**SECTION I**

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Contract No:**  **Contractor:**  **Contractor Department:**  **Location of Discrepancy:** | **NCR Control No:**  **Date Submitted:**  **PWS/PRS Paragraph #:** |
| **COR Name** (print & sign):  **Phone:**  **Date :** | |
| **RESPONSE DUE:**  **Contractor Representative Acknowledgment:**  (print, sign, & date) | |

**SECTION II**

**DESCRIPTION OF NON-CONFORMANCE**

|  |
| --- |
| TYPE OF NCR: MAJOR \_\_\_ MINOR \_\_\_ |
| DESCRIPTION: |

|  |  |
| --- | --- |
| **Contract/Modification No:** | **NCR Control No:** |

**SECTION III**

**ROOT CAUSE CORRECTIVE ACTION**

|  |
| --- |
| Contractor Corrective Action:  **Projected Completion/Implementation Date:** |
| **Contractor Representative/Date** (print & sign)**:** |

|  |  |
| --- | --- |
| **Contract/Modification No:** | **NCR Control No:** |

**SECTION IV**

**FOLLOW-UP VERIFICATION**

|  |
| --- |
| NCR Closed: YES \_\_\_ NO \_\_\_  COR Signature/Date: |
| **Follow-up Comments:** |