

Attachment 3 – Contractor Discrepancy Report

1. Contract Number		2. Report Serial No.		3. Report # this Discrepancy	
4. To: (Contractor and Managers Name)			5. From: (Name of QAE)		
DATES					
6. Prepared		Oral Notification		Returned by Contractor	
				Action Complete	
7. Discrepancy or Problem (Describe in detail: include reference to PMS/Directive: attach continuation sheet if needed.					
8. Signature of Contracting Officer					
9. To: (Contracting Officer)			From: (Contractor)		
10. Contractor response as to cause, corrective action and actions to prevent recurrence. Attach continuation sheet if needed (Cite applicable QC program procedures(s) or new QC procedures(s).)					
11. Signature of Contractor Representative			Date		
12. Government Evaluation (Acceptance, rejection: Attach continuation sheet if needed)					
13. Government Action (Payment deductions, cure notice, show cause, other)					
14. Final Disposition					
CLOSE OUT					
	Name – Title		Signature		Date
Contractor Notified					
QAE					
Contracting Officer					