DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

Office of the Assistant Secretary

17 April 1998

CONTRACTING POLICY MEMO 98-C-06
AFFARS Case 98-09

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Interim Revision of Air Force Federal Acquisition Regulation Supplement (AFFARS), Appendix CC—Contingency Operational Contracting Support Program

To ensure all contingency contracting personnel are ready to deploy and support our warfighters, it is imperative for them to have current ready-kits and procedures. The attached revision to AFFARS Appendix CC hones many aspects of our contingency program from use of data automation tools to increased acquisition thresholds and the streamlining of our deployment kits.

To prevent any further delay in distributing these important requirements and procedures, we amended the AFFARS on an interim basis. This AFFARS revision has been posted on the Internet in the Air Force Contracting Home Page with field comments due by 10 May 1998.

The attached interim AFFARS changes are effective immediately and will be included in the next Air Force Acquisition Circular along with any revisions from field comments. My point of contact for this interim change is Major Brian Magazu, SAF/AQCO, DSN 425-7032, E-mail: magazub@af.pentagon.mil.

TERRY L. RANEY, Colonel, USAF
Acting Associate Deputy Assistant
Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachment:
AFFARS change

APPENDIX CC—CONTINGENCY OPERATIONAL CONTRACTING SUPPORT PROGRAM (COCSP)

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APPENDIX CC—CONTINGENCY OPERATIONAL CONTRACTING SUPPORT PROGRAM (COCSP)

PART 1—GENERAL

CC-101 Scope.

This appendix establishes policies, assigns responsibilities, and prescribes implementing procedures for the Air Force Contingency Operational Contracting Support Program (COCSP) as described in 5301.601-93. This program is established to ensure responsive contracting support for military and non-military contingencies.

CC-102 Definitions.

"Advance Echelon (ADVON)" means an initial deployment element of personnel and equipment within a specific unit type code (UTC). The ADVON portion of a UTC normally consists of the equipment and personnel required to establish an austere operational capability for a period of up to seven days.

"Area Of Responsibility (AOR)" means a defined area of land and/or sea in which responsibility is specifically assigned to the commander of the area for the development and maintenance of installations, control of movement, and the conduct of tactical operations involving troops under the commander's control along with parallel authority to exercise these functions.

"Contingency" means an emergency, involving military forces, caused by natural disasters, terrorists, subversives, or required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment.

"Contingency Operations Mobility Planning and Execution System (COMPES)" means a system that enables the Air Force to plan for war and contingencies and, at execution, to match and track requirements, people, and materiel in a time-sensitive manner. It standardizes and automates the procedures used by the Air Force at MAJCOM and base level to select, deploy, and monitor contingency forces.

"Operation Plan (OPLAN)" means a plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based upon stated assumptions and is the form of a directive employed by higher authority to permit subordinate commanders to prepare supporting plans and orders. The designation "plan" is usually used instead of "order" in preparing for operations well in advance. An operation plan may be put into effect at a prescribed time, or on signal, and then becomes the operation order.

"Simplified acquisition threshold" means $100,000 except that in the case of any contract to be awarded and performed, or purchase to be made, outside the United States in support of military contingency, humanitarian, or peacekeeping operation, the term means $200,000.

"Time-Phased Force And Deployment List (TPFDL)" is Appendix 1 to Annex A of the operation plan. It identifies types and/or actual units required to support the operation plan and indicates origin and ports of debarkation or ocean area. It may also be generated as a computer listing from the time-phased force and deployment data.

"Unit Type Code (UTC)" means a five-character, alphanumeric code used in automated planning systems that uniquely identifies a specific unit capability. The UTC is linked with specific personnel and/or logistical detail for the purpose of deployment manning, transportation planning, personnel accounting, and replacement planning. The Mission Capability Statement (MISCAP) linked with each UTC specifies the capabilities the UTC represents as well as the limitations of usage of the UTC.

CC-103 Responsibilities.

Effectively supporting Air Force contingency operations requires thorough planning and support by organizations at all levels of authority. The following list delineates the key responsibilities and duties at each level to ensure well planned and executed contracting support. This list is not all inclusive; each level is expected to identify and implement additional responsibilities as they are identified.

(a) Chief, Operational Contracting Division (SAF/AQCO) shall:

(1) Provide overall policy, procedures, and direction for developing, reviewing, and managing contracting under the COCSP;

(2) Designate a focal point to coordinate all contracting contingency planning and develop appropriate policy within the Air Force;

(3) Coordinate on OPLANs originating at the Air Staff;

(4) Process deviations, waivers, and special authorizations requested in support of contingency operations; and

(5) Ensure the focal point attends the Contingency Wartime Planning Course (CWPC) as soon as possible after assuming duties.

(b) Each MAJCOM Division Chief/Director of Contracting shall:

(1) Designate a command focal point to coordinate all contingency planning within the MAJCOM and to facilitate implementation of contracting support of exercises and actual contingency operations;

(2) Ensure the focal point attends the Contingency Wartime Planning Course (CWPC) as soon as possible after assuming duties;

(3) Establish supplemental policies and procedures for developing, reviewing, and managing the MAJCOM COCSP;

(4) Develop contracting support elements and Unit Type Code (UTC) packages to meet the requirements of current policy directives and implementation instructions and ensure that subordinate organizations meet force mobility requirements stated in the Air Force 10 series directives/instructions;

(5) Establish, as required, agreements detailing contracting support relationships between MAJCOMs during contingency deployments;

(6) Ensure all individuals assigned responsibilities as contingency contracting officers (CCOs) are properly trained;

(7) Review all MAJCOM OPLANs for:

(i) Host Nation Support Agreements. This includes:

(A) Participating in the identification of the need for Host Nation Agreements, the development of the terms of Host Nation Support Agreements, and the periodic review of Host Nation Agreements; and

(B) Ensuring copies of applicable Host Nation Support Agreements, Acquisition Cross-Servicing Agreements, letters of agreement, and other contract-related materials are provided to and understood by affected operational contracting offices;

(ii) Appropriate contingency contracting taskings; and

(iii) Appropriate contracting input to all tasks as described under Part 3, Planning for Contingency Contracting Support;

(8) Establish management plans, policies, and procedures for Non-appropriated Fund (NAF) Contracting Support during contingencies, in coordination with the Chief of Morale, Welfare, Recreation, and Services (MWRS);

(9) Ensure an adequate number of personnel are identified to augment the deployed forward headquarters function and assist in initial beddown of deployed units in accordance with War Mobilization Planning (WMP), Volume 1, Annex E. These UTC packages will be in addition to the UTC packages identified to support specific unit deployments. In general, 1 UTC package consisting of 1 officer and 1 enlisted contracting member will be made available to deploy based on every three contracting UTCs (12 people) deployed under independent core packages;

(10) Support the forward air component commander in accordance with National Command Authority directives and/or preestablished agreements;

(11) Perform a UTC availability analysis as required by AFI 10-401, Operation Plan and Concept Plan Development and Implementation. Inputs will be used to update the War and Mobilization Plan for force availability during the deliberate planning process;

(12) Establish Designated Operational Capability Statement (DOCS) and Status of Resources and Training (SORTs) procedures and policies for each unit tasked in support of an OPLAN; and

(13) Establish procedures for preserving lessons learned, disseminating the information collected from field after action reports, and providing copies to SAF/AQCO.

(c) Each Unified Command Air Force Component Director of Contracting shall:

(1) Establish management plans, policies, and procedures for contracting operations during contingencies within respective areas of responsibility;

(2) Process requests for appointment of contracting officers during contingency operations, as necessary;

(3) Ensure any additional manpower requirements to support contingency operations are identified and process requests to supporting commands;

(4) Develop and maintain current site surveys and area unique source and requirements data for the area of responsibility (AOR);

(5) Ensure supporting commands are provided appropriate materials distributed through unified command channels;

(6) Establish requirements (CC-103 (b)(9)) for contingency contracting personnel to augment the deployed forward headquarters function;

(7) Where appropriate, establish inter-service contracting agreements and notify MAJCOM planners if contracting support will be provided to another service or if contracts or contracting capabilities of another service will be required;

(8) Establish the manner in which contracts that exceed the simplified acquisition threshold are to be accomplished in support of a military contingency operation within the AOR. Those procedures must be distributed to each supporting command contracting division;

(9) Establish procedures, when necessary, for assigning and maintaining DOD Activity Address Codes (DODAACs) for deployed forces within the AOR; and

(10) Ensure the focal point attends the Contingency Wartime Planning Course (CWPC) as soon as possible after assuming duties.

(d) The commander or chief of each operational contracting organization shall:

(1) Review all tasked OPLANs and relevant Host Tenant Support Agreements, Inter-Command Agreements, Joint Support Plans, and Host Nation Support Agreements to determine deployment support requirements;

(2) Develop and maintain a local COCSP in accordance with this appendix and MAJCOM direction;

(3) Coordinate the planning process with all commanders with contingency contracting requirements;

(4) Select and appoint CCOs meeting the requirements contained in FAR 1.603 and this appendix.

(5) Establish initial and refresher CCO training to include the contingency contracting training required by this appendix and initial mobility training (small arms, chemical warfare, self aid, etc.), and ensure the training is provided to each CCO to maintain worldwide mobility status.

(6) Ensure equipment and materials required for support of assigned UTCs are purchased and maintained in perpetual readiness. Minimum equipment required to support UTC XFFK1 is listed in Attachment CC-1, Categories I and III. The minimum equipment required to support UTCs XFFK2 and XFFK3 is listed in the Attachment CC-1, Category I.

Part 2—CONTRACTING AUTHORITY AND ORGANIZATION

CC-201 Contracting authority.

Contracting authority to support contingency operations flows from the Secretary of the Air Force as the Agency Head, through the Assistant Secretary of the Air Force (Acquisition) to the commanders of the organizations identified in 5301.601-91. These individuals are designated Heads of Contracting Activities (HCAs) for Other Contracting, with authority to designate individuals to exercise any delegable HCA authority as the HCA Designee (see 5301.601-91). For JCS declared contingency operations or contingency exercises, the commander of the Air Force unified command component deployed in support of the operation or exercise is the HCA Designee for contracting actions in the AOR of the contingency. (See 5302.101 for authority of the designee.)

CC-202 Establishment of need for contingency contracting officers (CCOs).

The contracting officer is the key individual providing contracting support to contingency operations. Operational contracting activities shall review contingency taskings and designate a sufficient number of qualified individuals to perform those contingency contracting taskings. If the contracting office requires more manpower to support OPLANS than can be reasonably provided without degrading home station functions, then the chief of the contracting office shall notify the MAJCOM of the shortfall. MAJCOM functional areas will identify these manpower shortfalls through the Wartime Manpower Requirements/Force Sizing Exercises (MANREQ/FORSIZE) computation for their command and designate alternate resources to meet the tasking to include Air Force Reserve Individual Mobilization Augmentees (IMAs) if necessary.

CC-203 Selection of contingency contracting officers.

(a) Individuals selected as contingency contracting officers must meet all the requirements for appointment as a contracting officer contained in FAR 1.603.

(b) In addition, contingency contracting officers must also meet the following additional requirements:

(1) CCOs shall be military personnel, whenever possible. Deploy only military CCOs to support overseas contingency OPLANs and actual contingencies involving hostilities. NOTE: If a civilian is designated as a CCO, comply with instructions in AFI 36-507, Mobilization of the Civilian Workforce, for emergency-essential civilian employees.

(2) The Air Force Specialty Code (AFSC) 64PX and 6C0X1 personnel (and 1102/5 personnel supporting local contingency and emergency support plans) designated shall be trained or experienced in operational contracting and contingency contracting procedures. The incumbents shall be trained in all aspects of contingency contracting as quickly as possible after assignment to the organization.

(3) All contingency contracting personnel designated shall be certified at the appropriate level in the Acquisition Professional Development Program (APDP) and have completed or scheduled to complete CONS 234 . Contracting Level I certified personnel may be designated for duties requiring a contracting officer warrant limited to simplified acquisition procedures. Contracting Level II certified personnel should be designated for duties requiring a contracting officer warrant exceeding the simplified acquisition threshold. Experienced personnel not possessing a Contracting Level I or II certification and not requiring a contracting officer warrant may be used to augment already designated Contracting Level I or II certified personnel. The percentage of certified Contracting Level I or II personnel designated for CCO status must be carefully monitored to ensure that mission capability of the home station facility will not be significantly reduced.

(c) Those positions identified for CCO certification shall be designated as "mobility" assets and so coded within the Contingency Operations Mobility Planning and Execution System (COMPES). The combat support group or the resource manager's mobility coordination office should coordinate on this coding process. This will ensure that incumbents in these designated positions are provided the initial and continuation training necessary to meet worldwide deployment taskings.

CC-204 Appointment of contingency contracting officers.

The CCO's permanent duty station shall issue certificates of appointment appropriate for support of potential contingency operations. This certificate of appointment as a contracting officer issued by the CCO's permanent duty station remains valid, unless there are specific limitations on the certificate of appointment that will detract from the CCO's duties in support of the contingency operations. If necessary, the HCA Designee may issue additional warrants or increase the limits of warrants as needed in the theater.

CC-205 Contracting organizational relationships.

When support of contingency operations requires the deployment of CCOs to another command or theater, either CONUS or overseas, the CCOs shall retain their permanent assignment, but shall be under functional control of the receiving command. CCOs deployed with a unit will support that unit's contracting needs; however, the CCOs will be under the functional control of the receiving (unified) command. The HCA Designee will provide authority and direction to the deployed CCOs.

Part 3—PLANNING FOR CONTINGENCY CONTRACTING SUPPORT

CC-301 Planning actions.

Each operational contracting office and tasked organization shall monitor current plans and coordinate on all plans which task the contracting organization for support in accordance with AFI 10-401. Contracting support plans shall be established for (a) contingency support for armed conflict, and (b) contingency support for other than armed conflict.

(a) *Contingency support for armed conflict.* The contracting activity will make appropriate contracting inputs to OPLANs and dedicate a section of the local support plan to contracting support in military contingency operations.

(1) *Review of OPLANs.* The chief of the contracting activity will supervise the review of all OPLANs which require contracting support. Where a MAJCOM contracting activity tasks a contracting office with specific deployment support responsibilities, that MAJCOM will ensure that the office includes such tasking in its planning activities. Plan coordinators will consider the following:

(i) Contracting manpower requirements actually needed for the expected base configuration, population, geographic location, joint usage arrangements, and proximity of local purchase resources to support the unit;

(ii) Allocation of contracting-related UTC packages within the OPLAN and coordination of timing for each package within the Time-Phased Force Deployment Listing (TPFDL). Plans must call for early arrival of contracting personnel to provide contracting support for beddown of initial forces arriving at the deployment site;

(iii) Adequacy of contracting resources tasked from all sources to meet the total contingency contracting requirements for all units at the deployment base;

(iv) Individual Mobilization Augmentee (IMA) availability to support OPLAN taskings or to backfill deployed active duty CCOs;

(v) Equipment and personnel support requirements for the CCO portion of each OPLAN (FAX machine, laptop computers, printer, cellular telephone, other communication, transportation, and office equipment);

(vi) Procedures for each functional area to identify personnel at the deployment site who can validate requirements, accept deliveries, and verify specifications and quality of goods purchased;

(vii) Coordination of contracting and finance functions to ensure that paying agents are designated to support the contracting activity (i.e., establishment of an imprest fund, if necessary);

(viii) Uniform and civilian clothing requirements for each deployment location and initiation of uniform allowance documents for enlisted personnel, if applicable. Authorization for use of civilian clothing must be specified on TDY orders and in compliance with use according to appropriate personnel and finance regulations;

(ix) Special personnel requirements for location-specific limitations to gender, rank, or other cultural factors which affect contracting within the deployment area;

(x) Contracting interface with the supply system at the deployment site to avoid duplication of effort, unnecessary administrative steps, and unnecessary local purchase of supply system items;

(xi) Potential adverse impact on unit mission support due to FAR or statutory contracting restrictions and any deviations which may be necessary to meet unique unit mission requirements at the deployment site;

(xii) Contracting interface with 24 hour emergency operations contact points and purchasing sources in the deployment area;

(xiii) Impact on contracting effectiveness during chemical, biological, or nuclear operations, if applicable;

(xiv) Possible additional duty taskings at various stages of the deployment which may interfere with performing the contracting duties. Additional duties that may interfere with contracting duties include but are not limited to inspecting and receiving supplies/services, funds disbursing agent duties, billeting officer duties, and writing statements of work (SOWs)/performance work statements (PWS), etc.;

(xv) Security and protection needed during the deployment and any requirement for CCOs to carry weapons;

(xvi) Plan taskings which might result in possible CCO conflicts of interest situations (e.g., funds disbursement or acceptance of goods);

(xvii) Reporting and documentation requirements for all stages of the deployment and adequate administrative and documentation support for the operation;

(xviii) Taskings for contract closeout, termination, and claim processing;

(xix) Procedures for preserving lessons learned and disseminating the information collected from after-action reports; and

(xx) For MAJCOM or deployed HCA Designee, evaluate supplemental force package requirements required to support the deployed central contracting function and at the same time help with the beddown of arriving units in the theater of operations. Place these packages in the TPFDL early enough to meet mission beddown requirements.

(2) *Review local contracting support plans.* Contracting offices will develop a comprehensive local support plan to ensure contingency contracting support for taskings under OPLANs. These plans will provide as a minimum:

(i) Appointment documentation for identifying all appointed CCOs provided authority to meet contingency taskings;

(ii) Provisions for assigning Procurement Instrument Identification Numbers (PIINs) to CCOs;

(iii) Instructions for deployed CCOs to maintain records of all purchases in sufficient detail to allow accurate contracting reports to be prepared during or, as soon as practical, after the contingency ends. All required reporting shall be completed in the current monthly reporting cycle of the contracting activity that issued the PIINs or as otherwise directed. Instructions will provide for maintenance of these records whether in manual or automated format (such as laptop computers). If an automated system is used, the COCSP shall provide for automated or manual back-up, and procedures will be developed to instruct CCOs on how to enter data and use the computer software;

(iv) Assigned CCOs will use the plan review list to document annual reviews of all OPLANS under which the organization is tasked. Special care must be given to identifying plans that task elements of the operational contracting activity independently from the host unit. The unclassified portion of plans discussing contracting requirements may be extracted for review and use;

(v) Any specific contracting instructions and planning factors pertinent to the unit(s) to be supported or to the areas of deployment (such as a general list of the kinds of contracting requirements that the unit will generate, unusual contract requirements, instructions on use of support agreements, procedures for contacting embassy officials, etc.);

(vi) Procedures for the submission and validation of purchase requests by the functional areas within the deployed unit;

(vii) Provisions for interfacing with the appropriate Financial Management Board;

(viii) Direction to the CCO regarding the relationship between the gaining command and home station (see CC-205);

(ix) The location of CCO deployment kits and materials which need to be added to kits before departure;

(x) Specific direction for CCOs on how to obtain funding for any emergency deployment. Funding issues need to be resolved prior to deployment;

(xi) Develop and coordinate procedures with the local base accounting office for obtaining funding for emergency deployments, including procedures for prior identification of local currency required and proper denominations (U.S. or foreign currencies). Functional interface with Comptroller personnel and other collateral support functions are necessary with regard to:

(A) *Disbursing or paying agents.* When a contracting support capability is established at a non-DOD installation or remote location, a commercial paying function is required pursuant to Chapter 7 of AFR 177-101, General Accounting and Finance Systems at Base Level. AFI 10-213, Operations Under Emergency Conditions, provides guidance on comptroller operations during emergency conditions. AFI 31-207, Arming and Use of Force by Air Force Personnel, and AFI 31-209, The Installation and Resources Protection Guide, provide guidance for carrying arms and safeguarding funds. CCOs should not be designated as disbursing or paying agents. Exceptions must be approved by the HCA.

(xii) Provisions for performing site surveys and participating in exercises at deployment locations as directed by MAJCOMs;

(xiii) Direction that CCOs complete all training associated with worldwide mobility status and instruction on how local small arms, chemical warfare, and other mobility training will be accomplished;

(xiv) Assumptions on contracting requirements that may be relaxed or waived in an emergency, and direction on how to handle existing rules expeditiously where no authority is granted to relax such requirements; and

(xv) Direction for conducting annual OPLAN reviews and kit inventories including assignment of responsibilities, documentation, and frequency requirements.

(b) *Contingency support for other than armed conflict.* Another section of the local support plan will be dedicated to local emergencies and contingencies other than military contingency operations.

(1) *Review of OPLANS.* In developing and maintaining this section of the local support plan, the chief of the contracting activity will ensure that local contingency plans requiring contracting support for the installation are reviewed and coordinated. These plans typically address local and deployed location conditions ranging from natural disasters and industrial accidents to local hostilities and acts of terrorism. The contracting activity will review these plans to:

(i) Determine types of supplies and services that might be needed with short lead time, such as rental vehicles, snow removal, construction materials, and environmental clean-up services;

(ii) Become familiar with local conditions and factors which are unique to the area, such as geological conditions, industrial hazards, weather conditions and problems, civilian emergency services, etc.;

(iii) Become familiar with base relocation or alternate work site plans;

(iv) Establish alternate data automation capabilities;

(v) Determine appropriate actions to continue performance of essential contractor services pursuant to DODI 3020.37, Continuation of Essential DOD Contractor Services During Crisis;

(vi) Ensure that plans provide for adequate transportation, communications, and office space for contracting and other essential contingency support personnel;

(vii) Verify that plans provide for alternate funding and supply requisitioning procedures; and

(viii) Ensure that procedures provide for adequate receipt and inspection of purchases, and that these procedures facilitate prompt payment and expeditious closeout of contract files.

(2) *Review local contracting support plans.* Contracting offices will develop a comprehensive local support plan to ensure contingency contracting support for taskings under OPLANs. These plans will provide, as a minimum:

(i) A capability for users to contact contracting personnel on short notice through the unit emergency action center or Command Post;

(ii) Identification of appointed CCOs;

(iii) Instructions on where to relocate the contracting office in the event that the primary contracting facility is not usable, considering alternate locations on and off base;

(iv) A current list of the base emergency plans and the contracting portions of base plans;

(v) Provisions for emergency communications with base officials, customers, and suppliers;

(vi) Procedures for manual requisitioning of supplies, including required approval authorities, forms, and general processing requirements;

(vii) Provisions for funding requests, including the use of AF Form 616, Fund Cite Authorization;

(viii) Instructions for manual record keeping where use of the Base Contracting Automated System (BCAS), is interrupted;

(ix) Procedures for using alternate data automation facilities to restore automated purchasing support and records, including alternate BCAS processing sites and use of any automated contract action logs or suitable substitutes until the Standard Procurement System (SPS) is fielded and when BCAS is inoperative for extended periods of time;

(x) Instructions for the use of unit deployment kit(s);

(xi) Current telephone listings for key base offices, local suppliers, and other base contracting offices, and grid maps of the base and local areas; and

(xii) Instructions for developing, maintaining, and using source lists for emergency supplies and services, that identify sources available for 24 hour response to emergency requirements. A separate source list shall be maintained for emergency supplies and services outside a 50 mile radius of the installation's local market area. Both lists include the commodity/service contractor/vendor address, point of contact, and 24 hour telephone number.

CC-302 Predeployment preparation.

The planning function will emphasize the importance of performing site surveys. Resources permitting, each activity will perform site surveys at all preplanned deployment sites for local area and overseas destinations. Designated CCOs shall participate in site surveys and exercises on a rotational basis. Site surveys will:

(a) Update information concerning potential sources in the deployment area, including material obtained from the U.S. Embassy, Consulate, Air Attaches, and other Government agencies operating in the same area. This information shall include a master listing of contractors and identification of those willing to provide emergency response after normal business hours;

(b) Identify sources for potential and pre-identified emergency requirements. If an emergency source is not available for any pre-identified requirement, the COCSP shall provide procedures to ensure that the user is notified that contracting support will not be available for that requirement;

(c) 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;

(d) Examine local transportation and communication resources availability;

(e) Determine the applicability of the Host Nation Mutual Support Agreements, Status of Forces Agreements, Acquisition Cross-Servicing Agreements, or other diplomatic agreements, if any, and evaluate the impact of these agreements upon ontingency contracting within the deployment area;

(f) Survey facilities, equipment, and other support which must be provided by the deployed commander for the deployed contracting office. Note the improvements needed for future deployment plans to this or other locations. Coordinate contracting facility requirements with the Civil Engineer and Logistics functional commanders as necessary;

(g) Consider problems which should be anticipated in supporting contract requirements for an extended exercise or contingency operation at this location, paying particular attention to those items or services which are available at the deployment site but in only limited quantities;

(h) Survey personnel requirements, unit kit requirements, and individual clothing and equipment requirements needed to meet mission demands in this area (consider officer vs. enlisted, male vs. female, civilian clothing vs. uniforms, office support equipment, type and quantity of forms needed, etc.).

(i) Determine what contract formats may be needed in the local area considering Host Nation Support Agreements, expected taskings, and local business customs; and

(j) Passports are required for each CCO. Each CCO shall obtain an official passport when initially designated a CCO. In order to allow sufficient time to process passport applications for short notice deployments, identify procedures, approval authorities, and other requirements that will facilitate expeditious processing of requests pursuant to DOD 1000.21-R, Passport and Passport Agent Services Regulation. When CCOs are deployed they must have their passports in their possession at all times.

(k) Identify procedures necessary to expedite obtaining International Driver License for CCOs. Obtain licenses only if this is a requirement of the deployed location.

CC-303 Deployment/mobility kits.

Operational contracting activities will develop local support plans and kits with contracting supplies, forms, instructions, and office equipment to respond to contingency situations.

(a) Each contracting activity must develop and maintain pre-assembled deployment kits for contingency contracting officer (CCO) use during contingencies. Unit deployment kits may be tailored to the expected deployment location or expected emergency tasking. Unit kits will be pre-assembled and positioned for rapid retrieval and transporting. Kits will be inventoried annually on the same cycle as the support plan review. Contents will be updated periodically to replace outdated material. Mission Capability Statements for contingency contracting unit type codes (UTCs) published in the War and Mobilization Plan, Volume 3, Part 3 contain contracting cargo elements. A complete assembled cargo package is an integral part of the UTC XFFK1 or XFFK2 (if designated as independent). Handcarried contracting kits are part of all other UTCs where taskings do not require the complete cargo packages.

(1) Depending on Operation Plan (OPLAN) taskings, at least one unit deployment kit will be pre-assembled, containing appropriate items in Attachment CC-1, Category I, for each independent UTC (XFFK1) that can be supported based on *authorized manning*. A pre-assembled unit deployment kit is not required for each individual OPLAN tasking a base may be responsible for. Handcarried kits (excluding equipment) will be pre-assembled for each dependent UTC (XFFK2) that the base can support. Regulations requiring periodic posting may be maintained with the normal publication library for the office. These regulations will be marked "Deployment Set" and added to the kit immediately prior to deployment. In that event, the kit should be conspicuously marked to prevent deployment without these critical publications.

(2) Contracting activities may maintain separate kits as shown in Attachment CC-1, Category II, with site-specific information and supplies to support specific OPLAN taskings. These kits may be set up as add-on package(s) to other deployment kits (i.e., "personal" kits, non-contracting personnel kits).

(3) CCOs will maintain "personal" deployment kits according to specific OPLANS and the WMP, Volume 1, Annex E, Contracting Part.

(4) Other kits may be maintained for non-contracting personnel which provide prepositioned instructions, preapproved letters of authorization, blanket purchase agreements (BPAs), SF 44, Purchase Order-Invoice Voucher, and other forms as appropriate to support contingency situations where contracting resources are not deployed. Where such

kits are assembled, the contracting activity will conduct a semi-annual review and update authorizations and contents of the kit(s).

CC-304 Planning for early contracting involvement.

Local contingency support plans will emphasize the need for early deployment of CCOs under OPLAN taskings and other deployments. Where conditions permit secure access to local market sources, the advance echelon ("ADVON") will include qualified and experienced contracting officers, to locate sources and become familiar with local conditions before the arrival of unit personnel. Where no site survey has been done, timing is especially important. Plans should provide for adequate security arrangements and disbursing officer support during advanced deployments. If an ADVON is deployed and conditions permit the presence of a purchasing activity, the CCO personnel should be among the initial forces arriving at the deployment site.

Part 4—TRAINING IN CONTINGENCY CONTRACTING SUPPORT

CC-401 Air Force policy.

Appropriate training shall be provided to all contracting officers designated to support contingency operations. Contingency Operational Contracting Support Plan (COCSP) training may be included as a part of the training required by AFI 64-102, Operational Contracting. COCSP training should be provided to key personnel of major customer activities having contingency contracting support requirements.

CC-402 Individual CCO training.

Training provided to CCOs shall include:

(a) Initial Base-level CCO Training (see Attachment CC-2);

(b) CCO continuation training, tailored to the unit's area of responsibility, to include regular exercise participation;

(c) Nuclear, chemical, and biological warfare training and certification;

(d) Both 9MM and M16 training and certification;

(e) Funds management procedures;

(f) Mobility equipment;

(g) Self-Aid Buddy Care;

(h) CONS 234, Contingency Contracting Course and

(i) Force Protection Training as required.

CC-403 Training provided to non-contracting personnel.

The contracting activity will train non-contracting personnel, designated to support contingency plans, in the proper use of established ordering instruments, SF 44, credit cards, and other forms authorized for use. This training will address appropriate decentralized contracting procedures and regulations to ensure these personnel follow sound contracting practices. Note: Recommend using the AFLMA's Contingency Contracting Customer Guide during this training.

Part 5—CONTRACTING SUPPORT FOR CONTINGENCY OPERATIONS

CC-501 Expedited contracting procedures in contingency operations.

(a) For most critical steps in the contracting process, the FAR, DFARS, and AFFARS provide flexibility to permit expedited contracting actions to satisfy urgent and compelling requirements. However, such circumstances do not provide blanket waivers of regulatory requirements, nor do they eliminate the need to maintain required controls and documentation. Examples of existing authorities to expedite contracting actions include:

(1) Limiting sources in solicitations for sealed bids or proposals when unusual and compelling urgency precludes full and open competition (see FAR 6.302-2);

(2) Exceptions for issuing synopses of proposed contract actions when this would delay award and injure the Government (see FAR 5.202);

(3) Awarding letter contracts and other forms of undefinitized contract actions (UCAs) to expedite start of work (see DFARS Subpart 217.74);

(4) Using oral solicitations (see FAR 13.104, FAR 13.106, and FAR 15.402 (f));

(5) Awarding contracts for emergency requirements before resolving a protest (see FAR 33.104 and FAR 33.105);

(6) Waiving bid guarantees (see FAR 28.101-1) and preperformance conferences (see FAR 36.304); and

(7) For contracts awarded and performed, or purchases made outside the U.S. in support of military contingency, humanitarian, or peacekeeping operations, the simplified acquisition threshold is increased to $200,000 allowing use of simplified acquisition procedures (see FAR 2.101).

(b) When the nature of the contingency dictates, the appropriate level of authority may relieve CCOs of specific regulatory requirements contained in the FAR, DFARS, or AFFARS. These authorities are limited to those requirements contained in these regulations that are based on contracting policies established at that level. Department of Defense and Air Force contracting authorities maintain standby packages to initiate relief from regulatory requirements during contingencies. In a similar manner, MAJCOM contracting activities should identify in advance command-specific requirements that may be relaxed or waived during contingency operations. Operational contracting offices should also identify local requirements which would impede contingency contracting and coordinate procedures (within their authority) to relax those requirements.

(c) In the event of a declared contingency operation, it may also be possible to request relief from FAR, DFARS, and AFFARS requirements established as a result of a statutes, Executive Orders, or other Executive Agency regulations (e.g., Department of Labor, Small Business Administration, etc.). Relief from these requirements could take considerable time to obtain, so their identification prior to declaration of a contingency operation is essential. SAF/AQC will be responsible for drafting legislative packages for relief in periods of National Emergency from statutes, Executive Orders, and Executive Agency regulations. MAJCOMs are encouraged to make recommendations for FAR, DFARS, and AFFARS requirements for which relief should be requested in support of contingency operations.

CC-502 Contracting functions under deployed conditions.

In providing contingency contracting support, CCOs will perform tasks required by established OPLANs, contingency support plans, and this appendix. Generally, contracting support of deployments takes place in four phases. A listing of expected activities for each phase is provided as follows.

CC-502-1 Contingency contracting activities during initial deployment.

(a) *The Deployed commander responsible for the unit will:*

(1) Establish the unit's requirements/priority of needs, including:

(i) Food and water for those personnel not serving in field conditions and not receiving a basic allowance for subsistence (BAS);

(ii) Shelter (both living and working facilities);

(iii) Transportation, specifically identifying rental requirements;

(iv) Laundry services;

(v) Human waste and garbage disposal;

(vi) Ground fuels requiring local purchase action;

(vii) Heavy Equipment;

(viii) Communications, to include priorities for use of limited telephone and radio facilities;

(ix) Utilities. (NOTE: Prior to deployment, verify electrical requirements for equipment such as copiers, FAX machines, etc. Some countries may have unique requirements that may not allow U.S. made machines to be connected to telephone lines.);

(x) Quality-of-Life Issues (i.e., recreational equipment); and

(xi) Computer/ADP support (to include equipment maintenance).

(2) Review purchasing procedures with the CCO, to include fund accountability, purchase validation, acceptance and quality assurance procedures;

(3) Place the CCO directly under the deployed commander and ensure that the CCO is not assigned additional duties that may impede contracting responsibilities;

(4) Advise all personnel that only the CCO is authorized to obligate the U.S. Government for local purchases and direct that no one place undue pressure on CCOs to purchase any goods and services which violate contracting laws and regulations;

(5) Provide suitable office space and transportation for the contracting function to include at a minimum a desk, secure filing cabinet, safe for funds and accountable forms, and dedicated vehicles to meet mission requirements;

(6) Furnish the CCO with a list of individuals (by name) from whom the CCO is authorized to accept valid purchase requests and the name of the corresponding individual (or office) providing the funding source;

(7) Provide an interpreter, if necessary;

(8) Provide suitable telephone communications for the CCO office and a mobile unit, if possible;

(9) Ensure that the Accounting and Finance function provides sufficient disbursing agents to allow timely contract support for the CCO and ordering officers;

(10) Ensure that the Base Supply function provides a receiving and quality assurance capability to document receipt of goods and equipment, and that the facility has the capability to transport those goods delivered by vendors to sites outside the unit compound. (NOTE: Personnel requirements for operating a unit transportation and delivery system are not included in contracting UTCs); and

(11) Establish a Requirements Validation Management Board of senior officers and noncommissioned officers (NCOs) to validate local purchase requirements.

(b) *CCOs responsible for supporting the deployed unit will:*

(1) Establish minimum suitable office space;

(2) Obtain low security profile transportation for CCO's dedicated use;

(3) Establish suitable communications for the office and mobile unit, to include at least one Class A telephone with long distance Defense Switched Network (DSN) and off base access;

(4) Contact the HCA Designee, existing military installations within the deployment area, or, in the absence of these, the U.S. Embassy or Consulate in the host nation for guidance on contracting information or Host Country Support Agreements;

(5) Obtain maps of adjacent towns or settlements and conduct personal visits to learn availability of necessary items of supplies or services. Mark maps and prepare source lists. Secure telephone books of the local area, if available. (NOTE: Maps and source lists should be updated as new information becomes available. Source lists should be annotated to reflect which contractors will provide 24 hour emergency response.);

(6) Work with the deployed commander to establish good working relations with local officials;

(7) Obtain an interpreter, if necessary, at the earliest opportunity;

(8) Keep the deployed commander informed of contracting matters;

(9) Establish a system, for customers to submit purchase requests for local acquisitions:

(i) Update customer training to orient them to the purchasing system as soon as practicable; and

(ii) Adapt the system to suit local conditions;

(10) Appoint decentralized ordering officers within functional areas, as determined necessary, with CCO supervised purchasing authority up to the maximum order limit of the indefinite delivery/requirements contract or blanket purchase agreement . Ordering officers will be trained in the use of simplified acquisition procedures and funds accountability.

(c) *Files and Documentation.*

(1) The CCO shall maintain files/registers for contracts, BPAs, and purchase orders to record all contracting actions. The records will include: Purchase Request Number, PIIN, date of purchase or award, name of vendor or contractor, dollar amount (U.S. dollars); and a brief description of supplies or services. Dispose of documents according to AFI 37-133, Volume 2, Disposition of Air Force Records—Records Disposition Schedule.

(i) Immediately after conclusion of a short duration deployment (30 days or less), the CCO will provide all contracting records to the unit's home contracting activity for consolidation and integration with other unit records. Appropriate information will be extracted from the CCO records for inclusion in the magnetic tape of Monthly Procurement Summary, DD-ACQ(M)1015, and Base Procurement Activity Report, RCS: SAF-AQC(M)7106.

(ii) During a deployment longer than 30 days, the CCO will submit reports to the headquarters having contracting authority over the CCO. Report formats will be directed by the headquarters. The headquarters having contracting authority over the deployment area will submit reports indicated in (i) above during the extended deployment.

(iii) The following are required when the deployment of a CCO extends across two fiscal years:

(A) For deployments in support of exercises, the operational contracting activity (OCA) will assign a block of PIINs to the deployed CCO for both fiscal years involved. Following the close of business on 30 Sep, the CCO shall forward the required information pertaining to all deployed purchases made during the fiscal year to the units home contracting activity for incorporation into the end of fiscal year report.

(B) For deployments longer than 30 days in support of declared contingencies, the HCA Designee will assign a block of PIINs to all deployed CCOs within the AOR for both fiscal years involved. After the close of business on 30 Sep, the CCO shall forward the required information to the HCA Designee.

(2) The CCO will maintain a Deployed Contingency Contracting Officer's Continuity Book to provide continuity for any follow-on CCO. The book will include as a minimum:

(i) A current vendor and contractor source listing to include vendor names, addresses, telephone numbers, points of contact, and type of supplies and services provided;

(ii) A current list of vendors and contractors that are willing to provide 24 hour per day emergency support;

(iii) Copies of all headquarters policy letters or messages of guidance received to date;

(iv) Minutes of all meetings attended by CCO personnel during the deployment, to include open action items impacting the contracting function;

(v) A listing of all ratification actions to date, including the authority under which the ratification was made;

(vi) Copies of all customer education handouts developed to date;

(vii) Key points of contact at the deployed site to include name, grade, duty title, unit, telephone number, and after hours point of contact, if available;

(viii) Lessons learned during the deployment to date;

(ix) Copies of weekly reports of actions and dollars spent to date; and

(x) Any other pertinent information.

(d) *Host Nation Support Agreements.*

(1) For contingency and exercise operations in a foreign country, a Host Nation Support Agreement (i.e., National Atlantic Treaty Organization (NATO) Mutual Support Agreement), a Status of Forces Agreement, Assistance in Kind Agreements, or Acquisition Cross-Servicing Agreements may exist. These agreements normally are negotiated through the U.S. State Department to provide host nation support for deployed U.S. forces during a contingency operation. Support items under these agreements may include:

(i) Billeting;

(ii) Food, water, and ice;

(iii) Ground fuel;

(iv) Transportation; and

(v) Utilities (i.e., electricity or communications).

(2) Deployed CCOs do not have authority to enter into contracts or agreements with foreign governments. However, if an agreement is already in existence, the CCO may have authority to write priced delivery orders against them.

CC-502-2 Contingency contracting activities during build-up.

During the build-up phase of a contingency contracting deployment, the purchasing activity will generally be heavily involved in supporting the newly arrived forces. In this phase, additional contracting personnel will generally arrive with the assigned unit to augment the initial contracting teams. Contracting members from home bases should replace those members located at the site to support initial beddown activities. Establish as early as possible a responsive purchasing system. A responsive purchasing system must include:

(a) *Requirements requisitioning controls.* Implement a procedure which is acceptable to the assigned commander. This procedure needs to address:

(1) Formats for requisitions such as DD Form 1348-6, DOD Single Line Item Requisition System Document, and AF Form 9, Request for Purchase;

(2) Approval/Signature authority; and

(3) Finance and Supply coordination.

(b) *Funding and Disbursing.* Implement a procedure with the assigned Finance staff to ensure funds are available to pay for the contracting officer's contract purchases. Where AF Form 616, Fund Cite Authorization, is used for short term contingencies, instructions must be followed to properly record transactions. This instruction should identify any restrictions on equipment or services which are not appropriately funded by the AF Form 616, Fund Cite Authorization.

(1) CCOs will not be assigned as agents of the Accounting and Finance Office (AFO). This improves internal controls over the distribution of funds to the contractor, avoids a potential conflict of interest for the CCO and makes the CCO less susceptible to personal risk. The deployment commander must initiate any requests to waive this requirement and the HCA Designee must approve any waivers.

(2) Armed escort arrangements must be made where significant amounts of cash are carried outside the military installation.

(c) *Purchasing methods.* SF 44, Purchase Order—Invoice Voucher, cash, and Government credit cards are the primary means of purchasing over-the-counter supplies and services during the initial days of the build-up. BPAs should be issued to several suppliers offering items of the same type as soon as possible to expedite ordering.

(1) Individuals in functional areas should be appointed, trained, and authorized to place calls against prepriced BPAs.

(2) Where cash is used, the SF 44 shall be completed as a receipt to document the transaction and shall be clearly marked to show that payment was made in cash to preclude duplicate payment to the supplier.

(3) Government credit card procedures may be implemented to permit decentralized purchasing of small dollar items during extended contingencies.

(d) *Non-appropriated fund (NAF) contracting.* Implement procedures acceptable to the assigned Commander and Chief of Morale, Welfare, Recreation, and Services (MWRS) that address:

(1) Formats for NAF contracting, such as AF Form 9 and AF Form 2209, Non-appropriated Fund Order for Supplies and Services;

(2) Approval/Signature authority for NAF Contracting;

(3) Use of cash to make local purchases of supplies and resale merchandise; and

(4) Use of BPAs and concession contracts.

CC-502-3 Contingency contracting during sustainment.

(a) Sustainment contracting provides contracting support from the completion of the build-up phase and through the duration of the contingency. The purchasing activity may expand into items for additional MWRS supplies, equipment and services, additional office supplies, tools, and equipment. Contingency contracting operations will focus on file documentation and cost reduction.

(b) Requirements will be consolidated whenever possible to achieve the economies of quantity buying.

(c) As requirements become better defined, longer term contract arrangements will be established, such as indefinite quantity and requirements contracts. Emphasis should be on improving statements of work to avoid unnecessary costs and contracting with reliable sources at reasonable prices.

(d) Agreements may be established with other Services to share contract arrangements such as transportation, laundry, etc.

(e) Procedures will be established to acquire local purchase items that are not available in the AOR. Alternatives to consider are:

(1) Stateside support from the unit home base;

(2) Contracting offices in the vicinity of the deployment, but outside the AOR;

(3) A stateside location to receive, process, and forward these items to the deployment site; and

(4) Army Air Force Exchange Service (AAFES) or Navy Exchange Service (NES), if available at the deployment site.

CC-502-4 Contingency contracting activity during termination/redeployment.

(a) On being notified of contingency termination or redeployment, the CCO will:

(1) *Closeout contracts*:

(i) Coordinate with contractors and user activities the timing and procedures for return of all rental items;

(ii) Determine which contracts require formal Termination for Convenience actions and initiate settlement processing procedures with those contractors. During termination of base services, the CCOs will immediately negotiate a reduction to and termination of all base support agreements to coincide with the unit redeployment schedule. As unit assets are redeployed, interim replacement support may be required from the host base or contractor sources, if available. NOTE: Contracts awarded throughout the deployment should be tailored to minimize formal termination requirements wherever possible;

(iii) Ensure that receiving reports and invoices for all purchases pending payment are processed;

(iv) Coordinate with the disbursing agent to ensure that final payments are processed; and

(v) Settle all contractor claims prior to the final CCO redeployment.

(2) *Contract action reporting and documentation*:

(i) Report all contract actions and dollar amounts to the contracting activity that issued the PIINs used during the deployment;

(ii) Document all contracting actions in sufficient detail to provide an audit trail of the acquisition. Include the Purchase Request (PR), award document, justification of fair and reasonable price (if required), receiving reports, invoices, and final payment vouchers; and

(iii) Dispose of documentation in accordance with AFI 37-133, Volume 2.

(3) *After-action report*: Within 30 days after redeployment, each participating CCO shall submit a written after-action report to the HCA designee unless waived by HCA with courtesy copy to assigned MAJCOM/LGC. Each quarter, HCA designee will forward a consolidated report to SAF/AQCO (see CC-502-5). After-action reports shall specifically address:

(i) A formal update of site survey information concerning potential sources of supply to include items obtained through the U.S. Embassy, host nation support, or servicing U.S. military installations;

(ii) Problems encountered with the contracting process to include local customs, shortages of supply within the local economy, local political or diplomatic impediments, language difficulties, currency exchange rate fluctuations, and security issues or concerns;

(iii) Local transportation, billeting, and communication resource availability;

(iv) Evaluation of any Host Nation Support Agreement or comparable understanding, Status of Forces Agreements, if applicable, and the impact of these agreements upon contingency contracting within the area (applies to overseas contingency);

(v) Adequacy of facilities, equipment, and other support provided by the deployed commander and the OPLAN under which the deployment was conducted. Specific modifications required for future deployment plans to this or other locations;

(vi) Any specific problems which could be anticipated to support an extended exercise or contingency operation at this location; and

(vii) Special personnel requirements (rank, gender, skill level, etc.), contingency kit requirements, or individual clothing and equipment requirements to meet mission demands in this area.

CC-503 Post deployment activities.

To ensure the widest possible dissemination of lessons learned and problems identified in each exercise or deployment, each participating CCO shall submit a written after-action report to the HCA Designee. That office will distribute after-action report information to contracting planners at MAJCOMs within 30 days following termination of the deployment. MAJCOMs will submit consolidated and condensed versions of the reports to SAF/AQCO on a quarterly basis. The consolidated report shall be submitted to SAF/AQCO no later than the fifteenth day of the first of the month of each quarter. The reports should identify topics and events and point out new or different situations that impact existing policy and significant items dealing with the interface between contracting and the customers on the deployment. Lessons learned shall be incorporated into the initial and continuation training programs (see Attachment CC-2).

ATTACHMENT CC-1 DEPLOYMENT KITS

Each operational contracting organization shall maintain mobility equipment to support deployments. The subparagraphs below identify three major categories of Contingency Contracting kits:

(a) *Category I: Unit Deployment Kit Items (General).* Each operational contracting activity will maintain at least one unit mobility kit. Regulations and publications requiring routine updating and maintenance may be kept as part of the unit library, if they are conspicuously marked "Deployment Set," to identify the necessary supplementation prior to deployment. They must be inserted into the kit immediately before deployment. These items shall be maintained and ready for immediate deployment.

(1) Regulations:

AFI 23-202, Emergency Procurement of Ground Fuels, Oil, and Other Supplies and Services at Non-DOD Locations;

AFFARS Appendix CC

AFI 10-213, Operations Under Emergency Conditions;

AFI 64-302, Attachment 13, Non-appropriated Fund Contracting;

FAR, DFARS, AFFARS:

International Merchants Purchase Authorization Card (IMPAC) Procedures

(2) Forms/Ordering Instruments:

DD 577, Signature Card;

DD 1155, Order for Supplies or Services (Note: DFARS 213.203-1 still requires DD 1155s for BPAs)

SF 26, Award/Contract

SF 30, Amendment of Solicitation/Modification of Contract;

OF 336, Continuation Sheet;

SF 44, Purchase Order Invoice Voucher;

SF 1409, Abstract of Offers/AF 3062 Abstract of Proposals or Quotations;

SF 1419, Abstract of Offers Construction;

SF 1449, Solicitation/Contract/Order for Commercial Items;

AF 9, Request for Purchase;

AF 15, USAF Invoice; and

AF 614, Chargeout Record.

(3) Sample Contract formats:

Simplified Acquisition (Construction, Services, and Commodities with provisions);

Major Acquisition (Construction, Services, Commodities with provisions)

Blanket Purchase Agreement;

NAF Contract; and

Letter Contract.

(4) Copy of the Contingency Operational Contracting Support Plan.

(5) Copy of the applicable Base Support Plan, if unclassified.

(6) CCO Certificates of Appointment.

(7) Administrative Supplies (paper, pencils, pens, folders, cash box).

(8) Equipment

a. Laptop or Personal Computers, include "three" when deploying UTC XFFK1

b. Portable printer

c. CD-ROM capability

d. Calculators, one for each UTC team member

e. Facsimile (FAX) capability

f. AC/DC 12 volt power pack

g. Power transformers, include "three" when deploying UTC XFFK1

h. Operating/maintenance instructions and supplies for equipment

(NOTE: This equipment may be used during regular activities and added to the kit immediately prior to deployment (with operating/maintenance instructions and materials, if available).)

(9) Preprinted or electronic purchase order clauses.

(10) One general products catalog to help communicate anticipated requirements to customers and vendors.

(11) List of Procurement Instrument Identification Numbers (PIINs) issued by sponsoring support contracting activity (normally the CCO home base).

(12) All Air Force Logistics Management Agency Projects entitled: "Contingency Contracting," "Contracting Deployment Customer Guide," and "Air Force Directory of Contracting Activities"

(13) Flashlight/batteries/bulbs.

(14) Installation telephone numbers.

(15) Julian Calendar.

(16) Directory of Air Force Operations Support Contracting Activities.

(17) IMPAC Card. Note: IMPAC cards should be secured

(b) *Category II: Deployment Specific Items.*

(1) Site surveys of the deployment location.

(2) Source lists and other area specific materials.

(3) Morale, Welfare, Recreation, and Services (MWRS) Site Operations Guide, if applicable.

(c) *Category III: Deployment Equipment.* The following items should be maintained in ready condition for deployment: (Note: Equipment should be maintained in operational condition and used during daily operations to provide familiarization and training. Equipment will be added to the deployment kit upon activation.)

(1) Laptop computer with portable printer.

(2) Facsimile (FAX) capability (or instructions/provisions to lease at deployment site).

(3) Copy Machine (or instructions/provisions to lease at deployment site).

(4) Operating/maintenance instructions and supplies for the equipment.

(5) Any automated contract action logs or suitable substitutes until the Standard Procurement System (SPS) is fielded.

(6) CD-ROM capability

ATTACHMENT CC-2 CONTINGENCY OPERATIONAL CONTRACTING SUPPORT PROGRAM INITIAL TRAINING OUTLINE

PHASE I: GENERAL

(a) Purpose

(b) AFFARS Appendix CC

(1) Purpose

(2) Format

(c) Program Requirements

(1) Basic Issues

(2) Wartime Issues

(3) Peacetime Issues

(d) Organizational Responsibilities

(1) SAF/AQCO

(2) MAJCOM

(3) Unified Commands

(4) Commanders

(5) Operational Contracting Offices

(6) Deployed CCO's Authorities And Responsibilities

(e) Contingency Acquisition Deviations

(1) FAR, DFARS, AFFARS

(2) Special Authorizations

PHASE II: TRAINING TO SUPPORT POTENTIAL CONFLICT DEPLOYMENTS

(a) Predeployment Preparation

(1) Planning Responsibilities

(i) MAJCOM

(ii) Operational Contracting Office

(A) Monitor And Review Current Plans

(B) Coordination And Inputs On OPLANS

(b) Deployment Kit Contents

(1) Category I: Unit Deployment Kits

(2) Category II: Deployment Specific Items

(3) Category III: Deployment Equipment

(c) Site Surveys And Documentation

(d) Qualification And Designation Of CCO Positions

(e) Training Requirements

(f) Deployment Beddown

(1) Responsibilities

(i) HCA Designee

(ii) CCO

(2) Files/Documentation

(g) Build-Up And Sustainment Activities

(1) Build-Up

(i) Types Of Items And Services Required

(ii) Requirements Requisitioning Controls

(iii) Funding And Disbursing

(iv) Purchasing Methods

(v) Customer Roles

(2) Sustainment Contracting

(i) Types Of Items And Services Required

(ii) Requirements Consolidation

(iii) Long Term Contracts

(iv) Inter-Service Agreements

(v) Establishing Local Purchase Procedures

(h) Termination and Redeployment

(1) Contract Closeout

(2) Contract Reporting And File Documentation

(3) After-Action Reports And Lessons Learned

PHASE III: TRAINING FOR LOCAL EMERGENCIES

(a) Planning Responsibilities

(1) Reviewing Local Emergency Plans

(2) Local Conditions And Unique Emergency Situations

(3) Kit Contents

(b) Contracting Operations

(1) Communications And Transportation

(2) Record Keeping/Reporting

(3) Manual Requisitioning Procedures And Controls

(4) Relocation To Other Sites

(5) Use Of Forms

(6) Contracting Procedures Under Emergencies

(c) Deployment To Assist Other Locations