

# 518.7003 Requesting HCA responsibilities.

The requesting HCA is responsible for the following:

(a) Determining, in conjunction with ECs, the need for emergency acquisition support. Requesting HCAs should look within their own Service-line (*e.g.*, FAS, PBS, OAS) before reaching outside their respective Service-line.

(b) Requesting needed acquisition support from the servicing HCA. The request shall include, at a minimum, the following:

(1) Time commitment and duration needed.

(2) Description of the acquisition support needed;

(3) Number and type of acquisition personnel (*e.g.*, contracting officer); and

(4) Other key details (*e.g.*, rotation, location requirements).

(c) Overseeing the acquisition personnel provided by the servicing HCA. Requesting HCAs retain contracting oversight over any contracting officer who is supplied by a Servicing HCA.

(d) Ensuring there is documented oversight and internal control processes of contract activities to support emergency acquisitions.

**Parent topic:** [Subpart 518.70 - Emergency Acquisition Support](#)