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AD-2100 (04-16-2020)	U.S. DEPARTMENT OF AGRICULTURE Farm Production and Conservation Farm Service Agency Foreign Agricultural Service Natural Resources Conservation Service Risk Management Agency	1. Agency (Select One)
		FSA FAS RMA FPAC-BC NRCS
		2. Contract/Order Number
CONTRACTING OFFICER REPRESENTATIVE (COR) CONTRACT DISCREPANCY REPORT		3. Fiscal/Calendar Year

NOTE: This form is to be completed by the Contracting Officer Representative (COR) and then given to the Contracting Officer. If a COR is not assigned, the contracting officer will complete the Contract Discrepancy Report.

4. TO: (Name of Contractor's Project Manager, Including Address)	5. FROM: (Name and Address of COR, Including Zip Code)
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6. Dates:			
A. Prepared	B. Oral Notification of Discrepancy	C. Returned by Contractor	D. Action Complete

7. Discrepancy or Problem (Describe in Detail; Include reference in Performance Work Statement/Directive; Attach Continuation Sheet if Necessary).
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8A. Name of Contracting Officer	8B. Signature of Contracting Officer	8C. Telephone Number (Including Area Code)	8D. Date (MM-DD-YYYY)
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PART A – TO BE COMPLETED BY VENDOR

9. TO: (Name and Address of Contracting Officer)	10. FROM: (Name and Address of Contractor)
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11. Contractor Response as to Cause, Corrective Action and Actions to Prevent Recurrence. Attach Continuation Sheet if Necessary.

12A. Name of Contractor Representative	12B. Signature of Contractor Representative	12C. Telephone Number (Including Area code)	12D. Date (MM-DD-YYYY)
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PART B – TO BE COMPLETED BY CONTRACTING OFFICER

13. Government Evaluation (Acceptance, partial acceptance, rejection: attach continuation sheet if necessary)

PART B – TO BE COMPLETED BY CONTRACTING OFFICER (Continuation)14. Government Actions (*Explain action to be taken*)**PART C - CLOSE OUT**

15. Remarks

16A. Name of Contractor Notified	16B. Title	16C. Signature of Contractor Notified	16D. Date (MM-DD-YYYY)
17A. Name of COR	17B. Title	17C. Signature of COR	17D. Date (MM-DD-YYYY)
18A. Name of Contracting Officer	18B. Title	18C. Signature of Contracting Officer	18D. Date (MM-DD-YYYY)

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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