***Open Commitment Detail Report (December 2023)***

***Purpose***

The Open Commitment (OC) detail report aims to provide NETL with data on the elements that comprise the open commitment total and the values associated with each component. NETL uses this information for two primary purposes: 1) to track the flow of costs from open commitments to invoices and 2) to identify the open commitments to support the calculation of performance period costs defined in the PEMP.

***Instructions***

The OC detail report will be submitted in a spreadsheet format that supports applying column filters to the data. Dollar values must be formatted consistently with a “$” and two decimal places. The report will be submitted monthly, concurrent with the CMR and Invoice Detail report.

|  |  |
| --- | --- |
| **Item** | **Description** |
| CLIN/SubCLIN/Task/Activity | Whole item number (CLIN/Sub-CLIN/Task/Subtask number). |
| Award Fee (Prior Period) | Enter the estimated amount of the Award Fee carried over the previous performance period that has not been invoiced to the Government. |
| Award Fee (Current Period) | Enter the estimated amount of the Award Fee earned in the current performance period. |
| Rate Adjustment Reserve | Rate adjustment reserve, if required. |
| Labor | Enter any direct labor costs earned but not yet invoiced to the Government. |
|  |  |
| Subcontracts in OCs | Subcontract costs being held in open commitments. These costs should include any indirect rates applied (including those applied by the prime contractor). |
|  |  |
| University | If applicable, enter any cost incurred by a university that has yet to be invoiced to the Government. |
|  |  |
| Supplies/Materials/Equipment | Enter any costs for supplies, materials, or equipment that may have been purchased but have yet to be invoiced to the Government. |
|  |  |
| Travel/Training | Enter the estimated cost of any travel or training costs that have yet to be invoiced to the Government. |
|  |  |
| Other | Separate columns identifying any other costs carried in open commitments. |
|  |  |
| Total | Total of all open commitments. |