

## Chapter 11

### Using the Supplemental DVD/Web site

There are over 1,000 additional resources available on the *Defense Contingency Contracting Handbook's* supplemental DVD/Web site, but in the fast-paced contingency contracting environment, finding that much-needed resource may take too much time. This chapter provides the general structure of the DVD/Web site. It also provides tips to reduce search time on the Web site.

The DVD is an exact copy of the Web site (with respect to contents). The DVD exists for those who do not have Internet capability. The DVD is enclosed in an envelope as Attachment 1 at the back of the *Defense Contingency Contracting Handbook*. Please note that you must click the file labeled “Start.html” to launch the DVD. The *Defense Contingency Contracting Handbook* Web site is located at <http://www.acq.osd.mil/dpap/pacc/cc/jcchb/>.

### General Organizational Structure

Figure 12 provides a screenshot of the homepage of the Web site. The navigation bar on the right-hand side provides an outline of the resources pages. The most important thing to know is that the DVD/Web site organizes resources two ways: 1) type of resource (training, checklists), and 2) topic (protests, ethics). For example, if you are looking for training on ethics, you can click on the training section and search for *Ethics*. You may also click on the Topical Index section and search for *Ethics Training*.

The quickest way to get a sense of what is available on the Web site is to click on the navigation bar's Topical Index section. This resource page provides a comprehensive list of all topics with additional resources. Figure 13 provides a snapshot of the Topical Index Web page. Topics are organized alphabetically and the Web page provides granularity on the type of resource available. It also identifies which chapter this topic is associated with.

The screenshot shows the homepage of the Defense Contingency Contracting (DCC) Handbook. The page is titled "Defense Contingency Contracting" and is part of the DPAP (Defense Procurement and Acquisition Policy) website. The breadcrumb trail indicates the path: DPAP > Program Acquisition and Contingency Contracting > Contingency Contracting > Contingency Guide Introduction & Chapter Overview.

Key features and callouts include:

- Resources by Type:** A callout points to a "HOT TOPICS" section with links for "Student's News", "FAR", "DFARS", "JP A & S", and "Click to view".
- Chapters:** A callout points to a list of chapters, including "Introduction", "Foreword", "Chapter 1: Ethics, Fraud Indicators, Standards of Conduct, and Procurement Integrity", "Chapter 2: Authorities and Structure", "Chapter 3: Contingency Funding and Requirement Process", "Chapter 4: Planning and Guidance", and "Chapter 5: Contracting Processes".
- DCC Handbook Chapters:** A callout points to the "Chapters" section of the page.
- PDF of DCC Handbook:** A callout points to a "PDF" icon and text: "Click on the PDF icon for a PDF version of the entire DCC Handbook."
- Resources by Topic:** A callout points to a "Topical Index" section on the right side of the page.

The right-hand side navigation bar includes sections like "What's New!", "Pub's & Regs", "Forms", "Quick Customer Trg", "Training", "Questions", "Games", "Scenarios", "Checklists", "Guides", "D&Fs", "SOIs", "Policy", "Other Resources", and "Topical Index".

Figure 12. Snapshot of Defense Contingency Contracting Homepage

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The screenshot shows the 'Defense Procurement and Acquisition Policy' website. The main content area is titled 'Index to see the Resource Icon Legend'. Below this is a table with the heading 'TYPE OF RESOURCE (LEGEND)'. The table has columns for various resource types, each with a corresponding icon. A callout bubble points to the legend icons, stating: 'Organizes type of resource by chapter, games, guides, and more!'. Another callout bubble points to the right-hand navigation bar, stating: 'For convenience, the right-hand side navigation bar allows you to jump to different alphabetical sections.' The navigation bar lists sections: A-C, D-F, G-J, K-N, O-R, and S-Z. The table lists various resource categories such as 'Contingency Contracting', 'Acquisition Policy', 'Cost, Pricing & Finance', 'Program Acquisition and Strategic Sourcing', 'Strategic Sourcing', 'Program Development and Implementation', 'eBusiness', 'Purchase Card', 'Unique Identification', 'Items of Interest', 'Blanket Purchase Agreements (BPA)', '\*\*BPA Authorized Caller', and 'Some Fide Needs Rule'.

Figure 13. Snapshot of Topical Index Page

The *Defense Contingency Contracting Handbook* chapters are also available on the DVD/Web site. Though the actual handbook is invaluable as a transportable resource, there are some advantages to accessing the chapters online if mobility is not an issue. Figure 14 is a snapshot of the

section in Chapter 1 entitled “Gift Prohibition.” Within the text, there are hundreds of hot links which allow you to quickly access relevant FAR references, forms, Web sites and much more.

The screenshot displays the DPAP website interface. The main content area is titled "Defense Contingency Contracting" and "Chapter 1-Ethics, Fraud in Conduct, and Procurement Integrity". A table of contents lists ten sections, with "4. Gift Prohibition" highlighted. A blue circular callout labeled "Hot Links" points to this section. A text box on the right provides details about the gift prohibition, including exceptions and references to FAR regulations. The left sidebar contains navigation links for various DPAP topics.

**DPAP Defense Procurement and Acquisition Policy**

DPAP > Program Acquisition and Contingency Contracting > Contingency Contracting > Contingency Guide Introduction & Chapter Overview

DPAP Home

DPAP Operations

Defense Acquisition Regulations System

Contract Policy and International Contracting

Contract Policy

International Contracting

Contingency Contracting and Acquisition Policy

Acquisition Policy

Contingency Contracting

Cost, Pricing & Finance

Program Acquisition and Strategic Sourcing

Program Acquisition

Strategic Sourcing

Program Development and Implementation

eBusiness

Purchase Card

Unique Identification

Items of Interest

Choose one

**Defense Contingency Contracting**

Introduction

Welcome to the Defense Contingency Contracting (DCC) Handbook designed to provide training and guidance for Officers (OCO) face, regardless of your assignment.

The right-hand side of the page contains a "Hot Links" callout:

**Hot Links**

1. [Introduction](#)

2. [Tenets of Government Contracting](#)

3. [Conflict of Interest](#)

4. [Gift Prohibition](#)

5. [Ethics and Integrity](#)

6. [Combat Trafficking in Persons](#)

7. [Identifying Fraud Indicators](#)

8. [Interacting with Contractor Employees](#)

9. [Checks and Balances](#)

10. [Chapter Acronyms](#)

The surrounding text includes:

The remaining rule (48 CFR 201.212) OCOs are reminded that the general rule is to avoid gifts any amount of interest or value exceeding a certain threshold. Federal employees are prohibited from accepting gifts or public money because of the potential for conflict of interest or undue influence. A prohibited source may be any person or organization that is a contractor, subcontractor, or other person or organization doing business or seeking to do business with the federal government. This includes contractors, even partnering contractors. (48 CFR 201.212)

There are exceptions to the above rules regarding gift acceptance that are relevant for OCOs. Officers are not to accept gifts from a prohibited source with a face value up to a total of \$50 per calendar year, and any gifts in a single occasion must not exceed \$25 in value. Additional details and hypothetical scenarios can be found in 48 CFR 201.206(a).

Further restrictions may be imposed by the original contractor.

- If you are a foreign agent, you may accept food, refreshments, or entertainment in the course of a business function, dinner, or other meeting or event if all of the following conditions are met: (48 CFR 201.212(b)(1)(2))
- The market value, converted to US dollars, does not exceed the per diem rate for the foreign area specified in the Department of State's maximum per diem allowance for foreign areas. (48 CFR 201.212(b)(1)(3))
- There is publication in the meeting or event in non-US dimes or by representatives of foreign governments or other foreign entities.
- Absence of the meeting or event is not in the employer's official duty, and

Chapter 1  
Ethics, Fraud Indicators, Standards of Conduct, and Procurement Integrity

Chapter 2  
Activities and Structure

Chapter 3  
Contingency Funding and Requirement Process

Chapter 4  
Planning and Guidance

Chapter 5  
Contracting Processes

Figure 14. Snapshot of Gift Prohibition from Chapter 1

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**Chapter 11 Notes**  
Using the Supplemental DVD/Web site

