



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

AUG 17 2010

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
COMMANDER, U.S. CENTRAL COMMAND  
(ATTN: J-4 CONTRACTING)  
COMMANDER, U.S. SPECIAL OPERATIONS COMMAND  
(ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, JOINT CONTRACTING COMMAND -  
IRAQ/AFGHANISTAN  
DIRECTOR FOR LOGISTICS, J-4, THE JOINT STAFF  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND LOGISTICS MANAGEMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
ASSISTANT DEPUTY UNDER SECRETARY OF DEFENSE  
(PROGRAM SUPPORT)  
DIRECTOR, ARMY CONTRACTING AGENCY  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE FIELD ACTIVITIES

SUBJECT: *Defense Contingency Contracting Officer(COR) Representative Handbook*  
1<sup>st</sup> Edition

Defense Procurement and Acquisition Policy (DPAP) is pleased to announce the release of *Defense Contingency Contracting Officer Representative Handbook 1<sup>st</sup> Edition*. This handbook is now electronically available at the DPAP website:  
<http://www.acq.osd.mil/dpap/pacc/cc/index.html>.

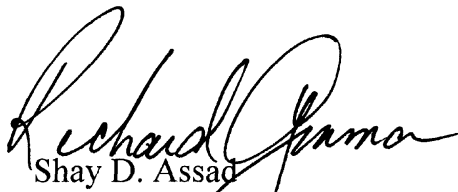
The 1<sup>st</sup> edition was developed by a joint team of subject matter Contingency Contracting Officer (CCO) and Contracting Officer Representative (COR) experts representing the components. DPAP is producing approximately 10,000 copies of the handbook in a pocket size format to distribute to each of the components. The pocket sized handbook and its accompanying CD, will provide essential information, tools, templates, and training for DoD contingency CORs to meet the challenges they may face in any contracting environment.

Each component with a contingency COR handbook requirement should provide the information on the attached spreadsheet identifying the quantity required and

shipping address to my POC listed below by September 30, 2010. I encourage the SPEs to coordinate this tasking for each service/agency for submission. To ensure the most effective use of this valuable tool, I am requiring each Component to incorporate this handbook into deployment training for CORs.

The Defense Contingency COR Handbook, June 2010 version, will be updated in FY11/12. Please continue to encourage our deployed CCOs and CORs to share their deployment experiences by submitting recommended changes or sample templates and tools to the following email: [contingencycontracting@osd.mil](mailto:contingencycontracting@osd.mil). CCO and COR recent deployment experiences greatly contribute to making the handbook credible, recent, and relevant.

My point of contact is Lt Col Ann Christianson at [Fiona.Christianson@osd.mil](mailto:Fiona.Christianson@osd.mil), 703-699-3728.

  
107 Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy

Attachment:  
As stated