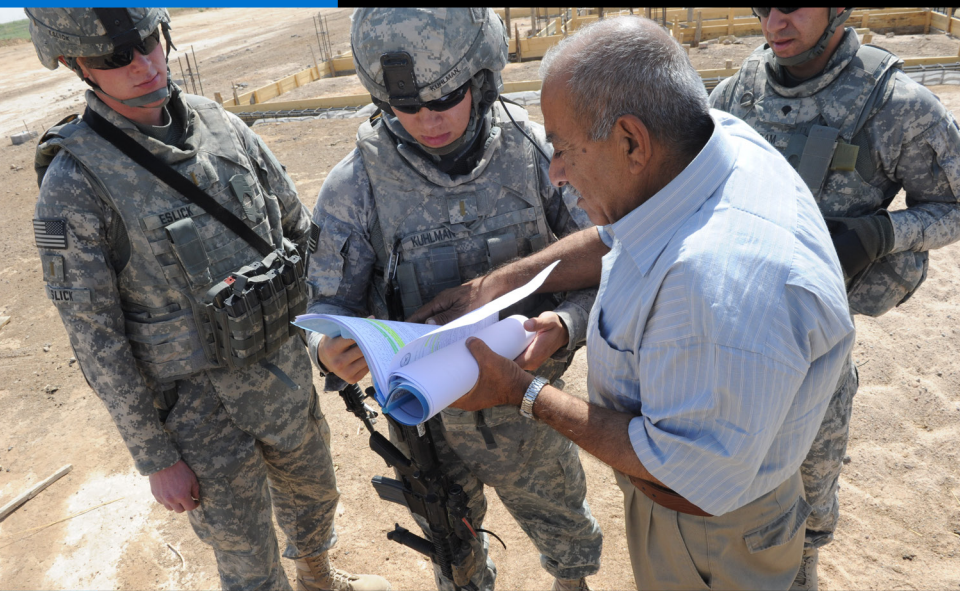




# Defense Contingency Contracting Handbook

Version 4 – October 2012



Essential Tools, Information, and Training to Meet  
Contingency Contracting Needs for the 21<sup>st</sup> Century

## **Acknowledgements**

Grateful acknowledgement is made to the following individuals who were involved in the writing, design, and production of this handbook.

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## **Handbook Information**

An online version of this handbook and its attached DVD can be found at <http://www.acq.osd.mil/dpap/ccap/cc/jcchb/>.

Questions concerning the use, update, request for, or replacement of this handbook or the attached DVD should be sent to:

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## Introduction and Foreword

This handbook provides a pocket-sized guide to help you meet the needs of those whom you are supporting. This is crucial to your success and that of the overall mission. It is by no means a stand-alone document and must be read together with the *Federal Acquisition Regulation*, the *Defense Federal Acquisition Regulation Supplement*, and *Operational Contract Support in Joint Operations* (Joint Publication 4-10).

## Foreword for Contingency Contracting Officers

**D**uring a deployment, contingency operation, or response to natural disasters, conditions can change in a hurry. One day you might be operating in a sustained operational environment, and the next you could be deployed to a bare base or supporting disaster relief operations in the field. The challenges you face might be very familiar or totally unprecedented. You might have little or no time to prepare, and you could have nothing but your own wits to guide you. The success of your mission might depend in part or completely on your ability to solve problems and think quickly.



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Defense Procurement  
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Your job as a contingency contracting officer (CCO) is locally acquiring the items needed to support the mission. While doing this job, you should be aware that many foreign business

cultures expect kickbacks, finder's fees, exchanges of gifts, or other gratuities that are illegal for US personnel to provide or accept. You should always ensure that ethics regulations are closely observed. As a



CCO, you must be vigilant in advising US commanders, requirements personnel, and CCO-appointed representatives about practices that might violate standards of conduct. To help you successfully operate in a variety of mission environments, we produced the Defense Contingency Contracting Handbook. This pocket-sized handbook and its accompanying DVD provide the essential information, tools, and training for you to meet the challenges that you will face, regardless of the mission or environment.

### **Purpose**

Our goal in producing this handbook is to give you a pocket-sized guide to help you meet the needs of the personnel and organizations that you support. This handbook is crucial to your success and that of the overall mission. No one can remember verbatim all of the relevant training, and this handbook is designed to fill in the gaps. However, it is by no means a standalone document and must be read together with the Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and Operational Contract Support in Joint Operations (Joint Publication 4-10). The Defense Contingency Contracting Handbook serves as a consolidated source of information for CCOs who are conducting contingency contracting operations in a Joint environment. The hard-copy handbook should be used with the attached DVD and also is available at the Defense Procurement and Acquisition Policy (DPAP) website at <http://www.acq.osd.mil/dpap/ccap/cc/jcchb/>. Both the handbook and DVD shall be used for training at home station, as a reference, and for training during deployment. The handbook and attached DVD provide useful tools, templates, and training that enable the CCO to be effective in any contracting environment.

## **Authority**

The Defense Contingency Contracting Handbook is authorized by the Director of Defense Procurement and Acquisition Policy. DPAP prepared this handbook with the assistance of the Defense Acquisition University and representatives from the United States Army, Navy, Marine Corps, Air Force, and Defense Contract Management Agency. These organizations will help maintain the handbook and produce future updates.

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