



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH VA 22042

BUMEDINST 4200.5C
BUMED-N4
29 Dec 2025

BUMED INSTRUCTION 4200.5C

From: Chief, Bureau of Medicine and Surgery

Subj: CONTRACT SERVICES MANAGEMENT AND OVERSIGHT

Ref: (a) SECNAVINST 5000.2G
(b) DoD Instruction 5000.74 of 10 January 2020
(c) Department of the Navy, Simplified Acquisition Procedures Guide
(d) ASN (RD&A) memo "Additional Department of the Navy Implementation Guidance for Defense Acquisition of Services" of 25 July 2024
(e) OPNAVINST 4200.7D
(f) NAVSUPINST 4205.3F
(g) SECNAVINST 4200.37A
(h) SECNAVINST S4200.35A
(i) OPNAVINST 1000.16L

Encl: (1) Annual Service Requirements Review Board Process
(2) Services Requirements Review Board Tripwires
(3) Services Requirements Review Board Key Focus Areas
(4) Out of Cycle Process
(5) Service Requirements Review Board Template for In and Out of Cycle
(6) Post-Approval Tripwires

1. Purpose. To prescribe policy, responsibility, and procedures for services contract requirements management and oversight for Navy Medicine. To revise the Navy Medicine Service Requirements Review Board (SRRB) process, including all Navy Medicine services requirements as defined in the Federal Acquisition Regulation, subpart 37.101 and Defense Federal Acquisition Regulation Supplement, subpart 237.1. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 4200.5B and BUMEDINST 4200.2D

3. Scope and Applicability. This policy applies to non-personal contractual service requirements with an acquisition value of \$1 million or more, in support of Navy Medicine, including those that are funded by a Request for Contractual Procurement (NAVCOMPT Form 2276), Military Interdepartmental Purchase Request, Fiscal Service Form 7600A, General Terms & Conditions, project order, or any other method for obtaining contractor support. A service

contract is a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. Examples of contractor support requirements include knowledge-based, electronic, communication, equipment-related, medical, facility-related, and transportation services. The scope of this instruction does not include instances where an external mission partner has established a governance process or where Navy Medicine activities share contract responsibilities with an external mission partner. This instruction applies only to areas within the Navy Medicine activity's control. A list of exceptions can be found in reference (a).

4. Background

a. Navy Medicine relies on the Defense Health Agency, Naval Supply Systems Command and external mission partners to successfully execute its contracting mission, functions, and tasks. Navy Medicine's contracting resources acquire medical supplies, equipment, and services; and external mission partners acquire non-medical commodities. Regardless of the contracting office executing the requirement, reference (b) requires that contractor support service contracts must have appropriate governance, disciplined oversight, and management procedures to achieve best value and mission accomplishment.

b. For Class VIII medical materiel and equipment contracts, the Defense Logistics Agency serves as the executive agent and has established governance processes for the execution of requirements using prime vendor and electronic catalog ordering vehicles accessed through the Defense Medical Logistics Standard Support system. For facilities service, design, construction, engineering consulting and studies, leasing, master planning, and initial outfitting and transition contracts, Navy Facilities Engineering Command and United States Army Corps of Engineers serve as Navy Medicine's contracting authorities and have established governance processes in place.

c. The Surgeon General of the Navy, who also performs the duties of Chief, Bureau of Medicine and Surgery (BUMED), has mandated the use of standard operating procedures (SOP) across Navy Medicine as a means of ensuring standardization and readiness for potential audits across the enterprise. SOPs, such as those for contracting officers representatives (COR), must be used for guidance in preparing and executing contracts. All SOPs can be found electronically at:

https://esportal.med.navy.mil/navy/M82/SOP_Program/SitePages/Contracting_Officer_Representative.aspx.

5. Policy

a. Navy Medicine contracting offices operate under the authority of Naval Supply Systems Command. Reference (c) and (d) must be used for simplified acquisition procedures for activities ashore and afloat. A formal review of Navy Medicine funded service requirements will be undertaken each fiscal year (FY) via the SRRB. The SRRB is the process to review, validate, prioritize, and approve services requirements across and down the entire force. SRRBs must

include a review of all applicable service requirements, except those identified in reference (a). Ad hoc SRRBs must also be convened to review any urgent or emergent requirements not previously identified. SRRB review and approval is required for all new and existing requirements, even if previously reviewed and approved by the SRRB panel. SRRB approval is required prior to the issuance of funds or approval of the service requirement's acquisition strategy.

b. The SRRB process should be used to facilitate meaningful discussion about the generation, management, and oversight of service contracts. Navy Medicine must conduct an annual SRRB, per procedures outlined in this instruction to include annual process outlined in enclosure (1).

c. SRRB control number (CN) (formally known as unique identification (UID) number). Each service requirement will have a unique single use number based on the following format: command unit identification code (UIC)-office code-FY-next number in command sequence. This SRRB sequence numbering must be used to track the requirement throughout its lifecycle.

d. Requirements originating at BUMED Headquarters (including all requirements under centrally managed programs) and non-personal service requirements from Navy Medicine echelon 3 and below commands will be reviewed by SRRBs conducted at the respective echelon. Per reference (d), current and prospective BUMED Headquarters requirements and Navy Medicine echelon 3 and below non-personal service requirements must be approved by an SRRB prior to a funding document for the procurement of contractual services being released. The approved SRRB CN must appear on the released funding document.

e. SRRBs will consider mission need, workforce analysis, work functions (organic labor vs. contractor support services, inherently governmental functions, etc.), and any tripwire encroachments when rendering a decision (see enclosures (2) and (3)).

f. Ensure the requirement is adequately defined, validated by a SRRB, assessed based on anticipated contract spend and contractor level of effort, and afforded proper levels of contract oversight to include the assignment of adequately trained CORs.

6. Roles and Responsibilities. An SRRB will be conducted for all service requirements with an acquisition value above \$1 million and act as the final decision authority for the prioritization of all requirements. BUMED headquarters and echelon 3 commands will hold an SRRB no later than 31 March of each year and submit results to Director, Maritime Headquarters (BUMED-N03) no later than 15 May.

a. SRRB Members for BUMED Headquarters.

(1) Chair, SRRB must:

(a) Be appointed by Surgeon General of the Navy\Chief, BUMED.

(b) Be a Navy flag officer (FO) or senior executive service (SES) official.

(c) Lead BUMED SRRBs.

(d) Be the final decision authority for approval or disapproval of service requirements and their prioritization.

(e) Approve bridge contracts.

(2) SRRB Voting Members

(a) BUMED-N03. Provides advice and guidance on the development of new and advanced techniques and methods, modifying existing systems for improving readiness related to BUMED, and maintains integrated corporate management plans.

(b) Director, Maritime Operations (BUMED-N04). Provides advice and guidance over current operations and readiness, future operations, assessments, plans, education and training, and operations in crisis or conflict response.

(c) Director, Commander's Action Group (BUMED-N00Z). Provides advice and guidance over strategic priorities and initiatives articulated in the Surgeon General of the Navy\ Chief, BUMED guidance.

(d) Director, Headquarters Operations (BUMED-N02B). Provides guidance to maintain alignment with the policy and plans for BUMED HQ.

(e) Other members as required at the discretion of the chair.

(3) Non-Voting Members

(a) Director, Manpower and Personnel (BUMED-N1). Provides advice and guidance to ensure manpower requirements and program resourcing are maintained.

(b) Director, Logistics, Supply, and Support (BUMED-N4). Develop and issue contract services management policy for the Navy Medicine enterprise. Provides guidance to ensure the adherence of contractual policy.

(c) Director, Resource Management (BUMED-N8). Provides advice and guidance as requested to manage readiness costs and associated risks in developing operationally ready medical forces.

(d) Office of General Counsel (BUMED-N01L). Provides legal review, advice, concurrence or approval, as appropriate, on Navy Medicine's acquisition, contractual, business, and commercial matters.

(e) Contract Services Manager (CSM):

1. Manage the SRRB Process. This includes coordinating meetings, preparing agendas, facilitating reviews, and capturing meeting outcomes (minutes, decisions, etc.).

2. Handle SRRB Data and Documentation. Act as the primary point of contact for data submissions, summarize requirements and decisions, issue tracking numbers, and maintain official records.

3. Advise on Service Acquisition. Manage and advise senior leadership on all service acquisition matters, including reviewing new requirements and documenting results.

4. Out of cycle procedures. Develop procedures for requirements that emerge after the annual SRRB has been completed and require approval prior to the next annual SRRB. Refer to enclosure (4) for Out of Cycle Process.

(f) Requirement Owners. The requiring activity is responsible for identifying and defining requirements within the mission of the agency. Requirements owners must:

1. Prepare service requirements packages and ensure proper documentation of the SRRB approval is included in funding requests.

2. Participate in proposal evaluations, provide personnel for oversight, and ensure compliance with SRRB recommendations throughout the procurement lifecycle. Contact the CSM to initiate reviews for classified requirements.

3. Report and address Tripwire Encroachments. Report and provide detailed explanations of tripwire encroachments to the CSM, including the cause and nature of the occurrence.

4. Additional guidance for requiring activities may be found in reference (f).

(g) Other members as required at the discretion of the chair.

b. Echelon 3 commands must establish an SRRB to identify, validate, assess, plan, and monitor service contract requirements for echelon 3 headquarters and below commands. SRRB members:

(1) Chair, SRRB must:

(a) Be appointed by Surgeon General of the Navy\Chief, BUMED.

(b) Be a Navy FO or SES official.

(c) Chairmanship of SRRBs for contractual services requirements less than \$10 million may be delegated in writing to the O-6 or GS-15 level.

(d) Lead echelon 3 SRRBs and determine voting and non-voting members.

(e) Be the final decision authority for approval or disapproval of service requirements and their prioritization.

(f) Approve bridge contracts.

(2) Recommended SRRB Members

(a) Echelon 3 chief of staff.

(b) Echelon 3 comptrollers and financial managers.

(c) Echelon 3 logisticians.

(d) Echelon 3 manpower and personnel.

(e) Commanding officers and officers in charge.

(f) Office of General Counsel.

(g) Requirement owners.

(h) Other members as directed by the Chair.

(3) Develop “out of cycle” procedures for requirements that emerge after the annual SRRB has been completed and require approval prior to the next annual SRRB. Refer to enclosure (4) for Out of Cycle Process.

c. Echelon 3 N8 and HQ Fund Control Personnel will:

(1) Only approve funding documents for the procurement of contractual services with SRRB approval. The SRRB CN must be annotated in the text field of the funding document.

(2) Validate SRRB approval, ensuring the funding document does not exceed the FY approved amount on the final approved SRRB by more than five percent, prior to approving funding documents for services requirements with an acquisition value of \$1 million or more.

(3) Notify the requirements owner and the CSM to prompt the required review if the funding document amount is more than five percent over the requirement's FY approved amount, or if the purchase request is not an authorized requirement on the final approved SRRB Report.

(4) Ensure the product service code (PSC) object class code (OCC) used on the corresponding funding documents aligns with the requirement's PSC and OCC identified on the final SRRB Report.

d. CORs play a critical role in the outcome of the contract administration process. CORs are nominated by the requiring office and submitted to the contracting officer via the joint appointment module (JAM) for appointment. See reference (f) for COR responsibilities

e. All Navy Medicine SRRB board members are required to complete and submit Office of Government Ethics (OGE) Form 450 Confidential Financial Disclosure Report Executive Branch or OGE Form 278e Executive Branch Personnel Public Financial Disclosure Report, as appropriate, annually.

f. BUMED-N03 will receive, review, consolidate, and submit compiled data and meeting minutes to the Deputy Assistant Secretary of the Navy for Acquisition and Procurement per reference (g) no later than 31 October, each year.

7. Procedures

a. BUMED HQ and echelon 3 commands will conduct SRRB NLT 31 March annually and submit consolidated results to BUMED-N03 NLT 15 May.

b. BUMED-N03 will create a tasker, utilizing the current tasking system, to publish the annual SRRB guidance, including the schedule, procedures, and documentation requirements, no later than 1 December. SRRB Template for In and Out of Cycle, enclosure (5) will be used to capture the minimum elements to support the information necessary for SRRB. Enclosure (5) can be downloaded from BUMED-N42 SharePoint site at [Service Requirements Review Board \(SRRB\) Template for In and Out of Cycle.xlsx](#).

c. SRRB members will review the total list of requirements under consideration and decide which ones will be brought before the board during the “pre-board.” The board will always review new requirements (those not previously brought before the board), requirements with potential savings identified in a previous year, and requirements expected to hit tripwires (see enclosure (2)). A tripwire is a threshold metric requiring further review and approval. The SRRB may elect to board other requirements at members’ discretion. Requirements previously boarded and approved that are determined to not be brought before the board will be annotated “Reviewed, Not Boarded” and considered approved unless otherwise noted.

d. The SRRB will convene with requiring activity representatives to review the boarded requirements. Requiring activity representatives must include the requirement’s proponent (the head of the functional unit that the contract supports) and the appointed or prospective COR. Commanding officer and executive officer (XO) participation is highly encouraged and expected for echelon 3 SRRBs. The scope of SRRB review is contained in enclosure (3). Requiring

activity representatives must be prepared to address all key focus areas; however, the SRRB may not address every focus area for every requirement.

e. All requirements need FO or SES level approval before being submitted to the funding office for execution. Funding offices are responsible for validating that funding documents have a board approved SRRB CN. For requirements that are approved by the SRRB as “not expected to hit a tripwire” and that later hit a tripwire during contract execution, the requiring activity must obtain approval from the first FO or SES in the chain of command before the contracting officer modifies the contract. Enclosure (6) outlines Post-Approval Tripwire process.

f. In-lieu-of boards may be conducted as long as they are equally effective at producing comparable results and capturing all necessary SRRB data. In-lieu-of boards processes can include the mid-year review and unfunded requirement review so long as the responsibilities and requirements of the SRRB detailed in this instruction apply (e.g. approval authorities, record keeping, reporting), and must meet the intent of references (b) and (e).

g. Requirements emerging after the respective board has been conducted require “out of cycle” approval from the FO or SES within the respective activity’s chain of command per their respective local SOPs. Enclosure (4) outlines the Out of Cycle process. The “out of cycle” approval is only valid until the next annual SRRB is conducted. Funding offices are responsible for validating the requirement has been approved and verifying that the SRRB CN is listed as approved for the FY.

h. Classified Requirements. Classified data will not be submitted to the SRRB but must be captured and maintained in a secure environment consistent with its classification level and available upon request by appropriately cleared officials. Classified requirements will require the same reporting as outlined herein but will be submitted in a secure environment consistent with its classification level. Following SRRB approval, the classified requirement will be submitted per references (h) and (g), Sensitive activity and Intelligence-Related Contracting within the Department of the Navy.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N03 will this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of War, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Forms. Agencies and commands that have adopted the secure, professional, Financial Disclosure Management (FDM) E-filing Reporting System, will use FDM for reporting responsibilities. BUMED has adopted FDM as the e-filing reporting system OGE Form 450 (confidential) disclosure reports. The Office of Government Ethics requires the use of the Integrity e-filing system for OGE Form 278e (public) disclosure reports. Refer questions to your local Navy Medicine Ethics Counselor.

a. OGE Form 278e Executive Branch Personnel Public Financial Disclosure Report is available at: <https://integrity.gov/login>.

b. OGE Form 450 Executive Branch Confidential Financial Disclosure Report is available at: <https://oge.gov/Web/oge.nsf/OGE+Forms?openview>.



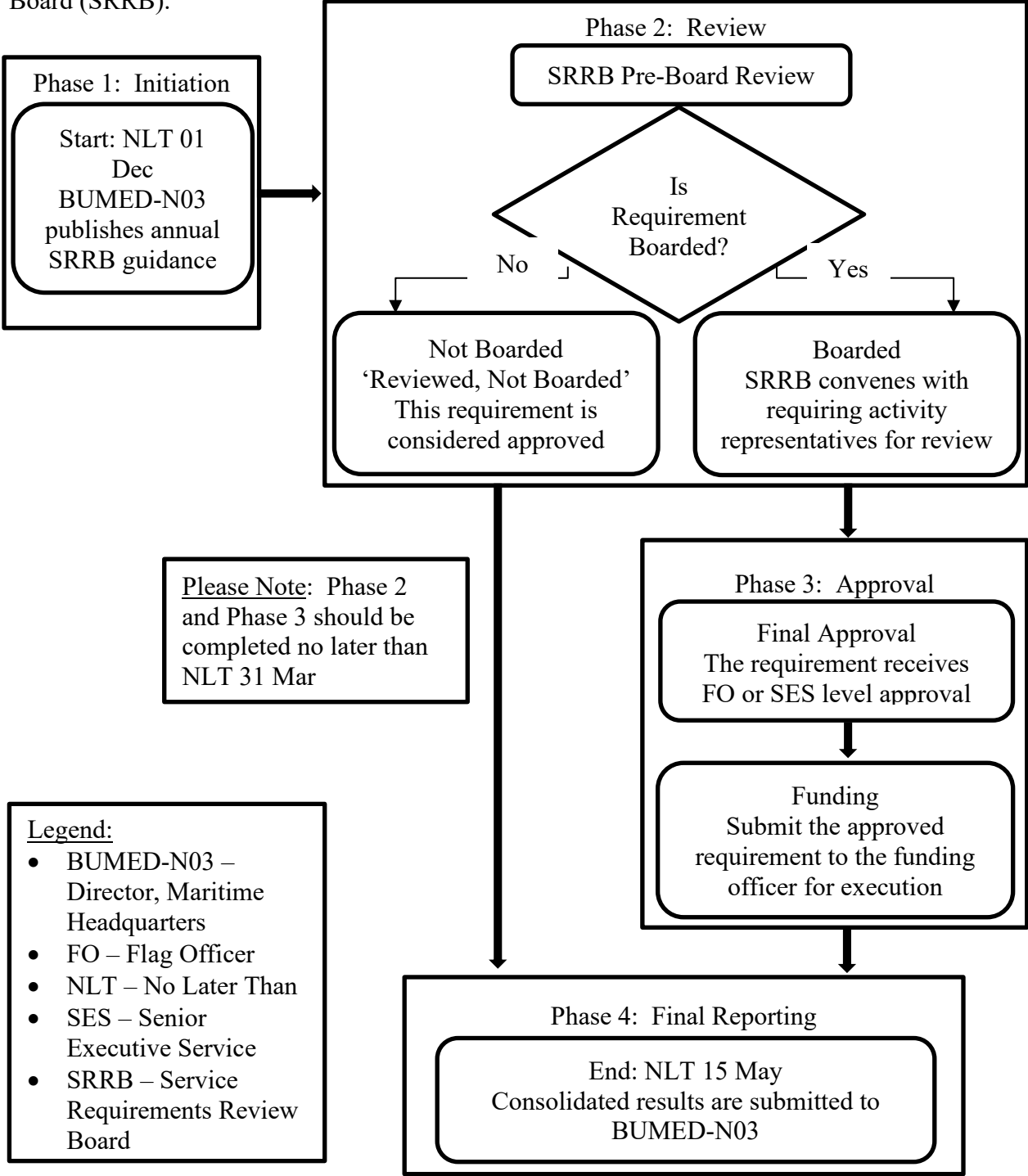
D. K. VIA

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives>

ANNUAL SERVICE REQUIREMENTS REVIEW BOARD PROCESS

1. This flowchart outlines the standard process for the Annual Service Requirements Review Board (SRRB).



SERVICES REQUIREMENTS REVIEW BOARD TRIPWIRES

1. Non-personal Services Contracts

a. Will this purchase request likely result in a contract award in the fourth quarter of the FY? If yes, please explain why this action cannot be moved to an earlier date or to the first quarter of the following FY.

b. Is this a bridge contract, or will a bridge contract be required?

c. Did the Government pay or is it anticipated that the Government would pay a best value premium (difference between low offeror and successful offeror)? If so, was it or is it expected to be greater than 10 percent?

d. Are other direct costs greater or expected to be greater than \$1 million or 10 percent of contract value?

e. Are fully burdened labor rates greater than or expected to be greater than \$300,000 per year? Please Note: Statistical analysis may be used in place of hard thresholds to determine labor rates outliers.

f. Has a subcontractor been added or is a subcontractor expected to be added after award?

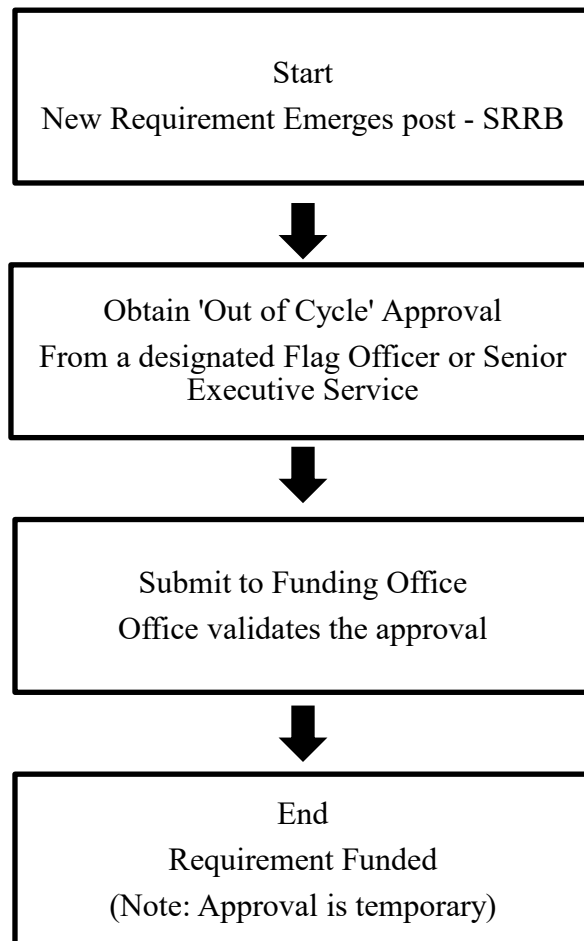
g. If a competitive procurement, was only one bid received or is only one bid expected to be received?

SERVICES REQUIREMENTS REVIEW BOARD KEY FOCUS AREAS

1. Mission Need. Explanation of the mission need for the requirement and the outcomes to be achieved from acquiring services.
2. Strategic Alignment. How the requirement for services supports the broader organizational mission.
3. Issues and Risks. Both Government and contractor issues and risks impacting the successful execution of fulfilling the requirement, as well as risks to the Department of the Navy if the requirement is not validated and approved.
4. Workforce Analysis. An analysis of the decision to insource or outsource, including any past decisions and an assessment of the efficiency and effectiveness of fulfilling the requirement with contract support versus military or civilian personnel. The analysis must take into consideration guidance, per reference (i).
5. Relationship to Other Requirements. How the requirement for services impacts other requirements of the Department of War Component (positively or negatively). For information technology services, ensure requirements are consistent with enterprise information technology strategies.
6. Prioritization. A determination as to whether the requirement for services is a lower-priority requirement that can be reduced or eliminated with savings transferred to higher-priority objectives or mission requirements.
7. Contract Functions. A review and identification of contract and work functions that may be prohibited or require heightened management attention, including, but not limited to inherently governmental services, personal services, closely associated with inherently governmental functions and critical functions.
8. Metrics. Performance management metrics shall be considered to the maximum extent practicable during the SRRB review and approval process.
9. PSC and OCC. Correct PSCs and OCCs are required and reported at the contract line-item number level. PSCs and OCCs are essential for spend and budget analysis, and as such, all personnel will ensure the accuracy of PSCs and OCCs in both contracting and accounting systems.

OUT OF CYCLE PROCESS

1. For requirements emerging after the annual board has met.
2. Key Notes on Procedures
 - a. In-Lieu-Of Boards. Other review processes (like a mid-year review) can be used instead of a formal Service Requirements Review Board (SRRB), as long as they meet all the same data-gathering and approval requirements.
 - b. Classified Requirements. These follow the same process, but all data and submissions are handled in a secure environment consistent with the classification level.



SERVICE REQUIREMENTS REVIEW BOARD TEMPLATE FOR IN AND OUT OF CYCLE

1. To utilize this template, download from BUMED-N42 SharePoint site at [Service Requirements Review Board \(SRRB\) Template for In and Out of Cycle.xlsx](#).

a. Requirements Within Threshold:

Column	Title	Description
Column A	In/Out of Cycle	Identified if SRRB data is captured In Cycle or Out of Cycle
Column B	Board Status	Requirements identified for Pre-Board, Board, Reviewed-Not Boarded. Board will always review new requirements (those not previously brought before the board), requirements with potential savings identified in a previous year, and requirements expected to hit tripwires
Column C	Command UIC	Funding Activity UIC
Column D	Service Agency UIC	Contracting Activity UIC
Column E	SRRB Control Number	Formally known as the unique identification number (UIN). Each requirement will have a control number made up of the Command UIC-Office Code-FY-next number in command sequence (e.g. N00018-N##-FY###)
Column F	Description of Service Requirement	Name of Requirement
Column G	Requirement POC	COR or Command POC Name
Column H	Incumbent Vendor	Current Vendor Name
Column I	Incumbent Contract Number	Current Contract Number
Column J	Incumbent Task/Delivery Order	Current Task Order/Delivery Number (if applicable)
Column K	Contract Start Date	Contract Start Date (short date)
Column L	Contract End Date	Contract End Date (short date)
Column M	Type (e.g CPFF/FFP)	Cost Plus Fixed Fee (CPFF), Firm Fixed Price (FFP), Time and Material (T&M), other
Column N	Term (e.g, B+4)	Length of Contract Period (Base, B+3, etc.)
Column O	Estimated # of FTEs	Estimated number of Full Time Equivalent CTRs performing
Column P	Incumbent Contract Value	Total Value of Current Award
Column Q	DASN(P) Reportable	Threshold as defined by annual MHQ tasker

Column R	Current FY+ Value	Summation of Current FY value with FYDP (dollar value via formula)
Column S	Current FY (CFY) (YR) Budget	Current budget/fiscal year value at time of review (dollar value)
Column T	CFY+1 (YR) Budget	FYDP Values (dollar value)
Column U	CFY + 2 (YR) Budget	
Column V	CFY + 3 (YR) Budget	
Column W	CFY +4 (YR) Budget	
Column X	CFY + 5 (YR) Budget	
Column Y	APPN	Appropriation
Column Z	PE	Program Element
Column AA	SIC	Special Interest Code
Column AB	PSC/OCC	Product Service Code/Object Class Code
Column AC	Requirement Description	What is the requirement, what does the support provide.
Column AD	Mission Need	Explanation of the mission need for the requirement and the outcomes to be achieved from acquiring services.
Column AE	Strategic Alignment	How the requirement for services supports the broader organizational mission.
Column AF	Issues & Risks	Both Government and contractor issues and risks impacting the successful execution of fulfilling the requirement, as well as risks to the Department of the Navy if the requirement is not validated and approved.
Column AG	Workforce Analysis	An analysis of the decision to insource or outsource, including any past decisions and an assessment of the efficiency and effectiveness of fulfilling the requirement with contract support versus military or civilian personnel. The analysis must take into consideration guidance, per reference (i) OPNAVINST 1000.16L.
Column AH	Relationship to Other Requirements	How the requirement for services impacts other requirements of the Department of War Component (positively or negatively). For information technology services, ensure requirements are consistent with enterprise information technology strategies.
Column AI	Contract Functions	A review and identification of contract and work functions that may be prohibited or require heightened management attention, including, but not limited to inherently governmental services, personal services, closely associated with inherently governmental functions and critical functions.

Column AJ	Metrics	Performance management metrics shall be considered to the maximum extent practicable during the SRRB review and approval process.
Column AK	Tripwire(s) Y/N (if Yes, What Tripped)	Provide Yes or No response with comments on response with Yes. Tripwires are outlines as the following: a. Will this purchase request likely result in a contract award in the fourth quarter of the FY? If yes, please explain why this action cannot be moved to an earlier date or to the first quarter of the following FY. b. Is this a bridge contract, or will a bridge contract be required? c. Did the Government pay or is it anticipated that the Government would pay a best value premium (difference between low offeror and successful offeror)? If so, was it or is it expected to be greater than 10 percent? d. Are other direct costs greater or expected to be greater than \$1 million or 10 percent of contract value? e. Are fully burdened labor rates greater than or expected to be greater than \$300,000 per year? Please Note: Statistical analysis may be used in place of hard thresholds to determine labor rates outliers. f. Has a subcontractor been added or is a subcontractor expected to be added after award? g. If a competitive procurement, was only one bid received or is only one bid expected to be received?
Column AL	Prioritization Ranking	A determination as to whether the requirement for services is a lower-priority requirement that can be reduced or eliminated with savings transferred to higher-priority objectives or mission requirements. This shall be done by Leadership during review.
Column AM	Approved	SRRB Results from Leadership
Column AN	Conditionally Approved	
Column AO	Disapproved	
Column AP	Deferred	
Column AQ	Descope	
Column AR	Comments	

b. Requirements Below Threshold:

Column	Title	Description
Column A	Command UIC	Funding Activity UIC
Column B	Service Agency UIC	Contracting Activity UIC
Column C	SRRB Control Number	Formally known as the unique identification number (UIN). Each requirement will have a control number made up of the Command UIC-Office Code-FY-next number in command sequence (e.g. N00018-N##-FY###)
Column D	Description of Service Requirement	Name of Requirement
Column E	Requirement POC	COR or Command POC Name
Column F	Incumbent Vendor	Current Vendor Name
Column G	Incumbent Contract Number	Current Contract Number
Column H	Incumbent Task/Delivery Order	Current Task Order/Delivery Number (if applicable)
Column I	Contract Start Date	Contract Start Date (short date)
Column J	Contract End Date	Contract End Date (short date)
Column K	Type (e.g CPFF/FFP)	Cost Plus Fixed Fee (CPFF), Firm Fixed Price (FFP), Time and Material (T&M), other
Column L	Term (e.g, B+4)	Length of Contract Period (Base, B+3, etc.)
Column M	Estimated # of FTEs	Estimated number of Full Time Equivalent CTRs performing
Column N	Incumbent Contract Value	Total Value of Current Award
Column O	Current FY+ Value	Summation of Current FY value with FYDP (dollar value via formula)
Column P	Current FY (CFY) (YR) Budget	Current budget/fiscal year value at time of review (dollar value)
Column Q	CFY+1 (YR) Budget	FYDP Values (dollar value)
Column R	CFY + 2 (YR) Budget	
Column S	CFY + 3 (YR) Budget	
Column T	CFY +4 (YR) Budget	
Column U	CFY + 5 (YR) Budget	
Column V	APPN	Appropriation
Column W	PE	Program Element
Column X	SIC	Special Interest Code
Column Y	PSC/OCC	Product Service Code/Object Class Code
Column Z	Requirement Description	What is the requirement, what does the support provide.

Column AA	Mission Need	Explanation of the mission need for the requirement and the outcomes to be achieved from acquiring services.
Column AB	Strategic Alignment	How the requirement for services supports the broader organizational mission.
Column AC	Issues & Risks	Both Government and contractor issues and risks impacting the successful execution of fulfilling the requirement, as well as risks to the Department of the Navy if the requirement is not validated and approved.
Column AD	Relationship to Other Requirements	How the requirement for services impacts other requirements of the Department of War Component (positively or negatively). For information technology services, ensure requirements are consistent with enterprise information technology strategies.
Column AE	Contract Functions	A review and identification of contract and work functions that may be prohibited or require heightened management attention, including, but not limited to inherently governmental services, personal services, closely associated with inherently governmental functions and critical functions.
Column AF	Metrics	Performance management metrics shall be considered to the maximum extent practicable during the SRRB review and approval process.
Column AG	Prioritization Ranking	A determination as to whether the requirement for services is a lower-priority requirement that can be reduced or eliminated with savings transferred to higher-priority objectives or mission requirements. This shall be done by Leadership during review.

POST-APPROVAL TRIPWIRES

1. For approved requirements that later hit a tripwire during execution
2. Key Notes on Procedures

a. In-Lieu-Of Boards. Other review processes (like a mid-year review) can be used instead of a formal Service Requirements Review Board (SRRB), as long as they meet all the same data-gathering and approval requirements.

b. Classified Requirements. These follow the same process, but all data and submissions are handled in a secure environment consistent with the classification level.

