

Contingency Contracting Planning Checklist

Item #	<i>Note: Don't wait to establish plans for potential contingencies. Work with your operation plans (OPLAN) manager and identify Annex W information as it relates to the contingency. Reference: DCCH Chapter 4.</i>	Applicable and Present
1	Review and adhere to contingency contracting support planning requirements outlined in DoD Instruction (DoDI) 3020.41, "Operational Contract Support," Joint Publication (JP) 4-10, "Operational Contract Support" and DCCH Chapter 4, "Planning and Guidance."	
2	Review OPLAN/Annex W, fragmentary orders (FRAGORDs), acquisition instructions (AIs), standard operating procedures (SOP), after action reports (AARs) and other operation-specific and theater-unique material prior to deployment (and upon arrival in theater) if available. Do research (Chapter 4, "CCO Predeployment Planning") on the operational area to prepare to the maximum extent practicable.	
3	Review GCC Operational Contract Support (OCS) webpages.	
4	Coordinate with the GCC OCS Integration Cell (OCSIC) (Chapter 2, "Contracting Organizational Elements") on matters relating to execution of OCS in the operational area. Refer to JP 4-10 Figure D-3 "Geographic Combatant Command Operational Contract Support Integration Cell Tasks" for additional information on OCSIC tasks.	
5	Review installation emergency management (IEM) plans to ensure contracting responsibilities are thoroughly understood.	
6	Conduct predeployment planning and ensure contingency response kits and are up to date with adequate supplies, tools, forms, templates, and other items necessary to successfully perform the contract support function in the operational area. Refer to DCCH Chapter 4 "CCO Predeployment Planning" and "Plugging in Downrange" as well as the Office of Federal Procurement Policy (OFPP) Emergency Acquisitions Guide for additional information on contingency response kits.	
7	Work with unit deployment manager and personnel office to ensure personal and administrative items are taken care of prior to deployment (Ex. Obtain out-processing-checklist if applicable, secure travel orders, ensure will is up-to-date, etc.).	
8	Ensure Standard Form (SF) 1402, "Certificate of Appointment as a Contracting Officer." with authority equal to potential responsibilities, is completed and you have extra hard and soft copies. Review other Service basic warrant requirements and bring hard-copy Defense Acquisition University (DAU) course transcript, and other supporting documentation, to support warrant requests in theater.	
9	Review the DoD Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs and ensure the Governmentwide Commercial Purchase Card (GCPC) (Chapter 5, "Common Contracting Support Procedures in Contingency Environments") is bulk-funded to the level possible, enabling immediate expenditure upon arrival.	

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10	Register in advance for any applicable systems (Chapter 4, "CCO Predeployment Planning"). Review the DoD Contingency Business Environment Guidebook for information on registering for electronic business tools and getting them up and running in theater.	
11	Ensure you review and update the DD Form 1833, "Isolated Personnel Report (ISOPREP)" (Chapter 4, "CCO Predeployment Planning").	
12	Initiate and maintain communications with the Contingency Contracting Officer (CCO) you will replace in theater if possible. Request information such as best practices, local policy and processes in place, current Force Protection Conditions (FPCON), and any other pertinent information necessary to successfully support the mission.	