

Headquarters
United States Army Europe
Wiesbaden, Germany

Army in Europe
Pamphlet 70-13-20*

Headquarters
United States Army Installation Management Command,
Europe Region
Sembach, Germany

8 July 2015

Research, Development, and Acquisition

Joint Acquisition Review Board

*This pamphlet supersedes AE Pamphlet 70-13-20, 26 May 2015.

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Summary. This pamphlet provides standards for reviewing and validating requirements procured with USAREUR-managed funding outside the Standard Army Management Information System (STAMIS) in deployed environments within the USAREUR area of responsibility. Approved requirements do not necessarily authorize or allocate the necessary funding.

Summary of Change. The Operations Maintenance, Army, threshold for the total cost of a military construction project has been increased from \$750,000 to \$1,000,000 ([para 14a\(1\)\(a\)](#)).

Applicability. This pamphlet applies to USAREUR organizations and personnel involved in planning, ordering, reviewing, validating, and approving requirements.

Records Management. Records created as a result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil/>.

Suggested Improvements. The proponent of this pamphlet is the Requirements Definition Division, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR (mil 537-3629). Users may send suggested improvements to this pamphlet by e-mail to the USAREUR 3/5/7 (AEOP-RDD) at usarmy.wiesbaden.usareur.mbx.urvs-message@mail.mil.

Distribution. This publication is available only electronically and is posted in the Army in Europe Library & Publishing System at <https://aepubs.army.mil/>.

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SECTION I INTRODUCTION

1. PURPOSE

This pamphlet provides guidance and procedures for validating and approving requirements funded by USAREUR (including requirements supporting overseas contingency operations). It also defines dollar thresholds, purpose restrictions, and the duties of joint acquisition review boards (JARBs).

2. REFERENCES

a. Publications.

- (1) Federal Acquisition Regulation (FAR).

(2) Army Federal Acquisition Regulation Supplement (AFARS), part 5107, Acquisition Planning, subpart 5107.5, paragraph 5107-503(e).

(3) AR 25-400-2, The Army Records Information Management System.

(4) [AE Pamphlet 70-13-45](#), Theater Acquisition Review Board.

b. Form. [AE Form 525-13C](#), Contract Requirements Package Antiterrorism/Operations Security Review Coversheet.

NOTE: All references relating to the review, validation, and procurement process are available on the Requirement Validation References page of the USAREUR Requirements Validation System (URVS) at <https://intranet.eur.army.mil/hq/urvs/Shared%20Documents/Forms/Requirement%20Validation%20References.aspx>. Publications and messages affecting the procurement process change frequently. As new limiting directives and regulations are published by executive order, new legislation, the General Accounting Office, the Office of Management and Budget, DOD, or the Department of the Army, they immediately apply to JARB reviews.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

4. APPLICABILITY

a. The JARB review process applies to all procurement actions above the micro-purchase threshold (\$3,000 for FY 14) ([glossary](#)) and any service requirements ([glossary](#)) (except for the requirements in [para 11](#)) that use USAREUR-managed funds. This includes new requirements as well as planned and programmed requirements that were previously validated during an FY “lay-down,” midyear review, yearend review, Quarterly Training Guidance meeting, or Senior Program Budget Advisory Committee meeting. The JARB will also review any proposal that involves the USAREUR Sustainment Contract, Second Contract (USC II), regardless of the funding source, to ensure that Army missions are handled as priority missions. Changes to requirements that have been validated but not executed will be reviewed by the JARB if there is a whole-number increase in contractor-man-year-equivalent manpower or if a change increases the estimated cost at completion by more than 10 percent.

b. All organizations requiring USAREUR funding must follow JARB instructions. All organizations must manage, review, and control spending by validating and providing resources for the minimum military-essential mission requirements. To prevent unnecessary spending, personnel involved in this process must review new requirements, contracted recurring services, and special purchases. Funding a new requirement may result in another program, service, or planned purchase not being funded.

5. PRIMARY FUNCTIONS OF THE JOINT ACQUISITION REVIEW BOARD (JARB) AND JARB MEMBERSHIP

a. Primary Functions. A JARB is an organized convening or nonconvening staff element of a deployed organization subordinate to USAREUR. The board conducts its business in an open forum, electronically, or one-on-one if a requirement is time-sensitive or confidential. In some cases, requirements must be approved at the HQ USAREUR level through the URVS. The JARB ensures that proposed expenditures are valid and necessary for USAREUR to accomplish its missions. The board’s recommendations ensure that requirements are in compliance with all appropriate directives, instructions, policies, regulations, and rules.

b. Membership. JARB members should represent both the mission task force and the area support team (AST). The board composition should be balanced with representatives from all organizations involved in the procurement process. Mission requirements and staffing limitations may, however, preclude active participation in the board.

(1) Approving Authority (AA). The commander or director of the AST or the commander of the operational mission task force, as determined by the USAREUR G3/5/7, is the AA for nonservice requirements ([glossary](#)). Approval authority for service contracts may be delegated to the same individual if requested and approved by the USAREUR G3/5/7 in accordance with the AFARS, part 5107, paragraph 5107.503(e), and Secretary of the Army and Assistant Secretary of the Army (ASA) (Manpower and Reserve Affairs) directives.

(2) Validation Authority. The JARB is chaired by an officer (commissioned, warrant, or noncommissioned) or a civilian employee in the grade of GS-11 or above designated by either the commander of the AST or the operational mission task force. Operational demands and members of the staff on the ground will determine JARB members and leaders. The validation authority may be the JARB president (JP), but the duties of the validation authority and the JP may also be separated. Personnel on site or providing direct support to the operation remotely will provide comments and recommendations to the AA through the JP. The JP will validate proposed service and nonservice requirements and, if all requirements have been met, annotate the request as “Validated.” A request may not be annotated as “Validated” if an attorney has provided a legal objection to it.

(3) JARB President. Primary duties and functions of the JP are as follows:

(a) Scheduling JARB meetings including regular, special, walk-through, electronic, and emergency meetings.

(b) Presiding over all JARB meetings.

(c) Tabling requests for further discussion if a submitted packet is insufficient to making a qualified recommendation.

(d) Providing recommendations to the AA on the validity of the proposal.

(e) Determining if emergency meetings should be conducted.

(4) Contributing Staff (Primary or Functional Experts). ASTs and task force mission staff offices with proponent oversight responsibility will recommend a decision for validation and approval through the JP. Their primary recommendation must be based on their staff functional area of expertise. Based on their total knowledge and expertise, the members of the contributing staff should also provide insight and comments on how the proposal will best support the minimum military mission requirement. Their decision will be recorded as “Concur” or “Nonconcur.” In all cases, a brief narrative will also be provided to the JP.

NOTE: If a Class VII item or Class II nonexpendable item is approved, the appropriate property book officer must be notified to assume accountability of the item when it is received.

(5) Legal Representative. An attorney, who should have fiscal- and contract-law experience, must provide the JARB an opinion on all proposed procurements. The attorney's opinion will be recorded as "No Legal Objection," "No Legal Objection Subject to . . .," or "Legal Objection," and a brief legal narrative will be provided to the JP. The narrative should cover the primary considerations of time, purpose, and cost. Additional comments may be provided if relevant. In the event of differing legal opinions, and in the absence of a Comptroller General or Judge Advocate General ruling, the opinion of the Contract and Fiscal Law Division, Office of the Judge Advocate, HQ USAREUR, will be obtained, which will take precedence over all other judgments.

(6) Resource Manager (RM)/Comptroller. The supporting RM/comptroller must provide a comment on the funding solution provided to support the purchase request. Funds do not have to be immediately available. The RM/comptroller's comment will be recorded as "Funds are Available" or "Funds are not Available." The narrative comment and data recorded must include the appropriation considered (Operations and Maintenance, Army (OMA); other procurement, Army (OPA); military construction (MILCON); emergency extraordinary expense (EEE); Limitation [number]), the fund center (Army management structure code (AMSCO) or management decision evaluation package (MDEP)), the Federal supply classification (FSC) or personnel service code (PSC), and the amount needed in thousands of dollars rounded up to one decimal place. The RM/comptroller may provide additional comments on the proposed purchase.

(7) Nonvalidating Staff Elements. Some staff input does not relate to the requirement, but rather to the technical elements of the proposed contract package. Staff elements such as antiterrorism (AT), operations security (OPSEC), and manpower management specialists, or the multinational support cell contract liaison officer (CLO) provide input to the requiring activity (RA) ([glossary](#)) and the JP on elements of the performance work statement (PWS), statement of work (SOW), or list of material (LOM). The input provided by these staff elements will be recorded as "Noted" or "Noted With Comment." Narrative comments are strongly encouraged.

(8) Consulting Board Members.

(a) Contracting Officers (KOs). KOs are not permitted to comment on the validity of or the need for a requirement. KOs will provide information to the JARB or the JP either during the review process or after approving the source selected as providing the best value to the Government based on PWS, SOW, or LOM specifications. The source of procurement may be the USC II, a contract from a different Government agency, an acquisition and cross-servicing agreement (ACSA), a local procurement contract, or some existing contract for which a modification will be processed.

(b) Contract Liaison Officer (if assigned). The CLO is the sole individual with visibility over all contracts in the AOR. He or she should therefore either be present at all JARB meetings or provide comments to the JP on all service requirements. The JARB must ensure that any services considered for procurement are not already available through an existing contract.

1. The CLO will identify all possibilities for using current contracts (exercising an option offered by the contract or modifying the contract). The RA must review contracts identified by the CLO and provide a comparative analysis (including costs and effectiveness) to the JARB before the board comments on the proposal.

2. All analyses by either the CLO or the RA must be attached to the JARB packet. Comments should be included in the local-use section of the "5W" ([glossary](#)) on the URVS portal at <https://intranet.eur.army.mil/hq/URVS/SitePages/Home.aspx>.

(9) JARB Secretary/Facilitator (JS). The JS facilitates the review process by—

- (a) Providing board members and the RA guidance and training on the review process.
- (b) Ensuring requirements packets are complete and accurate.
- (c) Scheduling board meetings as directed by the JP. Scheduling includes reserving a suitable meeting room, notifying board members, and having functional presentation equipment available to facilitate the meeting.
- (d) Routing requirements packets to board members for review and comment.
- (e) Notifying board members and designated HQ USAREUR staff sections about board meetings and providing read-ahead packets.
- (f) Compiling board meeting notes and ensuring that the board members' concurrences or nonconcurrences and remarks are posted to the JARB record.
- (g) Preparing board meeting minutes and summary memorandums for the President or AA.
- (h) Verifying RAs and review groups in the SharePoint portal to ensure packets are correctly routed when the URVS management tool is used.
- (i) Routinely reviewing the JARB process and sending suggested improvements to the JP and the Requirements Definition Division (RDD), Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR.
- (j) Coordinating with Knowledge Management, Office of the Chief of Staff, HQ USAREUR, to resolve technical issues.

NOTE: The JS should not write or complete the 5W or any supporting documentation for a requirement. This is an RA responsibility.

(10) Requiring Activity. The RA builds and assembles the requirements packet. In detail, the RA will—

- (a) Write the PWS, SOW, or LOM. The PWS, SOW, and LOM are the source documents based on which contracts are processed. They provide the KO detailed information about the requirement. These documents have no size limitations; they may be one to hundreds of pages long. The Contingency Contracting Team (CCT) and the 409th Support Brigade (409th SB) provide templates that RAs should use to ensure all required elements are covered and the KO can easily retrieve the required information.
- (b) Coordinate with the supporting AT and OPSEC Level II-certified officer to ensure the final PWS, SOW, or LOM is in compliance with all security requirements as determined by the ASA (Acquisition, Logistics, and Technology), the local provost marshal, and command directives on force protection. Coordination is required for all service requirements regardless of cost and for nonservice requirements with an estimated cost above the simplified acquisition threshold (SAT) (\$150,000 for FY 14) ([glossary](#)). Whenever the SAT changes, the new SAT becomes the JARB standard.

(c) Complete the Request for Services Contract Approval (RfSCA) and all supporting worksheets. (For FY 14, there are seven worksheets (A through G).) Both the form and the worksheets are available at <http://www.asamra.army.mil/scra/documents/ServicesContractApprovalForm.pdf>.

(d) Complete the independent Government cost estimate (IGCE) ([glossary](#)) analysis and certificate if the cost of the proposed procurement is above the SAT. If the requirement includes items ordered through the Federal Supply System, the cost of those items must be included in the IGCE in addition to labor costs and costs of locally procured items. The IGCE must cover the complete, usable project. A project may not be split into interdependent elements of less than \$25,000 each.

(e) Include, if required, in the requirements packet a rough order of magnitude (ROM) or a very rough order of magnitude (VROM), approved by the administrative contracting officer (ACO), the primary contracting officer, or the KO. ROMs and VROMs contain proprietary information and may not be shared with other vendors. Disseminating proprietary information may result in claims and legal action against the United States or the individual releasing the information.

(f) If the requirement is for information technology (IT) equipment or software, coordinate with network-supporting organizations for an IT technical validation (TV) ([glossary](#)) and include the IT TV in the requirements packet.

(g) Complete a cost-benefit analysis on the proposed procurement if the cost is above the SAT. Procurements supporting changes to existing operating procedures must have a break-even point of 2 years or less for Kosovo and Bosnia-Herzegovina and 5 years or less for Romania and Bulgaria. Other emerging operations should have a break-even point of 90 days before the planned end of mission. If the mission does not have a known end date, 2 years should be used as the break-even point. If a change to an existing operating procedure is mandated by an international agreement, this fact must be clearly stated and supporting information must be provided.

(h) Include in the requirements packet copies or extracts of regulations, instructions, or directives that mandate the proposed item or service.

(i) Include in the requirements packet a copy of the previous or current contract if the procurement is for a replacement or renewal requirement.

(j) Coordinate the requirement with the supporting RM/comptroller. For recurring services or annual life-cycle replacement procurements, the RM/comptroller must provide execution data for 2 prior years as well as cost estimates for the subsequent budget year and 4 program years in addition to the amount proposed for the performance period under consideration.

(k) Complete the URVS JARB 5W. This document includes a summary of the PWS, SOW, or LOM and some of the coordination listed above.

(l) Complete the Best Interest Worksheet if a non-DOD contracting office such as the General Services Administration will be used for the procurement.

(m) Ensure that an individual has been trained and assigned as the contracting officer's representative for the procurement.

(n) Complete and include in the requirements packet any other supporting documentation that will help the JARB understand what is being requested.

(o) Request only supplies, equipment, and services that support the minimum military mission-essential requirements.

6. REQUIREMENT TYPES AND THRESHOLDS

- a. [AE Pamphlet 70-13-45, paragraph 6](#), provides detailed information on types of requirements and requirements thresholds.
- b. Requirements packets for JARB review should consider the total need (for one-time requirements) or the annual need (for recurring requirements).
- c. Blanket purchase agreements should consider the anticipated annual requirement, not individual call orders.
- d. All of the following requirements must be reviewed by the JARB:
 - (1) Service requirements.
 - (2) IT requirements.
 - (3) Contract renewals.
 - (4) Contract replacements.
 - (5) Contract option executions.
 - (6) New and replacement leases.
 - (7) Army Materiel Command logistic support requirements.
 - (8) Changes to infrastructure.

7. EMERGENT OPERATIONS

[AE Pamphlet 70-13-45, paragraph 7](#), provides information on requirements supporting emergent operations.

8. STANDARDS OF ETHICAL CONDUCT

[AE Pamphlet 70-13-45, paragraph 8](#), provides information on standards of ethical conduct.

SECTION II TASKS AND PROCEDURES

9. DOCUMENT SUBMISSION AND REPORTS

- a. All JARB requirements should be processed in the area-specific subprocess of the URVS at <https://intranet.eur.army.mil/hq/URVS/SitePages/Home.aspx>.
- b. If mission, connectivity, or staffing does not facilitate or permit a formal JARB, the command may use alternative processing procedures. However, documentation requirements and approval limits remain the same. The supporting CCT chief should be consulted.

10. RECOMMENDED REVIEW TIMELINES

a. Organizations should review requirements based on an established schedule (usually weekly). Board review and recommendation to the JP should take less than 1 week. A routine review cycle should observe the following timeline:

(1) 2 Days Before the JARB Meeting, by 1200 Hours: The RA has provided requirements packets for items or services proposed for review to the JS for development of an agenda.

(2) 2 Days Before the JARB Meeting, by 1500 Hours: The JS has finalized the agenda and notified JARB members and HQ USAREUR staff elements requiring advance notice of the JARB meeting. Advance copies of the requirements packets are provided with the notification.

(3) 1 Day Before the JARB Meeting, by 1500 Hours: JARB members and HQ USAREUR staff elements have read the advance copies of the requirements packets and developed questions for the RA. HQ USAREUR staff elements will send their objections and questions to the JP and the JARB secretary/facilitator.

(4) On the Day of the JARB Meeting, by 1000 Hours: The JARB meeting is being conducted. All questions by board members were satisfactorily answered. The RA POC or a designated representative must be present to answer any additional questions board members may ask. A prospective contractor may be invited to the meeting to answer specific questions. The contractor will be excused after all questions have been answered. A contractor may not participate in a JARB meeting other than to answer specific questions.

(5) On the Day of the JARB Meeting, by 1500 Hours: JARB members have entered their concurrence or nonconcurrence and a narrative into the URVS JARB subprocess on the SharePoint portal for each packet presented.

(6) On the Day of the JARB Meeting, by 1600 Hours: The JS has completed JARB meeting minutes and prepared a cover memorandum for the JP to present to the AA. (This memorandum is generated by the URVS JARB subprocess on the SharePoint portal.)

(7) 1 or 2 Days After the JARB Meeting: The JP briefs the AA.

(a) If the URVS JARB subprocess on the SharePoint portal is used, all data is forwarded electronically and the AA may electronically sign the requirements packet.

(b) If requirements packets are generated and presented to the AA in printed format, the AA will manually sign the requirements packet and return it through the JP to the JARB secretary/facilitator.

(8) 2 or 3 Days After the JARB Meeting: The JS ensures that all data is entered on the SharePoint portal and informs the RA of the AA's decision. (If the AA has electronically signed the requirements packet on the SharePoint portal, the signed approval may be provided as early as 1 day after the JARB meeting.)

b. Emergency requirements may be reviewed out of cycle depending on their criticality. Emergency requirements may be processed as an electronic JARB (E-JARB), a walk-through packet, or a "true emergency."

(1) E-JARB.

(a) As soon as all documentation is ready to be entered into the URVS JARB subprocess on the SharePoint portal, the RA will notify the JS by e-mail. An E-JARB may also be conducted using e-mail and shared data storage if the portal is not available.

(b) The JS will review the requirements packet for completeness. If an accurate and complete assessment can be made based on the JARB secretary/facilitator's judgment, the JS will route the packet to all JARB members and select HQ USAREUR staff elements for notification and action.

(c) The JS will review the board members' recommendations within 24 hours after receipt and pass them on to the JP. The attorney and the RM/comptroller must concur or nonconcur and provide comments.

(d) The JP will coordinate with the AA for a decision.

(e) The JS or the JP will inform the RA as soon as the SharePoint document set is digitally signed and routed. If alternative means are used to facilitate and record the board's review, the JS will inform the RA accordingly as soon as practical.

(f) If a decision must be made at a higher level—

1. The JS will ensure completeness of the requirements packet and submit the packet to the RDD, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR. Critical needs must be followed up by e-mail or telephonically with the URVS facilitator at the RDD.

2. Depending on criticality and coordination, the HQ USAREUR AA will provide a decision within 2 days for emergency requirements and within up to 30 days for routine requirements.

3. The AA will return the packet to the JS as soon as a decision is made.

4. The JS will update the JARB file and inform the RA accordingly.

(2) Requirement Walk-Through. If a requirement is needed on short notice, the RA may build a complete JARB packet, print it, and present the printed copy in person to all JARB members and secure their recommendations "one-on-one" if the JP agrees. As soon as the RA has received recommendations from the attorney, the RM/comptroller, and the number of JARB members the JP determined to be essential, the RA will take the packet to the JARB secretary/ facilitator to obtain the JARB cover memorandum and the AA's signature. The JP or RA will coordinate with the AA for a decision. If the requirement must be subsequently approved by HQ USAREUR, the packet will be entered into the SharePoint portal. A decision will be reached depending on criticality and availability of key personnel.

(3) True Emergency. If a true emergency must be resolved with the addition of a contract solution, the RA will prepare a complete packet as determined by the USAREUR Sustainment Contract ACO and the CCT chief. The attorney and the RM/comptroller will provide their concurrence or nonconcurrence to the requirement. If the attorney concurs with "No Legal Objection" and funding is available, the purchase request may be processed after the AA or the designated HQ USAREUR representative has approved the requirement. All e-mail messages and memorandums for record (MFRs) that are prepared based on telephone conversations will become part of the requirements packet submitted to the JARB for review. A summary of the emergency and its resolution will be included in the next regularly scheduled JARB meeting.

11. EXCLUSIONS

a. The following requirements are excluded from JARB review:

(1) TDY travel.

(2) Transportation requirements reviewed and evaluated by the USAREUR Movement Operations Center.

(3) Requisitions processed through STAMIS or the Global Combat Support System–Army.

(4) ACSAs coordinated with the 409th SB.

b. Any other exceptions from JARB processing requirements are authorized only if approved in writing by the USAREUR G3/5/7 and if those exceptions do not violate DA guidance, the FAR, or fiscal law.

12. AUTHENTICATING FUNDING DOCUMENTS

Unit commanders will determine who within their organization will be authorized to submit requirements documents. If a requirement needs validation according to this pamphlet, a copy of the approved 5W must be filed with the funding document. Funding documents are signed by individuals with fund-certification authority and are normally recorded in the General Fund Enterprise Business System (GFEBS). If printed purchase requests are used, the fund certifying officer must have authority from the Defense Finance and Accounting Service and a DD Form 577 on file in order to certify funds.

13. USAREUR REVIEW

Some proposed procurements have USAREUR command-level interest and may be approved only by the USAREUR G3/5/7 or a designated official. Procurements in this category include—

a. Services with an estimated cost above the waived approval limit of \$25,000.

b. All IT procurements. The Information Technology–Theater Business Office, Office of the Deputy Chief of Staff, G6, HQ USAREUR, is the only organization with GFEBS Level 2 (L2) approval authority. The URVS must be used for all L2 reviews.

14. FINAL COST VARIANCE (10-PERCENT RULE)

a. Approved requirements that cannot be obligated at the amount provided in the IGCE need not be reevaluated by the JARB or through the URVS if—

(1) The KO's negotiated obligation amount does not exceed a fiscal limitation.

(a) The OMA funding threshold of \$250,000 for single items of equipment or a system of components, and of \$1,000,000 total cost for a construction project must not be exceeded. Legal advice should be obtained if a requirement approaches these thresholds.

(b) For requirements approved below the USAREUR G3/5/7 level, the increase in cost must not exceed the thresholds for the separate categories. For example, a good (nonservice) approved for \$240,000 may be increased by only \$9,999, since 10 percent (\$24,000) would result in the \$250,000 threshold being exceeded.

(2) The KO's negotiated obligation amount does not exceed 110 percent of the RA's validated and approved IGCE-committed amount. This 10-percent variance above the validated and approved IGCE amount applies only to current-year validated and approved contract requests. Previous-year validation and approval does not equate to current-year validation and approval. Requirements must be validated and approved every year as a continuing requirement.

b. Approved requirements that cannot be obligated at or below the estimated committed value and do not meet the conditions of [a\(1\) and \(2\) above](#) must be resubmitted for validation in accordance with the process outlined in this pamphlet. The USAREUR G3/5/7 will determine the degree of approval required. Determination criteria include procurement or construction thresholds and additional guidance from the RDD. Reevaluations may be limited to direct coordination with the AA and documented by an MFR or may involve a complete review by the HQ USAREUR staff. The need for reevaluating requirements that are estimated to cost more than 110 percent of the approved amount, but are still below \$25,000, may be determined by the JARB AA.

15. VALIDATION PROCESS

[Figure 1](#) outlines the requirements-validation review and approval process. A detailed copy of the requirements-validation review process is posted and updated on the URVS portal for reference.

16. POST VALIDATION

Once a contract is awarded, an electronic copy of the contract, acceptances of military interdepartmental purchase requests, and other documentation that details the agreement and the costs must be attached to the acquisition requirements package as part of the post-validation process. Requests for contract renewals and modifications will not be processed unless the RM/comptroller has an electronic copy of the contract on file. For indefinite delivery/indefinite quantity contracts (identified by a D in the contract number), electronic copies of the task order ([glossary](#)) or delivery order ([glossary](#)) must be provided.

17. FUNDING

The JARB provides only for the review, analysis, validation, and approval of requirements. Before submitting documents to execute a contract, RAs must forward the acquisition requirements package to their servicing RM/comptroller to determine funding availability and the type of funds. The RM/comptroller will commit funds and the KO, in coordination with the RM/comptroller, will obligate the funds. Following validation, a requirement could be classified as an unfinanced requirement ([glossary](#)). Validation and funding are not linked. Regardless of the validation and approval of a requirement, organizations must remain within their funding allocation limits.

18. SOURCE SELECTION

Source selection is determined after a fund-certified funding document is provided to a warranted KO. Proposed vendors identified in the 5W, contract, or supporting documents by either the RA or a reviewing staff office are only recommendations provided to the source-selection official. Source-selection recommendations are not a critical part of the validation process. Their inclusion is only incidental to the documentation of relevant facts.

JARB Process Diagram and Instructions

The first step is to have the requiring activity (RA) assemble supporting documents that accurately describe, in complete detail, the proposed purchase. This includes the PWS or LOM, the IGCE, the IT technical evaluation,¹ and the printer/copier analysis.² The detailed information in these source documents will provide the essential summary data needed to complete the RfSCA and its associated worksheets A thru G,³ the Best Interest Worksheet,⁴ AE Form 525-13C,⁵ and the 5W.

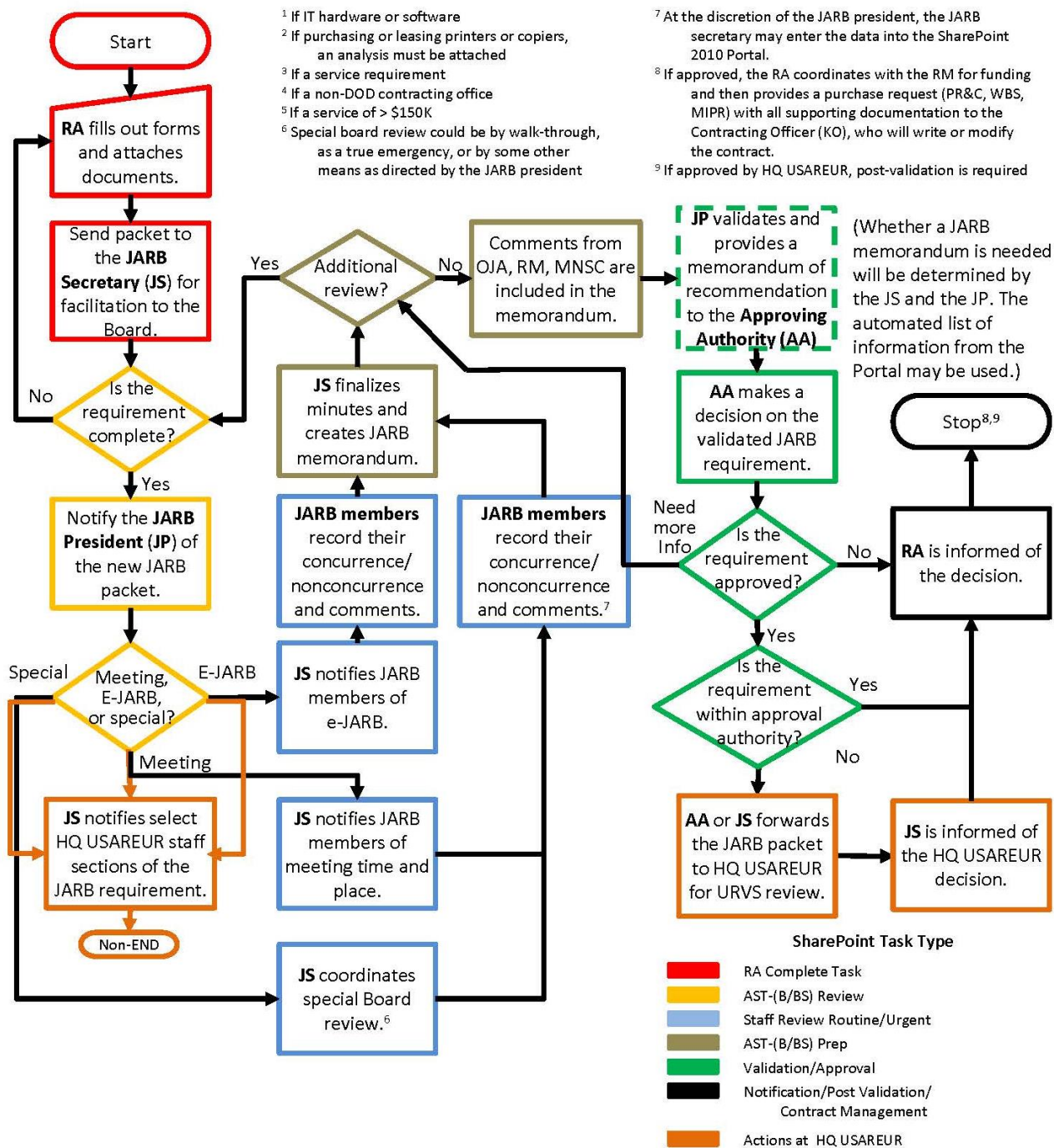


Figure 1. JARB Business Process

GLOSSARY

SECTION I ABBREVIATIONS

409th SB	409th Support Brigade
AA	approving authority
ACO	administrative contracting officer
ACSA	acquisition and cross-servicing agreement
AE	Army in Europe
AFARS	Army Federal Acquisition Regulation Supplement
ASA	Assistant Secretary of the Army
AST	area support team
AT	antiterrorism
CCT	Contingency Contracting Team
CLO	contract liaison officer
DA	Department of the Army
DOD	Department of Defense
E-JARB	electronic joint acquisition review board
FAR	Federal Acquisition Regulation
FY	fiscal year
GFEBs	General Fund Enterprise Business System
GS	General Schedule
HQ USAREUR	Headquarters, United States Army Europe
IGCE	independent Government cost estimate
IT	information technology
JARB	joint acquisition review board
JP	joint acquisition review board president
JS	joint acquisition review board secretary/facilitator
KO	contracting officer
L2	[General Fund Enterprise Business System] Level 2
LOM	list of material
MFR	memorandum for record
MIPR	military interdepartmental purchase request
MNSC	multinational service component
OJA	Office of the Judge Advocate, Headquarters, United States Army Europe
OMA	Operations and Maintenance, Army
OPSEC	operations security
POC	point of contact
PR&C	purchase request and commitment
PWS	performance work statement
RA	requiring activity
RDD	Requirements Definition Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
RfSCA	Request for Services Contract Approval
RM	resource manager
ROM	rough order of magnitude
SAT	simplified acquisition threshold
SOW	statement of work
STAMIS	Standard Army Management Information System
TDY	temporary duty
TV	technical validation

URVS	United States Army Europe Requirements Validation System
USAREUR	United States Army Europe
USAREUR G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe
USC II	United States Army Europe Sustainment Contract, Second Contract
VROM	very rough order of magnitude
WBS	work breakdown structure

SECTION II TERMS

5W

A seven-part form (parts A through G) that must be included with acquisition-requirement packages when packages are submitted for review and approval

delivery order

An order for supplies placed against an established contract or purchased with Government funding

end item of supply

All property, except for land or interest in land, delivered under a line item of a Government contract

independent Government cost estimate

A cost estimate developed by the Government and based on the historical cost for the same or similar requirement, current market research, and the scope and specific requirements of a performance work statement

micro-purchase threshold

A threshold set by the National Defense Authorization Act that facilitates the application of a simplified acquisition process using the Government purchase card (last adjusted to \$3,000 in FY 05)

nonservice requirement

A procurement in which the primary component is the purchase, lease, or rental of a tangible item of supply, piece of equipment, or real estate. This includes the direct procurement of items such as parts, supplies, or equipment, and contracts for leases (for example, for copiers, vehicles). (The service performed by contract support personnel to maintain the copier or leased vehicle is incidental to the tangible piece of equipment's operation.)

requiring activity

The Army organization that actually receives the benefit of the goods or services provided by the service contract. In most cases, the requiring activity will be the organization that both pays for and receives the benefit of the contractual service being purchased.

service requirement

An acquisition in which the primary component is labor. "Service" is the engagement of the time and effort of a contractor whose primary purpose is to perform an identifiable task or tasks instead of providing an end item of supply ([glossary](#)) (for example, aircraft or vehicle maintenance, equipment painting, instructors for training courses, construction, janitorial service (sustainment, maintenance, and repair), the installation or modification of components). This means that if a contractor were not performing the work, a DOD civilian or Soldier would be required to do so.

simplified acquisition threshold

A threshold set by the National Defense Authorization Act and defined in Federal Acquisition Regulation 2.101 that allows for the application of a simplified procurement process. This threshold is currently set at \$150,000.

task order

An order for services placed against an established contract or with Government sources

technical validation

A process used to ensure hardware, software, telecommunications, and network equipment are in compliance with the Army Enterprise architecture

unfinanced requirement

A requirement that an organization considers necessary but for which the organization does not have the funds to commit or obligate