



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050

NAVSUPINST 4230.37C
SUP 211
11 July 2005

MECHANICSBURG PA 17055-0791

NAVSUP INSTRUCTION 4230.37C

Subj: NAVY SUPPLIES AND SERVICES CONTINGENCY CONTRACTING PROGRAM

Ref: (a) DODD 1404.10
(b) DODI 1400.32
(c) SECNAVINST 5300.36
(d) OPNAVINST 1001.24
(e) CJCSI 1301.01C

Encl: (1) Participating Claimant List
(2) Primary Claimant Quotas

1. Purpose. To revise and reissue guidance and procedures for maintaining a viable supplies and services contingency contracting program within the Department of the Navy (DON) per references (a) through (e).

2. Cancellation. NAVSUPINST 4230.37B. This instruction is a complete revision and should be read in its entirety.

3. Scope. Enclosure (1) lists participating claimants. Personnel on sea duty, deployed staffs, joint duty, service schools or Navy Post Graduate School will not be considered for assignment. Personnel at enclosure (1) claimants that are 1306X or Defense Acquisition Workforce Improvement Act (DAWIA) certified in contracting will be considered for assignment. Personnel currently assigned as a Navy Acquisition Contracting Officer (NACO) intern must complete the 24 month program prior to deploying as a Contingency Contracting Officer (CCO).

4. Background. In 1994, in response to the Navy's need to rapidly deploy contracting personnel in support of worldwide crisis situations, the Navy's supplies and services contingency contracting program was officially established. Since then the program has undergone various revisions, adjusting to the changing world environment. With the advent of sustained contracting requirements in support of the Global War on Terrorism (GWOT), it has become necessary to make additional program revisions. This instruction provides the updated guidance and procedures of the program as they apply to short term, immediate need requirements and long-term requirements with Joint Manning Documents (JMDs).

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5. Policy. The Deputy Assistant Secretary of the Navy for Acquisition Management (DASN(ACQ)) has delegated the Naval Supply Systems Command (NAVSUP) Deputy Commander for Contracting Management (SUP 02) as the Program Manager (PM) for the Navy's supplies and services contingency contracting program. The program is established to provide logistics support to the Fleet and designated joint and multinational forces in support of their mission during contingencies. Valid contingency contracting assignments may be filled by active duty military, reserve military or civil service personnel. The contingency contracting program is not established for use in providing personnel to support military exercises or for the use in filling routine contracting staff vacancies.

a. Active Duty Military. Active duty military personnel will fill the majority of CCO requirements. Supply Corps officers with a 1306X subspecialty code and/or a DAWIA certification in contracting who are assigned to one of the claimants identified in enclosure (1) will be considered for assignments. The NAVSUP Director, Detailing Division (SUP P1) maintains the list of active duty program participants.

b. Reserve Military. Two reserve contingency contracting companies have been established. Officers in these companies will be considered for assignments. The NAVSUP Director, Reserve Community (SUP P2) maintains the list of reserve program participants.

c. Civil Service Personnel. Civil service personnel from claimants identified in enclosure (1) may volunteer to participate in the contingency contracting program. Volunteers must complete an Emergency Essential (EE) employee designation form. References (a) and (b) provide additional information. SUP 02 maintains the list of civil service program participants.

d. Volunteers. Personnel that are not assigned to one of the claimants listed in enclosure (1) or one of the reserve contingency contracting companies but are interested in serving in a contingency contracting assignment may volunteer. Active duty and reserve volunteers must contact SUP 02 and the NAVSUP Operational Support Officer (SUP 09R) respectively. Volunteers will be considered for assignments on a case-by-case basis.

6. Definitions

a. Contingency. An emergency involving military forces caused by natural disasters, terrorists, subversives or by required military operations.

b. Contingency Contracting. Contracting performed in support of a contingency pursuant to the policies and procedures of the Federal Acquisition Regulatory System.

c. Contracting. Purchasing, renting, leasing or otherwise obtaining supplies or services from non-federal sources. Contracting includes description (but not determination) of supplies and services required, selection and solicitation of sources, preparation and award of contracts and all phases of contract administration. It does not include making grants or cooperative agreements.

d. Defense Acquisition Workforce Improvement Act (DAWIA). The public law (PL 101-50) that prescribes how the acquisition workforce will be managed. It establishes statutory standards for education, training and experience levels that must be met prior to certain personnel assignments within the DOD acquisition community. DAWIA also establishes statutory qualifications for all warranted contracting officers authorized to award or administer contracts above the authorized Simplified Acquisition Threshold (SAT). See reference (c).

e. Fair Share Distribution. Methodology used to determine a fair allocation of contingency contracting assignments. Each claimant's participation number is compared to the total number of program participants. For example, if there are 230 personnel in the program and Claimant X has 7 personnel in the program, Claimant X's fair share of assignments would be 3.0 percent.

f. Fair Share Rotation. Cycle of claimants used to fill contingency contracting assignments. Developed by SUP P1. The fair share distribution is used to determine the rotation.

g. Individual Augmentation/Augmentee (IA). An IA is an unfunded temporary duty position (or member filling an unfunded temporary duty position) identified on a joint manning document (JMD) by a supported Combatant Commander (COCOM) to augment staff operations during contingencies. This includes positions at permanent organizations required to satisfy a "heightened" mission in direct support of contingency operations. Either active or reserve component personnel can fill IA positions.

h. Joint Manning Document (JMD). A manning document of unfunded temporary positions constructed for or by a supported COCOM that identifies the specific IA positions to support an organization during contingency operations. Positions should be identified as unit fill, coalition fill, civilian/contractor fill, or IA on the JMD.

i. Simplified Acquisition Threshold (SAT). The monetary threshold for exercising contracts under the authority of Federal Acquisition Regulation (FAR) Part 13.

j. Supplies. In logistics, all materiel and items used in the equipment, support and maintenance of military forces.

Does not include land or the interest in land.

7. Responsibilities. Primary responsibilities for the Navy supplies and services contingency contracting program fall on DASN(ACQ) and NAVSUP directorates.

a. DASN(ACQ). Ultimate approval authority for all policies and procedures. Navy representative at joint meetings and conferences.

b. SUP 02 PM. Develops and promulgates policies and procedures. Tasks primary claimants and/or volunteers to fill short term, immediate requirements. In the event the requirement is for contingency contracting with construction or Architect & Engineering (A&E) experience, SUP 02 will coordinate with NAVFAC 02 to fill the requirement. Maintains list of civil service participants and active duty volunteers. Maintains small pool of equipment for issue to deploying CCOs. Receives After Action Reports (AAR) and posts them to the Contingency Contracting area on the Acquisition Community Connection web site hosted by Defense Acquisition University (<https://acc.dau.mil/simplify/ev en.php>).

c. SUP P1. Determines validity of JMD requirements and determines if they should be filled by active duty, reserve or civil service personnel. Tasks claimants to fill active duty IA requirements. Maintains active duty military participant list, determines fair share and maintains the fair share rotation list.

d. SUP P2. Identifies reservists to fill valid requirements. Maintains reserve military participant list.

e. NAVSUP Operational Support Officer (SUP 09R). Develops policies and procedures associated with the Navy reserve components. Maintains list of reserve volunteers.

f. Naval Air Systems Command (NAVAIR), Naval Sea Systems Command (NAVSEA) and Naval Supply Systems Command (NAVSUP) shall identify, appoint and make known a Naval Contingency Contracting Program coordinator. Duties of the program coordinator are listed in enclosure (2).

8. Procedures. Deployment procedures vary depending on the contingency scenario: short-term, immediate need or long-term, joint manning document requirement. An example of a short-term requirement would be a tsunami relief operation. Operation Iraqi Freedom (OIF) is an example of a long-term requirement. For long term requirements a JMD is developed and IA billets are validated per references (d) and (e).

a. Personnel. The closest Fleet Industrial Supply Center

(FISC) or Naval Regional Contracting Center (NRCC) will be the first responder for short-term requirements. If for any reason the closest FISC or NRCC cannot provide support, the COCOM requiring support must contact SUP 02 for assistance. SUP 02 will task someone from the volunteer list or task one of the primary claimants to provide the required personnel. If long-term requirements exist at the same time a short-term requirement is identified, SUP 02 will coordinate the tasking with SUP P1.

The majority of long-term, JMD requirements are normally filled by active duty personnel. The Navy Personnel Command Individual Augmentation Branch (PERS-463) tasks SUP P1 to fill the requirements via a request to fill (RTF) message. SUP P1, using its fair share rotation, then tasks a claimant identified in enclosure (1) to fill the requirement. When a reservist fills a long-term requirement, SUP P2 identifies the individual and Commander, Naval Reserve Forces (CNRF) tasks the individual.

Potential CCOs should attend CON 234 Contingency Contracting training provided by the Defense Acquisition University. In addition, both personal and government passports should be obtained and kept up-to-date. Once a Contingency Contracting tour is completed, a copy of the AAR should be provided to SUP 02.

b. Orders. For active duty personnel, the type of scenario determines who prepares the orders. For short term immediate, requirements, parent commands are required to prepare the orders. For long term, JMD requirements, PERS-463 is the centralized order writer for active duty IAs. For reservists and civil service personnel, the order writers are the same for both short and long term scenarios. Parent commands are responsible for preparing orders for civil service personnel and CNRF is responsible for preparing orders for reservists.

c. Funding. Funding is provided by a central authority. The funding source is determined independently for each operation.

d. Warrants. For short term, immediate requirements the FISC or NRCC assigned responsibility for that theater is the warranting authority. For long term requirements, the lead service or supported organization will normally issue the warrant. For example, the Army was the lead service for OIF, so their Principal Assistant Responsible for Contracting (PARC) was the warranting authority. Then the Joint Contracting Command - Iraq (JCC-I) was established and they became the warranting authority for OIF. If the lead service or supported command does not issue the warrant, the theater FISC or NRCC will be the warranting authority.

e. Equipment. SUP 02 maintains a small number of laptop computers, digital cameras, footlockers, and other equipment to provide to deploying CCOs. When a CCO is tasked, they must contact SUP 02 if they require equipment. If the requested items are available, SUP 02 will issue the equipment. The CCO will be required to sign for the equipment and will be responsible for its safekeeping. Upon return, the CCO is responsible for returning the equipment to SUP 02.

The CONUS Replacement Centers at Fort Bliss and Fort Benning (<https://www.bliss.army.mil/LocalUnitLinks/326thcrc/default.htm> and <http://www-benning.army.mil/CRC/>) provide information on equipment to bring on deployment. After action reports on the Acquisition Community Connection website (<https://acc.dau.mil/simplify/ev en.php>) may contain additional information for a specific site.

9. Action. This instruction is effective upon receipt and shall remain in effect unless it is specifically modified or cancelled.

A handwritten signature in black ink, appearing to read 'S. R. Shapro', with a large, stylized flourish extending from the end of the signature.

S. R. SHAPRO
Deputy Commander
Contracting Management Directorate

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NAVY SUPPLIES AND SERVICES CONTINGENCY CONTRACTING PROGRAM
PARTICIPATING CLAIMANTS

<u>Code</u>	<u>Claimant</u>
11	Chief of Naval Operations, Assistant for Field Support (CNO (N09B))
12	Assistant for Administration, Office of Under Secretary of the Navy (AAUSN)
19*	Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)
22	Chief of Naval Personnel (CHNAVPERS)
23*	Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM)
24*	Commander, Naval Sea Systems Command (COMNAVSEASYSYSCOM)
33	Commander, Military Sealift Command (COMSC)
39	Space and Naval Warfare Systems Command (SPAWARSYSCOM)
52	Commander, Naval Installations (CNI)
60	Commander, U.S. Atlantic Fleet (COMLANTFLT)
70	Commander, U.S. Pacific Fleet (COMPACFLT)
72	Commander, Naval Reserve Force (COMNAVRESFOR)
76	Commander, Naval Education and Training Command (NETC)

Note: Asterisk(*) used to identify primary claimants. Personnel from these claimants will be used to support short term, immediate requirements if they cannot be filled by the closest FISC or NRCC or a volunteer.

PRIMARY CLAIMANTS

In order to be able to fill short term, immediate requirements, Naval Contingency Contracting Program coordinators at NAVAIR, NAVSEA and NAVSUP (NAVICP and COMFISCS) shall:

a. Identify qualified active military, reserve military, and civilian contracting personnel to support contingency operations. Command quotas are as follows:

CLAIMANT/COMMAND	QUALIFIED TO HOLD A WARRANT ABOVE THE SAT ¹	QUALIFIED TO HOLD A WARRANT UP TO THE SAT ¹	MINIMUM TOTAL PERSONNEL ²
NAVAIR	4	4	5
NAVSEA	4	4	5
NAVICP	2	4	4
COMFISCS	11	13	19
TOTALS:	21	25	33 ³

Note 1. Simplified Acquisition Threshold.

Note 2. Demonstrates one or more individuals is qualified to fulfill one quota in both categories.

Note 3. At least half (50 percent) of the program's total assigned quotas must be active duty military personnel.

b. Maintain and provide NAVSUP 02 a current listing of personnel assigned under the auspices of the Naval Contingency Contracting Program. Commands shall provide the following information for each assigned individual (ensure compliance with 5 U.S.C. 6311, Privacy Act):

- (a) Full name
- (b) Rank/grade
- (c) Subspecialty code or occupational series (e.g., 1306P or 1102)
- (d) Social security number
- (e) Current DAWIA certification level
- (f) Current warrant level
- (g) Current billet
- (h) Expiration date of official and tourist passport
- (i) Sex
- (j) Religion

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- (k) Current and highest held security clearance
- (l) Home mailing address
- (m) Home phone number
- (n) Work phone number
- (o) DOD e-mail address
- (p) CON 234 and purchase card training completion date
- (q) Foreign language proficiency (if applicable)
- (r) Previous contingency contracting experience
(if applicable)
- (s) Projected rotation date (military personnel)