



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

MCO 4200.34
I&L
14 SEP 2016

MARINE CORPS ORDER 4200.34

From: Commandant of the Marine Corps

To: Distribution List

Subj: CONTINGENCY CONTRACTING FORCE (CCF) PROGRAM

Ref: (a) Federal Acquisition Regulation (FAR)
(b) Department of Defense Federal Acquisition Regulation Supplement (DFARS)
(c) Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
(d) Marine Corps Acquisition Policy & Procedures (MAPP)
(e) DoD Instruction 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program," December 21, 2005
(f) MCO 1610.7
(g) Joint Pub 4-10 Operational Contract Support
(h) ATP 4-10/MCRP 4-11H/NTTP 4-09.1/AFMAN 10-409-0
(i) MOS Manual
(j) DON DAWIA Operating Guide
(k) USC Title 10, Chapter 87, Section 1724(f)
(l) SECNAV M-5210.1
(m) 5 U.S.C. 552a
(n) SECNAVINST 5211.5E

Encl: (1) Marine Corps CCF Program

1. Situation. To provide policy and guidance for the Marine Corps CCF Program.

2. Mission. This Order contains instructions on personnel, operations, and logistics germane to the Marine Corps CCF Program.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All Commanders and Officers in Charge of Marine Corps units with organic CCF assets will ensure their unit CCF programs are managed in accordance with this Order.

(2) Concept of Operations. The Marine Corps is required to staff, train, and equip organic CCF assets in order to support strategic, operational, and tactical requirements as indicated in approved mission statements.

b. Subordinate Element Missions

(1) Deputy Commandant, Installations and Logistics (DC I&L) is designated as the Head of Contracting Activity (HCA) to support installations and logistics requirements and is the functional advocate for the Marine Corps CCF program. Assistant Deputy Commandant, Installations and Logistics, Contracts Division (ADC I&L (Contracts)), is designated as the Senior Contracting Official for the Marine Corps' Supporting Establishment (SE) and Operating Forces (OPFOR). ADC I&L (Contracts) is responsible for contracting execution oversight, policy, and compliance. Assistant Deputy Commandant, I&L, Logistics Plans, Policy and Strategic Mobility Division (LP) (ADC I&L (LP)), is designated as the Operational Contract Support (OCS) advocate. ADC I&L (LP) is responsible for OCS readiness and manning, equipping, and training of the CCF.

(2) Unit Commanders/Officers in Charge with organic CCF assets shall:

(a) Ensure and enforce compliance with this Order and all other applicable directives within their purview pertaining to the CCF program.

(b) Ensure a comprehensive CCF inspection program is effectively functioning within your units.

4. Administration and Logistics

a. Recommendations concerning the contents of this order may be forwarded to ADC I&L (LP) via the appropriate chain-of-command.

14 SEP 2016

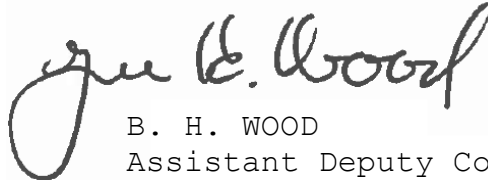
b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per references (l) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (m)) and implemented per reference (n).

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



B. H. WOOD
Assistant Deputy Commandant for
Installations and Logistics

Distribution: PCN 10204491700

RECORD OF CHANGES

Log completed change action as indicated.

| CHANGE # | DATE | PG/PARA | CHANGE | SIGNATURE |
|-----------------|-------------|----------------|---------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

TABLE OF CONTENTS

| <u>IDENTIFICATION</u> | <u>TITLE</u> | <u>PAGE</u> |
|------------------------------|--|--------------------|
| Chapter 1 | CCF General Information..... | 1-1 |
| 1. | Mission | 1-1 |
| 2. | Information | 1-1 |
| 3. | Headquarters Marine Corps Operational Contract Support (OCS) Billets and Duties | 1-1 |
| 4. | Contracting Authority and Functional Independence | 1-3 |
| Chapter 2 | CCF Organization | 2-1 |
| 1. | CCF Organization in the OPFOR | 2-1 |
| 2. | CCF Organization in the Supporting Establishment (SE)..... | 2-3 |
| Chapter 3 | CCF Personnel | 3-1 |
| 1. | General. | 3-1 |
| 2. | Clearance Requirements. | 3-2 |
| 3. | CCF OCS Specialist Lateral Move Screening Process. | 3-2 |
| 4. | OCS Specialist Screening Board (OCS-SSB) | 3-3 |
| 5. | OCS Officer Selection Process | 3-4 |
| 6. | CCF MOS Sustainment Requirements | 3-4 |
| 7. | Temporary or Permanent Removal from the CCF.... | 3-5 |
| 8. | CCF Training Requirements | 3- |
| 77 | | |
| 9. | Assignments | 3-9 |
| Chapter 4 | CCF Operations | 4-1 |
| 1. | Operations | 4-1 |
| 2. | CCF Operations in support of the MAGTF | 4-1 |
| 3. | OCS employed in support of MAGTF Operations ... | 4-2 |
| Chapter 5 | Other CCF Considerations..... | 5-1 |
| 1. | CCF Equipment Requirements | 5-1 |
| 2. | Contract Legal (CL) Counsel | 5-1 |
| 3. | Fiscal | 5-1 |
| 4. | Disbursing Support | 5-1 |
| 5. | Micro-Purchases | 5-2 |
| Appendix A. | Individual Development Plan | A-1 |

Appendix B. Contracting Competency ModelB-1

Chapter 1

CCF General Information

1. Mission. The Contingency Contracting Force (CCF) mission is to support the Marine Air Ground Task Force (MAGTF), Supporting Establishment (SE), Special Operations Forces, and Joint and Supported Coalition Forces by planning and obtaining supplies and services from non-organic sources through associated contract support integration, contracting support and contractor management functions.

2. Information. The CCF is organized and structured to execute Operational Contract Support (OCS) functions at all levels of support. OCS is a logistics capability that must be planned and integrated across all combat functions and operational phases. Contracting expertise is essential to planning, coordination and integration of OCS. Officers and enlisted members of the CCF have the Military Occupational Specialty (MOS) of 3006 (OCS Officer) and 3044 (OCS Specialist), respectively. The CCF trains in the garrison environment to fill operational billets throughout the Marine Corps as either OCS advisors (i.e. to plan, synchronize, integrate and facilitate contracted support) or contracting officers (KOs) (i.e. to plan and execute the contracting support function). Although contracting support is the core function of the OCS capability, it cannot operate in isolation without the other associated functions of OCS, contract support integration and contractor management. The CCF is trained to execute OCS capability through career progression in contracting to support all three functions of OCS.

3. Headquarters Marine Corps Operational Contract Support Billets and Duties

a. Deputy Commandant, Installations and Logistics (DC I&L). DC I&L is one of two Heads of Contracting Activities for the Marine Corps. In accordance with reference (c), DC I&L is assigned unique contracting responsibilities for the award and administration of contracts for supplies and services to support installations and logistics requirements of the Marine Corps Operating Forces and supporting establishments. HCA authorities and responsibilities are delineated in references (a) through (e). HCAs are responsible for establishing adequate and effective internal controls to carefully manage and closely oversee the execution of delegated contracting authority for assigned contracting mission functions.

14 SEP 2016

b. Assistant Deputy Commandant, I&L, Contracts Division (ADC I&L (Contracts)). ADC I&L (Contracts), as the Senior Contracting Official, has authority to re-delegate certain contracting authority as specified in reference (d) and appoint KOs within the Marine Corps Field Contracting System (MCFCS). Appendix A of reference (d) identifies the MCFCS contracting offices authorized to perform delegated contracting functions for the Marine Corps and identifies any limitations. Only the contracting offices listed in Appendix A of reference (d) who have personnel with KO appointments made by ADC I&L (Contracts) may execute these delegated contracting functions. This general contracting authority allows these offices to enter into, administer or terminate contracts and make related determinations and findings.

c. Assistant Deputy Commandant, I&L, Logistics Plans, Policy and Strategic Mobility Division (ADC I&L (LP)). ADC I&L (LP) is responsible for formulating Marine Corps logistics plans, policies and concepts, exercising staff supervision over joint and Marine Corps logistics matters, logistics manpower matters, logistics analysis, mobility, lift requirements, sustainability productivity, material readiness, logistics information systems, security assistance, fiscal matters for appropriate division sponsored programs, and coordinating the logistics aspects of prepositioning programs. ADC I&L (LP) is the logistics functional advocate for the logistics MOS for manpower, structure, training and education, and limited policy, doctrine and equipment issues. As the operational logistics capabilities advocate, ADC I&L (LP) has responsibility for OCS capabilities and integration within the Marine Corps under Logistic Capabilities and Policies (LPC) Branch. ADC I&L (LP) will establish processes and procedures for conducting annual capabilities based assessments.

d. Operational Contract Support Section (LPC-4). LPC-4 is responsible for CCF Occupational Field (OccField) Management of the 3044 and 3006 military occupational specialties and OCS capability. Duties that LPC-4 carries out in supporting CCF Advocacy function includes, but is not limited to, the following:

(1) Provide advice and expertise to ADC I&L (LP) and serve as a liaison to ADC I&L (Contracts) on matters pertaining to OCS policy, capability and contracting support execution and compliance in the operating forces.

14 SEP 2016

(2) Provide an overarching vision for the Marine Corps CCF program.

(3) Provide subject matter expertise support for CCF and OCS concept development through the Joint Capability Integration Development process.

(4) Provide subject matter expertise and oversight of CCF and OCS doctrine development.

(5) Identify CCF and OCS capabilities necessary to support operational concepts.

(6) Represent CCF and OCS capabilities and requirements within the Expeditionary Force Development System.

(7) Conduct an annual capabilities based assessment of the CCF to ensure proper training, education and readiness to execute the OCS mission.

(8) Provide a single, service-level voice for all Marine Corps CCF and OCS matters to agencies internal and external to the Marine Corps.

(9) Provide oversight and expertise on all CCF manpower and structure related issues.

(10) Provide oversight and expertise on all CCF and OCS training and career development.

(11) Provide oversight and expertise on all CCF equipment and IT system issues.

4. Contracting Authority and Functional Independence

a. Contracting Authority. Contracting authority is defined as the legal authority to enter into, administer or terminate contracts and make related determinations and findings. Contracting authority is unique in that it is not inherent to a command or Commander, but originates from the HCA. Appendix A to reference (d) provides a complete list of Marine Corps Contracting Offices which have delegated contracting authority.

(1) Operating Forces Contracting Authority

(a) Contracting authority is delegated by ADC I&L (Contracts) to the operating forces Expeditionary Contracting

14 SEP 2016

Platoons (ECP) in 1st MLG, 2d MLG, and 3d MLG. This authority is limited to contracts executed in support of exercises and deployments for Joint Force or MAGTF unit operations where the performance of the contract is to be executed in support of exercises or operations being conducted outside the continental United States. The MLG may provide contracting support for MAGTF level unit exercises that take place in the continental United States, where garrison support is not provided.

(b) Contracting authority for Marine Corps Special Operations Command (MARSOC) is maintained and delegated through United States Special Operations Command (USSOCOM) and not HQMC, I&L (Contracts).

(c) Due to Chemical Biological Incident Response Force (CBIRF) unique mission requirements, operational contracting authority shall be maintained under Marine Corps Installations-National Capital Region (MCI-NCR) in support of CBIRF response or consequence management operations.

(d) Contracting support required by an operating force unit outside of those listed herein (e.g. MARFOR, MEF), must go through the MLG designated to support forces assigned.

(2) Supporting Establishment (SE) Contracting Authority. Contracting authority is delegated by ADC I&L (Contracts) to the SE Contracting offices in Appendix A of reference (d). This authority is generally limited to the execution of contracts performed in support of garrison operations and tenant commands located on Marine Corps installations.

b. Functional Independence. To maintain the contracting authority and command relationship, KOs must be placed within the organization where they can maintain functional independence and make sound business decisions without improper or undue influence. Reference (e) requires first-level (reporting senior) evaluations of KOs be performed within the contracting career chain and is allowable in accordance with reference (f). The only exception is the performance evaluation of the senior official in charge of contracting for the organization, when this official is not the primary KO for the organization, such as the Chief of Contracting Office (CCO).

(1) ADC I&L (Contracts) can delegate certain contracting authority via SF 1402 upon validation/request from the CCO of the ECP. The KO that is granted contracting authority operates and reports to two lines of authority. The KO operates and

14 SEP 2016

reports to contracting chain of command in execution of their contracting duties (contract authority); and operates and reports to their local chain command (command authority) in execution of all other Marine Corps responsibilities. (See figure 1-1)

(2) To ensure functional independence, when the MAGTF KO is the primary KO they are required to receive their first-level (reporting senior) evaluations within their contracting career chain in accordance with reference (e). When the CCO or senior KO is not the primary KO, they can be reported on within their command chain if they are not granted contracting authority.

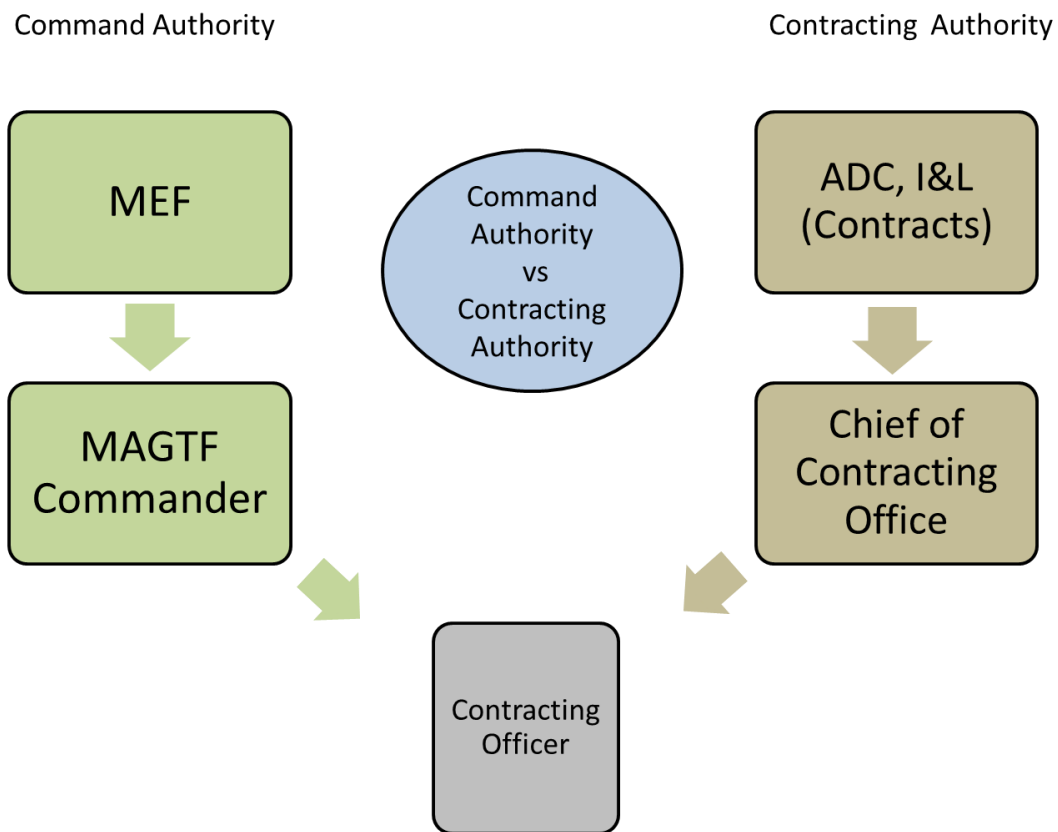


Figure 1-1: Illustration of Command Authority vs Contracting Authority in the OPFOR

Chapter 2

CCF Organization

1. CCF Organization in the Operating Forces (OPFOR)a. United States Marine Corps Forces (MARFORs)

(1) MARFORs. CCF Marines assigned to the MARFORs are OCS Advisors, located within the G4. OCS Advisors are not appointed as KOs and do not have contracting execution authority, with the exception of MARSOC.

(a) Roles and Responsibilities. Plan, coordinate, validate and synchronize mission requirements and request for forces for contracting support in respective Combatant Commander (CCDR) theater of operation. Provide area of responsibility (AOR) focused contracting expertise and advice to the MARFOR, Marine Expeditionary Force (MEF) and Marine Air-Ground Task Force (MAGTF) Commanders. Liaise and serve as a conduit to the CCDR and other external contracting support agencies. Participate on OCS related boards (i.e. Joint and Marine requirement and contracting review boards) and working groups conducted in AOR. Provide command assistance to the Marine Corps contracting capability in AOR, by ensuring contracting support is coordinated and integrated with the CCDR's missions and joint operational plans, in accordance with reference (f). Ensure contracting support meets Marine Corps mission and operational requirements.

(b) Composition. MARFOR OCS Advisors are staffed with a field grade OCS officer and a senior enlisted OCS specialist, who are members of the CCF.

b. Marine Expeditionary Force (MEF)/Marine Expeditionary Brigade (MEB)

(1) MEF Command Element. CCF Marines assigned to the MEF Command Element are OCS Advisors, located within the G4. OCS Advisors are not appointed as KOs and do not have contracting execution authority.

(a) Roles and Responsibilities. Plan, coordinate, validate and synchronize MAGTF and smaller deploying units' requirements for CCF support. Provide contracting expertise and advice to MAGTF Commanders. Educate units on requirements

14 SEP 2016

necessary to obtain contracting support (i.e. Statements of Work, Field Ordering Officer (FOO), Government-wide Commercial Purchase Card (GCPC), Contracting Officer Representative (COR)). Oversee requirement review boards, and the contract requirements determination, validation and prioritization process for all MAGTF contracting support. Liaise and serve as a conduit to MARFOR OCS or MEF OCS. OCS Advisors provide contract support integration and coordination with MAGTF operations and plans to ensure contracting support meets mission and operational requirements, in accordance with references (g) and (h).

(b) Composition. MEF/MEB OCS Advisors are staffed with a field grade OCS officer and a senior enlisted OCS specialist, who are members of the CCF. MEB OCS advisors are staffed with a senior enlisted OCS Specialist.

(2) MEF Expeditionary Contracting Platoon (ECP). CCF Marines assigned to the ECP are OCS Officers and Specialists, located within the Marine Logistics Group (MLG), Headquarters Regiment, Service Company. The ECP is the MEF contracting support capability for all operational mission requirements.

(a) Concept of Employment. Organize to oversee, plan, coordinate, supervise and execute KO support for the MEF, smaller unit operations and exercises. Provide comprehensive contracting support to any size MAGTF or augmentation to a joint contracting agency. Task organized to support MAGTF missions throughout the full range of military operations (ROMO).

(b) Composition. The ECP is staffed with a senior field-grade OCS officer, a senior enlisted OCS specialist and numerous other OCS officers and enlisted OCS specialists, who are all members of the CCF. The senior field grade officer and senior enlisted Marine serve as the CCO and the procurement chief, respectively. To ensure the contracting function is integrated within the MLG HQ staff, the CCO should be X coded with collateral duties as the Special Staff Officer to the Commanding General, MLG. ECP Marines serve as KOs that deploy in a number of configurations in order to support the various sized MAGTFs and types of operations within the Marine Corps.

c. Marine Forces Special Operations Command (MARSOC). CCF Marines assigned to MARSOC are OCS Officers and Specialists, located within the G4. The CCF Marines assigned to MARSOC have the dual function of OCS Advisor and KO responsibilities for the Commander. This requires CCF Marines to assist the unit with requirements determination, contractor management and

14 SEP 2016

integration, while at the same time executing the contracting support mission. MARSOC is staffed with a field grade OCS Officer and senior enlisted OCS specialists (E6-E8) of varying levels of experience and education who can provide comprehensive contracting support as KOs to MARSOC or other special operations forces.

d. Chemical Biological Incident Response Force (CBIRF). CCF Marines assigned to CBIRF are OCS Specialists, located within the S-4 Section with direct tasking from the Commanding Officer and the Executive Officer. CBIRF is staffed with a Staff Sergeant and Sergeant who provide comprehensive contracting support as KOs to a battalion task force. One KO is assigned to each of the two subordinate initial response forces (IRF); one IRF is maintained on a constant 24-hour alert, with the second IRF prepared to deploy within 48 hours. In order to support CBIRF's unique mission and ability to respond, all CCF Marines assigned to CBIRF must have a minimum of Level I contracting accreditation.

2. CCF Organization in the Supporting Establishment (SE). SE contracting offices are staffed primarily with civil service employees who have the primary mission of garrison/base contracting support. The primary mission of CCF Marines assigned to the SE is training and development. Trainee level contracting Marines are assigned to SE contracting offices to receive initial On-the-Job Training (OJT) to gain experience and training required to meet CCF qualifications. The non-trainee level Marines in the SE serve as trainers and mentors. All Marines in the SE assist in support of garrison/base contracting missions. SE contracting office Directors shall ensure CCF Marines are receiving the proper training and qualifications as specified and in accordance with this Order.

a. Marine Corps Installations (MCI) Contracting Offices East, West and Pacific (PAC). MCIEAST, MCIWEST and MCIPAC are staffed with a field grade OCS officer and a senior enlisted OCS specialist who are responsible for overseeing the training and mentorship of trainee-level CCF Marines assigned to these offices through Fleet Assistance Program (FAP) or Memorandum of Understanding (MOU).

b. Other SE Contracting Offices. In addition to MCIEAST, MCIWEST, and MCIPAC, several other SE contracting offices throughout the Marine Corps have CCF Marines assigned. These other offices include MARCORLOGCOM, MCRD PI, MARFORRES, MCI-NCR and MCAGCC 29 Palms. CCF Marines assigned to these SE

14 SEP 2016

contracting offices have the primary mission of training and development, and are permanently assigned and therefore not subject to FAP agreements. All qualified CCF Marines permanently assigned to the SE are subject to global sourcing and request for forces or capabilities (RFFs/RFCs) for contracting support.

Chapter 3

CCF Personnel

1. General. CCF is not an initial entry MOS. The CCF is comprised of enlisted Marines who have been accepted for a 3044 MOS lateral move and 3002 MOS Supply Officers selected on the Commandant's Career Level Education Board (CCLEB) to attend the Naval Post Graduate School (NPS) in the Contract Management Curriculum for the 3006 MOS. Marines who attain the 3044 MOS and 3006 MOS will fill professional acquisition coded billets as OCS Advisors or as KOs, governed by references (i) and (j) which outlines the required training for personnel serving in Government Acquisition billets.

a. Chief of the Contracting Office (CCO). The CCO has direct managerial responsibilities for the operation and personnel of the contracting office. The CCO will typically approve actions that exceed the Contracting Officer's authority and will review internal and external contractual actions to ensure statutory, regulatory, and procedural compliance.

b. Contracting Officer (KO). An officer or enlisted member of the CCF who has been delegated contracting authority to enter into, administer, and/or terminate contracts and make related determinations and findings through a contracting warrant issued by the HCA Authority. Only KOs may bind the Government to the extent of the authority delegated to them. KOs are appointed in accordance with reference (a) through (d).

c. OCS Advisors. An officer or enlisted member of the CCF who plans, coordinates, validates and synchronizes contracting support to operational mission requirements. OCS Advisors provide contracting expertise to the Command staff, oversee contractor management and integrate contracting support across all staff functions. OCS Advisors do not possess a contracting warrant to execute contracting support functions as KOs.

d. Operational Contract Support (OCS) Officer. An officer assigned the additional or necessary MOS of 3006. This MOS is attained after completion of NPS, Acquisition and Contract Management Curriculum.

e. Operational Contract Support (OCS) Specialist. An enlisted Marine assigned the primary MOS (PMOS) of 3044. This MOS is attained upon graduation from Air Force Contracting School.

14 SEP 2016

f. Procurement Chief. A Procurement Chief is the senior enlisted contracting Marine at the unit and may or may not possess a warrant. The Procurement Chief assists and advises the Chief of the Contracting Office on all matters related to planning, strategy, guidance, equal opportunity, health, welfare and readiness of military contracting personnel assigned to the unit and will assume other duties as assigned by the Chief of the Contracting Office.

g. Trainee level OCS Marine. A Marine who is newly assigned to the OCS MOS and has not obtained Level I contracting accreditation as a 3044 or Level I contracting certification as a 3006.

2. Clearance Requirements. At a minimum, all CCF personnel must be qualified to obtain a final Secret clearance based upon a minimum of a national agency check with law and credit. Top secret eligibility may need to be obtained dependent upon individual assignment/billet requirements.

3. CCF OCS Specialist Lateral Move Screening Process. In accordance with reference (i), enlisted Marines who lateral move into the MOS of 3044 are initially assigned MOS 3000. After successful completion of the Air Force Contracting School, the 3044 MOS shall be assigned. The following prerequisites must be met in order to be considered for a CCF lateral move:

a. Must possess a general technical score of 110 or higher on the Armed Service Vocational Aptitude Battery Test.

b. Must be a Sergeant with 1 year or less time-in-grade. Grades above the rank of Sergeant shall not be waived. The grade of Sergeant may be waived for Corporals by the OccField Manager/Sponsor.

c. Must not have any felony convictions by a court-martial or civilian court. Marines must also not have any non-judicial punishments in current grade and have never received non-judicial punishment for dereliction in the performance of duties, larceny, misappropriation of government funds or property, or financial irresponsibility.

d. Must be a Tier 1 or 2 reenlistment category and submit letters of recommendation from their current Officer in Charge and Staff Non-Commissioned Officer to the endorsing official.

14 SEP 2016

e. Must have a minimum of 36 months of obligated service upon completion of OJT and assignment of MOS 3044. Marines must request an extension of obligated service in order to comply.

f. Must be able to use Marine Corps standard office software suite, and basic office machines and systems.

g. Must have excellent written and oral communication skills.

h. Must meet eligibility criteria for secret security clearance.

i. Must be interviewed and endorsed by the senior 3006 or 3044, Gunnery Sergeant or above, from a MCFCS office. Marines that are deployed or remotely located must coordinate with the nearest MCFCS office for an interview.

j. Must be screened and recommended by an OCS Specialist Screening Board (OCS-SSB).

4. OCS Specialist Screening Board (OCS-SSB)

a. In accordance with reference (i), Marines desiring lateral move into the 3044 MOS must submit an application package for review by the OCS-SSB. The following information must be included in the 3044 lateral move application package:

(1) Completed Reenlistment Extension Lateral Move (RELM) request (NAVMC 11537).

(2) Marine Corps Total Force System (MCTFS) Basic Individual Record.

(3) MCTFS Basic Training Record.

(4) Copy of all page 11s (NAVMC 118(11)).

(5) MCTFS Record of Service.

(6) Official Military Personnel File photograph in accordance with the current Marine Administrative Message.

(7) A 2-3 page essay of a minimum of 500 words, explaining why the Marine wants to be in the contracting MOS.

14 SEP 2016

(8) Completed CCF program screening board applicant questionnaire with endorsement from the senior 3006 or 3044 Gunnery Sergeant or above from one of the following MCFCS offices: MCIEAST, MCIWEST, MCIPAC, MARFORRES, MCRD PI, MARCORLOGCOM, a ECP, MCB Hawaii, MCAGCC 29 Palms, or MCI-NCR. Telephonic interviews for deployed or remotely located Marines may be accepted as a last resort. Applicant questionnaires are available at any of the endorsing activities mentioned herein.

(9) Prerequisite waiver (if applicable). The OccField Manager/Sponsor may waive the following prerequisites on a case-by-case basis: General Technical Score and the rank of Corporals who meet TIG requirements. The required GT Score may be waived by a maximum of three points.

b. Completed lateral move packages will be sent via the career planner or retention specialist to the 3044 OccField Manager/Sponsor. Once received, the OccField Manager/Sponsor will convene the OCS-SSB to review applications and select the most qualified and best suited Marines for the MOS.

c. Upon conclusion of the OCS-SSB, career planners or retention specialists will receive OCS-SSB results in the form of either a favorable or unfavorable endorsement. Career planners or retention specialists shall attach the OCS-SSB endorsement to the Marine's RELM package prior to forwarding to Enlisted Assignments Branch (MMEA) for lateral move consideration and approval.

5. OCS Officer Selection Process. In accordance with reference (i), only officers from the 3002 PMOS will be screened and selected to fill 3006 billets from the annual CCLEB. Those officers selected to serve in 3006 billets must be qualified to attend the NPS and will be assigned the NMOS of 3006 upon graduation.

6. CCF MOS Sustainment Requirements. All CCF Marines will maintain the following minimum requirements for continued qualification and progression:

- a. Must maintain Secret security clearance eligibility.
- b. All CCF Marines will be screened to ensure that all Defense Acquisition Workforce Improvement Act (DAWIA) training standards for their grade/position are maintained.
- c. All enlisted CCF Marines are required to complete 24

14 SEP 2016

semester credit hours of business related college courses within two years after being assigned the 3044 MOS.

d. All CCF Marines are required to complete 80 continuous learning points (CLPs) of training every two years in order to maintain contracting accreditation or certification. In accordance with reference (j), CLPs authorized for experiential assignments will not exceed 20 points within a two year cycle. The criteria for CLPs for an experiential assignment is for Marine Corps only exercises and operations. CLPs authorized for rotational assignments will not exceed 40 points within a two year cycle. The criteria for CLPs for a rotational assignment is Joint Service and MAGTF rotations (e.g. Special Purpose Marine Air Ground Task Force (SPMAGTF), Marine Expeditionary Unit (MEU), Marine Expeditionary Brigade (MEB)).

7. Temporary or Permanent Removal from the CCF

a. Temporary Removal. Temporary removal of a Marine from the CCF may occur as a result of the following:

(1) Criminal or other misconduct that dictates that the CCF member under investigation cannot perform CCF duties until the investigation has concluded.

(2) Poor performance or incompetency that warrants a period of observation and evaluation.

(3) Temporary loss of security clearance for any reason.

(4) Failure to properly manage personal finances or debt.

b. Temporary Removal Procedures.

(1) Temporary removal of a Marine from CCF duties will be initiated from the ADC I&L (Contracts), OccField Manager/Sponsor or CCO when a determination is made that circumstances require a Marines temporary removal.

(2) Marines temporarily removed from CCF duties will be notified by the Commanding Officer, specifically detailing the reasons for temporary removal. The CCO will provide an informational copy to the ADC I&L (Contracts) and the MOS OccField Manager/Sponsor.

14 SEP 2016

(3) If the cause of the temporary removal is corrected, the Marine will be provided with a letter rescinding the temporary removal. The CCO will provide an informational copy to ADC I&L (Contracts) and the OccField Manager/Sponsor.

c. Permanent Removal. Permanent removal may occur as a result of the following:

(1) Admission of guilt or issuance of a guilty verdict as a result from a criminal prosecution or ethics violation.

(2) Failure to meet the minimal performance standards and technical proficiency and competency of the CCF MOS.

(3) Permanent loss of security clearance due to any reason.

(4) Determined unsuitable for the CCF by the CCO, with an endorsement from the OccField Manager/Sponsor. A determination of unsuitability for the MOS will not be held as a punitive action in the Marine's record.

d. Permanent Removal Procedures.

(1) Permanent removal of a Marine from CCF duties will be initiated from the OccField Manager/Sponsor or CCO when a determination is made that circumstances require a Marine's permanent removal.

(2) Marines who are the subject of permanent removal from CCF duties will be notified in writing by the OccField Manager/Sponsor or the CCO, via the Commanding Officer, specifically detailing the reasons for removal. The Marine will be offered the opportunity to make a statement within five working days of receipt of notification of permanent removal. An informational copy will be provided to ADC I&L (Contracts) in all cases of permanent removal.

(3) The notification of removal letter, along with the Marine's statement (if applicable), will be sent to the OccField Manager/Sponsor for concur/non-concur endorsement. Once a concur/non-concur endorsement is received, the Command will forward the package to the Deputy Commandant Manpower and Reserve Affairs (DC M&RA), (Attn: MMEA or MMOA as appropriate).

(4) Upon receipt of DC M&RA final approval of the request for permanent removal from the CCF MOS, the local

14 SEP 2016

command must notify MMEA via the Total Force Retention System for reclassification. Ensure the appropriate MCTFS and page 11 entries are completed reflecting the revocation of the CCF MOS. An informational copy will be provided to the OccField Manager/Sponsor.

8. CCF Training Requirements

a. Mandatory Training

(1) The CCF exists in the Marine Corps to support deployed operations and must constantly train and maintain MOS proficiency in order to ensure a ready OCS capability.

(2) Contracting accreditation or certification is the process through which the Marine Corps determines that a CCF member meets the mandatory (core) minimum requirements (experience, education, and training) needed in order to perform duties as a member of the CCF. MOS proficiency starts at the supporting establishment and continues in the operating forces.

(a) DAWIA Contracting Certification. In accordance with reference (j), all acquisition workforce members are required to have a four-year bachelor's degree in addition to 24 semester hours of college credit in a business related discipline in order to receive DAWIA certification in contracting. Additionally, DAWIA standards specify the minimum experience requirements and contracting specific training administered by the Defense Acquisition University (DAU) to receive DAWIA certification.

(b) Marine Corps Contracting Accreditation for the CCF. Reference (d) provides guidance for the accreditation process for enlisted Marine 3044s who do not meet certification requirements. Under accreditation, enlisted Marines must meet the minimum education, experience and training standards required for certification with the exception of the four-year degree.

(c) Minimum CCF Standards. The minimum standards for CCF Marines are Level I contracting accreditation for 3044 enlisted Marines and Level I contracting certification for 3006 Marine officers. The maximum time allowed to achieve Level I

14 SEP 2016

contracting accreditation, for 3044s, is two (2) years. Level I certification is achieved by 3006s after graduating from NPS and completing one (1) year of experience in contracting. For contracting accreditation and certification requirements, see reference (d). CCF Marines failing to gain contracting accreditation or certification within the prescribed timeframe may be subject to permanent removal from the CCF in accordance with procedures specified herein. Level II certification or accreditation provides a CCF Marine the appropriate level of training to support any mission assigned to a MAGTF.

Requirements Level I Certification/Accreditation

- Successful completion of resident MOS training or NPS.
- Completion of all DAU courses required to attain Level I certification in Contracting.
- At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- A four year baccalaureate degree (Not required for accreditation).
- One or more years of experience.

Requirements Level II Certification/Accreditation

- Must meet all requirements for Level I certification/accreditation.
- Completion of all DAU courses required to attain Level II certification in Contracting.
- Two or more years of experience.

b. Individual Training. In addition to the Air Force Contracting School or NPS, the primary method of training that is received by CCF Marines is provided during their initial OJT periods within the SE and throughout their careers. As such, all MCFCS offices shall employ a robust Individual Development Plan (IDP) to ensure that core competencies are trained to and sustained by all trainee-level and career CCF Marines. The IDP should define the competencies required for the CCF to deliver mission critical contracting support capabilities. Appendix A of this order displays an IDP template of contracting task areas in which to train. The template should be used in conjunction with the Competency Contracting Model displayed in Appendix B of this order to ensure CCF Marines are acquiring the proficiencies

14 SEP 2016

and underlying knowledge, skills, and abilities required to provide effective contracting support and become technically proficient throughout their careers.

C. As CCF Marines progress through the contracting MOS, their IDPs will help them grow as technical experts in the contracting support function and serves as an assessment tool for evaluating contracting technical proficiency. CCF contracting expertise prepares these Marines to serve in MEF and MARFOR OCS billets as OCS advisors. All CCF Marines that serve in MEF or MARFOR OCS billets are required to attend the Joint OCS Planning and Execution Course that is offered to the Component and Combatant Commands by the Joint Chiefs of Staff (J-4).

d. Unit Training. Unit training builds upon the basic skills taught at Air Force Contracting School for enlisted and the contracting education officers receive at NPS. It is essential to develop and increase the proficiency of CCF personnel.

(1) Commanders shall develop a comprehensive training program to ensure technical skill requirements for both individual and collective training are satisfied.

(2) The CCF training program will place primary emphasis on skill and progression training to support MAGTF missions.

(3) Commanders will ensure that every opportunity is taken to facilitate CCF integration into pre-deployment training evolutions with their supported MAGTFs and smaller unit operations.

(4) CCF personnel should be afforded every opportunity to take advantage of inter-Service and other government agency OCS and contracting-centric training, events, and exercises.

9. Assignments

a. Due to the highly technical and perishable nature of the CCF skill set, CCF Specialists should only be assigned to 3044 billets. CCF Officers should be rotated between 3002 and 3006 assignments in order to maintain CCF proficiency while remaining competitive for promotion in their primary 3002 MOS.

14 SEP 2016

b. The CCF OccField Manager/Sponsor, in concert with the 3002/3044 monitors, will screen personnel for assignment to the following CCF billets: I MEF OCS Advisors Monitored Command Code (MCC 1C0), II MEF OCS Advisors (MCC 1F1), III MEF OCS Advisors (MCC 1C1), 5th Marine Expeditionary Brigade (MEB) OCS Advisor (MCC 1DX), Marine Corps Forces South (MARFORSOUTH) OCS Advisors (MCC 1FY), Marine Corps Forces Europe (MARFOREUR) OCS Advisors (MCC 1EE), Marine Corps Forces Africa (MARFORAF) (MCC 1EM), Marine Corps Forces Central Command (MARCENT) OCS Advisors (MCC TMG), Marine Corps Forces Pacific (MARFORPAC) OCS Advisors (MCC 110), 1st MLG CCO/Chief (MCC 1Y1), 2d MLG CCO/Chief (MCC 15A), 3d MLG CCO/Chief (MCC 1C2), MARSOC OIC/SNCOIC (MCC 094), CBIRF (MCC TP6) and the HQMC (MCC QAM).

c. All CCF Marines assigned to Operating Force contracting support billets that have contracting authority, assigned as KOs, must maintain functional independence in accordance with Chapter 1, paragraph 4(b) of this order.

d. All CCF Marines assigned to MARSOC must meet the minimum qualification standards of Level I accreditation or certification prior to assignment and any additional requirements as specified and in accordance with MARSOC screening criteria.

e. All CCF Marines assigned to CBIRF must meet the minimum qualification standards of Level I accreditation or certification prior to assignment.

f. CCF Marines assigned to ECP in 1st and 2d MLG shall be assigned as follows.

(1) All CCF Marines, with the exception of trainee level CCF Marines, must meet the minimum qualification standard of Level I certification or accreditation to serve as KOs in the MLG.

(2) All trainee level CCF Marines assigned to 1st and 2d ECP will be sent via FAP/MOU from the MLG to the Marine Corps Installations (MCI) contracting office for a minimum of one year, or until the CCF Marine achieves the minimum standard. Trainee-level enlisted contracting specialists (MOS 3044) and officers (MOS 3006), in the first tour of contracting, do not have sufficient training or experience to meet all the requirements for Level I contracting accreditation or

14 SEP 2016

certification upon completion of MOS school. Assigning trainee level CCF Marines to a host MCI or SE contracting office provides a stable environment to train and ensures CCF Marines have the requisite training and experience required to deploy and provide contracting support in the MLG.

(3) SNCO trainer(s) may be assigned from the MLG to the associated MCI or SE Contracting Office to assist in the training and development of the first tour CCF Marines through FAP or MOU, on a full-time permanent or full-time rotational basis. The availability of SNCO's when compared to the MLG's operational needs shall be considered when determining if trainers can be provided or not. SNCO trainer(s) shall be proficient and have sufficient experience to ensure trainee-level Marines complete training and education requirements in preparation to deploy and provide contracting support in the MLG.

g. All CCF Marines assigned to ECP in 3d MLG, with the exception of trainee level CCF Marine officers, must meet the minimum standard. Trainee level enlisted Marines are not assigned to 3d MLG, only entry level officers. Trainee level officers assigned to the 3d MLG will train and gain required contracting experience in the host MCI or SE contracting office. All entry level CCF officers will be sent via FAP/MOU from the MLG to the MCI contracting office to achieve Level I contracting certification.

Chapter 4

CCF Operations

1. Operations. CCF operations are conducted to support MAGTFs, MARSOC, smaller unit deployments and SEs. It is essential that all CCF operations are properly staffed and supported with the necessary infrastructure to accomplish assigned support missions. The CCF is structured and trained to provide an OCS capability for the Marine Corps expeditionary mission. Marine CCF has the organizational construct and professional force capable of supporting both Marine Corps and Joint operations.

2. CCF Operations in support of the MAGTF. The Marine Corps aligns its CCF at the MARFOR, MEF and MLG to execute the functions of OCS in support of its expeditionary contracting mission. The CCF is structured and organized to support the various sized MAGTFs and the numerous operational missions assigned to Marine Corps units. All Marine Corps MAGTFs or deploying units shall coordinate CCF support requirements through the MEF assigned to support. All contracting authority/capability is provided by the supporting MLG. The only exception is when the deploying MAGTF or Marine unit is assigned to a joint mission where the Combatant Command (COCOM) has established a Joint Theater Support Contracting Command (JTSCC) and/or Lead Service for Contracting (LSC).

a. CCF Operations in support the MARFOR/MEF. The Marine Corps aligns its CCF with the MARFOR and MEF as OCS Advisors to execute the contracting integration and contractor management functions of OCS in support of its expeditionary mission. MARFOR and MEF OCS Advisors plan and assist with defining the requirements to determine the specific contracting capability required for Marine Corps specific missions within their designated COCOM's AOR. They are responsible to ensure proper contracting capability is tasked on RFFs/RFCs and is organic to the force. OCS personnel are also responsible for validation and further tasking of CCF support for Joint Operations in their specific AOR. MARFOR/MEF OCS Advisors must maintain visibility of contractors assigned to accompany the force that deploy with Marine units into their AOR.

b. CCF Operations in support of the MEF. The Marine Corps aligns its CCF with the MLG as KOs to execute the contracting support function of OCS in support of its expeditionary mission. The MLG employs its contracting support capability as

14 SEP 2016

an organic contracting support element to the MAGTF or deploying units to support the numerous operational missions assigned to the Marine Corps. The ECP employs the CCF in various configurations to support any size MAGTF from MEF, MEB, MEU, or SPMAGTF to smaller unit operations and exercises. Organization of CCF support will vary dependent upon the size of the unit and operational mission supported. All ECP contracting support functions are centrally controlled and managed, providing reach-back capability as required. The ECP is organized to support a MEF conducting distributed operations that has support requirements spread over a large AOR. The centralized location may or may not be with the MAGTF Commander and may be located in a separate area where contracting support can best be leveraged to support the entire AOR (i.e. a commercial business hub, major port, etc.). The ECP may also establish satellite offices based on dispersion of units and distance from the centralized contracting office, the local vendor base, size and type of unit requiring contracting support.

c. CCF Operations in support of Special Operations Forces (SOF). The Marine Corps aligns its CCF with MARSOC as KOs to execute the contracting support function of OCS in support of SOF to MARSOC units. MARSOC has an organic contracting element to provide support to MARSOC units for deployed exercises, operations and garrison training requirements.

d. CCF operations in relation to the Supporting Establishment (SE). The Marine Corps aligns its CCF with the supporting establishment in order to train new entry CCF Marines and to increase contracting career proficiency for seasoned CCF Marines. Organization of CCF support within the SE varies from office to office and is dependent upon the size of the base or installation along with operational mission requirements for the supported units located there. CCF Marines are placed in SE offices in order to obtain the best training and contracting experience commensurate with the contracts that are required in the expeditionary environment. Due to the limited number of CCF Marines in the Marine Corps, all qualified Marines in SE offices are subject to supporting joint individual augment billets and Marine Corps specific mission deployments, when globally sourced or tasked through RFFs/RFCs.

3. OCS employed in support of MAGTF Operations. The Marine Corps employs its OCS capability to support the full range of

14 SEP 2016

MAGTF operations. Marines deploy and are task organized to support SPMAGTFs, MEUs, MEBs, MEFs and joint operations.

a. OCS employed in support of MEU level and below operations. CCF Marines assigned at the MEU, SPMAGTF or smaller unit levels have the dual function of OCS Advisor and ECP KO responsibilities for the Commander. This requires CCF Marines to assist the unit with requirements determination, contractor management and integration, while at the same time executing the contracting support mission. This may also require the CCF Marines to be assigned to the Command Element of the unit in order to function effectively in both areas. OCS requirements beyond the organic capability of the unit should be coordinated via the MEF and MARFOR OCS personnel.

b. OCS employed in support of MEB/MEF operations. An Operational Contract Support Integration Cell (OCSIC) is employed when the Marine Corps is engaged in MEB/MEF operations. The OCSIC validates and provides oversight and guidance for all contracting support requirements, and ensures that all units are trained on how to obtain contracting support in the deployed theater of operation. The OCSIC plans, integrates, synchronizes and provides oversight on contracted support for MAGTF Commanders and serves as a conduit and liaison to the ECP and any other contracting support agencies in the theater of operations. The OCSIC does not have contracting authority to execute contracting actions, but executes contract support integration and oversee contractor management functions while providing contracting expertise and guidance to the Commander. The OCSIC is comprised of a minimum of a field grade contracting officer, a senior enlisted contracting specialist and numerous logisticians (supply or logistics personnel) from Major Subordinate Commands to meet mission requirements. The OCSIC is assigned within the MAGTF Commander's G-4 and is the key facilitator of the contracting process. The OCSIC runs the service or Joint level requirements review boards, oversees and provides training on the contract planning process to include: contracting requirement packages, GCPC and FOO programs across the Command. Most importantly, the OCSIC manages CORs to ensure contractors provide the required support and are properly accounted for and integrated with the MEF Commander's operational mission. OCS requirements beyond the organic capability should be coordinated via the MEF and/or MARFOR OCS personnel.

c. OCS employed in support of Joint Operations. As the Marine Corps mission changes to a joint operation, the Marine

14 SEP 2016

Corps will transition from organic contracting authority to the contracting support and authority from the JTSCC/LSC, as directed by the CCDR. During a joint operation the Marine Corps will be tasked via the Joint Manning Document to provide a fair share of KOs to the JTSCC/LSC, or as directed by the CCDR, proportional to the size of the Marine Force supporting the joint operation. As the Marine Corps transitions from organic contracting support to that of the Joint Force Commander it will employ an OCSIC within the Marine Joint Task Force.

Chapter 5

Other CCF Considerations

1. CCF Equipment Requirements. Every ECP within the operational forces will maintain a baseline of deployable equipment needed in order to execute its support mission to the MAGTF.

a. Table of Equipment (T/E). Current T/E of required tools and equipment sets for CCF Marines are maintained within the Total Force Structure Management System (TFSMS).

2. Contract Legal (CL) Counsel. It is important for the MAGTF Commander to understand that CL counsel support is advisory in nature and that the final deciding authority for any contract action is the contracting officer. It is a prudent practice that KOs adhere to the advice of legal advisors and include them throughout the contracting process. From acquisition planning to solicitation review, evaluation oversight to debriefing of unsuccessful offerors, addressing potential disputes and protests to reviewing correspondence with contractors, CL Counsel is an integral part of the procurement team. Staff Judge Advocates typically do not have the experience or expertise to weigh-in on procurement issues. Fiscal law attorneys specialize in procurement and are necessary to support contracting actions.

3. Fiscal. Another vital part of the contracting chain of support is the fiscal office. While KOs are the only individuals that can legally obligate appropriated dollars, fiscal personnel are the only individuals who can approve the expenditure of appropriations. Fiscal validates funds availability, verifies the appropriate appropriations are used, and authorizes the expenditure of funds.

4. Disbursing Support. The MAGTF must ensure disbursing support is available to support the CCF.

a. Contract Payments. Although the preferred method of payment of contracts for the deployed environment is via electronic funds transfer (EFT), disbursing offices may use check and cash payment options for contracts when necessary.

b. Pay Agent support. The Disbursing Office must provide pay agent support either in the form of a disbursing Marine

14 SEP 2016

attached to a unit, or a unit pay agent (UPA), that is nominated by the Commanding Officer of the requesting unit.

5. Micro Purchases. A micro purchase is an acquisition for supplies or services that has an aggregate amount that does not exceed the micro purchase thresholds as established in the Federal Acquisition Regulation Part 2.

a. Government-Wide Commercial Purchase Card (GCPC). GCPC is similar in nature to a personal commercial credit card, except it is issued to authorized civilian and military government employees only, for use to acquire and to pay for commercial off the shelf supplies and services to meet the minimal needs of the government. These cards are limited to the same thresholds established as the Micro Purchase rules unless the cardholder is otherwise approved and appointed in writing on a Standard Form 1402.

b. Field Ordering Officer (FOO). A FOO provides units the ability to make quick, local purchases for mission-critical supplies and limited services in contingencies or in expeditionary environments where the GCPC is not accepted or not recommended for use. A FOO is trained and appointed by a Contracting Officer from the ECP in accordance with reference (d). The employment of a FOO requires a UPA to make payment to the vendors and maintain separation of duties. Together they form a team to provide limited purchasing support to Marine units in deployed environments. The single purchase limit for a FOO is set at the limits established by the contracting officer who appointed the FOO.

Appendix A

Individual Development Plan

| CCF Individual Development Plan | | | | | | |
|---|---|---|------------------------|---------------|------------------|------------------|
| Printed Name (Last, First, MI) | | Rank | Effective Date | | | |
| | | | | | | |
| | | Scale Value | Definition: The Marine | | | |
| Task Performance Levels | 1 | Can do simple parts of the task. Needs to be told or shown how to do most of the tasks. (EXTREMELY LIMITED) | | | | |
| | 2 | Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT) | | | | |
| | 3 | Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT) | | | | |
| | 4 | Can do the complete task completely and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT) | | | | |
| Task Knowledge Levels | A | Can name parts, tools, and simple facts about the task. (NOMENCLATURE) | | | | |
| | B | Can determine step by step procedures for doing the task. (PROCEDURES) | | | | |
| | C | Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES) | | | | |
| | D | Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY) | | | | |
| NA. This will be used alone instead of a value to show that no proficiency training was provided. | | | | | | |
| Required Tasks, Knowledge and Technical References | | Scored Values | Training Start | Training Stop | Trainee Initials | Trainer Initials |
| CAREER PROGRESSION | | | | | | |
| I. CONTRACTING ORGANIZATION | | | | | | |
| 1. Enlisted Roles | | | | | | |
| a. Career Path | | | | | | |
| b. IDP program | | | | | | |
| c. AFCAC | | | | | | |
| d. PME | | | | | | |
| e. DAWIA | | | | | | |
| f. 24 college hour requirements | | | | | | |
| g. Deployment | | | | | | |
| 2. Officer Roles | | | | | | |
| 3. Civilian Roles | | | | | | |
| a. 1102/1105 series | | | | | | |
| PURCHASE CARD | | | | | | |
| I. ORIENTATION | | | | | | |
| 1. Orientation | | | | | | |
| II. ROLES/RESPONSIBILITIES | | | | | | |
| 1. Cardholder | | | | | | |
| 2. Approval Official | | | | | | |
| 3. Agency Program Coordinator | | | | | | |
| III. PURCHASE CARD PRINCIPLES | | | | | | |
| A. MAINTAINING PURCHASE CARD ACCOUNTS | | | | | | |
| 1. Training | | | | | | |
| 2. Requesting Card | | | | | | |
| 3. File documentation-letters, training | | | | | | |
| 4. Citibank processes | | | | | | |

14 SEP 2016

| | | | | | |
|---|--|--|--|--|--|
| 5. Regulations | | | | | |
| B. PURCHASE CARD REQUEST | | | | | |
| 1. Authorized purchases | | | | | |
| 2. Unauthorized purchase | | | | | |
| 3. Contingency Purchases | | | | | |
| 4. Determining LOA/Entering data in Citibank | | | | | |
| 5. Requirements for completed purchase request | | | | | |
| 6. Proper documentation for a completed file. | | | | | |
| C. CLOSING PURCHASE CARD ACCOUNTS | | | | | |
| 1. Close out process | | | | | |
| D. RECONCILIATION OF STATEMENT | | | | | |
| 1. Electronic certification | | | | | |
| 2. Manual certification | | | | | |
| E. AUDITS & REVIEWS | | | | | |
| 1. Program Audit Tool | | | | | |
| 2. Semi Annual | | | | | |
| 3. Disciplinary actions | | | | | |
| F. RELATED TASKS | | | | | |
| 1. Prepare required reports per the MAPP | | | | | |
| 2. Participate and provide training classes | | | | | |
| 3. Research issues in NAVSUPINST 4200.85 & 4200.99, SOP, IOP, FAR and DFARS. | | | | | |
| | | | | | |
| ADMINISTRATION | | | | | |
| I. ADMINISTRATIVE PRINCIPLES | | | | | |
| A. PR BUILDER PROCESS | | | | | |
| 1. Purpose of PR Builder from start to end | | | | | |
| B. PR BUILDER ACCOUNTS | | | | | |
| 1. Establishing Accounts | | | | | |
| 2. Managing Accounts | | | | | |
| 3. Closing Accounts | | | | | |
| C. PR BUILDER WORKFLOWS | | | | | |
| 1. Establishing Workflows | | | | | |
| 2. Managing Workflows | | | | | |
| 3. Closing Workflows | | | | | |
| D. PR BUILDER DOCUMENTS | | | | | |
| 1. Documents | | | | | |
| a. Supply Items (NSN)'s | | | | | |
| b. Item Descriptions | | | | | |
| c. Services | | | | | |
| d. Statement of Works, Performance Work Statements & Statements of Objectives | | | | | |
| e. Priority Justifications | | | | | |
| f. Urgency, Sole Source & Brand Name Justifications | | | | | |
| g. IT Waivers | | | | | |
| h. MARCORSSYSCOM Waivers | | | | | |
| i. Property Waivers | | | | | |
| j. Base Motor Transport Waivers | | | | | |
| k. ServMart Waivers | | | | | |
| l. Technical instructions | | | | | |
| m. Price quotes (IGCE) | | | | | |
| E. TRANSFER OF PR BUILDER TO SPS | | | | | |
| 1. Process of Transfer | | | | | |
| 1. Establishing Account | | | | | |
| 2. Managing SPS | | | | | |
| F. WIDE AREA WORK FLOW | | | | | |
| 1. Purpose of WAWF | | | | | |
| 2. Managing WAWF | | | | | |
| G. CONTRACT ACTION REPORTS | | | | | |
| 1. Purpose of CARS | | | | | |
| 2. Managing CARS | | | | | |
| H. EDA | | | | | |
| 1. Purpose | | | | | |
| 2. Interface | | | | | |
| I. CPARS/PPIRS | | | | | |
| 1. Purpose | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| 2. Responsibilities | | | | | |
| J. RELATED TASKS | | | | | |
| 1. Establish Mail Account | | | | | |
| 2. Research FAR, DFARS, NMCARS and MAPS | | | | | |
| | | | | | |
| SMALL BUSINESS | | | | | |
| I. SMALL BUSINESS REP PRINCIPLES | | | | | |
| A. SB PLANNING | | | | | |
| 1. Small Business programs and procedures | | | | | |
| 2. SB Regulations | | | | | |
| a. FAR | | | | | |
| 1) FAR Part 19 | | | | | |
| 2) FAR Part 26 | | | | | |
| b. DFARS | | | | | |
| 1) DFARS Part 219 | | | | | |
| 2) DFARS Part 226 | | | | | |
| c. NMCARS | | | | | |
| d. MAPS | | | | | |
| 3. How FAR Part 8 is affected | | | | | |
| B. DISSOLVING SET ASIDES | | | | | |
| 1. DD 2579 Purpose | | | | | |
| 2. DD 2579 Procedures | | | | | |
| C. SB DATABASES | | | | | |
| 1. Locations and uses | | | | | |
| D. CONDUCTING SB MEETINGS | | | | | |
| 1. The Who, What, Where, When and Why's | | | | | |
| E. RESPONDING TO INQUIRIES | | | | | |
| 1. Disputes avoidance and resolution | | | | | |
| F. GENERAL | | | | | |
| 1. Research issues in FAR, DFARS, NMCARS and MAPS | | | | | |
| | | | | | |
| SPECIAL PROJECTS | | | | | |
| I. Assisted Acquisitions | | | | | |
| 1. Authority | | | | | |
| a. Economy Act Guidelines and Directives | | | | | |
| b. Funding | | | | | |
| c. Appropriate use of funding types | | | | | |
| d. Market Research | | | | | |
| e. Understand requirements documents | | | | | |
| f. Determines Fair & Reasonable Prices | | | | | |
| g. Understands Authorities for funds transfers in lieu of Economy Act | | | | | |
| h. Prepares Economy Acts Determination and Findings | | | | | |
| i. Liaison with other DoD and Non DoD Agencies | | | | | |
| j. Prepares material for supervisor, CCO & Legal Counsel Reviews | | | | | |
| II. UNAUTHORIZED COMMITMENTS | | | | | |
| 1. Ratification Authority & dollar threshold | | | | | |
| 2. Ratification Request of Un-Authorized Commitments Checklist | | | | | |
| 3. Statements and Responsibilities | | | | | |
| a. Statements of UA responsible individuals | | | | | |
| b. Responsible individuals unit commander | | | | | |
| c. CG endorsements | | | | | |
| d. KO Review responsibilities | | | | | |
| e. Legal Responsibilities, CCO and ADC I&L (Contracts) | | | | | |
| 4. Prepare D&F and Ratification Package with supporting documentation | | | | | |
| a. Market Research | | | | | |
| b. Determines Fair & Reasonable Prices | | | | | |
| 5. Purchase Request | | | | | |
| 6. Purchase Orders/Contract for payment | | | | | |
| III. RELATED TASKS | | | | | |
| 1. Research issues in FAR, DFARS, NMCARS and MAPS | | | | | |
| | | | | | |
| LAW | | | | | |
| I. FISCAL LAW | | | | | |
| II. CONTRACT LAW | | | | | |
| III. ETHICS | | | | | |
| IV. LAW IN DEPLOYMENT | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| SAP | | | | | |
| I. ORIENTATION | | | | | |
| 1. Orientation to Section | | | | | |
| II. ROLES/RESPONSIBILITIES | | | | | |
| 1. Individual | | | | | |
| 2. Section | | | | | |
| III. CONTRACTING PRINCIPLES | | | | | |
| A. CONTRACT PLANNING & COORDINATION PHASE | | | | | |
| 1. Delegation of authority to Contracting Officer | | | | | |
| 2. Use/limitations of types of Contracts: | | | | | |
| a. Fixed Price Contracts | | | | | |
| b. Indefinite Delivery contracts | | | | | |
| c. Basic Agreements/Basic Ordering | | | | | |
| d. Multiple Award Contracts | | | | | |
| e. Contract Options | | | | | |
| 3. Ordering mechanisms: | | | | | |
| a. Purchase orders | | | | | |
| b. Delivery order/task order | | | | | |
| 1) Fair Opportunity | | | | | |
| c. GSA Buying | | | | | |
| 4. Contracting Methods | | | | | |
| a. Simplified Acquisition Procedures | | | | | |
| 5. Market research in acquisition planning phase | | | | | |
| 6. Contracting Categories | | | | | |
| a. Service requirements | | | | | |
| b. Commercial Items | | | | | |
| c. Information Technology | | | | | |
| 7. Understanding of contracting with/for Foreign sources: | | | | | |
| a. Impact of Trade Agreements Act, Buy American Act, etc. | | | | | |
| 8. Planning, Programming & Budgeting System | | | | | |
| a. Source/authority/responsibility for funding | | | | | |
| b. Full funding vs. incremental funding | | | | | |
| c. Appropriate use of funding types | | | | | |
| d. Anti-deficiency Act/Bona Fide Need Rule | | | | | |
| 9. Acquisition Planning and Documentation | | | | | |
| a. Determination on Contracting Officer Representative(COR) requirement | | | | | |
| 1) Contracting Officer Representative Tool (CORT) | | | | | |
| b. Prepare Justification & Approval | | | | | |
| c. Prepare Determination & Finding | | | | | |
| d. Understand requirements documents | | | | | |
| e. Prepare material and delivery requirements | | | | | |
| f. Prepare Work Statement and specifications | | | | | |
| g. Period of performance. | | | | | |
| B. PRE-SOLICITATION PHASE | | | | | |
| 1. Qualified Bidders List | | | | | |
| 2. Qualified Products List | | | | | |
| 3. Market Research in Solicitation Phase | | | | | |
| 4. Evaluation criteria | | | | | |
| 5. Prepare/issue FEDBIZOPS synopsis | | | | | |
| 6. Department of Labor determination and approvals | | | | | |
| 7. Select appropriate solicitation strategy | | | | | |
| a. Simplified Acquisition | | | | | |
| C. SOLICITATION PHASE | | | | | |
| 1. Draft solicitation documents and obtain necessary approval | | | | | |
| 2. Request for Quote | | | | | |
| 3. Prepare/issue FEDBIZOPS Solicitation | | | | | |
| 4. Clarification with Offerors Before Receipt of Quotes | | | | | |
| 5. Solicitation Amendments | | | | | |
| 6. Safeguarding Quotes and Information | | | | | |
| D. EVALUATION/AWARD: SAP | | | | | |
| 1. Responsibility Determination | | | | | |
| 2. Clarifications, and Communications with Offerors After Receipt of Quotes | | | | | |
| 3. Appointment of COR if required | | | | | |
| 4. Draft contract and obtain necessary approvals | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| 5. Contract Action Reporting to FPDS-NG | | | | | |
| 6. Protests | | | | | |
| E. CONTRACT ADMINISTRATION | | | | | |
| 1. Ability to prepare and issue: | | | | | |
| a. Option exercise | | | | | |
| b. Unilateral modification | | | | | |
| c. Bilateral modification | | | | | |
| d. Waiver or deviation | | | | | |
| e. Contracting officer correspondence relating to contract | | | | | |
| f. COR Audits | | | | | |
| 2. Understand: | | | | | |
| a. Contract close-out | | | | | |
| 1. Audit Contract | | | | | |
| 2. Verify Invoice | | | | | |
| 3. Verify RPR | | | | | |
| 4. Verify Payment | | | | | |
| 5. Draft documents and obtain necessary approval | | | | | |
| 6. Issue Modifications for excess funds | | | | | |
| 7. Contract close-out DD1594 | | | | | |
| b. Final settlements | | | | | |
| c. COR termination | | | | | |
| 3. Understand contract financing requirements including | | | | | |
| a. roles and responsibilities in funding and accounting process | | | | | |
| b. final payment process | | | | | |
| F. RELATED TASKS | | | | | |
| 1. Participate in briefing | | | | | |
| 2. Research issues in FAR, DFARS, NMCARS and MAPS | | | | | |
| | | | | | |
| FORMAL | | | | | |
| I. ORIENTATION | | | | | |
| 1. Orientation to Section | | | | | |
| II. ROLES/RESPONSIBILITIES | | | | | |
| 1. Individual | | | | | |
| 2. Section | | | | | |
| III. CONTRACTING PRINCIPLES | | | | | |
| A. CONTRACT PLANNING & COORDINATION PHASE | | | | | |
| 1. Delegation of authority to Contracting Officer | | | | | |
| 2. Use/limitations of types of Contracts: | | | | | |
| a. Fixed Price Contracts | | | | | |
| b. Cost Reimbursement contracts | | | | | |
| c. Incentive contracts | | | | | |
| d. Indefinite Delivery contracts | | | | | |
| e. Time & Materials/Labor Hour Contracts | | | | | |
| f. Basic Agreements/Basic Ordering | | | | | |
| g. Letter Contracts | | | | | |
| h. Multi-year Contracting | | | | | |
| i. Multiple Award Contract | | | | | |
| j. Contract Options | | | | | |
| 3. Ordering mechanisms: | | | | | |
| a. Purchase orders | | | | | |
| b. Delivery order/task order | | | | | |
| 1) Fair Opportunity | | | | | |
| 2) Orders under Multiple Award Contracts | | | | | |
| c. BOA or BPA order | | | | | |
| d. Schedule Buying | | | | | |
| 4. Contracting Methods | | | | | |
| a. Sealed bidding | | | | | |
| b. Competitive negotiation | | | | | |
| c. Non-competitive negotiation | | | | | |
| d. Simplified Acquisition Procedures | | | | | |
| 5. Market research in acquisition planning phase | | | | | |
| a. FSC/NAICS/PSC | | | | | |
| b. Mandatory Sources | | | | | |
| c. Commerciality | | | | | |
| d. Vendor Pool | | | | | |
| e. Small Business (DD 2579) | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| f. Socio Economic Programs | | | | | |
| g. Acquisition History | | | | | |
| 6. Contracting Categories | | | | | |
| a. Services requirements | | | | | |
| b. Multi-year contracting | | | | | |
| c. Commercial Items | | | | | |
| d. Information Technology | | | | | |
| e. Indemnification/insurance | | | | | |
| f. Technical instructions | | | | | |
| 7. Understanding of contracting with/for Foreign sources: | | | | | |
| a. Foreign Contracting: understand implications of: | | | | | |
| 1) Domestic award to foreign source | | | | | |
| b. Impact of Trade Agreements Act, Buy American Act, etc. | | | | | |
| 8. Planning, Programming & Budgeting System | | | | | |
| a. Source/authority/responsibility for funding | | | | | |
| b. Full funding vs. incremental funding | | | | | |
| c. Appropriate use of funding types | | | | | |
| d. Anti-deficiency Act/Bona Fide Need Rule | | | | | |
| 9. Acquisition Planning and Documentation | | | | | |
| a. Determination on Contracting Officer Representative(COR) requirement | | | | | |
| 1) Contracting Officer Representative Tool (CORT) | | | | | |
| b. Develop Acquisition Plan/Acquisition Strategy | | | | | |
| 1) PASR for CRB | | | | | |
| 2) Performance Based Acquisition vs. Non Performance Based Acquisition | | | | | |
| 3) Lease vs. Purchase Feasibility Study | | | | | |
| b. Source Selection | | | | | |
| 1) Basis for Award | | | | | |
| 2) Evaluation Criteria | | | | | |
| 3) SSP | | | | | |
| c. Develop technical evaluation plan | | | | | |
| d. Acquisition Milestone Plan | | | | | |
| 1) Identify Deliverables | | | | | |
| e. Prepare Justification & Approval | | | | | |
| 1) Sole Source | | | | | |
| 2) Brand Name | | | | | |
| 3) Urgency | | | | | |
| f. Prepare Determination & Finding | | | | | |
| 1) Not Synopsizing | | | | | |
| 2) Options | | | | | |
| 3) Contract Type | | | | | |
| g. Understand requirements documents | | | | | |
| h. Prepare material and delivery requirements | | | | | |
| 1) CPARS | | | | | |
| i. Prepare Work Statement and specifications | | | | | |
| 1) Identify Deliverables | | | | | |
| 2) Performance Requirement Summary | | | | | |
| j. Period of performance. | | | | | |
| 10. Intellectual Property | | | | | |
| a. Understand Patents & Copyrights | | | | | |
| b. Understand Rights In Technical Data | | | | | |
| c. Understand Rights In Computer Software | | | | | |
| B. PRE-SOLICITATION PHASE | | | | | |
| 1. Qualified Bidders List | | | | | |
| 2. Qualified Products List | | | | | |
| 3. Small Business programs and procedures | | | | | |
| 4. Market Research | | | | | |
| 5. Understand requirements for submission of cost or pricing data | | | | | |
| 6. Understand Equal Employment Opportunity provisions | | | | | |
| 7. Source selection plan and evaluation criteria | | | | | |
| 8. Prepare/issue FEDBIZOPS synopsis | | | | | |
| 9. Approval for Non-Standard provisions | | | | | |
| 10. Arrange/participate in source selection meetings (e.g., SSAC, SSEB, review | | | | | |
| 11. Department of Labor determination | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| 12. Select appropriate solicitation strategy | | | | | |
| a. Sealed bidding | | | | | |
| b. Negotiated: low price | | | | | |
| c. Negotiated: trade off | | | | | |
| d. Negotiated: non-competitive | | | | | |
| e. Simplified Acquisition | | | | | |
| 13. Draft solicitation/obtain necessary approvals | | | | | |
| a. Contract Review | | | | | |
| b. Legal Review | | | | | |
| c. Draft solicitation for industry comment | | | | | |
| 14. Enforcing Organizational Conflicts of Interest/Procurement Integrity requirements | | | | | |
| C. SOLICITATION PHASE | | | | | |
| 1. Draft solicitation documents and obtain necessary approval | | | | | |
| a. CRB | | | | | |
| b. PRB | | | | | |
| c. Legal | | | | | |
| 2. Issue solicitation | | | | | |
| 3. Pre-Bid/Pre-Proposal conference | | | | | |
| 4. Exchanges with Offerors Before Receipt of Proposals | | | | | |
| 5. Solicitation Amendments | | | | | |
| 6. Safeguarding Bids/Proposals and Information | | | | | |
| 7. Receipt/Evaluation of Unsolicited Proposals | | | | | |
| D. EVALUATION/AWARD: SEALED BID | | | | | |
| 1. Quote/Proposal Opening | | | | | |
| 2. Mistake-in-bid, late bids | | | | | |
| 3. Responsibility Determination | | | | | |
| 4. Fair & Reasonable Determination | | | | | |
| 5. Past Performance Evaluation | | | | | |
| 6. Draft contract and obtain necessary approvals | | | | | |
| 7. Confirm/Obtain appropriate funding | | | | | |
| 8. Obtain performance/payment bonds | | | | | |
| 9. Obtain required pre-award approvals (e.g., EEO) | | | | | |
| 10. Protests | | | | | |
| E. EVALUATION/AWARD: NEGOTIATED PROCUREMENTS | | | | | |
| 1. Source selection Evaluation (SSAC, SSEB, review board, etc). | | | | | |
| 2. Pricing/Administration/Payment support (e.g., DCAA, DCMA, DFAS) | | | | | |
| 3. Forward pricing rate agreements | | | | | |
| 3. Contractor past performance evaluation | | | | | |
| 4. Price Analysis | | | | | |
| 5. Perform cost analysis of: | | | | | |
| a. Material costs | | | | | |
| b. Subcontracts | | | | | |
| c. Labor Hours and Labor Rates | | | | | |
| d. Direct and Indirect rates | | | | | |
| e. Other cost elements | | | | | |
| 6. Perform cost realism analysis | | | | | |
| 7. Perform profit analysis | | | | | |
| 8. Competitive range | | | | | |
| 9. Prepare pre-negotiation clearance and obtain approvals | | | | | |
| 10. Conduct a non-competitive negotiation | | | | | |
| 11. Clarifications, and Communications with Offerors After Receipt of Quotes | | | | | |
| 12. Establish Fair & Reasonable | | | | | |
| 13. Prepare post-negotiation business clearance and obtain approvals | | | | | |
| 14. Draft contract and obtain necessary approvals | | | | | |
| a. EEO Pre-award Compliance | | | | | |
| b. COR Appointment if required | | | | | |
| c. Contract Announcement | | | | | |
| d. Contract Action Reporting to FPDS-NG | | | | | |
| 15. Responsibility determination | | | | | |
| 16. Debrief unsuccessful offerors | | | | | |
| 17. Respond to Protests | | | | | |
| F. CONTRACT ADMINISTRATION | | | | | |
| 1. Ability to prepare and issue: | | | | | |
| a. Option exercise | | | | | |
| b. Unilateral modification | | | | | |

14 SEP 2016

| | | | | | |
|---|--|--|--|--|--|
| c. Bilateral modification | | | | | |
| d. Change order pursuant to Changes clause | | | | | |
| e. Waiver or deviation | | | | | |
| f. Contracting officer correspondence relating to contract | | | | | |
| g. Definitization modification | | | | | |
| 1. Within Scope D&F | | | | | |
| h. COR Audits | | | | | |
| 2. Understand and Execute | | | | | |
| a. contract price redetermination requirements and procedures | | | | | |
| b. defective pricing requirements and procedures | | | | | |
| c. negotiation and settlement of termination's for: | | | | | |
| * default/cause | | | | | |
| * convenience | | | | | |
| d. taxes | | | | | |
| e. requirements and appropriate actions involving a contractor's labor, strikes and labor agreement matters | | | | | |
| f. pricing formula for spares/provisioned items | | | | | |
| g. insurance requirements and types of indemnification | | | | | |
| h. excusable and other delays | | | | | |
| i. consequential & other damages | | | | | |
| j. subcontract clauses & review | | | | | |
| k. contractor/subcontractor reports & performance | | | | | |
| l. Disputes avoidance and resolution | | | | | |
| m. Contract close-out | | | | | |
| 1. Audit Contract | | | | | |
| 2. Verify Invoice | | | | | |
| 3. Verify RPR | | | | | |
| 4. Verify Payment | | | | | |
| 5. Draft documents and obtain necessary approval | | | | | |
| 6. Issue Modifications for excess funds | | | | | |
| 7. Contract close-out DD1594 | | | | | |
| n. Final settlements | | | | | |
| o. Liquidated damages | | | | | |
| p. Novation & Change-of-Name Agreements | | | | | |
| q. COR Terminations | | | | | |
| 3. Understand contract financing requirements including | | | | | |
| a. progress payments | | | | | |
| b. cost reimbursements | | | | | |
| c. withholding amounts | | | | | |
| d. roles and responsibilities in funding and accounting process | | | | | |
| e. cancellation of closing appropriations | | | | | |
| f. final payment process | | | | | |
| 4. Understand the "Changes" process, including | | | | | |
| a. "Changes" provisions of the various contract types | | | | | |
| b. configuration management | | | | | |
| c. appropriate contractual vehicles | | | | | |
| d. handling claims | | | | | |
| G. GENERAL | | | | | |
| 1. Understanding of Government Property & Equipment, including: | | | | | |
| a. Appropriate use of Government Property & Equipment | | | | | |
| b. Disposal of Government Property & Equipment | | | | | |
| 2. Contract Action Reporting | | | | | |
| H. RELATED TASKS | | | | | |
| 1. Participate in briefing | | | | | |
| 2. Research issues in FAR, DFARS, NMCARS and MAPS | | | | | |
| | | | | | |
| CONSTRUCTION | | | | | |
| I. ORIENTATION | | | | | |
| 1. What is construction | | | | | |
| II. ROLES/RESPONSIBILITIES | | | | | |
| 1. COR, QA, Customer, Project Engineer - USACE_ NAVFAC | | | | | |
| III. Clauses | | | | | |
| 1. Liquated damages(LD's) | | | | | |
| 2. Warranty | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| 3. Quality assurance/Oversight | | | | | |
| CONTINGENCY CONTRACTING | | | | | |
| I. REFERENCES | | | | | |
| 1. FAR, DFARS, NMCARS, MAPS, JP 4-10 and JOINT HANDBOOK | | | | | |
| II. OVER VIEW | | | | | |
| 1. Contracting Authority | | | | | |
| 2. Identify Existing Contracting Assets in Area | | | | | |
| III. ACTIONS | | | | | |
| 1. Contractor Responsibility | | | | | |
| 2. Protest | | | | | |
| 3. FAR Part 5, 6, 15 & 18 | | | | | |
| 4. Contract Administration | | | | | |
| 5. Expedited Contracting Procedures in a Contingency Operation | | | | | |
| 6. Price Fair and Reasonable | | | | | |
| 7. Gratuities | | | | | |
| 8. J&A Checklist | | | | | |
| 9. Contingency Micro-Purchase | | | | | |
| 10. Ratification Process | | | | | |
| 11. Requiring Activities | | | | | |
| 12. Simplified Acquisitions | | | | | |
| 13. Site Activation | | | | | |
| 14. Prepare Manual Purchase Order | | | | | |
| 15. Complete SF44 | | | | | |
| 16. Field Ordering Officer (FOO) Program | | | | | |
| 17. Use/Establish Manual Logs and Spreadsheets | | | | | |
| 18. After Action Reporting | | | | | |

Appendix B

Contracting Competency Model

| 11 Units of Competence: 10 Technical Units and 1 Professional Unit | 28 Technical Competencies 10 Professional Competencies | 52 Technical Elements, 10 Professional Elements |
|--|--|---|
| Pre-Award and Award | Determination of How Best to Satisfy Requirements for the Mission Area | <p>1. Provide proactive business advice on requirements documentation based on analysis of requirements and performance-based approaches to find the best solution to satisfy mission requirements.</p> <p>2. Conduct market research using relevant resources prior to solicitation to understand the industry environment and determine availability of sources of supply and/or services.</p> <p>3. Perform acquisition planning by considering all available sources and methods of procurement to satisfy mission needs while appropriately allocating risk.</p> |
| | Consider Socio-economic Requirements | 4. Consider socio-economic requirements including small business, labor, environmental, foreign, and other socio-economic requirements to provide maximum practicable contracting and subcontracting opportunities. |
| | Promote Competition | <p>5. Conduct pre-solicitation industry conferences and analyze responses to draft solicitation terms and conditions to promote full and open competition.</p> <p>6. Identify and facilitate joint ventures and partnering on solicitations and subcontracting opportunities to increase competition and/or small business participation.</p> |
| | Source Selection Planning | 7. Document a source selection plan that is consistent with public law, regulations, policy, and other guidelines. |
| | Solicitation of Offers | <p>8. Conduct pre-bid or pre-proposal conference to inform offerors of the requirements of the acquisition.</p> <p>9. Publicize proposed procurements to promote competition.</p> <p>10. Issue a written solicitation consistent with the requirements documents, acquisition plan and source selection plan, that includes the appropriate provisions and clauses tailored to the requirement.</p> |

| | | |
|---|---|---|
| | | 11. Issue amendments or cancel solicitations when such actions are in the best interest of the Government and conform to law and regulations. |
| | | 12. Respond to pre-award inquiries by taking the appropriate action according to FAR/DFARS (and applicable supplements) to resolve questions. |
| | Responsibility Determination | 13. Determine contractor responsibility by assessing past performance and financial stability to ensure that the contractor will be able to satisfy Government requirements. |
| | Bid Evaluation (Sealed Bidding) | 14. Evaluate the sealed bids in an transparent manner to preserve the integrity of the competitive process. |
| | | 15. Perform price analysis to determine whether the lowest evaluated bid is reasonable and provides the best value to the Government. |
| | Proposal Evaluation (Contracting by Negotiation) | 16. Evaluate proposals and quotes against evaluation criteria and request technical and pricing support, if needed, to identify offers that are acceptable or can be made acceptable. |
| | Source Selection | 17. Decide whether to hold discussions based on results of the evaluation. |
| | | 18. Establish the competitive range to determine which of the offers will not be considered for the award. |
| | Contract Award | 19. Select the awardee who in the Government's estimation, provides the best value. |
| | | 20. Award contract/ Issue task or delivery orders after ensuring fund availability and obtaining reviews and approvals. |
| 21. Conducting pre/post award debriefings for all unsuccessful offerors when requested to ensure appropriate disclosure of information. | | |
| Process Protests | 22. Process protests to determine whether to withhold award or stop performance pending outcome of the protest. | |
| Develop and/or Negotiate Positions | Justification of Other than Full and Open | 23. Justify the need to negotiate or award the contract without full and open competition or, in a multiple award scenario, without providing for fair opportunity based on business strategies and market research. |
| | Terms and Conditions | 24. Determine terms and conditions, including special contract requirements applicable to the acquisition that are appropriate for the acquisition to comply with laws and regulations (e.g. method of financing, Government property, intellectual property, OCI, specialty metals). |

| | | |
|--|-------------------------------------|--|
| | Preparation and Negotiation | 25. Prepare for negotiations / discussions / awards by reviewing audit and technical reports, performing cost and/or price analysis (or reviewing price analyst reports), and developing pre-negotiation position to include identifying potential trade-offs. |
| | | 26. Negotiate terms and conditions (including price) based on the pre-negotiation objective and give-and-take with the offeror to establish a fair and reasonable price. |
| Advanced Cost and/or Price Analysis | Advanced Cost and/or Price Analysis | 27. Evaluate the reasonableness of the contractor's proposed cost/price for use in preparing for complex negotiations. |
| | | 28. Develop positions on pricing-related contract terms and conditions to aid in developing the Government's position. |
| | | 29. Supports special cost, price, and finance efforts by researching, analyzing and providing recommended positions that are in the best interests of the Government. |
| | | 30. Evaluate award fee/incentive fee plans and arrangements for adherence to policy and guidance. |
| Contract Administration | Initiation of Work | 31. Conduct post-award orientations to address customer concerns and contractor's responsibilities for performance of the contract. |
| | | 32. Plan for contract administration regarding delegating administrative functions; designating, training and managing CORs; and formally establishing all contract administration responsibilities. |
| | Contract Performance Management | 33. Administer contract by monitoring contracting officer representative's feedback, contractor performance, and enforcing contractor compliance with contract requirements. |
| | | 34. Ensure past performance evaluation is initiated to ensure documentation of performance including contracting officer input. |
| | | 35. Analyze, negotiate, and prepare claims file in order to issue final decisions. |
| | | 36. Resolve contract performance problems by gathering facts, determining remedies, and initiate remedial actions in order to find and provide a solution. |
| | Issue Changes and Modifications | 37. Analyze the need for contract modifications and negotiate and issue contract modifications, as required. |
| | Approve Payment Requests | 38. Approve contractor request for payments to include final vouchers under cost reimbursement |

| | | |
|---|---|--|
| | | contracts, progress payments, performance-based payments, or commercial financing. |
| | Close-out Contracts | 39. Close-out contracts following proper procedure to ensure property disposition, final payments, and documents/clearances have been received. |
| Small Business/Socio-Economic Programs | Addressing Small Business Concerns | 40. Assist small business concerns in understanding how to do business with the government, identifying contracting opportunities, and responding to small business inquiries regarding payment delays or problems. |
| | | 41. Serve as a small business specialist and assist the Small Business Administration's assigned representative in conducting annual reviews of small business share, evaluation of contractors' subcontracting performance, and planning to maximize the use of small businesses. |
| | | 42. As a small business specialist provide recommendations on acquisition documents as to whether a particular acquisition should be set aside for one of the Small Business programs. |
| Negotiate FPRAs & Administer Cost Accounting Standards | Negotiate Forward Pricing Rates Agreements & Administer Cost Accounting Standards | 43. Negotiate forward pricing rate agreements (FPRAs) for billing purposes and administer cost accounting standards to ensure contractor's compliance. |
| Contract Termination | Contract Termination | 44. Terminate contracts using applicable FAR (and supplemental) requirements if it is in the best interest in the government (either termination for convenience or cause/default). |
| Procurement Policy | Procurement Analysis | 45. Provide analysis to advise on procurement matters including contract documentation, legislation issues, and congressional inquiries impacting contracting matters. |
| | | 46. Develops procurement policy and changes in procedures through analysis of major procurements for statutory and regulatory compliance and a macro-analysis of contracting matters. |
| | | 47. Advise on high-level legislation & policy matters to recommend &/or lead change in the procurement process. |
| | | 48. Perform oversight & audits to review contract files, compile lessons learned, & ensure consistent policy application. |
| Other Competencies | E-Business and Automated Tools | 49. Use e-business systems and automated tools to promote standardization, efficiency, and transparency. |
| | Activity Program Coordinator for Purchase Card | 50. Performs oversight and execution for the Purchase Card Program. |

14 SEP 2016

| | | |
|---|--|--|
| | Construction/Architect & Engineering (A&E) | 51. Develops acquisition strategies, issues notices/solicitations, conducts negotiations, selects sources, awards/ administers contracts for construction & A&E in accordance with requirement and procedures associated with construction and A&E outlined in the FAR & supplemental policy and procedures. (with particular attention to FAR Part 36). |
| Contracting in a Contingency and/or Combat Environment | Contracting in a Contingency and/or Combat Environment | 52. Applies contracting expertise during deployments, contingency operations, or responses to natural disasters. |
| | | |
| Professional Competency | Problem Solving | 1. Problem Solving - Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations. |
| | Customer Service | 2. Customer Service - Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. |
| | Oral Communication | 3. Oral Communication - Makes clear/convincing oral presentations. Listens effectively; clarifies info as needed. |
| | Written Communication | 4. Written Communication - Writes in a clear, concise, organized, & convincing manner for the intended audience. |
| | Interpersonal Skills | 5. Interpersonal Skills - Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different situations. |
| | Decisiveness | 6. Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions. |
| | Technical Credibility | 7. Technical Credibility - Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise |
| | Flexibility | 8. Flexibility - Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles. |
| | Resilience | 9. Resilience - Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. |
| | Accountability | 10. Accountability - Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts |

| | | |
|--|--|---|
| | | responsibility for mistakes. Complies with established control systems and rules. |
|--|--|---|