



**Contracting Procedures & Forms  
Below and Above the SAT  
JTF-Role Play Scenarios  
(Contract Administration Exercises – Lesson 14)**



# Key Exercise Information

You are the CCO(s) for the JTF Role Play Exercise you've just completed.

1. Remember, much of the background information for these contract actions was provided yesterday in your JTF-Role Play scenario.
2. For exercise purposes only we will **NOT** use local currencies; complete contract actions in *US dollars (\$)*
3. Your JTF Contracting DoDAAC (DFARS Appendix G) is *JOINT1-5*, depending on your assigned team number

## *Important Addresses Include:*

- The Contracting, Finance, Contractor and Delivery addresses are included in the exercise artifacts.
  - If complete customer or contractor address and/or name is *not* provided (embedded) in the artifacts – do **NOT** make one up. Just include the information you have.



# Exercises

Below the SAT Exercises
Using the SF44
Creating a Purchase Order
Issuing a BPA – Placing a Call Order

  

Above the SAT Exercises
Oral Solicitations
Letter Contracts
Indefinite Delivery Contracts

  

Contract Administration Exercises
Contract Modification – Engineering Change Proposal
Termination for Convenience (T4C)
Claim Settlement
Unauthorized Commitment - Ratification

The exercises are in located in Blackboard, rubrics are included