

## Welcome to the Contingency Contracting Officer Refresher Training Module

Click on the play button below for a brief video introduction from the former Director of Defense Procurement, and Acquisition Policy.

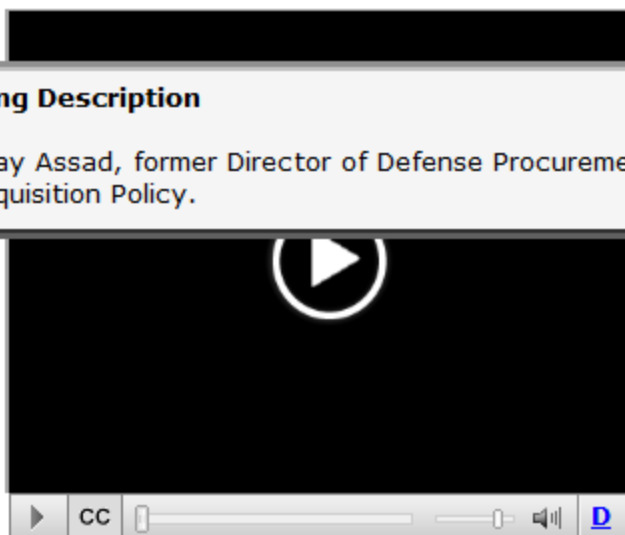


## Welcome to the Contingency Contracting Officer Refresher Training Module

Click on the play button below for a brief video introduction from the former Director of Defense Procurement, and Acquisition Policy.

### Long Description

Shay Assad, former Director of Defense Procurement and Acquisition Policy.



## **Closed Captioning**

Hello. I'm Shay Assad, the Director of Defense Procurement and Acquisition Policy.

You are on this site because of direct feedback from the courageous men and women who have served before you in a contingency or emergency operation.

The number one concern I heard from these contingency contracting officers was they felt they needed refresher training prior to deploying to sharpen their contingency contracting skills.

Contained in this module are specific areas in which these contracting officers said they needed additional guidance.

It's not a one size fits all solution, but it will give many of you with various degrees of contracting experience a jump start into what you will be doing for the coming months.

The lessons range from the various types of funds you may encounter while deployed, DoDI 3020.41 as it pertains to how you will manage contractor personnel, including private security contractors, interaction with non-DoD elements, examples of contingency contracting officer non-traditional roles, as well as another extremely important topic, ethical behavior.

Although this module will not take you very long to accomplish, I think it's important that you accomplish it with a serious attitude. Many of you will literally hit the ground running on day one and you will need the requisite background to be effective. I encourage you to take the CD ROM with you because it also contains various clause matrixes for construction contracts and non-commercial services as well as contract administration considerations.

One of the biggest areas contained in this module are lessons learned from contingency contracting officers who have already been there and done that. I would also encourage you to submit your lessons learned to our DAU University so this module can be updated with your input.

I'd like to personally thank each and every one of you for the sacrifice you and your families are about to make in terms of serving your country. I think it will be one of the most rewarding experiences you will

ever get the opportunity to do.

There will be a lot of hard work and yes, frustration, but the camaraderie, and most of all, the satisfaction that you directly impacted the lives of many people, will well be worth it in the long run. I've no doubt you are both excited and a bit apprehensive about deploying, but let me assure you, you will rise to the occasion.

Thank you, be safe, and go forward and do great things.

## Objectives

After completing this module you will be able to:

- Identify procurement instruments and methods for contingency contracting
- Recognize funding implications for the contingency environment
- Select the contract administration tasks of the CCO
- Recognize essential elements of procurement ethics and integrity for the contingency contracting environment
- Identify special issues relevant to serving as a deploying CCO and interacting with non-DoD personnel and institutions

It should take approximately two hours to complete this continuous learning module (CLM).



## **Introduction**

As a Contingency Contracting Officer (CCO), it is important that you be provided with the training you need to excel during your assignment.

It is essential to apply sound procurement techniques, understand funding implications, and effectively administer contracts while demonstrating exemplary integrity and ethics. Your role as a CCO directly contributes to the Department of Defense (DoD) ability to accomplish its contingency mission. This includes both kinetic and non-kinetic operations such as improving the regional economy.



## System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

***Select each requirement to learn more.***



## System Requirements

### Screen Resolution

Screen resolution determines how the content appears on the computer monitor. To view the entire content window, screen resolution should be at least **1024 x 768** pixels.

For Windows XP:

1. Right-click the desktop, and then click **Properties** .
2. In the **Display Properties** dialog box, click the **Settings** tab.
3. Move the **Screen resolution** slider to a resolution of **1024 x 768** or higher.
4. Click **Apply** to have the new resolution take effect.
5. If the **Monitor Settings** dialog box appears, look at your display. If you like the new resolution, click **Yes** . If you do not like the resolution, click **No** , and return to step 3 to try a different resolution.
6. Click **OK** .

For Windows Vista, 7, and 8:

1. Right-click the desktop, and then click **Display** .
2. Under Resolution, move the slider to a resolution of **1024 x 768** or higher.
3. Click **Apply** .



## System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

*Select each requirement to learn more.*



### Adobe® Flash® Player

Adobe® Flash® Player Version 12+ is necessary to view some of the presentations embedded within the content.

If you do not have Flash® Player, go to the [Adobe® Website](#) to download the software.

## System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

*Select each requirement to learn more.*



### Adobe® Reader® Player

Adobe® Acrobat® or the Adobe® Reader® Version 10+ software is necessary to access some of the documents embedded in this course.

If you do not have Adobe® Acrobat® or Adobe® Reader® on your computer, then you should download the Adobe® Reader® software from the [Adobe® website](#).

## System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

### Accessibility

Microsoft®Windows® allows you to change some of the features on your computer. This can be useful if you have physical or visual needs that require special accommodation. The Accessibility Options are located in the Control Panel.

For Windows XP:

1. Select **Start** from the Taskbar to open the Start menu.
2. Select **Control Panel**.
3. From the Control Panel window, select Accessibility Options. In the **Accessibility Options** dialog box, you may change a number of different options on your computer.

For Windows Vista, 7 and 8:

1. Select **Start** from the Taskbar to open the Start menu.
2. Select **Control Panel**.
3. From the Control Panel window, select **Ease of Access**. From this menu, select and change the different options on your computer.

**NOTE:** *Additional Accessibility information is provided later in this lesson.*

## System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

*Select each requirement to learn more.*



### Browsers

This module should be viewed using Internet Explorer 8.0 or higher. The following browser settings should be applied:

- Pop-up blockers disabled
- Cookies enabled at medium-low security level
- Enable Automatic prompting for file downloads in the Security Settings
- Font size or DPI set to normal or small

## System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

*Select each requirement to learn more.*



### Computer Specifications

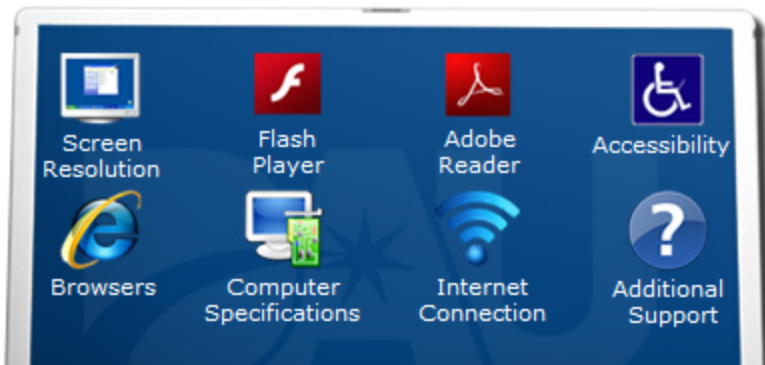
The following minimum computer specifications are required for optimal display.

- Pentium 400 MHz Processor
- 6 GB Hard Drive
- 64 MB RAM

## System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

*Select each requirement to learn more.*



### Internet Connection

A minimum Internet Connection Speed of 56 kbps is required.

## System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

*Select each requirement to learn more.*



### Additional Support

If you experience any issues with the course or require additional assistance to make the necessary system changes, contact [dauhelp@dau.mil](mailto:dauhelp@dau.mil) or call the Help Desk at (703) 805-3459 (Option #1), 1-866-568-6924 (Option #1), or DSN 655-3459 (Option #1).

## Hyperlinks

Links in the form of text, graphic hotspots, and buttons embedded throughout the module provide you with access to additional information.

Hyperlinked text is always underlined and appears in blue. Clicking a hyperlink may:

1. Display a [Popup](#) window
2. Open a [PDF](#) document
3. Access an [external website](#)





## Hyperlinks

Links in the form of text, graphic hotspots, and buttons embedded throughout the module provide you with access to additional information.

Hyperlinked text is always underlined and appears in blue. Clicking a hyperlink may:

1. Display a [Popup](#) window
2. Open a [PDF](#) document
3. Access an [external website](#)

### Popup

This is a sample popup window.  
Close it by either reselecting the hyperlink or by selecting the open Popup window.



## Navigation

### Navigating between Lessons

The Atlas table of contents column to the left lists the lessons in each module. To access each lesson, select its title in the list. The circles next to each lesson title, called Harvey balls, track your progress toward completion. Depending on the version you are using, when you complete a lesson, either a circle will be filled with orange or a green check mark will display.

In cases where the circle does not fill or a check mark does not display immediately after you complete the lesson, it should fill after you access another lesson or the next time you log into the module.

### Navigating within Lessons

The "Back" and "Next" buttons, located in the bottom center of the page are the primary lesson navigation tools. Select these buttons with your mouse cursor or use the Left and Right arrow keys of your keyboard to advance or return to a page. You may also use the TOC menu described on the following page to jump between pages of a lesson.



## Module Features

Standard features include the **Table of Contents (TOC)**, **Resources**, **Print**, and **Help** menus. These menus are accessed by selecting the buttons located in the top right of each page. Close these menus by selecting the small X icon in the top right corner of each menu when visible.

*Select each menu button to learn more.*

### LOG206 Intermediate Systems Sustainment

#### Structure and Maintenance of FAR

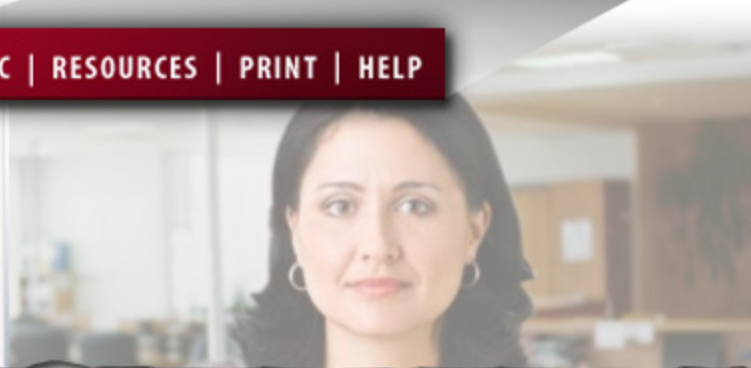
TOC | RESOURCES | PRINT | HELP

#### Complete Answers in the FAR

It is important to note here that you will rarely find a "complete" answer contained within a single paragraph within the FAR.

Many provisions contained in each paragraph of the FAR are dependent on guidelines set forth in other paragraphs. Therefore, you must be diligent in your research of a given topic to ensure that your conclusions are both accurate and complete.

TOC | RESOURCES | PRINT | HELP



## Module Features

Standard features include the **Table of Contents (TOC)**, **Resources**, **Print**, and **Help** menus. These menus are accessed by selecting the buttons located in the top right of each page. Close these menus by selecting the small X icon in the top right corner of each menu when visible.

*Select each menu button to learn more.*

### Table of Contents (TOC)

The TOC menu lists all pages within the current lesson. Checkmarks indicate visited pages while the square symbol indicates the current page. You can navigate to any lesson page by selecting the page name.

LOG206 Intern  
Structure and Ma  
Complete Answer

RESOURCES | PRINT | HELP

It is important to note here that you will rarely find a "complete" answer contained within a single paragraph within the FAR.

Many provisions contained in each paragraph of the FAR are dependent on guidelines set forth in other paragraphs. Therefore, you must be diligent in your research of a given topic to ensure that your conclusions are both accurate and complete.

TOC | RESOURCES | PRINT | HELP



## Module Features

Standard features include the **Table of Contents (TOC)**, **Resources**, **Print**, and **Help** menus. These menus are accessed by selecting the buttons located in the top right of each page. Close these menus by selecting the small X icon in the top right corner of each menu when visible.

*Select each menu button to learn more.*

### Resources

The Resources menu contains hyperlinks to supplemental information. Examples of resources include reference publications, external web sites, directories, documents, or a glossary. Please note that not all courses include resources.

LOG206 Intern  
Structure and Ma

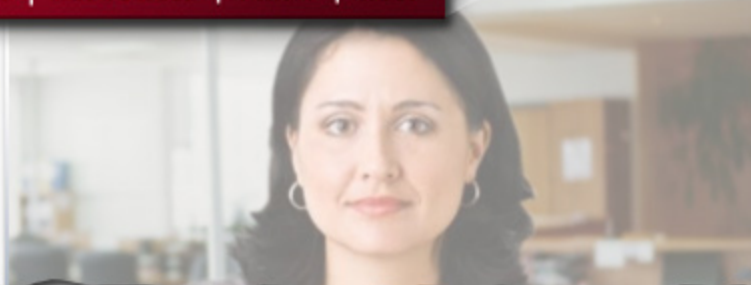
Complete Answer

It is important to note here that you will rarely find a "complete" answer contained within a single paragraph within the FAR.

Many provisions contained in each paragraph of the FAR are dependent on guidelines set forth in other paragraphs. Therefore, you must be diligent in your research of a given topic to ensure that your conclusions are both accurate and complete.

RESOURCES | PRINT | HELP

TOC | RESOURCES | PRINT | HELP



## Module Features

Standard features include the **Table of Contents (TOC)**, **Resources**, **Print**, and **Help** menus. These menus are accessed by selecting the buttons located in the top right of each page. Close these menus by selecting the small X icon in the top right corner of each menu when visible.

*Select each menu button to learn more.*

### Print

The Print button opens the print menu which contains a course outline. Each lesson is hyperlinked to a print file document. Select the hyperlink to open the PDF print file for that lesson. Print or download the document as needed.

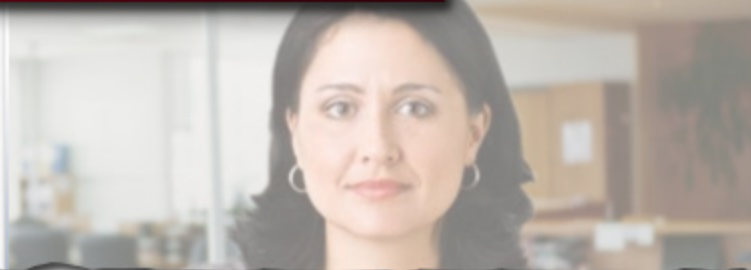
LOG206 Intern  
Structure and Ma  
Complete Answer

RESOURCES | PRINT | HELP

It is important to note here that you will rarely find a "complete" answer contained within a single paragraph within the FAR.

Many provisions contained in each paragraph of the FAR are dependent on guidelines set forth in other paragraphs. Therefore, you must be diligent in your research of a given topic to ensure that your conclusions are both accurate and complete.

TOC | RESOURCES | PRINT | HELP





## Module Features

Standard features include the **Table of Contents (TOC)**, **Resources**, **Print**, and **Help** menus. These menus are accessed by selecting the buttons located in the top right of each page. Close these menus by selecting the small X icon in the top right corner of each menu when visible.

*Select each menu button to learn more.*

### Help

The Help menu contains information about the module layout in Atlas, points of contact for technical help, and module version information.

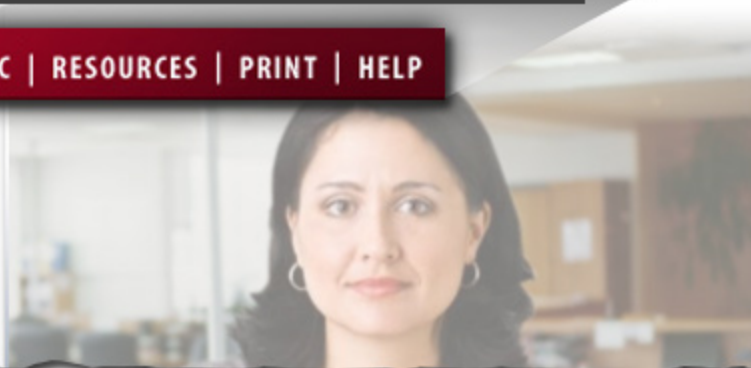
RESOURCES | PRINT | HELP

TOC | RESOURCES | PRINT | HELP

LOG206 Intern  
Structure and Mai  
Complete Answer

It is important to note here that you will rarely find a "complete" answer contained within a single paragraph within the FAR.

Many provisions contained in each paragraph of the FAR are dependent on guidelines set forth in other paragraphs. Therefore, you must be diligent in your research of a given topic to ensure that your conclusions are both accurate and complete.



## Media Player

Videos and audio narration are used in this module to deliver content and provide amplifying information. A media player is used to control both types of media. If a page contains either video or audio, the media player will be displayed near the bottom of the page.

***Select each media player control to learn more.***





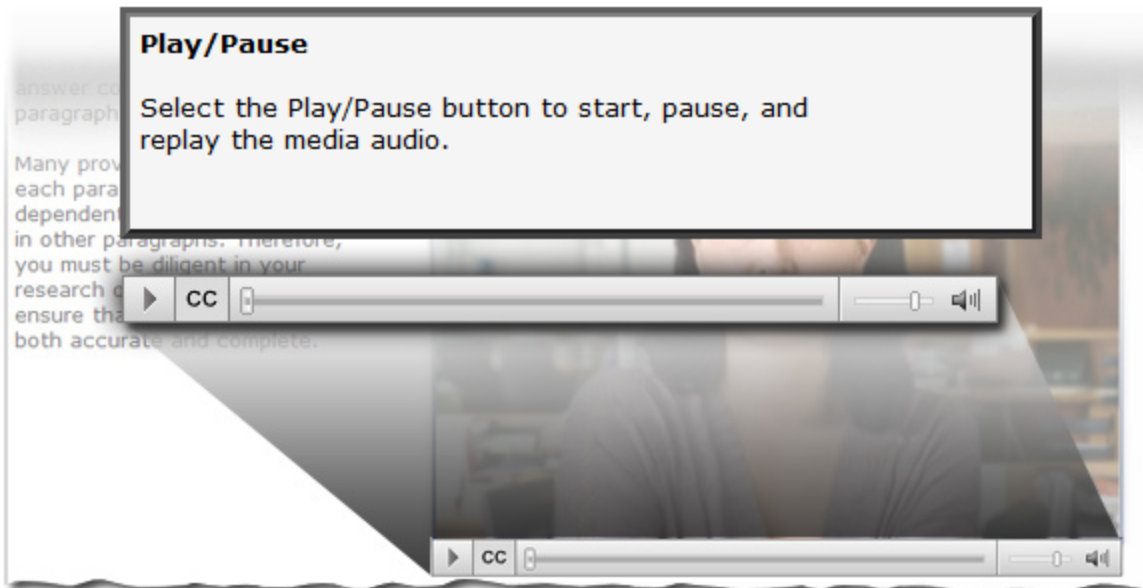
## Media Player

Videos and audio narration are used in this module to deliver content and provide amplifying information. A media player is used to control both types of media. If a page contains either video or audio, the media player will be displayed near the bottom of the page.

**Select each media player control to learn more.**

### Play/Pause

Select the Play/Pause button to start, pause, and replay the media audio.



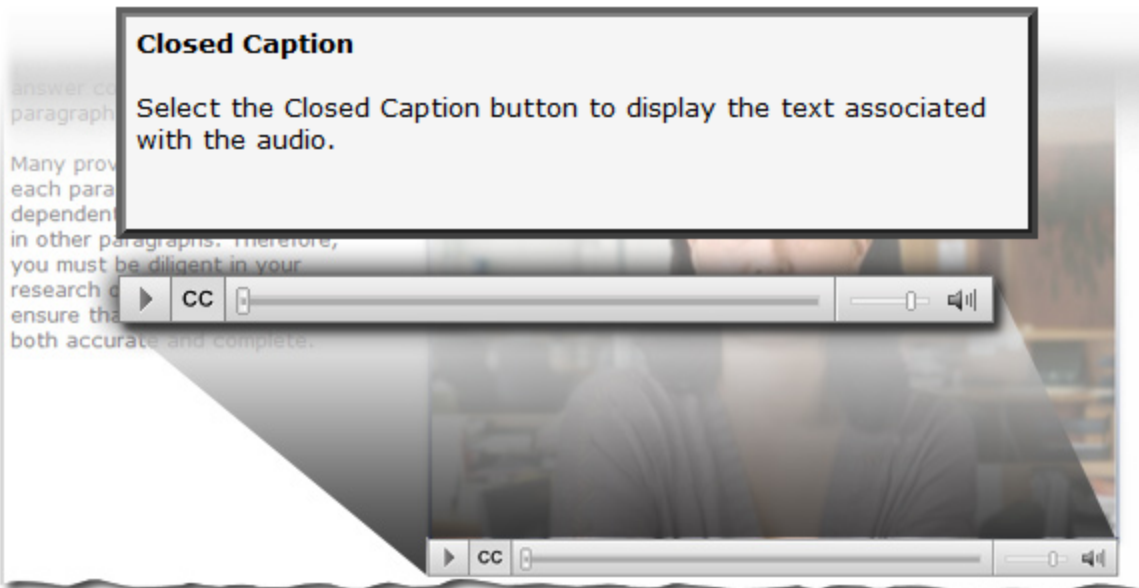
## Media Player

Videos and audio narration are used in this module to deliver content and provide amplifying information. A media player is used to control both types of media. If a page contains either video or audio, the media player will be displayed near the bottom of the page.

**Select each media player control to learn more.**

### Closed Caption

Select the Closed Caption button to display the text associated with the audio.



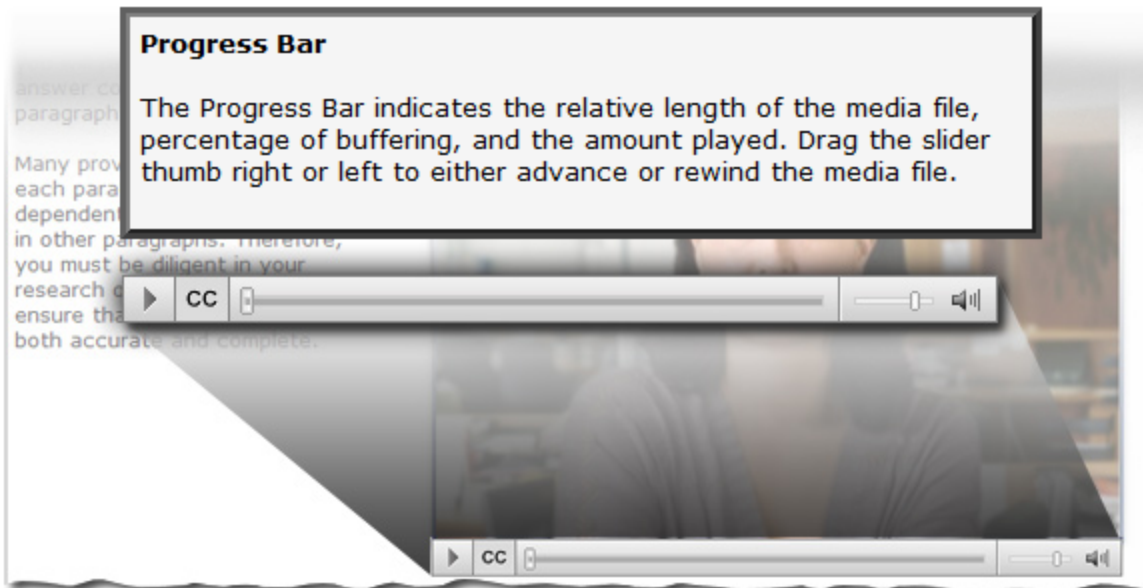
## Media Player

Videos and audio narration are used in this module to deliver content and provide amplifying information. A media player is used to control both types of media. If a page contains either video or audio, the media player will be displayed near the bottom of the page.

**Select each media player control to learn more.**

### Progress Bar

The Progress Bar indicates the relative length of the media file, percentage of buffering, and the amount played. Drag the slider thumb right or left to either advance or rewind the media file.



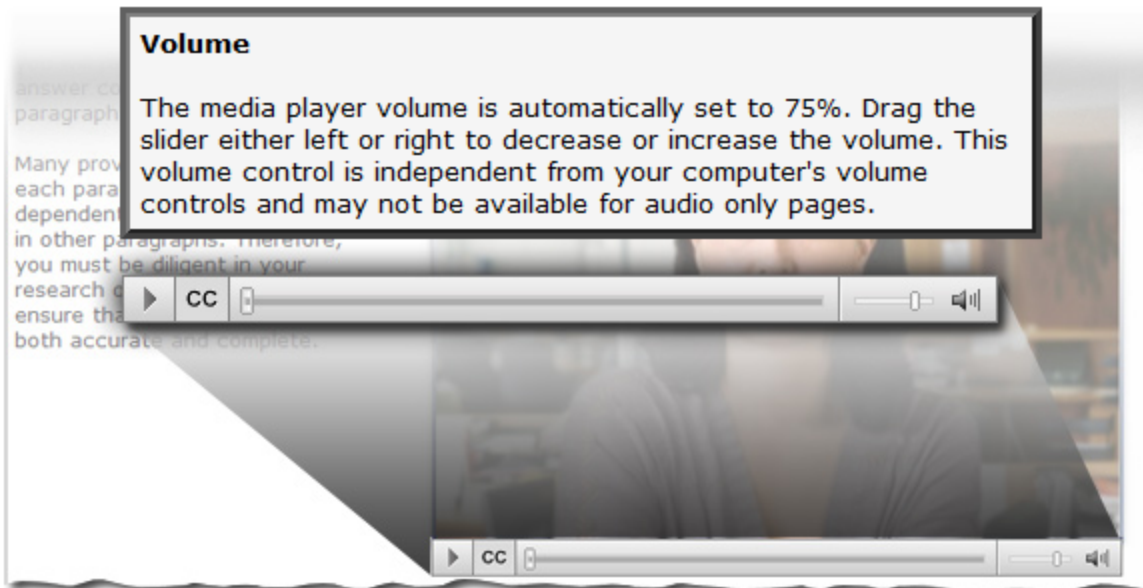
## Media Player

Videos and audio narration are used in this module to deliver content and provide amplifying information. A media player is used to control both types of media. If a page contains either video or audio, the media player will be displayed near the bottom of the page.

**Select each media player control to learn more.**

### Volume

The media player volume is automatically set to 75%. Drag the slider either left or right to decrease or increase the volume. This volume control is independent from your computer's volume controls and may not be available for audio only pages.



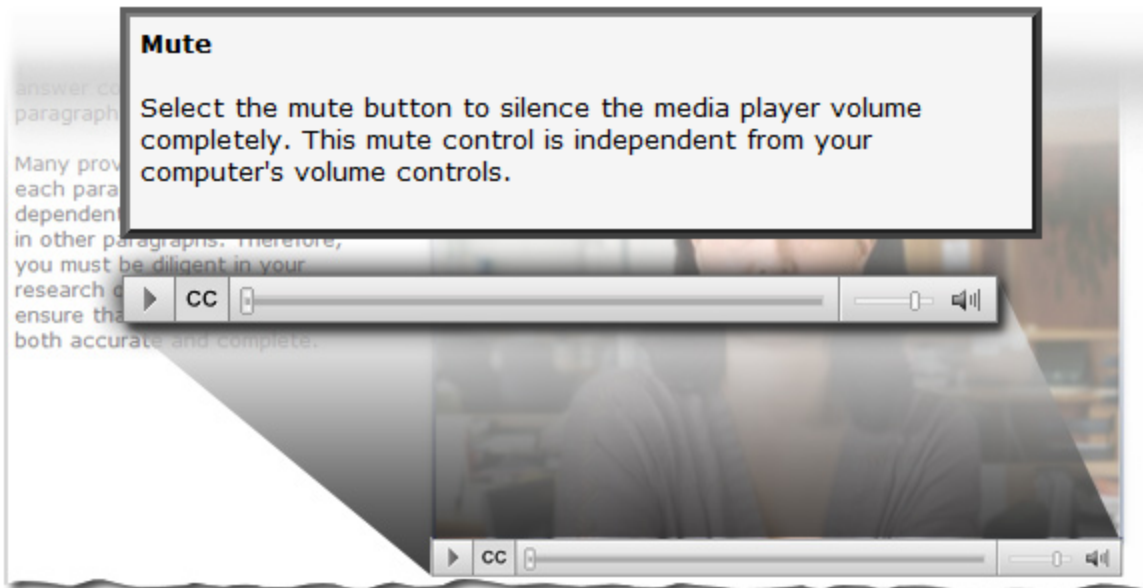
## Media Player

Videos and audio narration are used in this module to deliver content and provide amplifying information. A media player is used to control both types of media. If a page contains either video or audio, the media player will be displayed near the bottom of the page.

**Select each media player control to learn more.**

### Mute

Select the mute button to silence the media player volume completely. This mute control is independent from your computer's volume controls.



## Accessibility

This module was developed in accordance with the Rehabilitation Act Amendments of 1998 Section 508 standards for accessibility for persons with disabilities. To meet these requirements, text alternatives are provided for all graphics.

The text alternatives can be read aloud by a screen reader, allowing individuals with visual impairments to receive information that is presented graphically.

Two graphic text formats are used:

- **Alt tags:** Provide a brief description of the image (which is read aloud by a screen reader when activated), and display visually when the cursor is rolled over the graphic
- **Long Descriptions, or D-links:** Provide a detailed text description of an image when a short description is not sufficient. D-link descriptions are accessed by clicking the **D** located at the bottom right of the page



## Accessibility

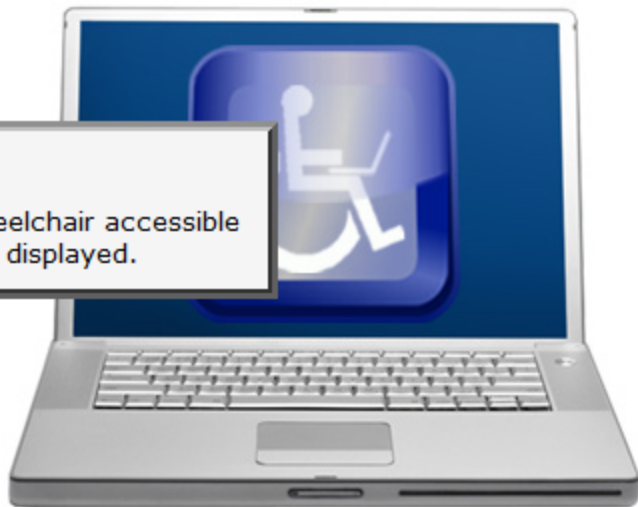
This module was developed in accordance with the Rehabilitation Act Amendments of 1998 Section 508 standards for accessibility for persons with disabilities. To meet these requirements, text alternatives are provided for all graphics.

The text alternatives can be read aloud by a screen reader, allowing individuals with visual impairments to receive information presented graphically.

Two graphic text formats

### Long Description

Computer monitor with a wheelchair accessible logo and notebook computer displayed.



- **Alt tags:** Provide a brief description of the image (which is read aloud by a screen reader when activated), and display visually when the cursor is rolled over the graphic
- **Long Descriptions, or D-links:** Provide a detailed text description of an image when a short description is not sufficient. D-link descriptions are accessed by clicking the **D** located at the bottom right of the page

[D](#)

## **Knowledge Reviews**

Knowledge Review questions of various formats including True/False, Multiple Choice, Multiple Correct, and Fill in the Blank may be contained in this course.

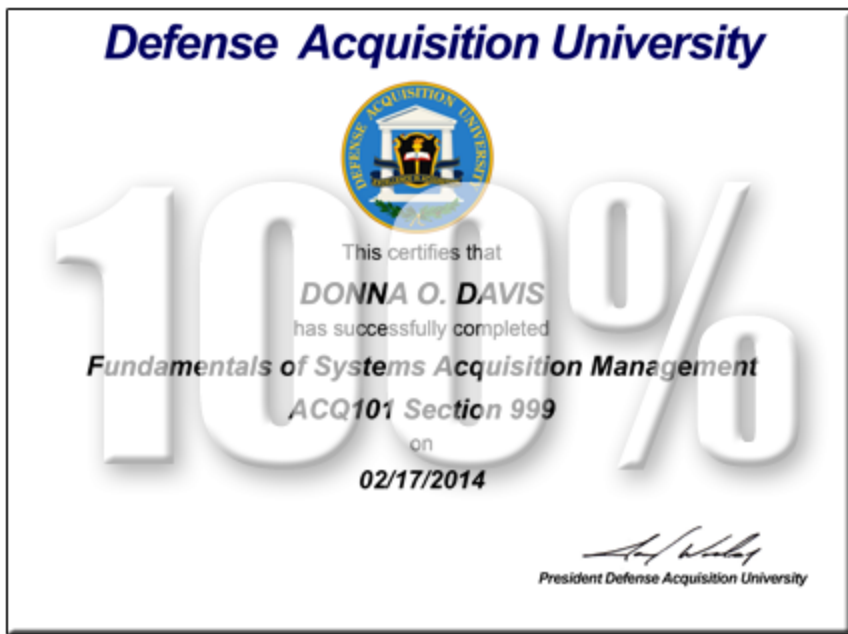
The Knowledge Reviews are designed to reinforce learning and check your understanding of the material.





## Module Exam

In accordance with DAU policy, you must score 100% on the exam to receive course completion credit. You will have an unlimited number of attempts to achieve 100%. A DAU Certificate of Completion is generated after successful completion of the module exam and the course survey.



## Lesson Completion

You have completed the content for this lesson.

To continue, select another lesson from the Table of Contents on the left.

If you have closed or hidden the Table of Contents, click the Show TOC button at the top in the Atlas navigation bar.