

7.2 Exhibit 2 – Reports and Documentation Submittals - USARC Yellow Ribbon Reintegration Program (YRRP)

PWS Paragraph #	Title	Medium/Format	Required Date	Frequency	Distribution (Submit to)
1.8	Reply to Non-conformance Reports (NCRs)	Email	Within 2 hours	As Required; with each NCR issued	COR
1.8.2	Acknowledge receipt Inspection Results	Email or verbally (followed up with email)	Within 2 hours	After each Inspection notice	COR
1.13	Notification of government property damage or accident	Verbal	Immediately, as soon as possible	As Required	COR and Administrative KO
1.13	Accident Investigation Reports	Email	Within 5 Calendar Days	As Required	COR
1.14	Notification and resolution of apparent conflict between contract requirements and Environment and OSHA requirements.	Verbal or email	Immediately and NLT the End of the Business Day	As Required	COR
1.14.1	Verbal Notifications Follow Up for Notification of apparent conflict between contract requirements and Environment and OSHA requirements.	Email	NLT 2 Business days	As Required	COR
1.14.2	Hazards Notification	Verbally and by email	Immediately/ Within the hour of Occurrence	As Required	COR
1.15.1	Prices / Cost Changes	Email	Immediately/Prior to changes not authorized in contract terms	As required	KO
1.15.3	Contractor POC and Alternate POC contact information.	Email	NLT 24 hours after contract award and as changes occur.	As Required	COR
1.16	Required Insurance	Email	Within 2 calendar days after contract Award	As Required	COR and Administrative KO
5.2.6.	Sleeping Room Roster	Input into appropriate invoicing system & Email	With invoice for YRRP Event.	Once for YRRP Event	Input into appropriate invoicing system. Copy to COR

5.3	Conference Spaces/ Rooms	Input into appropriate invoicing system & Email	With Invoice for YRRP Event	Once for YRRP Event	Input into appropriate invoicing system/ Copy to COR
5.5.1.3	Parking Roster	Input into appropriate invoicing system & Email	With invoice for YRRP Event.	Once for YRRP Event	Input into appropriate invoicing system. Copy to COR
5.6.2.3	Shuttle Roster	Input into appropriate invoicing system & Email	With invoice for YRRP Event.	Once for YRRP Event	Input into appropriate invoicing system. Copy to COR
5.7	Banquet Event Order (BEO)	Email and meeting	No later than the Thursday prior to the YRRP Event	Once for YRRP Event	COR