

Site Survey Checklist

Item #	As part of planning, contracting units must review site surveys of anticipated deployment locations. Reference: DCCH Chapters 2 , 4 and 5 and Joint Publication (JP) 4-10 .	Applicable and Present
1	Learn the organizational structure (Ch. 2, Section: “Contingency Contracting Structure”) at the deployment location, conduct deployment planning and gain as much information about the operational area prior to deployment (Ch. 4, Section: “CCO Predeployment Planning”).	<i>Before deployment or immediately upon arrival</i>
2	Obtain a site survey in advance from the Geographic Combatant Command (GCC)/Operational Contract Support Integration Cell (OCSIC) if available. Inform Senior Contracting Official (SCO) staff if a current site survey is unavailable. The tasked SCO staff should coordinate with the GCC/OCSIC to recommend the initiation of a site survey. Refer to DCCH Chapter 4, “CCO Predeployment Planning” and “Plugging in Downrange” for additional information.	
3	Review JP 4-10, Appendix G “Analysis of the Operational Contract Support Aspects of the Operational Environment” .	
4	Acquire information on responsible and vetted prospective contracting sources in the deployment area and identify the sources to avoid conducting business with. See DCCH Chapter 5, “Pre-Award Determinations and Memorandums” for additional information on vendor vetting. Check the Synchronized Predeployment and Operational Tracker (SPOT) (Ch. 5 Section: “Other Unique Contracting Considerations”) and Joint Contingency and Expeditionary Services (JCXS) systems for registered and approved contractors. Additionally, contact the GCC/OCSIC, supporting intel office, local and neighbor-country U.S. embassies, consulates, and/or other nearby government agencies/installations, to obtain information on available and vetted sources in the operational area.	
5	Obtain information on the local security situation and Force Protection Condition (FPCON) (including areas within the operational area to avoid).	
6	Assess feasibility of using the Governmentwide Commercial Purchase Card (GCPC) (Ch. 5, Section: “Common Contracting Support Procedures in Contingency Environments”) within the operational area.	
7	Document the functional areas where contracted support may not be available based on survey of industry within operational area.	
8	Survey local customs, laws, taxes, and shortages within the local economy, local bureaucratic impediments, language difficulties, currency exchange rate fluctuations, and security concerns. If local sales tax exemption procedures or numbers are available, obtain them through embassy personnel.	
9	Examine local transportation and communication resources availability.	
10	Determine the applicability of the host nation support (HNS) agreements, status of forces agreements (SOFAs), acquisition and cross-servicing agreements (ACSAs), and other diplomatic agreements (Ch. 4, Section: “Plugging in Downrange”), if any, and evaluate their impact on contingency contracting in the deployment area.	
11	Compile and document theater-unique requirements based on assessment of the operational area, and relay them to the local OCSIC for coordination/integration.	