

Appendix H

CONTRACTING OFFICE

1. Serves as principal advisor to the Commanding General and Division Engineer and Division technical and support staff on all policy matters pertaining to acquisition (except real property).
2. Exercises staff oversight of Division-wide contracting programs.
3. Monitors and evaluates performance of subordinate contracting activities.
4. Formulates and provides policy guidance/management to ensure consistent implementation throughout Headquarters, Pacific Ocean Division (POD) and its Districts.
5. Performs duties as Special Competition Advocate for POD.
6. Determines need and/or obtains authority for unusual contracting actions.
7. Conducts procurement management reviews of District contracting activities for compliance with established policies and procedures, including safety and security; recommends corrective action where indicated.
8. Maintains liaison with industry, military departments, and other government agencies on contracting and acquisition matters.
9. Reviews and comments on reports of audit, inspection, or internal review relating to the contracting function, and takes corrective action necessary to eliminate deficiencies or improve on acquisition and business processes.
10. Reviews documentation for District nominations of Contracting Officers and Administrative Contracting Officers to assure necessary qualifications and forwards recommendation to Office of the Principal Assistant Responsible for Contracting (OPARC), Headquarters, U.S. Army Corps of Engineers (USACE) or Commanding General and Division Engineer as appropriate.
11. Monitors and manages the POD Contract Audit Follow-up (CAF) program.
12. Serves as the Acquisition Career Program (CP-14) Manager for POD.
13. Manages the Defense Priorities and Allocation System.
14. Serves as a member of the Regional Management Board and as chairperson of the Regional Acquisition Planning Board.