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## **Foreword**

During 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.

Your job as a contingency contracting officer (CCO) is 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 U.S. personnel to provide or accept. You should always ensure that ethics regulations are closely observed. As a CCO, you must be vigilant in advising U.S. commanders, requirements personnel, and CCO-appointed representatives about practices that might violate standards of conduct. We have produced this *Defense Contingency Contracting Handbook* to help you successfully operate in a variety of mission environments. This handbook and the supplemental materials provide the essential information, tools, and training for you to meet the challenges you will face, regardless of the mission or environment.

## **Purpose**

This handbook was produced electronically for ease of access and periodic updates. The information herein, as well as the supplemental materials and links on the handbook website at [www.acq.osd.mil/dpap/ccap/cc/jcchb](http://www.acq.osd.mil/dpap/ccap/cc/jcchb), are 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 Regulation \(FAR\)](#), [Defense Federal Acquisition Regulation Supplement \(DFARS\)](#), and [Joint Publication 4-10, Operational Contract Support](#). This handbook shall be used for training at home station, as a reference, and for training during deployment, to enable the CCO to be effective in any contracting environment.

### **Authority**

I have authorized the *Defense Contingency Contracting Handbook*. DPAP prepared this handbook with the assistance of the Defense Acquisition University and representatives from the United States Army, Navy, Air Force, and Defense Agencies. These organizations will help produce future updates.

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