



## Contingency Contracting Corps

### Checklist B: Critical Information for Contingency Contracting Assignment

Checklist B is a list of critical information and directions that that a corps member should record from the official call for deployment placed by the lead agency.

- Date of call
- Caller's name, position, location, phone number
- City and State for deployment, i.e., where are you going
- Disaster number (if FEMA). A code that identifies the disaster you are supporting.
- Name and phone number of travel agency to use
- Travel authorization number
- Required arrival, date and time
- Estimated duration of deployment
- Whether a vehicle is authorized
- Name and phone number of the travel agency you are to use. (You will give the travel agency the disaster code as well as your Government credit card number. All your reservations and reimbursement will be made directly to your card and against that disaster code.)
- On-Site contact information (name, position title, location, phone number) of the person you are to report to.
- Where you are to stay

As soon as you have received the official call and noted all critical information, do the following:

- Call the travel agency to make reservations for transportation, lodging, vehicles (if approved). Identify yourself as a Cadre member and give them your travel authorization number. (If FEMA is the lead agency, also provide the Disaster Number.) Write down confirmation numbers and request a copy of the itinerary and invoice.
- Go online to get directions to your destination (Joint Field Office location) and your hotel (you will be given the hotel name, address, and phone number from the travel agency who is making your reservations)
- Check the per diem amount at [www.gas.gov/](http://www.gas.gov/). (Go to Per Diem rates under Travel Resources.)