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.