

A.13 Critical Incident Report

Contract Incident Report

Date of Report:	Time of Report (Zulu):	Type of Report	Initial <input type="checkbox"/> Update <input type="checkbox"/> Final <input type="checkbox"/>	Contracting Unit/RCC:	Report Ref #:
Contracting Officer's Name:		Contracting Officer's Telephone:		Contracting Officer's E-Mail:	
Date of Incident:	Time of Incident (Zulu):	Primary Contractor Involved (Company Name):		Contract Number:	

Brief Description of Contract Requirements:

Narrative of Incident:

Instructions for Contract Incident Report

Note: These instructions are for reference only. Follow the specific policy or guidance of your unit or Head of Contracting Activity.

1. **Security Classification of the Contract Incident Report (CIR).**
When blank, this document is Unclassified. Before using this form, get general guidance from your unit information security manager about what information contained in a filled-out CIR would drive an increase in the form's security classification. At a minimum, consider classifying the form as For Official Use Only when it is completed.
2. **Date of Report.** Self-explanatory.
3. **Time of Report.** The recommendation is to use Zulu (Z) Coordinated Universal Time (UTC). The incident might have occurred in a different time zone, or units or offices reviewing this report might be in different time zones.
4. **Type of Report.** There are three types of reports, as follows:
 - **Initial.** Although the contracting office might not have a lot of details, it is important to relay the information in hand as quickly as possible, with the promise of forwarding additional details as they are made available or at a specified time.
 - **Update.** This type of report provides additional information not included in previous reports.
 - **Final.** Before filing out a final report, the author should ensure that all open actions are closed and that requests for additional data are fulfilled or are being tracked using another mechanism. In addition, the author of the CIR should coordinate with the CIR primary receiver before submitting a final report to ensure that all of the needed incident-related data are available.
5. **Contracting Unit/RCC.** The unit, Regional Contracting Center (RCC), or office submitting the report.

Appendix A

COR Checklists

6. **Report Reference Number.** User-defined mechanism for tracking multiple reports from multiple organizations.
7. **Contracting Officer's Name.** Self-explanatory.
8. **Contracting Officer's Telephone #.** Self-explanatory.
9. **Contracting Officer's E-Mail.** Self-explanatory.
10. **Date of Incident.** Self-explanatory.
11. **Time of Incident.** Recommend using Zulu (Z) UTC. The incident might have occurred in a different time zone, or the units or offices reviewing this report might be in different time zones.
12. **Primary Contractor Involved.** Use the name on the contract, with the alias included in parentheses. If more than one contractor is involved, list others in the Narrative of Incident part of the CIR. Be sure to include any relationships between multiple contractors (e.g., Acme is a subcontractor of Smith LLC), if known.
13. **Contract Number.** Self-explanatory.
14. **Brief Description of Contract Requirement.** This information will help those not familiar with the contract to understand what the contract is supposed to be doing. If possible, explain contract requirements as they may relate to the incident.
15. **Narrative of the Incident.** In general, this block covers the when, who, what, where, how, and why of the incident. It usually starts with details about the time and date that the contracting officer was notified and by whom. If pertinent information is missing or unknown, the author should say so and mention that it will be included in a future update. The author should consider including actions that the Government or contracting officer will take as part of an investigation or corrective action.
16. **Clear Form.** A click on this button will delete all data from the form.