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### SMC PGI 5309.504 Contracting Officer Responsibilities

(c)(1) See the [Guide to Preparing an Organizational Conflict of Interest (OCI) Determination and Findings (D&F)](https://cs2.eis.af.mil/sites/10059/afcc/knowledge_center/affars_pgi_related_documents/guide_to_preparing_OCI_DandF_template.docx) for helpful tips on performing the contracting officer’s OCI analysis.

(2) Use the [OCI D&F Template](https://cs2.eis.af.mil/sites/10059/afcc/knowledge_center/affars_pgi_related_documents/OCI_DandF_Template.docx) as a guide to documenting the contracting officer’s OCI analysis in the D&F required by FAR 9.5.

(e) When issuing the notification at FAR 9.504(e), consider requesting submission of an OCI Mitigation Plan consistent with the SMC [OCI Mitigation Plan Checklist](https://cs2.eis.af.mil/sites/10059/afcc/knowledge_center/affars_pgi_related_documents/OCI_mitigation_plan_checklist.docx).