



1. PURPOSE

This document provides SPAWAR policy on the NMCARS requirement to conduct Service Requirements Review Boards (SRRB) for planned service procurements. This requirement includes providing a report to the Deputy Assistant Secretary of Navy for Acquisition and Procurement (DASN (AP)).

2. POLICY

In accordance with [NMCARS 5237.191](#), *Service Requirements Review Board reporting*, it is a requirement that agencies procuring services shall conduct a Service Requirements Review Board (SRRB) not less than annually. Action items from the SRRB not corrected within 120 days shall be reported to DASN (AP) with a Plan of Action and Milestones (POAM) to complete corrections. The activity must forward the SRRB Final Analysis file within 30 days of the completed SRRB to DASN (AP).

Further guidance on the SRRB process was provided in the [Office of the Assistant Secretary of the Navy \(Research, Development & Acquisition\) \(ASN \(RD&A\)\) memo of 13 April 2012 titled *Service Requirements Review Board Guidance*](#), which was included as a reference within [ASN \(RD&A\) Memo of 17 October 2014 titled *Contractual Services Guidance for FY 2015*](#). The 2012 ASN (RD&A) memo established the SRRBs as a forum for each activity to develop an appropriate review process to assess risk of possible contract fraud and to facilitate meaningful discussions about services requirements, processes, contracting and management. Items for coverage in these discussions focus on nine key areas:

1. Requirement Definition
2. Requirements Validation
3. Market Research Summary
4. Contract Administration – How will performance be monitored?
5. Competition
6. Contract Type
7. Spend – How much is being spent on each part of the contract and what is the highest labor rate in the contract?
8. Tripwires
9. Contracting Activity Authority

3. RESPONSIBILITIES

3.1 PEOs

- The PEO community is responsible for ensuring that the guidance set forth in the two memoranda identified in Section 2 of this document has been followed for services acquisitions.
- This responsibility requires continued implementation of the contract service oversight process including holding SRRBs on at least an annual basis.

3.2 Program Office/Requestor

- Address the nine key areas described within the 2012 ASN (RD&A) memo during the Procurement Planning and Strategy Meeting (PPSM) for any planned services acquisition.
- See [Service Requirements Review Board Key Areas Summary](#) for a useful description of the subtopics included in each key area.

3.3 Contracting Officer

- Ensures that the Program Office/Requestor has sufficiently addressed the nine key areas during the PPSM.



4. TOOLBOX

1. [Service Requirements Review Board Key Areas Summary](#)

5. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
December 2015	New SCPPM established.