Requiring Activity Checklist

Item #	*Note: Procedures may differ depending on the AOR. Contact the responsible component's Office of Primary Responsibility (OPR) for command-specific procedures. Review local acquisition instructions (AIs) and standard operating procedures (SOPs) for area of responsibility (AOR)-specific policy and procedures. Reference: DCCH Chapters 1, 4, 5, and 6.*	Applicable and Present
1	Discuss the role of the requiring activity in the contingency contracting process. Discuss the lead-times and milestones for contract execution with the requiring activity, explain the procure-to-pay (P2P) process (Chapter 5, "P2P Process") and determine requirements package contents (Chapter 3, "Purchase Requests and Requirements Development") for the respective acquisition.	
2	Establish a system to generate and prioritize functional requirements (Chapter 3, "Purchase Requests and Requirements Development"). Ensure the deployed commander's priorities are understood, documented, and met and that they are effectively coordinated with the GCC/OCSIC ("Chapter 2 Contracting Organizational Elements").	
3	Provide customer training and supplemental material to the requiring activity pertaining to, at a minimum: requirements development, requiring activity pre-award/award/post-award responsibilities, use of the Contingency Acquisition Support Module (cASM) to create requirements packages (DoD Contingency Business Environment Guidebook and Joint Contingency and Expeditionary Services (JCXS) website), the contingency contracting process, the Contracting Officer's Representative (COR) nomination process, and that the Contingency Contracting Officer (CCO) is the only individual legally able to obligate the Government.	
4	Conduct acquisition planning pursuant to FAR Part 7 (https:/www.acquisition.gov/?q=/browse/far/7), DFARS/PGI Part 207 (http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html) and local policy and procedures. Ensure contract needs and requirements are communicated effectively between the requiring activity and the contracting officer. CCOs must be involved at the first indication of a potential contract action, even if agency needs will eventually be met outside the contracting process (ex. ACSA).	
5	Ensure ethics training is provided to/received by the requiring activity and be sure to address the requirements in DoD Directive (DoDD) 5500-07, Federal Acquisition Regulation (FAR) Part 3, Defense Federal Acquisition Regulation Supplement (DFARS) Part 203, and Chapter 1, "Ethics: Standards of Conduct; and Fraud, Waste, and Abuse." Contact investigative agencies (Chapter 1, "Fraud") to provide training to contracting and acquisition support personnel.	
6	Ensure requirements are validated pursuant to agency procedures prior to initiating contract action. If requirements and/or contract review boards are in in place, such as the Joint Requirements Review Board (JRRB) (Chapter 3, "Operational Contract Support-Related Boards") and the Joint Contract Support Board (JCSB) (Chapter 3, "Operational Contract Support-Related Boards"), ensure the requirements enter the respective board process and are approved accordingly prior to contract execution. See Joint Publication (JP) 4-10, "Operational Contract Support" and local agency and operation-specific procedures for additional guidance.	

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7	Communicate to the requiring activity and other acquisition support personnel that only the contracting officer can obligate the Government, and explain contracting authority versus command authority (Chapter 2, "Contracting Officers' Authority and Command Authority"). Additionally, ensure the "Tenets of Government Service" (Chapter 1, "General Principles of Government Service") are reviewed and understood, and provide additional information on unauthorized commitments, potential ramifications, and the ratification process (Chapter 5, "Unauthorized Commitments and Ratifications").	
8	Communicate COR duties and responsibilities (Chapter 2, "Organizational Roles and Responsibilities") and approve the nominated COR package pursuant to agency procedures. Refer to the Defense Contingency COR Handbook for additional information.	