



## DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A AVENUE, BUILDING 10500  
FORT LEE, VA 23801-1809

July 6, 2022

### MEMORANDUM FOR COMPONENT HEADS

SUBJECT: Change 1, DCMA Policy-Type Memorandum 21-001, "Acquisition Review Board (ARB)"

References: DCMA Instruction 140, "Purchase Request Package," June 9, 2014,  
as amended  
Defense Federal Acquisition Regulation Supplement (DFARS), current version  
DoD Directive 5000.01, "The Defense Acquisition System," November 20, 2017,  
as amended  
DoD Instruction 5000.02, "Operations of the Defense Acquisition System,"  
August 10, 2017, as amended  
DoD Instruction 5000.74, "Defense Acquisition of Services," March 18, 2016  
as amended  
DoD Instruction 5000.75, "Business Systems Requirements and Acquisition,"  
February 2, 2017  
Federal Acquisition Regulation (FAR), current version

**Purpose.** This DCMA Policy-Type Memorandum (DCMA-PTM) establishes policies, interim procedures, and responsibilities for managing the acquisition process within DCMA. In addition, this DCMA-PTM:

- Establishes thresholds and interim procedures for the DCMA Acquisition Review Board (ARB) review, validation, and approval process
- Cancels PTM 18-006, "Acquisition Review Board (ARB)"
- Replaces DCMA Instruction 140, paragraphs 3.4. through 3.4.4. and 3.6 through 3.6.6., with the contents of this PTM
- Requires incorporation into a future DCMA Manual or Instruction

**Applicability.** This DCMA-PTM applies to all DCMA personnel involved in the processing of requirements of supplies or services for the agency.

**Policy.** It is DCMA policy that:

- ARB approval is required for supply or service requirements with a total cost (base and option periods) greater than the Simplified Acquisition Threshold (SAT) as defined in the Federal Acquisition Regulation (FAR) unless an exception applies.
- The ARB will review, validate, and approve the acquisition of supplies or services to ensure the requirement represents a bonafide Agency need and complies with

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applicable procurement law, regulations, policies, and guidance and in accordance with DoD Instructions 5000.02, 5000.74, and 5000.75.

- ARB approval is also required for the initial establishment of Blanket Purchase Agreements (BPAs), Basic Ordering Agreements (BOAs), Lease Agreements, Indefinite Delivery Indefinite Quantity (IDIQ) Contracts, Indefinite Delivery Definite Quantity (IDDQ) Contracts; or Letter Contracts.
- Requiring activities (RAs) will not split requirements, or reduce the number of option years, to avoid ARB review and approval.

### **Responsibilities.**

- DCMA Deputy Director. The DCMA Deputy Director will chair the ARB.
- Requiring Activity. The RA is responsible for assembling requirement packages for ARB review. The RA should have the assigned Program Manager (PM) or requirement owner enlist the assistance of the Multi-functional Team (MFT) (see PTM 21-002, Multi-Functional Teams) consisting of RA and/or PM, KO and CS (if DCMA-contracted), GC, FB, SB, Contracting Officer’s Representative (COR) and any other subject matter experts as needed to develop the package, depending on the type of acquisition and the estimated dollar value.
- ARB Coordinator. The ARB Coordinators will review packages, schedule and facilitate Pre-ARB and ARB meetings, capture discussions in board minutes, distribute minutes, and coordinate and document approvals/disapprovals.
- ARB Members. The ARB Members are responsible for preparing for the meetings by reviewing read-ahead documents, attending scheduled meetings (or designating an alternate), and performing their assigned responsibilities during the ARB meeting as follows:
  - DCMA Deputy Director
  - Executive Director, Contracts (AQ), voting member
  - Executive Director, Financial and Business Operations (FB), voting member
  - Office of General Counsel (GC), voting member
  - Director, Procurement Division, Contracts Directorate (AQP), Pre-ARB Chair and advisory member
  - Director, Small Business Office (AQS), advisory member
  - Director/Commander of requiring component to substantiate and approve actions before the ARB
  - PM/RA, as applicable
  - KO and/or CS and COR, as applicable

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- MFT, to provide insight and answer questions on requirement

Position/Title	Responsibility
Deputy Director, DCMA	Chair, Approving Member
Executive Director, Contracts (AQ)	Approving Member
Executive Director, Financial and Business	Approving Member
Office of General Counsel (OGC)	Approving Member
Director, Procurement Division (AQP)	Pre-ARB Chair and Advisory Member
Director, Small Business Office (AQS)	Advisory Member
Director/Commander of Requiring Component	Substantiate/Approve Requirement Prior to Pre-ARB
Program Manager/Requiring Activity	Brief Requirement Package
Contracting Officer, Contract Specialist and/or Contracting Officer Representative (COR)	Answer Procurement Questions
Multi-Functional Team (MFT)	Answer Questions About Team Review

**Procedures.**

- Each action that is subject to an ARB, must have a Pre-ARB review.
- The requestor will submit all required documents to the ARB Team in accordance with the procedures at TAB A.
- ARB meetings are generally held on the last Wednesday of every month, subject to the Deputy Director’s schedule. A Pre-ARB meeting is generally conducted one week prior to the ARB, on Thursday subject to AQP Director’s schedule.
- The requestor will email the requirements package to the ARB Coordinator 10 business days prior to the scheduled Pre-ARB date in order to allow sufficient time for the ARB Coordinator and Pre-ARB Chair to review all documentation.
- Packages must be complete; i.e., contain all the required information and documentation for the planned acquisition. TAB A provides a list of documents and information required by type of action anticipated; however additional documents may be requested if deemed necessary by the ARB Coordinator. Incomplete packages will be returned to the requestor for action, and no pre-ARB/ARB scheduling will occur.

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- Packages received by the ARB Coordinator after the 10-business day cut-off period will not be reviewed at the Pre-ARB, and subsequently not at the ARB. These requirement packages will be scheduled for the next monthly Pre-ARB and ARB session.
- The ARB Coordinator will document discussions, decisions, and action items in meeting minutes, which will be distributed to meeting participants within three workdays of the meeting. Approval signatures will be captured on the last slide of the ARB brief. Minutes, agendas, final briefings, and approvals are maintained in the ARB Library on DCMA 360.
- RA’s are expected to plan requirements in sufficient time to execute the action. This includes submitting the package for Pre-ARB/ARB approval according to the below table.

**Table 1. Required ARB Submission Dates**

Pre-ARB / ARB Required Submission Dates	
Requirement Type	Submission Lead Time will be No Later Than
New or Follow-on DCMA-Contracted Actions	9 Months prior to Projected Start or Delivery Date
Military Interdepartmental Purchase Requests (MIPRs)	6 Months prior to Projected Start or Delivery Date
Options/Modifications (DCMA-Contracted or MIPRs)	6 Months prior to Projected Start or Delivery Date
Additional Funds > 10% of Previous ARB Approved Amount	60 Days prior to Projected Start or Delivery Date, or as soon as known

**Out-of-Cycle (OOC) Requirements.** In the event a requirement cannot wait for the next scheduled ARB, the Executive Director/Commander of the requiring activity will submit a justification (TAB B) in the form of an Action Memo along with a complete ARB package to the DCMA Deputy Director via the ARB Coordinator. When received, the ARB Coordinator will request OOC approval from the Pre-ARB Chair/AQP Director. If approved and the package is complete, the ARB Coordinator will review and submit it to the ARB Board for electronic review and approval. In some cases, the Board may request a meeting in addition to the electronic review.

**Exceptions to an ARB Review.** Although certain acquisitions are exempt from review by an ARB, this does not mean they may be entered into indiscriminately. The proper Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), DoD Instructions, and DCMA policies and guidance will be followed for the following ARB exemptions:

- Government Purchase Card (GPC) transactions;
- Agency Mission Travel;
- Reimbursable Intragovernmental Purchase Requirements < \$500,000 in value;
- Actions with a total cost (base and option periods) less than or equal to the SAT, which in lieu of an ARB, require Executive Director’s or Commander’s certification

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that the requirement represents a bona fide agency need and that the proper funds appropriation will be provided (See TAB C).

**Management and Internal Controls (RMIC).** MICs are sound management practices and play an important role in achieving business and mission objectives throughout DCMA. The purpose of MICs are to mitigate risks in mission-essential processes and provide oversight and accountability.

**Table 2. Management and Internal Controls**

TASK	RISK	INTERNAL CONTROL
<u>Pre-ARB Review</u>	<ul style="list-style-type: none"> <li>Requirement not vetted through Executive Director or Commander</li> <li>Request for contract extension without proper surveillance and reporting being conducted</li> </ul>	<ul style="list-style-type: none"> <li>Requirements without Executive Director or Commander signatory approval will be returned to requestor</li> <li>Option or extensions without up-to-date COR Appointment, In Process Reviews, CPARS, and CMRA reporting will be returned to requestor</li> </ul>
<u>ARB Review and Approval</u>	<ul style="list-style-type: none"> <li>Requirement not defined appropriately</li> <li>Incorrect appropriation selected</li> <li>Improper contract type selected</li> <li>Contract extended without surveillance or reporting being conducted</li> <li>Regulations or policy not followed</li> </ul>	<ul style="list-style-type: none"> <li>Procurement Center Director will not accept packages without ARB approval for actions &gt; SAT, or Executive Director/Commander validation for actions ≤ SAT</li> </ul>
<u>Documenting ARB Proceedings</u>	<ul style="list-style-type: none"> <li>Discussions, issues, and action items not captured or acted upon</li> </ul>	<ul style="list-style-type: none"> <li>ARB Coordinator will track action items until closure</li> <li>Final ARB approval will be withheld until issues and actions are complete</li> </ul>

**Labor Codes.** Located on Resource Page

**Resource Page.** <https://360.intranet.dcma.mil/Sites/Policy/AQ/SitePages/140r.aspx>

**Releasability.** Cleared for public release.

**Effective.** This DCMA-PTM is effective immediately and will remain in effect for 12 months.

EBRIGHT.SONY  
 A.I.I.1117603411  
 David G. Bassett  
 LTG, USA  
 Director

Digitally signed by  
 EBRIGHT.SONY A.I.I.1117603411  
 Date: 2022.07.06 15:27:51 -0400

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Attachment(s):

TAB A. Acquisition Review Board (ARB) Submission Procedures

TAB B. Sample Action Memo Request for Out-of-Cycle ARB

TAB C. Sample Executive Director/Commander Memo for Actions Exempt from ARB

Link(s):

None

## TAB A. Acquisition Review Board (ARB) Submission Procedures

1. The ARB briefing slides and ARB checklist will be submitted in PowerPoint format. Backup documentation should be electronic. Requestors should use zip files if necessary for backup documentation and submit packages via a single email to the ARB Team, [daisy.l.tomberlin2.civ@mail.mil](mailto:daisy.l.tomberlin2.civ@mail.mil) and [Natasha.y.johnson4.civ@mail.mil](mailto:Natasha.y.johnson4.civ@mail.mil). Links to files on DCMA 360 will not be accepted.

2. The PM or RA will assemble all documents and submit ARB packages to the ARB Coordinators no later than 10 work days prior to a scheduled pre-ARB. Due dates and meeting dates are posted and regularly updated on the 360 PR 140 Resource Page. **Please note that packages are electronic and therefore no longer require Tab numbers.** The following documentation is required for:

a. New or Follow-on Requirements (DCMA-Contracted or MIPRs resulting in contracts):

- ARB Briefing Slides
- Executive Director Signed Approval Slide with either “wet” signature and date sent as a PDF or CAC digital signature (computer generated “script” signatures will not be accepted)
- MFT Members Identified, Meeting Minutes/Emails (Charter if Greater than SAP)
- DCMA Requirements Oversight Council (DROC) documentation and approval if applicable
- Performance Work Statement (PWS) and Quality Assurance Surveillance Plan (QASP); and or Copy of Contract, if applicable
- COR nomination and proof of training (if DCMA COR will be appointed)
- COR surveillance documents screen shot (if follow-on)
- Latest Contractor Performance Assessment Reporting System (CPARS), if service follow-on totaling \$1 Million or greater
- Evidence of KO Review of COR file (if DCMA COR)
- Acquisition Strategy or Plan
- Information Technology-Procurement Assessment Tool (IT-PAT) approval (IT only)
- Clinger Cohen Act (CCA) compliance memorandum (IT only)
- Market Research and Source List
- Justification for Limiting Sources, if applicable;
- Independent Government Cost Estimate (IGCE) or Price Estimate
- Evaluation Criteria and Factors, or Source Selection Plan
- Evidence of funds, certified by appropriate budget personnel
- Signed Memorandum of Agreement/Understanding (MOA/MOU) or Interagency Agreement (if MIPR)
- Determination and Findings, if applicable
- Justification & Approval, if applicable
- DoD Contracted Services Checklist, if applicable (non-personal services certification)

b. Modifications (Contract Options, Extensions):

ARB briefing  
Executive Director Approval Slide as described above  
MFT Members Identified, Meeting Minutes/Emails (Charter if Greater than SAP)  
IGCE or Price Estimate  
Copy of PWS and QASP  
COR current training certificates and appointment letter (if DCMA COR)  
COR contractor surveillance documentation, metrics, and quality assurance surveillance

plans

Evidence of KO review of COR file, if DCMA COR  
4ENO or IT-PAC approval (IT only)  
CCA compliance memorandum (IT only)  
Determination & Findings, if applicable  
Justification & Approval, if applicable  
Option documentation indicating requirement is still valid and option required, if option  
Option Market Research documentation, if option  
Copy of Contract and Modifications  
Contractor Performance Assessment Reporting System (CPARS) latest report, if

applicable

System for Award Management Contractor Manpower Reporting  
Evidence of funds, certified by appropriate budget personnel

c. Increase in Funds 10% or Greater than ARB Approved Amount:

ARB briefing (on abbreviated template)  
Previous ARB Approval and briefing  
Executive Director Approval Slide as noted above  
Justification and Approvals, if required;  
IGCE or Price Estimate for increase, with cost breakout and other agency fees;  
Market Research  
Evidence of funds, certified by appropriate budget personnel



**TAB B. Sample Request for Out-of-Cycle ARB**

**ACTION MEMO**

Dep Dir \_\_\_\_\_

FOR: DEPUTY DIRECTOR, DCMA

FROM: Ms. Lucille Ball, Executive Director, Some Directorate, DCMA-XXX  
(Indent Here) [*Signer signs and dates immediately to the right*]

SUBJECT: Request for Emergency Out-of-Cycle Acquisition Review Board (ARB)

Name of Requirement: XXXXX

[[This paragraph details the requirement](#)] The Contract Directorate (AQ) has a requirement for Pricing Support. The Program Manager is Clark Kent and the Contracting Officer's Representative (COR) assigned is Bruce Wayne.

[[This paragraph explains the reason deadlines were missed](#)] The Pricing Support is required to supplement the CMOs ProPricer subscription for evaluation of contractor proposals. The need for this requirement was not previously known, nor was it included in the AQ Fiscal Year 2021 budget request.

[[This paragraph explains why the requirement can't wait for the next scheduled ARB](#)] (Continue with **strong justification** here, including why package could not be processed using normal procedures.)

**(\*\*\*\*\*PLEASE NOTE: once signed at the Directorate level, this goes to the ARB Coordinator with the complete package for further processing, DO NOT route through CCT.\*\*\*\*\*)**

RECOMMENDATION: Deputy Director approve an emergency ARB package for XXXX  
XXXXX

\_\_\_\_\_ Approve      \_\_\_\_\_ Disapprove      \_\_\_\_\_ Other:

John D. Lyle  
DCMA Deputy Director

Attachment(s):  
TAB A. ARB Package, Checklist, and Backup documentation

Link(s):  
None

Prepared by: Ricky Ricardo, DCMA-XXX, (804) 609-XXXX

**TAB C. Sample Executive Director/Commander Exemption to ARB**

MEMORANDUM FOR DIRECTOR, PROCUREMENT DIVISION

SUBJECT: Requirement Review, Validation, and Acquisition Review Board (ARB) Exception

The Contract Directorate (AQ) has a requirement for ProPricer perpetual licenses and software maintenance. This requirement is currently under contract S5121A-20-F-0000. The 1<sup>st</sup> and final option period expires May 31, 2021. AQ would like the new period of performance to begin June 1, 2021 in order to prevent a break in service and the incurrence of penalty fees. The Program Manager is Jane Doe and the COR assigned is John Smith.

The DCMA CMO cost and pricing offices evaluate contractor proposals with the ProPricer Tool. The software facilitates cost analysis and negotiation support via cost model. The platforms allow personnel to calculate, manage, and analyze pricing across proposals and helps streamline and improve the CMO processes. AQ purchases ProPricer Software based on the number of users in the CMOs. The requirement for this software maintenance has been reviewed and AQ validates that software maintenance is required for 160 licenses for the period of June 1, 2021 through May 31, 2022.

The ProPricer Software Maintenance requirement has been reviewed, verified, and validated as accurate. Since this is a follow-on to an existing contract, the requirement was also vetted through the Intake Process and received DROC approval on November 7, 2020.

The AQ FY21 budget allocates \$116,000 of Operations & Maintenance (O&M) funds for this requirement. The Independent Government Cost Estimate (IGCE) for the follow-on effort indicates \$115,900 is required for the base period; therefore, there is sufficient funds available for this effort.

I certify this requirement represents a bonafide need for DCMA; the Performance Work Statement (or Technical Specifications) have been reviewed and are valid; Market Research has been thoroughly conducted and one source has been located; an Analysis of Alternatives has been completed; and the correct appropriation will be provided. In the event that new requirements emerge, or the above requirement is modified prior to the execution of the procurement, this certification is no longer valid.

Elmer J. Fudd  
Executive Director Contracts