

Site Activation Checklist

Item Number	Note: Procedures may differ based on the AOR. Contact responsible component OPR for command-specific procedures.	Applicable and Present
1	Learn organizational structure at deployment location.	
2	Brief site commander at deployed location (See attached DVD for sample deployed commander in-briefs).	
2a	<ul style="list-style-type: none"> -Explain current contracting status/organization structure. -Office location—should be collocated with finance and in a location to provide access for contractors and need an assigned finance paying agent to accompany for on the spot/over the counter SF 44 transactions. -Explain your needs for a vehicle, office space, comm, interpreter, security. -Reference who your HCA is and mention how contracting authority flows down from the HCA separate from command authority. -Discuss the role of contracting and local purchase support. We can procure supplies, services and construction necessary to support mission execution, life support, and MWR requirements. Examples: food and water, lodging and shelter, transportation and vehicle leases, base operating services such as laundry, waste disposal and utilities, fuel, equipment, communication and computers, MWR supplies, services and activities. -Requested approvals, permission and policies to include: Requirements validation and prioritization, unauthorized commitments/ratification process (per HCA guidance), undue influence whereby contracting officers will not make illegal purchases and must follow FAR, additional duties exemption, as the situation permits—permission to leave the base/camp/station and wear civilian clothes, provide contract status updates during staff meetings. 	
2b	<ul style="list-style-type: none"> -Are purchase request/funding controls in place; identify who can approve PRs? -Only CCOs can obligate the US government, though (if HCA authorizes) CCOs can train/appoint 	

	<p>decentralized ordering officers to use the SF 44s and BPAs.</p> <ul style="list-style-type: none"> -Explain that CCOs will achieve mission success using expedited acquisition procedures while ensuring adherence to laws and regulations. -Is there an on-scene veterinarian or public health official for inspection of food and water? -Is there a base supply (LGS) function? Can we centralize receipt of goods? Can he or she accomplish quality assurance? -What would you like for delivery procedures—centralized receipt; delivery to on/off base customers; pickup downtown? -Are escorts available for on-base deliveries, trash pickup, and construction? If escorts are not available, suggest making the requesting organization responsible for providing escorts. -Provide customer training (weekly, monthly) and provide a contracting customer handbook (see attached DVD for sample contracting customer handbook). -Explain that CCOs will achieve mission success using expedited acquisition procedures while ensuring adherence to laws and regulations. 	
3	<p>HCA inputs: Is this a declared contingency operation? What is the simplified acquisition threshold? What is the micro-purchase amount? Is there a Host Nation Support Agreement in place? What are the NAF contracting procedures? What are the contract reporting procedures? What is the on-site CCO's/contracting office chief's ratification authority? What ratification format/form will be utilized? Who assigns PIIN numbers? Who is the contracting office chief and who is one level above the CCO? Is approval provided to allow CCOs to appoint ordering officers to utilize the SF 44? When is the GPC card approved for use?</p>	
4	<p>Team up with finance personnel and establish local funding and payment procedures; set up obligation authority for GPC purchases as appropriate.</p>	

5	Team up with supply representative, if available, to establish local purchase procedures.	
6	Team up with transportation representative, if available, to coordinate rules for vehicle hires, shipping instructions, and a contracting vehicle.	
7	Team with communication representative, if available, to coordinate procedures for comm requirements, and obtain communications support (telephone and fax access).	
8	Team up with civil engineer representatives on construction or material support.	
9	Team up with services representatives, if available, on billeting requirements, food service, and morale issues.	
10	Hire interpreter/guide if needed.	
11	Set up office space if available; identify (signpost) location of office.	
12	Survey local market, availability of local sources and capabilities, obtain maps and telephone books, and check with the embassy for local vendor recommendations.	
13	Establish a customer education guide (see DVD for samples) and rules of engagement with main customers; discuss possible requirements and develop strategies.	