Initial Contingency Contracting Support Checklist

Item #	Reference DCCH Chapters 2, 3, 4, and 5. The following checklist shows items CCOs are generally responsible for during initial contingency and humanitarian or peacekeeping operations.	Applicable and Present
1	Contact the Senior Contracting Official (SCO) and staff (Chapter 2 "Organizational Roles and Responsibilities"), the J4, the Operational Contract Support Integration Cell (OCSIC) (Chapter 2, "Contracting Organizational Elements") and nearby organizations to obtain contracting support guidance—such as theater business clearance (TBC) (Chapter 5 "Other Unique Contracting Considerations"), Government-furnished life support validation (GFLSV), local provisions/clauses, acquisition and cross-servicing agreements (ACSAs) (Chapter 4 "Plugging in Downrange"), host nation support agreements (HNSAs) (Chapter 4 "Plugging in Downrange"), etc.—for the designated operational area.	
2	Develop a comprehensive list of vetted, validated, and approved vendors, and relay to leadership what local contractors can provide (Chapter 5, "Pre-Award Determinations and Memorandums").	
3	Brief the deployed commander on contracting capabilities and that the Contingency Contracting Officer (CCO) is the only individual authorized to obligate the Government (Chapter 4 "Plugging in Downrange"). Work with the commander to establish the unit's requirements and priority of needs (Chapter 3, "Purchase Requests and Requirements Development"), and communicate how contracting can support specific mission objectives throughout all phases of an operation (Chapter 4, "Contingency Contracting Support Phases").	
4	Obtain items necessary to perform the contracting function in the operational area, such as interpreter services, communication equipment and support, suitable office space and equipment, transportation, and security (Chapter 4, "Plugging in Downrange").	
5	Determine and respond to, basic life support requirements, especially during the first 30-45 days (Chapter 4, Contingency Contracting Support Phases).	
6	Use simplified acquisition methods/tools (http://www.acq.osd.mil/dpap/dars/dfars/html/current/213_3.htm) and the flexibilities at Federal Acquisition Regulation (FAR) Part 18 and Defense Federal Acquisition Regulation Supplement (DFARS) Part 218 to procure supplies and services expeditiously during initial operations. Such tools include the 3in1Tool (Chapter 5, "Common Contracting Support Procedures in Contingency Environments"), Standard Form (SF) 44 (Chapter 5 "Contract Forms"), and Govermentwide Commercial Purchase Card (GCPC) (Chapter 5, "Common Contracting Support Procedures in Contingency Environments"). Reference DFARS Procedures, Guidance, and Information (PGI) 218.272 and the DoD Contingency Business Environment Guidebook for additional information on use of e-business tools to streamline the acquisition process.	
7	Ensure the requiring activity is familiar with, and has considered, the checklist at PGI 225.7401. Advise Contracting Officer's Representatives (CORs), requirements developers, and other acquisition support personnel to review the Defense Contingency COR Handbook to assist in understanding contracting processes in a contingency environment.	

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8	Review, and understand, the current operational structure (Chapter 2, "Contingency Contracting Structure") where you're providing contracting support. Refer to Joint Publication (JP) 4-10, "Operational Contract Support"; DoD Instruction (DoDI) 3020.41, "Operational Contract Support"; and in-place contingency contracting policies, fragmentary orders (FRAGORDs), instructions, and guidance.	
9	Conduct a site survey and/or review existing site surveys if available for the operational area. See the DCCH Site Survey Checklist for additional information and requirements and refer to DCCH Chapter 4, "CCO Predeployment Planning" and "Plugging in Downrange" for additional information.	
10	Establish a system for requiring activities to submit purchase requests for local acquisitions and to generate contract requirements (Chapter 3, "Purchase Requests and Requirements Development"). Ensure a system is in place, such as a Joint Requirements Review Board (JRRB) (Chapter 3, "Operational Contract Support-Related Boards") and a Joint Contracting Support Board (JCSB) (Chapter 3, "Operational Contract Support-Related Boards"), to continue to prioritize and coordinate commander requirements (Chapter 3, "Purchase Requests and Requirements Development") throughout the operation. See JP 4-10 for specific guidance.	
11	Update customer training to orient requiring activities to the purchasing system as soon as practicable. Adapt the system to suit local conditions.	
12	Work with finance personnel to establish local funding and payment procedures; set up obligation authority for GCPC purchasing when appropriate.	
13	Appoint and train decentralized ordering officers (Chapter 5, "Ordering Officers and Field Ordering Officers") within functional areas, as appropriate, with CCO-supervised purchasing authority up to the maximum order limit allowable for the respective operation, pursuant to agency policy and procedures.	
14	Identify functional personnel who deployed with a GCPC (Chapter 5, "Common Contracting Support Procedures in Contingency Environments") and home-station funding (if available). Coordinate and control purchase card activity according to purchase request approval procedures to achieve economical purchases and avoid duplication of purchased resources. Advise deployed cardholders on local market conditions, limitations, and statement reconciliation procedures.	
15	Institute a system to report total contracting actions and dollars (Chapter 5, "Contract Tracking and Reporting") at least monthly, unless otherwise directed by the supported SCO and/or local acquisition policy and procedures.	
16	Create and maintain a contingency contracting continuity book (or update/maintain existing continuity book) (Chapter 4, "CCO Predeployment Planning") to provide replacement CCOs best practices and theater-specific contracting information.	