

Deployed Commander Contingency Contracting Checklist

Item #	<i>Procedures may differ depending on the operational area. Contact the responsible Operational Contract Support Integration Cell (OCSIC) and/or Service component for command-specific procedures. Reference: DCCH Chapters 2, 3, and 4.</i>	Applicable and Present
1	Ensure all items are prioritized (Chapter 3 “Purchase Requests and Requirements Development”) in accordance with deployed commander requirements. Secure basic life support and other critical items first during initial operations, including, but not limited to: food and water, shelter, security support services, interpreter services, communications, ground fuels, human waste and garbage disposal, systems support, and maintenance services. Refer to DCCH Chapter 4, “Plugging in Downrange” and “Contingency Contracting Support Phases” for additional guidance.	
2	Engage the geographic combatant command (GCC) OCS Integration Cell (OCSIC) (Chapter 2, “Contracting Organizational Elements”) for assistance with operational contract support (OCS) planning and integration for the respective operation and to assist in ensuring Joint Force Commander (JFC)-directed, OCS-related policies and guidance are properly executed.	
3	Establish and maintain purchase request control procedures, to include funds accountability (Chapter 3, “Fiscal Law Constraints”), purchase request prioritization, validation and approval (Chapter 3, “Purchase Requests and Requirements Development”); inspection/acceptance guidance (Defense Contingency COR Handbook , Pages 43 and 109), quality assurance procedures; and procedures for disposition of purchased assets.	
4	Communicate to the unit that the CCO is the only individual authorized to obligate the U.S. Government and provide information on contracting authority versus command authority (Chapter 2, “Contracting Officers’ Authority and Command Authority”).	
5	Communicate to the unit that no one must place undue pressure or command influence on CCOs to purchase goods and services that violate laws and regulations (Chapter 2, “Contracting Officers’ Authority and Command Authority”).	
6	Provide suitable office space and equipment, communications equipment (mobile phones if needed and available), and dedicated transportation for the contracting activity to meet mission requirements (Chapter 4, “Contingency Contracting Support Phases”).	
7	Identify individuals (by name or position) who are authorized to approve purchase requests and the individual (or office) providing the funding source (Chapter 3, “Purchase Requests and Requirements Development”).	
8	Ensure the accounting and finance functions have a sufficient amount of dedicated disbursing agents with adequate funding to meet essential contract support requirements.	
9	Establish and enforce contractor management and personnel accountability procedures, pursuant to the SPOT Business Rules , to support operations and dictate the use of the Synchronized Predeployment Operational Tracker (SPOT) tool for accountability and tracking of contracted capability and contractors authorized to accompany U.S. forces overseas. Refer to DCCH Chapter 4, “Personnel Accountability” subsection (Chapter 4 “Civil Augmentation Programs”) and for additional information.	

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10	Work with the GCC/OCSIC, the J4, and GCC contracting activities to establish theater business clearance policy and processes (Chapter 5 “Other Unique Contracting Considerations.”) and specific procedures to identify, approve, and obtain government-furnished life support services.	
11	Ensure in-country CORs and/or in-country sponsoring personnel are assigned to properly oversee contract performance and to coordinate between the requiring activity and the Base Operations Support - Integrator (BOS-I) to identify, approve, and obtain government-furnished life support services pursuant to agency policy and procedures.	