



Contingency Contracting Corps

Checklist A – General Readiness

Checklist A is a list of things that Contingency Contracting Corps members should always have in order to maintain general readiness. When the Corps is activated and you receive a call from GSA to stand by, use this checklist to ensure that you have what you need to be deployed.

Do you have these **documents** and **information** and are they up to date?

- Passport
- Immunization papers
- Health records
- Will and living will
- Insurance information
- Contacts back in your office
- Name, address, phone number of your personal physician
- Government identification
- A warrant
- A travel card

Do you have these items and supplies in your **Go-Kit** that you will need for deployment?

- Clothes appropriate for the location and season
- Basic personal supplies
- Medications
- Cell phone and charger
- Flashlight(s) and batteries
- First aid kit
- Hand sanitizer
- Stamps and envelopes
- Chargers for your “other” electronics (iPod, PDA, etc.)
- A laptop
- A satellite phone
- A government purchase card and blank log sheets
- A wireless email device
- Web access or stand-alone capability
- A copy of FAR Part 18 on Emergency Acquisitions
- Instructions and policy memos, and sample contracts
- Office supplies (paper, pencil, calculator, etc.)
- A National Yellow Pages directory on CD
- An initial supply of contracting forms (SF 1449, OF347, SF30)

Do you have a **plan** and **designated individuals** for covering the following obligations that apply in your situation?

- Paying bills
- Picking up mail

- Maintaining your residence
- Caring for dependents
- Caring for plants and pets

Make sure that the designated individuals have what they need – keys, contact numbers, instructions, etc. -- to help you out while you are away.

Last but not least, make sure that you have **Checklist B: Critical Information for Contingency Contracting Assignment** handy for the official call to deploy that you may receive next.