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Contracting

**OPERATIONAL CONTRACTING EMERGENCY
SUPPORT PLAN**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 64-1. It is designed to establish a plan necessary to provide around-the-clock capability for timely acquisition action in emergency situations with AFFARS Appendix CC/Contingency Operational Contracting Support Program (COOSP)

SUMMARY OF REVISIONS

This revision has been globally changed to reflect new procedures.

1. Terms Explained:

- 1.1. Emergency Situation: Disaster or Public Exigency brought about by accident, natural phenomena, civil strife, or enemy actions. These hazards pose a threat or endanger the military capability, logistical support, welfare of Air Force personnel and surrounding communities.
- 1.2. Deployment Base: The base to which a unit deploys. A deployment base for the purpose of this directive is an area which lacks established contracting and Financial Services functions.
- 1.3. Contingency Contracting Officer: The phrase "Contingency Contracting Officer" is used herein to identify the person who deploys voluntarily on an exercise as opposed to one who holds the special warrant of Contingency Contracting Officer.
- 1.4. Contracting Kit: A 60-day supply of contracting forms, directives and expendable supplies which accompanies the Contingency Contracting Officer to the deployment base.

2. Objective. The objective of this instruction is to ensure around-the-clock capability for accomplishing timely acquisition action in the event of an emergency situation that has or may develop from any of the following:

- 2.1. Accidents involving nuclear or non-nuclear weapons and other hazardous materials. Ref: AFI 32-4001, Disaster Preparedness Planning and Operations and AFI 32-4002, HAZMAT Planning and Response Compliance.
- 2.2. AFI 10-802, Military Support to Civil Authorities and AFPD 10-8, Air Force Support to Civil Authority.
- 2.3. Contracting of Local Support by Deployed Units, AFM 67-1, Vol 7, Part 4.

3. Responsibility. The Contracting Officer is responsible for execution of all phases of emergency contracting support required under this instruction.

4. Plan A. Emergency Support from the Base Contracting Facility located at the 913th AW, Willow Grove Air Reserve Station, PA.

4.1. Execution:

- 4.1.1. Any (or all) of the individuals listed on the 913 AW Contracting Recall Roster will be contacted in the event of a disaster or public contingency at any location being logistically supported by the 913 AW (AFRC).
- 4.1.2. All other personnel assigned to the Contracting Office will report to their normal duty stations as directed by Chief of the Contracting Office.
- 4.1.3. In the event the Operational Contracting Office, Bldg. 203, Room 206, Second Floor, is damaged or destroyed to the extent that it is untenable, the first floor will be used as the alternate contracting facility. If further dispersal is indicated, the designated Contingency Contracting Officer will advise and coordinate with the Commanding Officer.

4.2. Operations:

- 4.2.1. Contracting action will be accomplished as required, utilizing all resources available to the Contracting Officer. An emergency Contracting Source Listing has been compiled to ensure that local vendors can be contacted after normal working hours including Sundays, Saturdays and holidays.
- 4.2.2. In the event of enemy attack, natural disaster, or major peacetime accident, all decisions affecting movement of priority materials and equipment to assist with contracting responsibility shall be made by the Transportation Control Center at Ext. 1971, alternate Ext. 1116, in conformance with the Disaster Preparedness Operations Plan.
- 4.2.3. On all other routine requests for movement or pickup of equipment outside the local commuting areas during emergencies, the Transportation Management Office (TMO) will determine the method of transportation to be used. The responsibility for selection of transportation modes, i.e., commercial air, military air, etc., rests solely with the Commercial Transportation Office, Ext. 1971.
- 4.2.4. In cases involving unusual transportation difficulties or problems, contact the Transportation Officer; ext. 1971; after duty hours (215) 443-1077 (Central Security Control) SF.
- 4.2.5. Emergency contracting necessitating government pickup at sources within the metropolitan area will be coordinated with personnel at the Base Motor Pool, Ext. 1116. Emergency operations provide for one vehicle dispatcher and two vehicle operators to be available.

4.2.6. Emergency contracting requests are to be coordinated and reviewed by personnel from Civil Engineering and the Logistics Group (LGC) respectively, prior to initiation of purchase action. For additional information or guidance, when required, the following individuals should be contacted: Base Engineer, Ext. 1964, after duty hours (215) 443-1077 (Central Security Control).

4.2.7. Contracting directives will govern with respect to contracting actions. IMPAC Card purchases will be utilized to the maximum extent practical. To prevent over-obligations, close coordination with the 913th Financial Services Office is a prerequisite.

4.2.7.1. The office to contact for accounting problems will be as follows: Financial Services, office Ext. 1178. After duty hours (215) 443-1077 (Central Security Control).

4.2.7.2. All emergency contracting actions requiring adjustment will be reviewed by competent and authorized personnel during normal duty hours and ratified or appropriately modified, where required. Contracting files will be fully documented to justify the emergency acquisition. All transactions will be entered into the Base Contracting Automated System within 48 hours of return to the Willow Grove Air Reserve Station.

5. Plan B. Emergency Support to Deployed Units:

5.1. Execution: Upon notification that a unit is to be deployed and that the services of a Contingency Contracting Officer will be required at the Deployment Base, the Chief, Contracting Office will:

5.1.1. Dispatch the Contingency Contracting Officer to accompany the unit.

5.1.2. Obtain Fund Cite Authorization (FCA), AF Form 616 to be utilized by the Contingency Contracting Officer.

5.1.3. Ensure appropriate travel orders are obtained for the Contingency Contracting Officer.

5.2. Contingency Contracting Officer shall:

5.2.1. Prior to departure for the deployment base, pick up and obtain a block of purchase orders and contract numbers from the Operational Contracting Office and the Contracting Kit (see 5.3.).

5.2.2. Obtain IMPAC Credit Card from Contracting Office safe. Air Force, AFRC and 913 AW Operating Instructions will be used during IMPAC transactions.

5.2.3. Pick up Lap-Top computer with Deployable Contract Action Tracking System (DCATS) loaded on the hard drive from the BCAS Systems Administrator.

5.2.4. Proceed from home station on orders to the designated deployment base.

5.2.5. Accomplish contracting actions in accordance with AFFAR Supplements and this directive. The parent Operational Contracting Office will ensure maximum practical assistance.

5.2.6. At the conclusion of the deployment, report to the Financial Services Officer and effect final settlement of the fund cashier account, then turn in contracting records, unused purchase order numbers, etc., to the Operational Contracting Office. Ensure that all transactions are entered into the Base Contracting Automated Systems within 48 hours of return to the Willow Grove Air Reserve Station.

5.3. Contracting Kit. This kit consists of:

5.3.1. Publications:

5.3.1.1. AFFARS Appendix CC.

5.3.1.2. FAR DFARS, AFFARS, AFRES FAR Sup, Subparts 6.1, 6.2, 6.3, 13.2, 13.4, and 13.5.

5.3.2. Forms/ordering instruments:

5.3.2.1. DD Form 577, Signature Card.

5.3.2.2. SF1449, Solicitation/Contract/Order for Commercial Items.

5.3.2.3. SF Form 44, Purchase Order Invoice Voucher (in Contracting Office safe).

5.3.2.4. SF Form 1165, Receipt for Cash.

5.3.2.5. SF Form 1409, Abstract of Offers.

5.3.2.6. AF Form 9, Request for Purchase.

5.3.2.7. 913 AW Form 2, IMPAC Purchase Request.

5.3.2.8. 913 AW Form 4, Record of IMPAC Credit Card Orders.

5.3.3. Sample Formats:

5.3.3.1. Small Purchase (Supplies and Services w/Provisions).

5.3.3.2. Copy of the Contingency Operational Contracting Support Plan.

5.3.3.3. Copy of applicable Base Support Plan.

5.3.3.4. International Merchant Purchase Authorization Card Instructions.

5.3.3.5. Administrative Supplies (paper, pencils, pens, and folders).

5.3.3.6. Equipment to include hand-held calculator, laptop computer (with DCATS loaded) (located in locked cabinet in Contracting Officers Office).

5.3.3.7. Catalog (mail order type with pictures).

5.3.3.8. Air Force Logistics Management Agency's "Wartime Contingency Contracting Handbook."

5.4. Preparation and distribution of Purchase Orders. SF Form 1449 may be prepared either by typewriter or ballpoint pen. The order will be written in original and four (4) copies with distribution made as follows:

5.4.1. One copy retained by the Contingency Contracting Officer for ultimate submission to the Operational Contracting Officer at the conclusion of the deployment or as otherwise directed.

5.4.2. One copy to the vendor.

5.4.3. Original and one copy to the Financial Services Office which issued the FCA.

5.4.4. One copy to the receiving activity. Upon receipt of the supplies or services, the receiving activity will complete the inspection and acceptance portion on the copy of the SF Form 1449, and return the copy to the Contingency Contracting Officer. Upon receipt of the vendors invoice the

Contingency Contracting Officer will forward three copies of the invoice to the Accounting and Finance Office for payment.

5.4.5. One copy to the Base Contracting Automated System Administrator for processing into the BCAS System for reporting purposes.

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