

# CON 3900: Contracting Certification Exam Prep Course (Self-Paced)

This course prepares federal contracting professionals to plan and execute acquisition operations in contingency, humanitarian, and disaster relief environments, applying FAR, DFARS, and applicable DoD policy in high-tempo and austere operating conditions. Participants develop the judgment and practical skills needed to support joint force missions through responsive, compliant, and accountable contingency contracting.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/con-3900-contracting-certification-exam-prep-course-self-paced>



[support@graduateschool.edu](mailto:support@graduateschool.edu) •

[\(888\) 744-4723](tel:(888)744-4723)

## Course Outline

### Module 1: Legal and Regulatory Framework for Contingency Contracting

- Identify the statutory and regulatory authorities governing contingency contracting, including FAR, DFARS, and applicable DoD policy guidance.
- Describe how the regulatory framework adapts to contingency, humanitarian, and disaster relief environments.
- Recognize key definitions, thresholds, and compliance expectations applicable in contingency settings.
- Apply regulatory knowledge to support legally sound acquisition decisions in high-tempo operations.

### Module 2: Organizational Structure: Joint Contracting Support in Contingency Operations

- Describe the organizational structure of contracting support within joint contingency operations.
- Identify the roles and responsibilities of contracting offices, supporting commands, and interagency partners.
- Explain how contracting integrates within the joint force structure to support mission requirements.
- Recognize command relationships and reporting chains relevant to contingency contracting operations.

### Module 3: Pre-Deployment Preparation: Readiness, Theater Business Clearance, and Planning

- Identify pre-deployment preparation requirements for contracting personnel assigned to contingency environments.
- Explain theater business clearance requirements and the process for obtaining approval.
- Apply acquisition planning principles to develop contracting support plans for contingency operations.
- Recognize readiness standards and training requirements applicable to deploying contracting professionals.

### Module 4: Emergency Acquisition Flexibilities and Contingency Contracting Authorities

- Identify emergency acquisition flexibilities available under FAR, DFARS, and applicable agency guidance.
- Explain contingency contracting authorities and the conditions under which they may be applied.

- Apply appropriate acquisition flexibilities to support urgent and compelling mission requirements.
- Recognize the limitations and oversight obligations associated with emergency acquisition use.

### **Module 5: Market Research and Vendor Vetting in Austere Environments**

- Apply market research techniques adapted to austere and denied-access operating environments.
- Identify sources of supply, local vendors, and host nation contracting opportunities in contingency settings.
- Conduct vendor vetting to assess contractor responsibility under constrained field conditions.
- Document market research findings in accordance with applicable regulatory and command requirements.

### **Module 6: Simplified Acquisition and Micro-Purchase Procedures in Contingency Settings**

- Apply simplified acquisition procedures and micro-purchase authorities in contingency environments.
- Explain threshold adjustments and expanded authorities applicable during declared contingencies.
- Develop and issue requests for quotations appropriate to field acquisition conditions.
- Recognize documentation requirements and internal controls for simplified acquisitions in the field.

### **Module 7: Contract Types and Award Instruments for Contingency Requirements**

- Identify contract types and award instruments appropriate for contingency acquisition requirements.
- Apply selection criteria to choose the most appropriate contract vehicle given the operational environment.
- Recognize the risk and administrative implications of contract type selection in contingency settings.
- Explain the use of indefinite delivery vehicles, task orders, and other flexible contract instruments.

### **Module 8: Head of Contracting Activity (HCA) Waivers and Deviations**

- Identify circumstances that may require HCA waivers or deviations from standard acquisition procedures.
- Explain the process for requesting, documenting, and obtaining approval for waivers and deviations.
- Apply appropriate judgment when recommending deviation requests in contingency environments.
- Recognize oversight expectations and accountability associated with waiver and deviation use.

### **Module 9: Logistics Civil Augmentation Program (LOGCAP) and Theater Support Contracts**

- Describe the purpose, structure, and scope of LOGCAP and theater support contract vehicles.
- Explain how LOGCAP and similar programs support logistics and sustainment in contingency environments.
- Identify the roles of the contracting officer, requiring activity, and contractor in managing theater support contracts.
- Apply task order procedures and performance management principles to LOGCAP-supported requirements.

### **Module 10: Contractor Personnel Authorized to Accompany the Force (CAAF): Policy and Management**

- Identify the policy framework governing contractor personnel authorized to accompany the force (CAAF).
- Explain requirements for CAAF accountability, tracking, and support in deployed environments.
- Recognize contractor obligations and government responsibilities under CAAF policy.
- Apply management procedures to ensure contractor personnel compliance in contingency operations.

### **Module 11: Finance, Legal, and Logistics Coordination in Contingency Contracting**

- Identify the roles of finance, legal, and logistics functions in supporting contingency contracting operations.
- Explain coordination requirements across functional areas to ensure timely acquisition support.
- Apply interagency and inter-functional communication practices to resolve contingency contracting challenges.
- Recognize financial management authorities and funding limitations applicable in contingency environments.

### **Module 12: Performance-Based Work Statements and Quality Assurance in the Field**

- Develop performance-based work statements appropriate for contingency acquisition requirements.
- Apply quality assurance surveillance principles to monitor contractor performance in field environments.
- Identify surveillance methods and documentation practices suitable for austere operating conditions.

- Recognize the contracting officer representative's (COR) role in contingency contract administration.

### **Module 13: Contract Administration in Contingency Environments**

- Identify contract administration responsibilities unique to contingency acquisition environments.
- Recognize common post-award issues that arise in deployed and high-tempo contracting settings.
- Apply documentation practices that support accountability and contract compliance in the field.
- Resolve post-award concerns using sound acquisition judgment and applicable regulatory guidance.

### **Module 14: Fraud, Waste, and Abuse: Detection and Prevention in Contingency Operations**

- Identify fraud, waste, and abuse risks that are heightened in contingency contracting environments.
- Recognize indicators of fraudulent or improper contractor activity and vendor misconduct.
- Apply preventive controls and oversight measures to reduce vulnerability to waste and abuse.
- Explain reporting obligations and referral procedures when fraud or misconduct is suspected.

### **Module 15: Humanitarian Assistance and Disaster Relief (HADR) Contracting**

- Describe the acquisition authorities and procedures applicable to humanitarian assistance and disaster relief operations.
- Identify contracting considerations unique to HADR environments, including speed, local sourcing, and coordination.
- Apply appropriate acquisition methods to support time-sensitive humanitarian mission requirements.
- Recognize interagency roles and coordination requirements in HADR contracting operations.

### **Module 16: Interagency Contracting and Host Nation Contracting Considerations**

- Explain the use of interagency contracting vehicles and their application in contingency environments.
- Identify host nation contracting considerations, including legal, cultural, and logistical factors.
- Apply appropriate contracting strategies when leveraging interagency or host nation sources.
- Recognize compliance obligations and oversight requirements associated with interagency contracting.

### **Module 17: Transition from Contingency to Steady-State Contracting Operations**

- Identify planning requirements for transitioning contracting operations from contingency to steady-state.
- Explain closeout procedures, contract disposition, and documentation requirements for contingency awards.
- Apply transition planning principles to support continuity of acquisition support during drawdown.
- Recognize common challenges and risk mitigation strategies associated with contingency transition.

### **Module 18: Lessons Learned from Recent Contingency Operations**

- Identify key lessons learned from recent contingency contracting operations and their implications for practice.
- Analyze operational case studies to extract actionable insights for improving contingency contracting performance.
- Apply lessons learned to enhance acquisition planning, execution, and oversight in future contingency environments.
- Recognize institutional mechanisms for capturing and disseminating contingency contracting lessons learned.

### **Module 19: Joint Contingency Contracting Simulation Exercise**

- Apply contingency contracting authorities, procedures, and judgment in a realistic operational simulation.
- Demonstrate integration of course concepts across planning, execution, and administration tasks.
- Coordinate with simulated joint force and interagency partners to support mission contracting requirements.
- Evaluate acquisition decisions against applicable regulatory standards and operational constraints.

### **Module 20: Capstone After-Action Review and Course Integration**

- Synthesize course learning across all modules through structured after-action review.
- Identify personal and professional development priorities for continued growth in contingency contracting.
- Reflect on simulation performance and apply feedback to refine acquisition judgment and decision-making.

- Connect course competencies to broader professional development within the federal acquisition workforce.