

ART 4.1.5.1 Request Contracting Support

The role of the supporting contract office is to procure urgently needed supplies, services, and minor construction in support of contingency operations. Activities must understand that all requirements must be obtained by first using existing military supply channels. Only items and services that cannot be met by normal supply channels or host-nation support or items and services that are critical to mission accomplishment that cannot be obtained in a timely manner will be procured through contracting. Activities requesting contracting support must obtain proper funding prior to submitting request to the contracting officer. Timely and proper planning of support requirements by the requiring activity determines the adequacy of the support provided. (FM 100-10-2) (CASCOM)

NO.	Scale	Measure
01	Yes/No	Unit determined need for contracting support.
02	Yes/No	Unit developed acquisition plan and conducted market research.
03	Yes/No	Unit developed independent government cost estimate.
04	Yes/No	If a supply item is required, unit described need in terms of capability rather than name brand.
05	Yes/No	If service contract, unit developed performance work statement and nominated a contracting officer representative for training.
06	Time	To submit justification and authorizations, as required.
07	Time	To obtain proper funding by submitting a DA Form 3953 (Purchase Request and Commitment).
08	Time	To submit all completed documents to contracting for execution.

Supporting Collective Tasks:

Task No.	Title	Proponent	Echelon
63-6-4876	Coordinate Sustainment Procurement and Contracting Support	63 - Multifunctional Logistics (Collective)	Brigade

63-7-2093	Participate in Logistics Preparation of the Theater (Labor Resources)	63 - Multifunctional Logistics (Collective)	Division (TOE)
63-9-0015	Develop Operational Contracting Support Requirements (Brigade-Echelons Above Corps)	63 - Multifunctional Logistics (Collective)	Echelons Above Corps