



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
JOINT FORCE HEADQUARTERS-NATIONAL CAPITAL REGION
102 3RD AVENUE, BLDG 39, SUITE 2
FORT LESLEY J. MCNAIR, DC 20319-5031

ANRM

MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Contract Management Board (CMB) and Joint Requirements Review Board (JRRB) – Memorandum #25

1. REFERENCES.

- a. Operations Plan, JFHQ-NCR, subject: ANNEX W TO JFHQ-NCR OPLAN 3600.
- b. Memorandum, Vice Chief of Staff of the Army and Assistant Secretary of the Army (Acquisition, Logistics and Technology), subject: Establish an Annual Requirement for the Development of a Command 1-N Contract Requirements Prioritization List.
- c. Memorandum, USAMDW, ANRM, subject: Operating Procedures – Purchase Request Approval Process – Memorandum #16.
- d. Memorandum, Assistant Secretary of the Army (Acquisition, Logistics and Technology), subject: Optimization of Army Services Acquisition Forecasts and Reports.
- e. Memorandum, Deputy Assistant Secretary of the Army (Force Management, Manpower and Resources), Director, Army Budget Office and Deputy Assistant Secretary of the Army (Procurement), subject: Guidance of Services Contract Spending Reductions.

2. PURPOSE. To establish the process and procedure for the review and prioritization of Joint Force Headquarters-National Capital Region/United States Army Military District of Washington (JFHQ-NCR/USAMDW) procurement requests. In an environment of constrained resources, this process will seek efficiencies, identify and eliminate duplicative efforts, and create cost savings.

3. APPLICABILITY. This policy applies to the Headquarters Staff Directorates, Major Subordinate Commands (MSCs) and organizations assigned to the JFHQ-NCR/USAMDW. The CMB will serve as the Joint Requirements Review Board (JRRB) during activation of the Joint Task Force-National Capital Region (JTF-NCR) in accordance with reference 1.a. The JRRB will be activated to process functional and all-hazards JTF-NCR contracting requirements. When the CMB is employed as the JRRB, composition, processes and procedures may be modified to ensure timely response to developing joint requirements.

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4. POLICY.

a. The CMB/JRRB is a decision body, as delegated by the Commanding General, on matters related to contract management. The CMB/JRRB reviews procurement requests for assigned organizations, including exercising contract option years. This body validates each procurement request, ensures the appropriate funding source (i.e., OMA or OPA) and the availability of funds, determines L2 (Information Technology) and L3 (property book) requirements and, in the case of Unfinanced Requirements (UFRs), forwards to the Director of Operations (J.G3) for command prioritization, subject to the availability of funds.

b. The CMB/JRRB will ensure each JFHQ-NCR/USAMDW procurement request is listed on the Command's 1-N Contract Requirements Prioritization List IAW reference 1.b.

c. The CMB/JRRB may direct functions such as fact finding, research, special studies, audits, reviews and inspections.

5. PROCEDURES.

a. The CMB/JRRB participants and roles:

Participants:	Roles:
Deputy Commander	Voting Member / Board Chair
Director J/G3	Voting Member / Prioritizes UFRs
Director J/G4	Voting Member / L3 Validator
Director J/G6	Voting Member / L2 Validator
Director J/G8	Voting Member / Vets Contract Packages

b. The CMB/JRRB will operate in accordance with the purpose, responsibilities, and methodology as outlined by the CMB/JRRB charter found at the Enclosure. It will render decisions based on an objective view of the validity of proposed contracts, balanced against available resources and mission priorities.

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6. PROPONENT. The Mission and Installation Contracting Command Liaison Officer (MICC LNO) to JFHQ-NCR/USAMDW is the proponent for this policy. POC is the MICC LNO, 202 685-2933, DSN 325.

Encl



BRADLEY A. BECKER
Major General, US Army
Commanding

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Joint Force Headquarters-National Capital Region and
U.S. Army Military District of Washington

CHARTER

Contract Management Board (CMB) and
Joint Requirements Review Board (JRRB)

1. ORGANIZATION. The Joint Force Headquarters-National Capital Region (JFHQ-NCR) and the U.S. Army Military District of Washington (USAMDW) has established a Contract Management Board (CMB). The CMB will become the Joint Requirements Review Board (JRRB) during functional and/or all hazards activation of the Joint Task Force-NCR (JTF-NCR).
2. ESTABLISHMENT. In accordance with applicable Department of Defense policies and regulations, and pursuant to JFHQ-NCR/USAMDW Commander's Policy Memorandum #25 - Contract Management Board (CMB) and Joint Requirements Review Board (JRRB), this charter formally establishes the JFHQ-NCR/USAMDW Contract Management Board and Joint Requirements Review Board, hereinafter referred to as the CMB/JRRB.
3. APPLICABILITY. This charter applies to the JFHQ-NCR/USAMDW Headquarters Staff Directorates and all assigned organizations.
4. TENURE. This Board is established by the Commanding General (CG) and will remain in effect indefinitely at the discretion of the Commander.
5. AUTHORITY, DIRECTION AND CONTROL. The CMB/JRRB operates by authority of the CG, JFHQ-NCR/USAMDW. It is a senior body that provides contract management decisions in concert with missions, strategic objectives, and Commander's intent/priorities. The CMB also serves as the Joint Requirements Review Board during activation of the JTF-NCR IAW Annex W, OPLAN 3600.
6. PURPOSE. The purpose of the CMB/JRRB is to ensure efficient and effective contract management and to ensure each contract is consistent with the policies, guidance and procedures set forth by the Headquarters, Department of the Army (HQDA) and U.S. Northern Command (USNORTHCOM). The CMB/JRRB will review Procurement Requests (PRs), to include the exercise of option years, for the staff and assigned organizations. The CMB/JRRB provides contracting transparency to senior leadership, helps to ensure legal sufficiency of Command contracting actions, and facilitates recommendations and decisions.
7. COMPOSITION. The CMB/JRRB will be comprised of the following members: the Deputy Commander as the Board Chair; and the Directors of J/G3, J/G4, J/G6, and J/G8. The MICC Liaison officer (LNO) will serve as the Facilitator. Staff/MSC Deputies or their designated representative will brief procurement requests, by exception, as requested by the CMB/JRRB.
8. RESPONSIBILITIES. The CMB/JRRB will review Army and Joint execution and option year requirements, facilitates information flow, and ensures higher Headquarters-directed reporting requirements are achieved.

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- a. The Deputy Commander:
 - (1) Chairs the CMB and serves as a voting member.
 - (2) Keeps the CG informed of CMB/JRRB decision.
 - (3) Invites individuals to provide subject matter expertise.

- b. The Director, J/G3:
 - (1) Serves as a voting member.
 - (2) Prioritizes Unfinanced Requirements (UFRs).

- c. The Director, J/G4:
 - (1) Serves as a voting member.
 - (2) Serves as the principal logistics and property accountability advisor to the CMB/JRRB. Determines/Validates L3 (property accountability) requirements.
 - (3) Coordinates board decisions for execution of contingency contracting support with the Joint Contingency Contracting Cell (Air Force District of Washington lead).

- d. The Director, J/G6:
 - (1) Serves as a voting member.
 - (2) Serves as the principal information technology advisor to the CMB/JRRB. Determines/Validates L2 (information technology) requirements.

- e. The Director, J/G8:
 - (1) Serves as a voting member.
 - (2) Ensures purchase requests are complete prior to CMB/JRRB presentation.
 - (3) Serves as the principal financial advisor, determines/validates resource availability in terms of amount and fund type.

- f. The MICC Liaison Officer:

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- (1) Notifies CMB/JRRB members of meetings.
- (2) Records minutes of all CMB/JRRB meetings; provide materials to members as necessary; and track the status of follow-up actions.
- (3) Verifies each contract requirements is listed on the 1-N list.
- (4) Annually forwards a consolidated command 1-N list to the Fort Belvoir Mission and Installation Contracting Command (FBVA MICC) NLT 20 September.

g. Each Directorate and Assigned Organization:

- (1) Prepares/processes procurement requests IAW applicable regulations.
- (2) Prepares/processes procurement requests for Unfinanced Requirements (UFRs) for \$1.00, subject to the availability of funds. For a UFR to be formally considered by the CMB/JRRB, a procurement request must be prepared/processed.
- (3) Annually prepares and maintains a 1-N list. The 1-N list is due each September reflecting the next Fiscal Year's (FY) procurement requests. Advises the MICC LNO of a change to the 1-N list, and then updates the list accordingly.
- (4) Provides timely information/data as requested by the CMB/JRRB.

9. **METHODOLOGY.** JFHQ-NCR/USAMDW directorates and assigned units will complete a procurement request and submit the request to the J/G8 IAW Figures 1-4. The J/G8 will review/verify the request contains the required documents and determine if funding is available. The J/G8 will provide the procurement request to the CMB/JRRB who will: approve/disapprove the request, confirm funding (total amount and source (i.e. OMA v/s OPA)), and validate General Fund Enterprise Business System (GFEBS) L2/L3 requirements. The CMB-JRRB Chair signs the applicable documents and the J/G8 will provides the packet to the process owner to create the procurement request in GFEBS. Unfinanced Requirements will be provided to the J/G3 by the CMB/JRRB for prioritization; then returned to the process owner for creation in GFEBS for \$1.00 based on the availability of funds. UFRs will be briefed to the CMB/JRRB; other procurement requests will be briefed by exception. The MICC LNO will notify/schedule Directorates/assigned organizations to brief, as required, and document board results.

10. **ADMINISTRATIVE SUPPORT.** CMB/JRRB facilitation is the responsibility of the MICC LNO. The MICC LNO Facilitator will be responsible for all administrative support to include, but not limited to, agenda preparation, minutes, meeting schedules, decision memorandums, arranging presentations and coordination with the FBVA MICC.

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11. MEETINGS.

a. Schedule. CMB/JRRB will meet every two weeks, or at such time as the Board Chair deems necessary, to ensure the efficient flow of contracts. At the discretion of the Chair, a virtual board may be convened for time-sensitive procurement actions.

b. Attendance. Attendance is limited to persons identified in paragraph 7 and to individuals invited by the Chair. Only the principal deputy or a designated representative may attend if the principal member is unavailable. Headquarters Staff and/or assigned organizations will be asked to attend, in person or telephonically, to provide background information for their contracts, as directed by the Board. All Unfinanced Requirements will require a presentation.

c. Agenda. The CMB/JRRB will review procurement requests as provided the by J/G8. Only the Board Chair may defer a contract decision.

12. PROPONENT. The staff proponent of this Charter is the MICC LNO.