highlights a text input field labeled 'Number of Non-FA Participating Days' containing the number '4'. A mouse cursor is pointing at the end of the input field.

Contract ID: E7A24 CO Number: 002 Tentative Verbal Approval Dates:

Number of Non-FA Participating Days: 4

Reference to:

Dispute: Force Account:



Once you have entered the days, click on the *Generic* icon again. You will then be brought back to the initial screen where you set up the CO. Continue as you would for a normal CO.

Contract ID: E7A24	CO Number: 002	Tentative Verbal Approval Dates:	
		Federal: 00/00/00	Local: 00/00/00
CO Created by: Carter, Steve		On: 03/08/10	
Status: Draft	Approval Level:		
Description: Weather time extension Non-Part			
Reason Code: Weather days - Weather letters only			
CO Type: Weather Days Time Granted			
<input checked="" type="checkbox"/> Override Approval Rules		<input type="checkbox"/> Emergency Work	
Functions:	<input type="checkbox"/> Overrun/Underrun	<input type="checkbox"/> Force Account	Bid Contract Amt: \$184,750.00
	<input type="checkbox"/> Extra Work	<input type="checkbox"/> Zero Dollar	Current Contract Amt: \$184,750.00
	<input checked="" type="checkbox"/> Time Adjustment	<input type="checkbox"/> Final Quantity	CO Amount: \$0.00
Reference to:			
Dispute:		Force Account:	

Change Order Time Adjustment screen:

Contract ID: Change Order Nbr:

Adjusted Contract or Milestone	Adjustment Days	Adjustment Date	Explanation
Contract	6	00/00/00	The total weather days for this extension is 6 days. For what ever reason the FED

For Milestone: or Contract Completion

Time Adjustment Days: Adjusted Completion Date:

Explanation:

You will still need to fill out the *Change Order Time Adjustments* screen but will show all days covered by letter and a reason why the days you entered in the *Generic* field on the *CO Header* screen shown on this screen.