

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 64-3**

2 JANUARY 2002

Contracting

CONTRACTING (WING/GROUP/UNIT)

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This checklist reflects Command requirements for Contingency Contracting at the Wing level to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references and OPR. A bar (|) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. The checklist establishes a base line for Contingency Contracting support and will also be used by the Command IG during Operational Readiness Inspections (ORIs). Use the checklist at **Attachment 1**. AFSPC checklists will not be supplemented. Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary.

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Director of Logistics

Attachment 1

CONTRACTING (WING/GROUP/UNIT)

Table A1.1. Checklist.

CONTRACTING (WING/GROUP/UNIT)				
If there is a negative response to any question in the following section, a process review should be initiated to determine if the process could be improved to ensure affirmative responses in the future.				
1.1. CRITICAL ITEMS:	 REFERENCE AFFARS Appendix CC	YES	NO	N/A
1.1.1. Does the office have Contingency Contracting Support Plans (CCSP) in place to support military operations and local emergencies?	Para. CC-301			
1.1.2. Have pre-assembled contingency kits been established with required items?	Para. CC-303			
1.2. NON-CRITICAL ITEMS:		YES	NO	N/A
1.2.1. Has the contracting activity selected and appointed Contingency Contracting Officers (CCOs) meeting the requirements contained in FAR 1.603 and supplements?	Para. CC-103d.(4)			
1.2.2. Has each CCO been provided initial CCO training and mobility training (small arms, chemical warfare, self-aid, etc.)?	Para. CC-103d(5)			
1.2.3. Do the CCOs have their Certificate of Appointment?	Para. CC-204			
1.2.4. Was the Contingency Operational Contracting Support Plan followed?	Para. CC-301a(2)			
1.2.5. Has the contingency contracting team established provisions for assigning Procurement Instrument Identification Numbers (PIINs)?	Para. CC-301a(2)(ii)			
1.2.6. Have source lists been maintained for emergency supplies and services that identify sources available for 24 hour response to emergency requirements as a result of reviewing current OPLANS?	Para. CC-301b(2)(xii)			
1.2.7. Prior to deployment, did the CCO identify sources for potential and pre-identified emergency requirements?	Para. CC-302b			
1.2.8. Is CCO continuation training provided which includes regular exercise participation?	Para. CC-402b			
1.2.9. Does the CCO verify that the person certifying funds on purchase requests is authorized to do so?	Para. CC-502-1a(6)			
1.2.10. Did the CCO establish a system for customers to submit purchase requests for local acquisitions?	Para. CC-502-1b(9)			

1.2. NON-CRITICAL ITEMS:		YES	NO	N/A
1.2.11. Does the CCO maintain files/registers for contracts, Blanket Purchase Agreements (BPAs) and purchase orders to record all contract actions?	Para. CC-502-1c(1)			
1.2.12. Does the Deployment Contingency Contracting Officer's Continuity Book include a current vendor and contractor source listing to include vendor names, addresses, telephone numbers, points of contact, and type of supplies and services provided?	Para. CC-502-1c(2)(i)			
1.2.13. Does the CCO's Deployment Contingency Contracting Officer's Continuity Book include copies of all higher headquarters policy letters or message of guidance received to date?	Para. CC-502-1c(2)(iii)			
1.2.14. Did the CCO implement a procedure with the assigned finance staff to ensure funds are available to pay for the contracting officer's contract purchases?	Para. CC-502-2b			
1.2.15. Did CCOs refrain from acting as dispersing agents for the Accounting & Finance Office?	Para. CC-502-2b(1)			
1.2.16. When cash is used for purchases, is the SF 44, Purchase Order - Invoice Voucher , completed as a receipt to document the transaction?	Para. 502-2c(2)			
1.2.17. Were BPAs established for continuous or recurring requirements?	Para. CC-502-2c and FAR 13.303			
1.2.18. Did the CCO accomplish the After-Action Report as required by CC 502-4a(3)?	Para. CC 502-4a(3)			