Contingency Contracting Tools

Presented by:
Lt Col Ann Christianson
Charlie Lord
Martina Johnson
Overview

- Defense Contingency Contracting Handbook
- Defense Contingency COR Handbook
- CCO After Action Report Database
- 3in1 Tool
- Joint Contingency Contracting System
- Contingency Acquisition Support Model
- Contingency Business Enterprise
Defense Contingency Contracting Handbook
Defense Contingency Contracting Handbook

Consolidated source of contingency contracting information, providing tools (templates, forms) and training for CCOs

OSD Work Product
- 404 pg Handbook Text
- 18 Figures and Tables
- 255 Chapter Training Slides
- 221 Chapter Test Questions
- 17 Games
- 15 Critical Action Checklists
- 295+ Legal References

> 1000 Supplemental Material
- 78 Checklists
- 177 Training
- 220 Scenarios
- 102 Guides
- 90+ Policies/Regs
- 75+ Contract Doc Samples
- 53 Forms
- Templates
- Tools

Version 3
June 2010!!
Easy to use website

Contains up to date changes and enhancements
Tools at Your Finger Tips
17 Team/Individual Games for Training

Defense Contingency COR Handbook
Defense Contingency COR Handbook

- New Release!! Printed Mar 2011
- 300 page pocket sized handbook with DVD
- Website with electronic version
Contains Critical Information

- Importance of Contracting on the Battlefield
- What Cmdrs Need to Know
- Ethics
- Acquisition Team & Process
- COR Responsibilities
- Contract Structure
- Contract Administration
- Monitoring the Contractor
- Monitoring Service Contracts
- Monitoring Construction Contracts
- Cultural Diversity
- Forms
- Contract Planning & Source Selection
- COR Qualifications & Trng
- Terms and Abbreviations
- Metric Conversions
- Independent Government Estimates
- Resources/References
- Checklists
### Documents Listing

<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nominations Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COR Nomination Memo Template</td>
<td></td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DOC</td>
</tr>
<tr>
<td><strong>Other COR Handbooks (Download all - ZIP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AF QAE</td>
<td>Quality Assurance Program Coordinator</td>
<td>PDF</td>
</tr>
<tr>
<td>ARMY ACC 410</td>
<td>All Files</td>
<td>ZIP</td>
</tr>
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<td>ARMY ASC</td>
<td>Army Sustainment Command</td>
<td>ENCLOSURE 1</td>
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<tr>
<td>ARMY</td>
<td>Army Cor Handbook</td>
<td>ENCLOSURE 2</td>
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<tr>
<td>DAU</td>
<td>DAU COR 222</td>
<td>ZIP</td>
</tr>
<tr>
<td>Other - CECOM</td>
<td>CECOM Life Cycle Management Command</td>
<td>DOC</td>
</tr>
<tr>
<td>Other - DCMA</td>
<td>DCMA COR/COTR Traning in Iraq</td>
<td>PPT</td>
</tr>
<tr>
<td>Other - DIA</td>
<td>DIA COR Deskbook</td>
<td>PDF</td>
</tr>
<tr>
<td>Other - USAF</td>
<td>Guide for the Gov-Contractor Relationship</td>
<td>DOC</td>
</tr>
<tr>
<td>Other - MICC DOC</td>
<td>MICC DOC Ft. Belvoir COR Handbook</td>
<td>DOC</td>
</tr>
</tbody>
</table>

**Performance Reports and Forms (Download all - ZIP)**

- Nominations
- Other COR Handbooks
- Performance Reports and Forms
- Performance Work Statements
- Quality Assurance Surveillance Plan
- Requirements Package
- Surveillance
- Training Reference Guidance

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Available in Print or Online
Website updated with latest information

Contingency Contracting
Officer
After Action Report
Database
Contingency Contracting Officer (CCO) After Action Report (AAR) Database

• **Purpose**: Capture Lessons Learned for future deployments, policy, training, guidance

• **AAR Form**: Fill-able PDF emailed to the system for automatic data population
  – CCO Reports reviewed by a Commander/Designated Rep to ensure comments do not contain sensitive information
  – Connectivity only required for submission and report generation

• **Website Access**: Only required for data mining and analysis and review CCO submitted reports
CCO AAR

14 page, 41 question survey style form designed for quick completion
2. Were you provided with access (hardcopy/DVD or DPAP website) to “Contingency Contracting: A Joint Handbook for the 21st Century” prior to deployment? Check one answer.

☐ Yes ☐ No

Comments

2a. If yes, did you use the “Contingency Contracting: A Joint Handbook for the 21st Century” for predeployment training and if no, explain why not used?

Check one answer.

☐ Yes ☐ No

Comments

3. Prior to your deployment, were you able to establish communication with the CCO you were scheduled to replace?

Check one answer.

☐ Yes ☐ No

Comments

4. Were you colocated with joint, multinational, and/or interagency organizations?

If yes, check all that apply.

☐ Joint ☐ Multinational ☐ Interagency ☐ Other

Comments

4a. If yes, were you familiar with the command structure and missions of those organizations?

Check one answer.

☐ Yes ☐ No

Comments

5. What types of agreements were in place?

Check all that apply.

☐ Host Nation Support Agreement ☐ Status of Forces Agreement ☐ Memorandum of Agreement/Understanding
☐ Acquisition Cross Servicing Agreement ☐ International Cooperative Administrative Support Services Agreement ☐ Unknown

☐ Other

Comments
Reports – 4 Standard Formats

- 1 General User Report Format tailored by Report Categories based grouping of questions
  - Contractor Interactions
  - Operations - Contracts/agreements
  - Operations - Management/workflow
  - Operations – General Experience
  - Lessons Learned/Best Practices
  - Pre-Deployment Preparation and Training

- 3 Management Report Formats
  - Contracting Skills Required Trend Analysis
  - Dynamic Training Trend Analysis
  - Ad Hoc Report
Ad Hoc Report Query
Report Formats

1-18 Was a system established by the deployed commander to prioritize the unit’s requirements (e.g., Joint Acquisition Review Board (JARD))? If no, please describe how requirements were prioritized in the space below.

<table>
<thead>
<tr>
<th>Answers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>0</td>
</tr>
<tr>
<td>No</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
</tr>
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</table>

1-26 How often did you use any of the following during deployment?

<table>
<thead>
<tr>
<th>Commodity Purchase Orders</th>
<th>Always</th>
<th>Often</th>
<th>Sometimes</th>
<th>Rarely</th>
<th>Not at All</th>
<th>Total</th>
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<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Construction Contracts</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>SF 44</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>BPA</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Delivery Orders</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>C Purchases</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Part 12 Commercial</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Part 13 Simplified</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

1-1 Rate the following operational components of your deployment.

- Efficiency of the contracting present: 100% Excellent, 0% Marginal
- Quality and timing of pre-deployment training: 50% Excellent, 0% Unsatisfactory
- Immediate assumption of contracting duties upon arrival: 67% Excellent, 0% Unsatisfactory
- Overlap time with replacement: 67% Excellent, 0% Unsatisfactory
- Quality and quantity of staffing of the contracting office: 67% Excellent, 0% Unsatisfactory
3in1 Tool

Field Order, Receipt, and Payment System
Process: Automate 1960’s Contingency Micro-purchase process using handwritten SF44s
• To conduct on-the-spot, over-the-counter, purchases of supplies & services when GPC is not available
• FY09 Iraq/Afghanistan: 2,664 Soldiers executed 36,600 orders, total $82.5M

Manual SF44 Identified Problems:
- Unnecessary risk due to travel
- Unmatched documents requiring manual tracking to resolve
- No Theater wide visibility
- Delayed oversight/visibility of purchases/cash control
- Illegibility of SF44/Receipts
- Lost documents
- Wasted time
  - Duplicating data entry
  - Excessive Paper Reproduction
    - 7 copies required of all documents
  - Traveling to Clear
- Errors: typos, calculation of order or ledger totals or exchange rate
1. Ruggedized handheld device with portable printer

2. A workstation application

3. Prime database/server

Wired to Laptop
USB, Crossover Cable

GSM, WiFi, Ethernet to LAN

ORDERING
RECEIVING
PAYMENT

F³ Tool
3in1 Tool Process Overview
Automating the SF44 Process from End-to-End

Set Up
Procurement and Financial Information entered into JCCS and transmitted to Device

Buying
Field Ordering Officer & Paying Agents enter order & payment data into device

Clearance
Orders Available to Clear Online in JCCS Daily
Payment information transferred to Disbursing Systems

Business Systems
STANFINS
Disbursing system send data to accounting systems

Device Transmission Methods:
GSM / WIFI / Ethernet / USB
FOO/PA: 3in1 Tool Device

Dashboard

<table>
<thead>
<tr>
<th>Purchase Req</th>
<th>Expended</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Advance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Supplies</td>
<td>$0.00</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>General Supplies</td>
<td>$0.00</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>D001</td>
<td>$5,540.00</td>
<td>$14,460.00</td>
</tr>
<tr>
<td>D002</td>
<td>1,900IQD</td>
<td>8,100IQD</td>
</tr>
</tbody>
</table>

- **Purchase Request**
- **Cash Advances**
- **Status of orders**
- **Create a Shopping List**
- **Maintain a Vendor List with GPS coordinates and Comments**
FOO/PA: Placing Orders on the Device

Select: Funds Vendor

Enter Item Qty Price

FOO Confirms Order

PA Digitally Signs

Vendor & Receiver Sign

Receiver
Name: Jim Russo
Title: NDOIC, 97 LRS/SUPT

I have received the items.

View Received Items
PIIN Log Cancel Clear Confirm

Paying Agent
Remaining Cash: 8,454.22 EUR
Paying Agent: Bob Lee
I certify that this account is correct and proper for payment in the amount of 11,104.78 EUR = $11,371.21
Password: ************
**FOO/PA: Orders on the Device**

**1 Order**

<table>
<thead>
<tr>
<th>PIIN</th>
<th>Date</th>
<th>Vendor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11MBH05</td>
<td>10/21/10</td>
<td>Abu Hanifa Construction Company</td>
<td>$20.00</td>
</tr>
<tr>
<td>11MBH11</td>
<td>10/20/10</td>
<td>Abu Hanifa Construction Company</td>
<td>$20.00</td>
</tr>
<tr>
<td>11MBH10</td>
<td>10/20/10</td>
<td>Abu Hanifa Construction Company</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**Purchase Details**

**Merchant:** Jamal Samad Logistics and Supplies

**PurchaseReq:** 1503CS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UOM</th>
<th>PRICE</th>
<th>TOTAL</th>
<th>PB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandbags</td>
<td>5</td>
<td>Truckload</td>
<td>57.00</td>
<td>285.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Mules</td>
<td>6</td>
<td>Each</td>
<td>2,000.00</td>
<td>12,000.00</td>
<td>No</td>
</tr>
<tr>
<td>SHIPPING - No tracking number</td>
<td>1</td>
<td>Lot</td>
<td>15.00</td>
<td>15.00</td>
<td>No</td>
</tr>
</tbody>
</table>

**DISCOUNT: 10%, 20 Days**

**TOTAL:** 11,104.78 EUR = $11,371.21

**Print SF44**

**Printer:** Printek FieldPro R43 RS-232/USB Printer

**Office:** Ashwin Mahadeo
**Date:** 08/30/10
**Clearance:** Flaged
**Comments:** You can’t buy paint.

Flag Response: Lt Col Eckhart explicitly authorized this purchase.
## Clearance Screen

### Select Clearance Criteria
- **Select Unit:** 506-WTC
- **Select Field Ordering Officer (FOO):** Jones, Jim

### Order Info
- Enter Comments
- Select Clearance Criteria
- View Comments between Reviewer & FOO

### Items ordered
- **Items ordered:**
- **Enter Comments:**
- **Select Clearance Criteria:**

### View Signature from SF44
- **View Signature from SF44:**

### Disposition Orders
- Pending: 
- Approve: 
- Disapprove: 
- Flag for Review:

### Payment Info
- **View, Upload Documents including Payment Info:**

### View Comments between Reviewer & FOO
- **View Comments between Reviewer & FOO:**

### Receipts
- **Receipts:**

### Approval Letters
- **Approval Letters:**

### SF44s
- **SF44s:**

### POs
- **POs:**

### Example Table

<table>
<thead>
<tr>
<th>Date</th>
<th>PIIN</th>
<th>Vendor</th>
<th>Total</th>
<th>Paid</th>
<th>Recvd</th>
<th>PR Number</th>
<th>PR Balance</th>
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</thead>
<tbody>
<tr>
<td>01/01/2011</td>
<td>V931B1U114A005</td>
<td>Saniha Stores</td>
<td>579.80 USD</td>
<td>No</td>
<td>Yes</td>
<td>FR001</td>
<td>8728.50 USD</td>
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<tr>
<td>08/26/2010</td>
<td>V931B1U114A035</td>
<td>Saniha Stores</td>
<td>400.00 USD</td>
<td>Yes</td>
<td>Yes</td>
<td>FR002</td>
<td>10252.00 USD</td>
</tr>
</tbody>
</table>

**Notes:**
- Did you know that you need a commander's approval?
- No disposition data found for this purchase order.

---

**Order Info:**
- Enter Comments
- Select Clearance Criteria
- View Comments between Reviewer & FOO
# Reports: Accounting Log

**Period: 12/01/2010 - 01/26/2011**

<table>
<thead>
<tr>
<th>PR Number</th>
<th>PR Total</th>
<th>Remaining PR Amount</th>
<th>Total Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>W91JU03579951</td>
<td>$30,000.00</td>
<td>$279.00</td>
<td>$29,721.00</td>
</tr>
<tr>
<td>Total</td>
<td>$30,000.00</td>
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<td>$29,721.00</td>
</tr>
</tbody>
</table>

**Expended and Remaining Cash**

**Features**

- Automatically maintains expended and remaining cash and funds.
- Automatically maintains declining balance & purchase & accounting ledger calculates foreign exchange.
3in1 Tool Status

- Pilot at VBC Iraq– 15 Dec – 30 Mar
  - 15 Dec Phase 1: 4 FOO/PA Teams, 3 USF-I RM, 3 TPBOs, 2 KOs, 2 FMD
  - 27 Jan Phase 2: 10 FOO/PA Teams, 1 USD-C, BN XO

- Evaluating Pilot in Horn of Africa

- Evaluating Pilot in Afghanistan

www.acq.osd.mil/dpap/pacc/cc/contingency_tools.html

Demo Tomorrow 1330-1530 eBlz Demonstration Room
Joint Contingency Contracting System (JCCS)

Martina Johnson
Program Mission

**Mission:** The mission of the Joint Contingency Contracting System (JCCS) is to leverage the JCCS architecture to support deployment of new contingency initiatives, system integration for deployed acquisition solutions, and to provide contract and vendor reporting services.

**Key Stakeholders:**
- Business Transformation Agency (BTA)
- Defense Procurement and Acquisition Policy (DPAP)
- CENTCOM Contracting Command (C3)
- Joint Staff J4 Logistics
- United States Agency for International Development (USAID)
- Defense Logistics Agency (DLA)
- AFRICOM
Program Descriptions

Joint Contingency Contracting System (JCCS)
- To provide a contract data reporting tool in support of CENTCOM Contracting Command (C3)

ACSA Global Automated Tracking and Reporting System (AGATRS)
- The purpose of the AGATRS automation effort is to create a worldwide, automated solution supporting the Joint Staff J4, Combatant Commands (COCOMs) and the Office of the Secretary of Defense to manage cradle-to-grave tracking of ACSAs, Implementing Arrangements (IAs), and the subsequent ACSA orders for LSSS that are executed under these agreements

3in1 Handheld Device (Pilot Phase)
- Develop a technology-based solution to record and transfer data used by DoD agencies when conducting on-the-spot, over-the-counter, field purchases of supplies and non-personal services (cash and carry type purchases) in circumstances where use of the Government Commercial Purchase Card (GCPC) would generally be appropriate, but is not feasible
Web Services Integration

- **System Integration via Service Oriented Architecture (SOA) Web Services**
  - **Standard Procurement System (SPS)**
    - Provides critical Host Nation (HN) vendor information
  - **Synchronized Pre-deployment Operational Tracker (SPOT)**
    - Provides contract data to verify contractors' ability to enter theater
  - **Federal Procurement Data System – Next Generation (FPDS-NG)**
    - Provides automated Command wide Fiscal Year (FY) end contract reporting
- **NAMSA Cage Code Interface (under development)**
- **Ad-Hoc Reporting**
  - On Demand
Upcoming Initiatives

- Release Candidates
  - Vendor Past Performance
  - C2JX-Vendor Vetting
  - Vendor Registration
  - NATO Maintenance and Supply Agency (NAMSA) Cage Code Process (NCAGE)
Contingency Acquisition Support Model (cASM)

Charlie Lord
cASM is a web based, simple to use, application designed to assist those individuals responsible for initiating contracting requirements in an contingency or expeditionary environment.

The application will

1. Identify the documents required to initiate a contract,
2. Provide templates for the documents
3. Prompt the user for the information required to complete the documents
4. Route the documents to the appropriate reviewers and approvers and alert/track individuals when it is their responsibility to take action on the requirements package.
5. Output a completed, approved requirements package (paper or electrons).

*Designed to work in Connected, intermittent or Stand Alone network conditions - very light footprint*
Plan for cASM data flow to accounting & procurement

- **Iteration 1 with Client**
  - cASM
  - Customer
  - Contracting Officer
  - Resource Manager

- **Iteration 2 with Client**
  - GEX
  - SPS
  - EDA

- **Iteration 3 with Client & Browser**
  - Accounting Systems/ERPs

GEX:
- PRDS to 511C map
- PRDS to SPS PR map
- 824 to cASM map

EDA:
- Postscript to PDF map
- PDS validation map
- PDS to 850 map

Customer

Contracting Officer

Resource Manager
• cASM Client Version 1.0 is operational on the world wide DISA network
  – Add V1.x Mid March – Electronic Signature – Work Flow Refinements
• Support site in place (all relevant info on cASM)
  – www.tqsapps.com
• Wrapping up 4th Infantry Division initial deployment/evaluation
• Investigating Deployment with Navy at HoA Djibouti
• Participate in Future CPXs and other exercises
• “Iteration 2” requirements – October 2011
  – User Enhancements, PR data conversation to PRDS for upload/exchange to other systems such as SPS via GEX Mapping
• “Iteration 3” requirements in discussion
  – Browser Version a high Priority (NIPRnet & future SIPRnet)
  – Display Finance/Contract status from GEX on cASM
Contingency Business Enterprise
Charlie Lord
A joint pre-award, award, and post-award acquisition toolkit to support the end-to-end contingency business process across multiple domains that reuses enterprise capabilities where possible.

- Interoperable plug and play business tools and data necessary from the point of requirements generation through execution.
- Tools and data accessible via the internet within a single sign-on environment.
- Contingency e-business tools to interoperate through a common infrastructure based on common standards.
- Tools have both on and off-line capabilities depending on bandwidth, latency, and connectivity of the immediate technical environment.
- Data exchange capability provides message broker, routing, and mediation services between DoD systems, Federal agencies and commercial industry.
Challenges

- Diversity of the COMMS in environments; No Business Backbone
  - DISA Networks, NIPRnet, SIPRnet, Commercial
- Ability of DoD to enforce clear, enterprise-wide data standards and systems.
- Development of interfaces with legacy and “to be” systems.
- Automating data input and validation to ensure information integrity.
- A sustainable deployment implementation strategy across COCOMS.
- The numerous development projects required to implement the CBE CONOPS vary in complexity, but are interrelated.
- Wide array of stakeholders.
- A single new system (or renewal) is now required to obtain IA Credentials (ATOs) from each service and CIO/J6 approval from each COCOM
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Martina Johnson
Martina.johnson@bta.mil

Charlie Lord
Charles.lord@osd.mil

cASM & 3in1 Tool Demo
Tomorrow 1330-1530
eBiz Demonstration Room