

## Appendix 1

### Additional Resources Available on the DVD and Website

The *Defense Contingency Contracting Handbook* is designed to provide general guidance on contracting in a contingency environment. However, the contingency contracting world is extremely complex and requires an understanding that is much more extensive than the scope of the handbook. The website and DVD are designed as a supplement to the handbook, furnishing additional resources for the contingency contracting officer (CCO).

More than 1,000 additional resources are available on the DVD and website, including checklists, trainings, role-based scenarios, guides, games, tools, policies, forms, templates, and weblinks to other resources. **Figure 12** highlights the most commonly used resources available on the *Defense Contingency Contracting Handbook* webpages.

The DVD is an exact copy of the website (in content) for users with no Internet capability. The DVD is enclosed in an envelope as Attachment 1. Note that you must click the file labeled Start.html to launch the DVD. The *Defense Contingency Contracting Handbook* website is available at <http://www.acq.osd.mil/dpap/ccap/cc/jcchb/>.

### General Organizational Structure

**Figure 12** depicts a screenshot of the website homepage. The navigation bar on the right side outlines the resource pages. The most important thing to know is that the DVD and website organize resources in two ways: (1) type of resource (e.g., training, checklists) and (2) topic (e.g., protests, ethics). For example, if you are looking for training on

**Resources by Topic and Type**

**Topical Index**

This page lists the various topics by which we organize and group the 1,000+ trainings, guides, policies, and other materials related to the DCC Handbook. This topic is used in this "Topical Index" help to compile related materials. Elsewhere on this website, you can browse the pages that organize all the [Trainings](#), [Guides](#), [Regulations](#), and other types of materials on their own individual pages (if you are interested in seeing all of the resources for a certain type).

For your reference, the Handbook's index can also be viewed by [downloading this PDF](#).

TOPIC	Related Chapters
<b>A</b>	
<b>Acquisition Planning</b>	4
<a href="#">After Action Reports (AARs)</a>	3, 6, 1
<a href="#">Agreements (ACSA/SOFA)</a>	
<a href="#">Alternative Dispute Resolution (ADR)</a>	
<a href="#">Anti-terrorist Countermeasures</a>	
<b>B</b>	
<a href="#">Blanket Purchase Agreements (BPA)</a>	
<b>C</b>	
<a href="#">CDO Authority</a>	
<a href="#">Claims</a>	
<a href="#">Command and Contracting Lines of Authority</a>	

**Acquisition Planning**

Acquisition planning - The process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition. (Source: Former language from FAR 7.101, provided for informational purposes only)

**Training**

- [ASC Schoolhouse AP Training](#)
- [Guides Handbooks](#)
- [Guide to the Strategic Planning Process](#)
- [AF IG 5307.104-92 Acquisition Planning](#)
- [USA ACA Acquisition Planning Guide](#)

ethics, click on the Training section and search for *ethics*. You can also click on the Topical Index section and click on the *Ethics* page.

The quickest way to get a sense of the information available on the website is to click on the Topical Index section of the navigation bar. This resource page provides a comprehensive list of all topics and additional resources. **Figure 13** shows a screenshot of the Topical Index webpage. Topics are organized alphabetically, and the webpage provides granularity on the type of resource available. The website also identifies the associated topic for each chapter.

The *Defense Contingency Contracting Handbook* chapters are also available on the DVD and the website. Although the actual handbook

# Appendix 1

## Additional Resources Available on the DVD and Website

The screenshot displays the website for the Defense Contingency Contracting Handbook. The main navigation menu on the left includes links for DPAP / DP Home, DPAP Operations, Defense Acquisition Regulations System, Contract Policy and International Contracting, Contract Policy, International Contracting, Contingency Contracting, Acquisition Policy, Program Development and Implementation, eBusiness, Purchase Card, Unique Identification, Procure to Pay (P2P), Defense Pricing, Cost, Pricing & Finance, Program Acquisition and Strategic Sourcing, and Program Acquisition. The main content area features an introduction to the handbook, a 'HOT TOPICS' sidebar, and a 'Read the Handbook' section. A blue callout box highlights the 'Read the Handbook' section with the text: "You can read the Handbook on the Website and DVD." The right sidebar contains a navigation menu with categories like 'Up One Level', 'What's New?', 'Read the Handbook', 'Policy and Regulation', 'Forms', 'Training', 'Briefings', 'Checklists', 'Scenarios', 'Guides', 'Test Questions', 'Games', 'Sample Documents', 'SOWs', 'DEFs', and 'Related Websites'. The bottom of the page shows 'Chapter 1' navigation and a 'Want to order a handbook?' prompt.

is invaluable as a transportable resource, there are some advantages to accessing the chapters online if mobility is not an issue. **Figure 14** depicts a screenshot of the Chapter 1 section, “Gift Prohibition.” the text of the handbook includes hundreds of hot links that allow you to quickly access relevant information such as a specific Federal Acquisition Regulation, other rules and regulations, references, forms, websites, and much more.



## Appendix 2

### List of Acronyms

Acronym	Term	Chapter
a&E	Architecture-Engineer	3
AAR	after action report	4, 9
ACC	Army Contracting Command	4
ACO	administrative contracting officer	4, 6
ACSA	acquisition and cross-servicing agreement	4
ADA	Antideficiency Act	3
ADR	alternative dispute resolution	7
ADVON	advance echelon	4
AETC	Air Force Education and Training Command	4
AF	Air Force	3
AFB	Air Force Base	9
AFCAP	Air Force Contract Augmentation Program	4
AFCESA	Air Force Civil Engineering Support Agency	4
AFI	Air Force Instruction	3
AFOSI	Air Force Office of Special Investigations	1, 4, 8
AFRICOM	US Africa Command	4, 8
AMC	US Army Materiel Command	4
AOR	area of responsibility	3, 4, 5, 7
ASC	Army Sustainment Command	4
AT&L	Acquisition, Technology, and Logistics	4
BEAR	Basic Expeditionary Airfield Resources	4
Bi-SC	Bi-Strategic Command	4
BPA	blanket purchase agreement	4, 5, 6, 9
CAAF	contractor authorized to accompany the force	4, 5, 8
CAD	contract administration delegation	5

Acronym	Term	Chapter
CAOCL	Center for Advanced Operational Culture Learning (US Marine Corps)	8
CAP	civil augmentation program	4, 5
CAR	contract action report	5
CBRN	chemical, biological, radiological, or nuclear	9
CCAS	contingency contract administration services	4
CCASS	Construction Contractor Appraisal Support System	6
CCIF	Combatant Commander Initiative Fund	3
CCO	contingency contracting officer	1, 2, 3, 4, 5, 6, 7, 8, 9
CCR	Central Contractor Registration	9
CERP	Commanders' Emergency Response Program	3, 4
CFR	Code of Federal Regulations	1, 7
CIC	Customer Interaction Center	6
CICA	Circumvention of Competition in Contracting Act	5
CID	US Army Criminal Investigation Command	1, 4, 8
CLPSB	Combatant Commander Logistic Procurement Support Board	3
CMP	contractor management plan	4
COCO	chief of the contracting office	2, 4
COCOM	combatant command	4, 5
COR	contracting officer's representative	1, 2, 3, 5, 6, 7
CORT Tool	Contracting Officer's Representative Tracking Tool	4, 6

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### List of Acronyms

Acronym	Term	Chapter
CPARS	Contractor Performance Assessment Reporting System	4, 6
CRT	contingency response team	9
CSB	Contracting Support Brigade	4
CSIP	contract support integration plan	4
CTIP	combating trafficking in persons	1, 4
CUL	common user logistics	3
D&F	determination and finding	5, 6
DA	Department of the Army	3
DAU	Defense Acquisition University	1, 3, 4, 6
DBA	Defense Base Act	4, 5, 6
DCAA	Defense Contract Audit Agency	1, 2, 4
DCIS	Defense Criminal Investigative Service	1
DCMA	Defense Contract Management Agency	1, 3, 4, 6
DD	Department of Defense (documents)	3, 4, 5, 6
DFARS	Defense Federal Acquisition Regulation Supplement	1, 3, 4, 5, 6, 7, 9
DHS	Department of Homeland Security	9
DLA	Defense Logistics Agency	3, 4, 6, 9
DoD	Department of Defense	1, 4
DoDD	Department of Defense Directive	4
DoDI	Department of Defense Instruction	4, 9
DPAP	Defense Procurement and Acquisition Policy	
DPAS	Defense Priorities and Allocations System	
DSCA	Defense Support of Civil Authorities	9
DSN	Defense Switched Network	4

Acronym	Term	Chapter
E&EE	emergency and extraordinary expenses	3
ECA	executive coordinating agency	4
EDA	Electronic Data Access (system)	4, 6
EEDAC	Emergency Essential Department of the Army Civilian	4
EFT	electronic funds transfer	5, 9
ESP	Emergency and Special Project	3
EUCOM	United States European Command	4
FAPIIS	Federal Awardee Performance and Integrity Information System	5
FAR	Federal Acquisition Regulation	1, 2, 3, 4, 5, 6, 7, 9
FAST	field assessment surveillance team	4
FedBizOpps	Federal Business Opportunities	5
FEMA	Federal Emergency Management Agency	9
FFP	firm fixed price	5
FLC	Fleet Logistics Center	4
FMR	Financial Management Regulation (DoD)	3, 5, 6
FOB	free on board	4
FOO	field ordering officer	5, 6, 8
FPDS	Federal Procurement Data System	6
FPDS-NG	Federal Procurement Data System–Next Generation	4, 5
FPI	Federal Prison Industries, Inc.	
FRAGO	fragmentation order	2
GAO	Government Accountability Office	7
GCC	geographic combatant commander	2, 3, 4

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### List of Acronyms

Acronym	Term	Chapter
GCCC	Global Construction Capability Contract	4
GCPC	governmentwide commercial purchase card	4, 5, 9
GCSC	Global Contingency Services Contract	4
GFE	government-furnished equipment	6
GFP	government-furnished property	6
GPS	Global Positioning System	9
GSA	General Services Administration	
GSO	government services officer	4
GTA	Graphic Training Aid (document)	4
HCA	head of contracting activity	2, 4, 5, 6, 7, 8, 9
HNS	host nation support	3, 4
HQ	headquarters	4
HQDA	Headquarters, Department of the Army	4
HUBZone	Historically Underutilized Business Zone	
IACR	international agreement competitive restriction	5
ICS	Incident Command System	9
IDC	indefinite-delivery contract	6
IDIQ	indefinite delivery, indefinite quantity	4
IFB	invitation for bid	5
IGE	independent government estimate	5, 6
ISOPREP	Isolated Personnel Report	4, 8
J&a	justification and approval	5, 6
JAG	Judge Advocate General	
JARB	Joint Acquisition Review Board	3
JCASO	Joint Contingency Acquisition Support Office	4

Acronym	Term	Chapter
JCCS	Joint Contingency Contracting System	4, 6
JCSB	Joint Contracting Support Board	3
JFC	joint force commander	2, 3, 4
JIT	just in time	4
JOA	joint operations area	3
JOCST	Joint operational contract support team	4
JOPES	Joint Operation Planning and Execution System	8
JOPP	Joint operation planning process	4
JP	Joint Publication	4
JPRC	Joint Personnel Recovery Center	4
JRC	Joint reception center	4
JRSOI	Joint reception, staging, onward movement, and integration	4
LD	liquidated damage	6
LH	labor-hour	5
LOGCAP	Logistics Civil Augmentation Program	4
LPTA	lowest price technically acceptable	5
MAGTF	Marine air-ground task force	4
MDEP	Management Decision Package	4
MFR	memorandum for the record	1
MILCON	military construction	3, 5
MIPR	Military Interdepartmental Purchase Request	3
MOU	memorandum of understanding	4
MP	Military Police	1,
MPFU	Major Procurement Fraud Unit	1

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### List of Acronyms

Acronym	Term	Chapter
MWR	morale, welfare, and recreation	3
NAF	nonappropriated funds	3
NAFI	nonappropriated funds instrumentalities	3
NAFTA	North American Free Trade Agreement	5
NAVFAC	Naval Facilities Engineering Command	4
NAVSUP	Naval Supply Systems Command	3
NCF	naval construction forces	4
NCIS	Naval Criminal Investigation Service	1, 4, 8
NCO	noncommissioned officer	2, 4
NDAAs	National Defense Authorization Act	5
NGO	nongovernmental organization	4
NRF	National Response Framework	9
NTE	not-to-exceed	5
NTP	notice to proceed	6
NTV	nontactical vehicle	5
O&M	operation and maintenance	3
OAR	obligation adjustment reporting	3
OCS	operational contract support	4, 9
OEM	original equipment manufacturer	4
OFPP	Office of Federal Procurement Policy	9
OHDACA	overseas humanitarian, disaster, and civic aid	3
OMB	Office of Management and Budget	5, 9
OO	ordering officer	4, 8
OPNAVINST	Office of the Chief of Naval Operations Instruction	3
OPR	office of primary responsibility	3

Acronym	Term	Chapter
OPSEC	operations security	8
ORF	official representation funds	3
OUSD	Office of the Under Secretary of Defense	4
P&C	procurement and contracting	4
PARC	principal assistant responsible for contracting	2, 9
PBAC	Program and Budget Advisory Committee	
PCO	procuring contracting officer	4
PCRB	property control record book	7
PD2	Procurement Desktop Defense	6
PGI	Procedures, Guidance, and Information	1, 3
PIIN	procurement instrument identification number	1, 4, 5, 6
PMO	Program Management Office	4
PNM	price negotiation memorandum	5
POC	point of contact	2, 4
POL	petroleum, oil, and lubricants	4
PPT	performance price trade-off	5
PR	purchase request	3, 4, 5, 6
PRCC	personnel recovery coordination center	4
PSC	private security contractor	4
PWS	performance work statement	3, 4, 6
QAE	quality assurance evaluator	1
QAR	quality assurance representative	2
QASP	quality assurance surveillance plan	3, 4
RCC	regional contracting center	2, 4, 5
RCO	regional contracting office	2
RCP	requisition control point	9

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### List of Acronyms

Acronym	Term	Chapter
REA	request for equitable adjustment	6
RFA	request for assistance	9
RFP	request for proposal	5
ROM	rough order of magnitude	4
RPR	receipt for property received	5
SAP	simplified acquisition procedure	5
SAT	simplified acquisition threshold	4, 5, 6
SCCT	senior contingency contracting team	4
SCO	senior contracting official	2, 4, 5, 6
SDS	service delivery summary	3
SDVOSB	Service-disabled Veteran-owned small business	
SecDef	Secretary of Defense	3
SECNAVINST	Secretary of the Navy Instruction	3
SERE	survival, evasion, resistance, and escape	4
SF	Standard Form	4, 5
SOF	Special Operations Forces	3
SOFA	status of forces agreement	4, 8
SOO	statement of objectives	3, 4, 6
SOW	statement of work	3, 4, 6
SPOT	Synchronized Predeployment and Operational Tracker	4, 5, 6
SPS	Standard Procurement System	6
SSA	source selection authority	5
SSD	source selection decision	5
SSEB	source selection evaluation board	5

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<b>Acronym</b>	<b>Term</b>	<b>Chapter</b>
SWA	Southwest Asia	9
T&M	time and materials	5
T4C	termination for convenience	6
T4D	termination for default	6
TBC	theater business clearance	5, 6
TIP	trafficking in persons	1
JTSCC	Joint Theater Support Contracting Command	2
U.S.C.	United States Code	1, 3, 4, 5, 6, 9
UCA	undefinitized contract action	5
UCMJ	Uniform Code of Military Justice	1
UID	unique identification	6
USACE	US Army Corps of Engineers	4, 9
USAID	United States Agency for International Development	4
USCENTCOM	US Central Command	4, 5, 8
USNORTHCOM	US Northern Command	4, 8
USPACOM	United States Pacific Command	4, 8
USSOUTHCOM	United States Southern Command	4, 8
USTRANSCOM	United States Transportation Command	4, 6
UTC	unit type code	4
WAWF	Wide Area Workflow (system)	5, 6

## Appendix 3

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## Appendix 4

### Key Points of Contact

**My deployed SAT is:**

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**My deployed micro-purchase is:**

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**My J&A authority is:**

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**My legal support is:**

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**My deployed supervisor is:**

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**My deployed J4 is:**

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**My main finance POC is:**

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**My paying agent is:**

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**My DCMA POC is:**

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**My DCAA POC is:**

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**My DLA POC is:**

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**My cognizant HCA is:**

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**Chief of contracting:**

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**Senior contracting official:**

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**Embassy ECA:**

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**Nearest contracting offices:**

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