COURSE SYLLABUS

CON 8300: Joint Contingency Contracting Course (Self-Paced)

This course prepares contracting professionals to plan and execute acquisition operations across the full spectrum of contingency environments, including combat operations, humanitarian assistance, and disaster relief missions. Participants develop the regulatory knowledge, operational judgment, and applied skills needed to provide responsive contracting support to the joint force under austere and high-tempo conditions.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/con-8300-joint-contingency-contracting-course-self-paced



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Course Outline

Module 1: Legal and Regulatory Framework for Contingency Contracting: FAR, DFARS, and Policy

- Identify the legal authorities and statutory provisions governing contingency contracting operations.
- Explain how FAR Part 18, DFARS, and agency supplements apply in contingency environments.
- Distinguish between peacetime acquisition regulations and contingency-specific regulatory flexibilities.
- Recognize how DCMA guidance supports contract oversight in deployed environments.

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

- Describe the organizational relationships among contracting elements in a joint contingency operation.
- Identify the roles of the Head of Contracting Activity, Principal Assistant Responsible for Contracting, and supporting contracting offices.
- Explain how contracting support is integrated into the joint task force command structure.
- Recognize interagency coordination requirements and contracting support responsibilities.

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

- Identify individual and organizational readiness requirements for contracting personnel deploying to contingency locations.
- Explain theater business clearance requirements and procedures for deploying contractors.
- Apply pre-deployment planning considerations to contingency contracting support operations.
- Prepare contracting support plans aligned with operational requirements and timelines.

Module 4: Emergency Acquisition Flexibilities and Contingency Contracting Authorities

- Identify emergency acquisition flexibilities available under FAR Part 18 and applicable statutes.
- Explain the conditions and limitations applicable to contingency contracting authority.
- Apply increased simplified acquisition thresholds and other emergency flexibilities appropriately.

- Recognize when Head of Contracting Activity approvals are required to exercise special authorities.

Module 5: Market Research and Vendor Vetting in Austere Environments

- Conduct market research using sources and methods appropriate to austere and denied-access environments.
- Apply vendor vetting procedures to reduce fraud, waste, and abuse risks in contingency contracting.
- Identify host nation vendor sources and assess their suitability for contingency requirements.
- Document market research findings in accordance with applicable regulatory requirements.

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

- Apply simplified acquisition procedures and elevated contingency thresholds to expedite procurements.
- Execute micro-purchase procedures using government purchase cards and other authorized methods.
- Recognize documentation and accountability requirements for simplified acquisitions in contingency environments.
- Maintain competition and transparency requirements when applying contingency acquisition flexibilities.

Module 7: Contract Types and Award Instruments for Contingency Requirements

- Select contract types appropriate for contingency requirements and operational conditions.
- Apply indefinite-delivery contract vehicles, task and delivery orders, and basic ordering agreements in contingency contexts.
- Understand the use of undefinitized contract actions and their regulatory requirements and limitations.
- Document contract type selection decisions in accordance with applicable policy.

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

- Explain the conditions under which HCA waivers and deviations may be authorized in contingency operations.
- Identify the documentation and approval process for requesting and granting HCA waivers.
- Apply appropriate internal controls when utilizing approved deviations from standard acquisition procedures.
- Recognize the limitations and risks associated with HCA waiver authority in high-tempo environments.

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

- Explain the purpose, structure, and management of the Logistics Civil Augmentation Program.
- Identify theater support contract vehicles and their appropriate applications in contingency environments.
- Coordinate with LOGCAP task order managers and contracting officer representatives to support operational requirements.
- Recognize the performance oversight and accountability requirements associated with large-scale theater support contracts.

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

- Identify the regulatory and policy framework governing contractor personnel authorized to accompany the force.
- Explain accountability tracking and support requirements for CAAF in deployed locations.
- Apply CAAF management procedures including theater business clearance and deployment processing.
- Recognize contractor responsibilities and government obligations under CAAF policy.

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

- Coordinate with finance personnel to establish funding documents, obligations, and payment mechanisms in contingency settings.
- Identify legal review requirements applicable to contingency contract actions and sensitive acquisitions.
- Integrate logistics requirements and supply chain considerations into contingency contract planning.
- Resolve coordination challenges among contracting, finance, legal, and logistics functions in the field.

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

- Develop performance-based work statements appropriate for contingency requirements.
- Apply quality assurance surveillance plans and inspection procedures in deployed environments.
- Conduct contractor performance assessments and document findings in accordance with regulatory requirements.
- Address contractor performance deficiencies using remedies appropriate to the contingency environment.

Module 13: Contract Administration in Contingency Environments

- Identify contract administration responsibilities and oversight requirements in deployed contracting offices.
- Apply contract administration techniques appropriate to high-tempo, resource-constrained contingency environments.
- Manage contract modifications, changes, and disputes arising during contingency operations.
- Maintain required documentation for contract administration activities in compliance with applicable regulations.

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

- Identify fraud, waste, and abuse risks unique to contingency contracting environments.
- Apply internal controls and oversight procedures to deter and detect fraudulent activity.
- Recognize indicators of corruption, bribery, and conflict of interest in vendor relationships.
- Report suspected fraud, waste, and abuse through appropriate channels in accordance with applicable policy.

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

- Explain the legal and policy framework governing contracting in support of humanitarian assistance and disaster relief operations.
- Identify acquisition authorities and funding mechanisms applicable to HADR missions.
- Apply contingency acquisition procedures to rapidly procure goods and services for disaster relief operations.
- Coordinate with interagency partners and host nation authorities in HADR contracting environments.

Module 16: Interagency Contracting and Host Nation Contracting Considerations

- Explain the regulatory framework governing interagency contracting and assisted acquisitions in contingency environments.
- Identify available interagency contract vehicles and the conditions under which they may be used.
- Apply host nation contracting procedures and Status of Forces Agreement (SOFA) considerations.
- Recognize oversight and accountability requirements for interagency and host nation contract actions.

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

- Identify the planning and execution considerations for transitioning contracting operations from contingency to steady-state.
- Apply contract novation, close-out, and handover procedures appropriate to theater drawdown operations.
- Coordinate with successor organizations to ensure continuity of contracting support during transition.
- Document transition activities and lessons learned in accordance with applicable guidance.

Module 18: Lessons Learned from Recent Contingency Operations

- Analyze contracting challenges and successes documented from recent contingency operations.
- Apply lessons learned to improve pre-deployment planning and in-theater contracting execution.
- Identify systemic contracting issues that have recurred across multiple contingency environments.
- Integrate lessons learned into individual professional development and unit readiness planning.

Module 19: Joint Contingency Contracting Simulation Exercise

- Apply contingency contracting authorities, procedures, and decision-making skills in a realistic operational scenario.
- Execute market research, solicitation, evaluation, and award tasks under simulated time and resource constraints.
- Coordinate with simulated operational, finance, and legal stakeholders to support mission requirements.
- Demonstrate sound acquisition judgment and documentation practices in a joint contingency environment.

Module 20: Capstone After-Action Review and Course Integration

- Review and synthesize key acquisition principles and regulatory requirements covered throughout the course.
- Conduct a structured after-action review of the simulation exercise to identify strengths and areas for improvement.
- Connect course content to individual professional development goals and unit mission readiness.
- Identify resources and continuing education opportunities to support ongoing professional growth in contingency contracting.