



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

Office of the Assistant Secretary

1 June 2004

Contracting Policy Memo 04-C-06

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

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

SUBJECT: Contingency Contracting Community of Practice (CoP)

Contingency contracting is increasingly important as we support military operations around the world and continue to prosecute the global war on terrorism. Now, more than ever, it's critical that we work together to solve contingency contracting challenges and to share innovative solutions to improve the efficiency and effectiveness of our contingency contracting officers (CCO's) in order to meet our demanding mission needs. A CoP is one tool that uses software collaboration technology to facilitate and foster knowledge sharing and learning across organizational and geographic boundaries.

A Contingency Contracting CoP was recently developed by my staff to centralize all joint contingency contracting policies, guidance, doctrine, training and useful tools in one web-based location to provide CCO's with easy access to the information they need. The CoP facilitates pre-deployment planning and preparation but most importantly, will link CCO's together to leverage individual experiences and expertise to enhance our contingency contracting operations.

I firmly believe the Contingency Contracting CoP will provide significant benefits to our contingency contracting community and our operations. It will become the principle means of rapid communication among our CCOs for current policy, best practices and lessons learned. Therefore, I am directing that all AF military contracting personnel assigned to a contingency contracting Unit Type Code and MAJCOM staff members with contingency related duties join the CoP and actively participate in the community. Others are welcome to join the community and are encouraged to do so. MAJCOMs should implement appropriate procedures to ensure CoP member information remains current. Please see the attachment for specific information regarding registration, use and rules of engagement. The AF Contracting Functional Area Manager Maj Randy Culbreth will serve as the community leader, lead subject matter expert and content editor. MAJCOMs will have editorial control over their unique material to ensure MAJCOM-specific contingency contracting information is contained in the CoP. The Policy Implementation & Training Team leader, Lt Col Rich Unis, is the knowledge management focal point, CoP sponsor and champion for the community.

Please direct any questions to Maj Culbreth, SAF/AQCK, DSN 425-7032 or (703) 588-7032, or Lt Col Unis, SAF/AQCP, DSN 425-7030 or (703) 588-7030.

A handwritten signature in black ink, appearing to read 'C Williams Jr', with a stylized flourish at the end.

CHARLIE E. WILLIAMS, JR.
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachment:
Rules of Engagement

Attachment - Contracting Policy Memo 04-C-04

Contingency Contracting Community of Practice (CoP) Rules of Engagement

A. Join Acquisition Community Connection (ACC) and the CoP - The CoP is hosted on DAU's ACC knowledge management web portal. ACC is sponsored by DoD/AT&L to facilitate collaboration, sharing and the transfer of knowledge across DoD's AT&L workforce.

1. To request a new member ACC account and join the CoP go to the Internet and type in acc.dau.mil/simplify (note - don't add www to the front of the web address). If you already have an ACC account notify the CoP champion and skip to number 8 below.
2. Find the Login box in the upper right hand corner of the web page and click on the little blue "Join".
3. Create a Username of your choice.
4. In the second block, "Request Comment", type "Air Force Contingency Contracting". This is an important step to ensure you're added as a member of the Contingency Contracting CoP.
5. Complete the rest of the form down to the "Bio" section. The Bio section is extremely important because the information you include in this section is searchable and will enable CCO's to connect with each other to enable info sharing. In the Bio section include the following information:
 - a) List chronologically all of your assignments and deployments.
 - b) Include start/end dates, base, deployed country name, deployed location, type of support provided (be as specific as possible) and state whether you had experience with supplies, services or construction.
 - c) Note - this section should read like a detailed resume.
6. You can skip the "Bio File" block. Complete the blocks for your e-mail address, organization URL, organization, address and phone, status and preferred method of contact. The other blocks are optional.
7. After you have completed the form click on "Submit". You will receive a password from the DAU administrator. Your account will not be active until you login the first time.
8. To login, go to acc.dau.mil/simplify, complete the Login box and click on "LOGIN". To get to the Contingency Contracting CoP click on "Contingency Contracting" under "*Special Interest Areas" (on the main page). Alternatively,

you can type in the shortcut and it will take you right to the Contingency Contracting CoP. The shortcut URL is acc.dau.mil/contingency. Login and you're there!

9. Update your information when you complete deployments or when you PCS and be sure to keep it current.

B. Purpose of the CoP - There are several critical business issues to be addressed by this CoP including: improving contingency planning and pre-deployment planning, communicating contingency policy and doctrine, providing one central location for contingency contracting knowledge and information, connecting CCOs so they can share information regarding specific deployment locations, provide a mechanism for CCOs to provide feedback on contingency issues, and to capture and share After Action Reports (AARs).

C. Community Membership - In addition to AF CCOs, contingency contracting personnel from other military Services may also participate in this CoP. The joint contingency contracting community has embraced this CoP as a good tool to communicate joint contingency contracting issues. Contractor personnel may also participate however; certain sensitive folders (e.g. AARs) will not be available to them. Note - the CoP is accessible from a .com domain.

D. Rules of Engagement

1. All information on the CoP is **Unclassified**.
2. All community members may submit content to the cognizant content editor for approval and posting to the CoP. Content editors are responsible for the information contained in their topic areas. Report inaccurate or outdated info to the content editor.
3. Keep your personal contact information updated.
4. Use the CoP for its intended purpose - to share knowledge among the contingency contracting community.

E. Training - Go to the main page (acc.dau.mil/simplify) and click on "ACC User Training Guide" found on the top left hand side of the page. This guide will walk you through all of the features of the ACC tool. It's very easy to use with a little practice. The tool allows you to post and view documents, start or enter into discussions, receive e-mail alerts when new material is posted, e-mail CoP web pages to other people and conduct searches (see the search feature at the top of the page). Again, ask if you have questions or need help.