# Iecusoft™ Communication and Reporting Plan

🛡 **Real-Time Visibility. Automated Compliance. Zero Surprises.**

*Powered by Iecusoft™ Compliance Copilot (ICC)*

## Page 1: Executive Summary & System Framework

### Introduction

At Iecusoft™, communication is not a function — it's a **federal-grade operating system**. With the 🛡 **Iecusoft™ Compliance Copilot (ICC)** as our backbone, Contracting Officers (COs) gain **live visibility into every shift, schedule, report, and compliance event**. No delays. No blind trust. Just real-time proof.

### About Iecusoft™

- **Type**: SDVOSB | Tribal Economic Development Partner
- **CEO**: Christopher James McKenna
- **Mission**: Secure Federal Infrastructure. Heal Veterans. Embed Transparency.
- **ERP**: Monday.com + 🛡 ICC Real-Time Oversight Dashboard
- **Federal Identifiers**:
    - UEI: DC5CJM5A5EM6
    - CAGE: 8K8S7
    - DUNS: 036389837

### 🛡 What is the Compliance Copilot (ICC)?

The Iecusoft™ Compliance Copilot is a **live-access operational mirror** into our federal contracts. It tracks and logs:

- Shift schedules with GPS logs
- Post coverage and supervisor notes

- Credentialing and background status
- Incident reports with time-stamped uploads
- Training and onboarding completions
- Live labor hours with QuickBooks wage compliance
- Documented deviations and corrective action paths

## Page 2: CO Reporting Protocols & Access Control

**Live CO Access**

Contracting Officers are issued **read-only dashboards** to view:

- Day-to-day shift and post logs
- Training completions and credential records
- PDF downloads of incident reports
- Open alerts or risk flags
- Contract KPI dashboards in real-time

**Automated Weekly Reports (via Monday.com)**

🛠️ **Yes — Monday.com is programmed** with automation and integrations to:

- **Auto-generate weekly compliance reports**
- Email them directly to the CO or PM
- Include custom dashboards, charts, PDF exports
- Trigger alerts based on performance thresholds

**Standard Report Schedule**

| Frequency | Report | Delivery | Source |
|---|---|---|---|
| Daily | Guard Logs | Auto-email | ICC Log + Shift Tracker |
| Weekly | CO Summary | Auto-email PDF | ICC Compliance Dashboard |
| Biweekly | Payroll Report | ICC + QuickBooks Export | Time-tracking integration |

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| Monthly | Site Performance | Manual + ICC Dashboard | Service metrics, KPIs |
| Quarterly | Executive Review | Zoom or In-Person | CO Q&A, full report |

## Emergency Reporting & Alert Protocols

- ICC triggers real-time notifications for incidents, missed shifts, or SOP flags
- Contracting Officer receives report summary within **30 minutes** of serious events
- Hotline: Direct access to Iecusoft PM or Executive for urgent updates

# Page 3: Internal Communication Chain & Escalation Readiness

## Internal Reporting Structure

All personnel communication flows into the 🛡 ICC system:

- **Site Lead** → Posts shift logs, incident reports
- **Project Manager** → Weekly audit + escalation management
- **Executive Oversight** → Monthly reviews, CO alignment, contract steering

## 3-Level CO Escalation Path

| Level | Role | Responsibility |
|---|---|---|
| Level 1 | Site Supervisor | Handles immediate issues on-site |
| Level 2 | Project Manager | Manages compliance, scope, and staffing |
| Level 3 | CEO/Executive Officer | Engages directly with CO for final decisions or modifications |

## Communication Systems Used

- **ERP System**: Monday.com + 🛡 ICC
- **Meetings**: Zoom / Teams / In-person

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- **Urgent Threads**: Signal Encrypted Chat
- **Documentation**: Google Drive + Encrypted Uploads + ICC Central Repository

## Page 4: Federal Compliance, Audit Trails, and Trust Doctrine

### Audit-Ready Architecture

The 🛡 lecusoft™ Compliance Copilot auto-archives all communication logs:

- PDF report backups
- Time-stamped team messages
- Incident uploads with visual/media evidence
- Direct access to historical shift logs and training records
- Aligned with **NIST 800-171**, **CMMC 2.0**, and federal procurement protocols

### Live CO Dashboard Capabilities

- Download training/incident logs by date or post
- View credential expirations and audit risk flags
- Access a **compliance scorecard** with red/yellow alert indicators
- Custom visual dashboards per agency contract

### Transparency Doctrine

"We don't send emails and hope you believe us — we give you the full system and let you watch it happen."
— *Christopher James McKenna, CEO*

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