

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 1 through 12. 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. If the contract calls for more than 11 work elements, additional copies of the AF Form 3064 may be used as a continuation for the work elements.
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 may be used 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 of Line 12. Again, using the example cited above, the totals under Columns D through K would read 10, 20, 20, 10, 10, 10, 10 for a total of 100%. These totals will be used to plot an overlay graph using Lines 4 through 11, beginning with Column D and extending to the right the number of columns (*weeks*) authorized by the contract for performance time.
9. 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 to the left of the form title. Time of submission of the revised schedule will be determined by the contracting officer.
10. 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.