

RESPONSIBILITIES OF HEAD OF THE CONTRACTING ACTIVITY (HCA)

1. Ensure that all contract actions comply with the law and acquisition regulations.
2. Evaluate the contracting workforce and supporting elements to ensure successful mission execution. Place each contracting office appropriately in your organizational structure and ensure that each office is adequately structured and staffed.
3. Provide trained personnel and other resources to effectively carry out the contracting mission in your organization. Keep in mind the Army's desire to enhance the representation of highly qualified minorities and women in the workforce.
4. Ensure that only properly warranted and experienced contracting officers execute contracting actions.
5. Avoid unduly restrictive requirements, unnecessarily vague or overly detailed specifications or statements of work, and emphasize proper procurement planning and preparation so as to avoid untimely submission of procurement actions.
6. Ensure procurement documentation, such as Acquisition Plans, Justifications and Approvals, determination and findings, and Service acquisition strategies, are clear and concise, using active voice. Where a final decision is required by higher leadership an analysis of alternatives should be provided, along with a recommended decision by the action officer.
7. Avoid potential conflicts of interest and other potential ethical situations by implementing appropriate safeguards and ensuring personnel are properly trained. Ensure acquisition personnel comply with procurement integrity regulations.
8. Take immediate corrective action when procurement fraud, waste, or abuse is identified. Ensure appropriate actions are implemented to correct such actions.
9. Ensure unauthorized commitments are adequately documented, and that immediate and proper action is taken. When ratifications are determined to be appropriate, ensure packages are properly documented.
10. Ensure personnel comply with all application notifications and award announcement procedures, especially when Congressional notifications are required.
11. Encourage the development and application of innovative contracting methods and other acquisition reforms.
12. Approve procurement decisions as necessary, and authorize waivers or exceptions to policy that the law or regulations allow.
13. Resolve disagreements between contracting offices within your organization as well as disagreements with external contracting activities.
14. Limit the development and publication of local contracting policies and procedures unless you find them essential to accomplishing the acquisition mission. Any such policies or procedures must not restrict or duplicate Army-level or higher policies or regulations unless advance approval is obtained from the Deputy Assistant Secretary of the Army (Procurement) – DASA (P)
15. Ensure that your activity complies with applicable statutory and regulatory socio-economic requirements.
16. Perform Procurement Management Reviews in accordance with the Army Federal Acquisition Regulation Supplement, Appendix CC (CC-304).
17. Provide periodic briefings to the Assistant Secretary of the Army (Acquisition, Logistics and Technology) and the DASA (P) on the status of significant contracting programs throughout your organization and other acquisition initiatives under your purview.

18. Provide oversight and promote standardized contracting policies and procedures throughout the contracting offices and activities within your organization.
19. Process and review, concurrently with DASA(P), all contracting actions requiring HQDA or higher level approval.
20. Provide your PARCs direct access to you on matters within your HCA purview. The HCA is the only official to whom your PARCs should report.