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Research, Development, and Acquisition

USAREUR Requirements Validation System

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Summary. This pamphlet provides standards for reviewing and validating “requirements” ([glossary](#)) procured with USAREUR funding outside the Standard Army Management Information System (STAMIS) in USAREUR.

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 18a\(1\)\(a\)](#)).

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 (RDD), 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 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 USAREUR-funded requirements including requirements supporting overseas contingency operations. It also defines dollar thresholds and duties and provides guidance on using the USAREUR Requirements Validation System (URVS).

2. REFERENCES

[Appendix A](#) lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

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

4. APPLICABILITY

The URVS review process applies to all procurement actions that use USAREUR funding (except for the requirements in [para 16](#)). This includes new requirements as well as planned and programmed requirements that were previously validated during an FY “lay-down,” midyear review, yearend review, or Senior Program Budget Advisory Committee meeting.

5. URVS MEMBERSHIP AND PRIMARY FUNCTIONS

The URVS is an organized, nonconvening element of the HQ USAREUR staff that conducts its business electronically in order to validate and approve requirements. The URVS is chaired by the USAREUR G3/5/7 and composed of select HQ USAREUR staff principals who have direct oversight of or proponent responsibility for a service or nonservice requirement.

a. USAREUR G3/5/7. The USAREUR G3/5/7—

(1) Will validate the need for and purpose of all requirements presented to the URVS. The USAREUR G3/5/7 may delegate this validation authority to the Deputy USAREUR G3/5/7.

(2) May delegate authority to approve requirements to another general officer (GO) or member of the Senior Executive Service (SES). If the USAREUR G3/5/7 or his or her designee is unavailable and a critical approval must be given, the Deputy USAREUR G3/5/7 will coordinate for an appropriate GO or SES member to authorize approval. Approval authority for nonservice requirements may be delegated to the GO’s or SES member’s deputy.

b. HQ USAREUR Staff Offices. HQ USAREUR staff offices with proponent oversight responsibility will recommend the disposition of requirements to the USAREUR G3/5/7 in the URVS.

c. Contract and Fiscal Law Division, Office of the Judge Advocate (OJA), HQ USAREUR. The Contract and Fiscal Law Division will provide a fiscal-law review for all requirements in the URVS.

d. USAREUR Chief Information Officer (CIO)/G6. The USAREUR CIO/G6 will provide concurrence or nonconcurrence and technical approval or disapproval for all service and nonservice information technology (IT) requirements to ensure compliance with AR 25-1, [AE Supplement 1 to AR 25-1](#), and DA Pamphlet 25-1-1.

e. USAREUR G4. The USAREUR G4 will verify requirements from a logistic standpoint and make suggestions to coordinate for any necessary changes.

f. Deputy Chief of Staff, Engineer, USAREUR (USAREUR DCSENGR). The USAREUR DCSENGR will review any engineering suggestions or changes.

g. 409th Support Brigade (Contracting) (409th SB (Contracting)). The 409th SB (Contracting) will provide business and technical advice and concurrence with contract solutions, when requested.

h. Resource Managers (RMs). Supporting RMs will verify funding strategies before acquisition requirements packages are submitted and coordinate changes as appropriate.

i. Manpower and Management Division (MMD), Office of the Deputy Chief of Staff, G8, HQ USAREUR. The MMD will account for contractor manyear equivalents (CMEs) for service-contract requirements.

j. Requirements Definition Division (RDD), Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR. The RDD will facilitate the review process and has tasking authority within HQ USAREUR to ensure requirements are reviewed in a timely manner.

k. USAREUR G8. The USAREUR G8 will provide fiscal impact information on all requirements.

6. REQUIREMENT TYPES AND THRESHOLDS

The requirements in subparagraphs [a through c below](#) must be approved at HQ USAREUR before being executed. These requirements must be entered into the URVS at <https://intranet.eur.army.mil/hq/URVS/SitePages/Home.aspx> according to their thresholds.

a. Service Requirements. A service requirement is “captured” by using CMEs. A CME is defined as 2,087 hours of labor ([\(5\) below](#)). All contracts with a CME of more than 0 are “service contracts” ([glossary](#)). HQ USAREUR is responsible for accounting for and reporting CME statistics for recurring USAREUR-funded contracts.

(1) Services Procured by Contracts through Contracting Activities. All “services” ([glossary](#)) procured through contracting activities must be reviewed and approved by a GO or SES civilian according to the Army policy for civilian workforce management and service contracts prescribed by the Office of the Secretary of Defense Directive-Type Memorandum 09-007.

(a) The approving authority for service contracts is the USAREUR G3/5/7 or his or her designee ([para 5a](#)).

(b) The approving authority for nonrecurring service contracts with a CME of 3 or less is the Deputy USAREUR G3/5/7.

(2) Services Procured by Contracts through Other Federal Agencies. When funds are sent to another Federal agency and the work will be performed by contracted personnel, the approval levels in [\(1\) above](#) apply.

(a) The procurement of services for the Army by Federal agencies other than Army agencies must be executed in accordance with United States Code (USC), Title 31, section 1535 (31 USC 1535) (or other statutory authorization); the Federal Acquisition Regulation (FAR), part 17; and Army policy for civilian workforce management and service contracts, including the proper execution of a standardized interagency agreement.

(b) The “Economy Act” ([glossary](#)) provides Federal agencies the authority to order goods and services from other Federal agencies (including other military departments and Defense agencies) and to pay the actual costs of those goods and services. The 409th SB (Contracting) Contracting Officer and the Principal Assistant Responsible for Contracting (PARC) must approve the determination and findings (D&F) memorandum in accordance with the FAR, subpart 17.502-2, before any Economy Act order is sent to another agency including DOD agencies or components. DD Form 1144 must accompany the D&F memorandum.

(c) If a non-DOD contracting office or contract “vehicle” (for example, General Services Administration (GSA) Federal supply schedule) will be used, the RA must complete and include the appropriate D&F memorandum with the requirements validation packet. (Current templates are posted in the URVS reference library and created as part of the URVS SharePoint portal.) Two different D&F memorandums are available. Which one is to be used depends on whether the proposed acquisition will be an assisted acquisition or a direct acquisition. If authority to place the order is derived from the Economy Act, an additional D&F memorandum specific to the Economy Act must be completed and included with the requirements validation packet.

(3) Intergovernmental Support. Intergovernmental support is when another Federal agency provides Government personnel to perform the work for HQ USAREUR on a reimbursable basis. The Department of the Army (DA) Request for Services Contract Approval Form including worksheets A through G need not be completed for intergovernmental support since no CME labor is involved. The following approval levels for intergovernmental support apply:

(a) The approving authority for services from other DOD agencies with a known or estimated value of \$250,000 or more is the USAREUR G3/5/7 or his or her designee ([para 5a](#)).

(b) The approving authorities for services from other DOD agencies with a known or estimated value of less than \$250,000 are the CG, Seventh Army Joint Multinational Training Command (JMTC); the CG, 21st Theater Sustainment Command (21st TSC); and HQ USAREUR staff principals who are GOs or SES civilians.

(c) For units commanded by a colonel (O6) or civilian equivalent and for HQ USAREUR staff principals in the grade of O6 or civilian equivalent, the approval threshold is \$150,000 (“simplified acquisition threshold (SAT)” ([glossary](#))).

(4) IT Services. All “IT service” ([glossary](#)) requirements will be processed through the URVS.

(a) Approving Authorities. The approving authority for IT service requirements with a known or estimated value of \$25,000 or more is the USAREUR G3/5/7 or his or her designee ([para 5a](#)).

(b) Army Knowledge Management Goal 1 Waiver. The “Army Knowledge Management Goal 1 (AKMG1) waiver” ([glossary](#)) process provides the visibility required to ensure that non-IT programmed funds spent on IT initiatives are appropriately documented and meet Army guidelines for IT investments. This guidance applies to all IT expenditures using non-IT programmed funds that exceed the dollar threshold of \$25,000 for Operations and Maintenance, Army (OMA), funds and \$100,000 for research, development, test, and evaluation funds, and any purchases subject to a moratorium regardless of the dollar amount. AKMG1 waivers are required for all IT moratorium items (for example, servers, data centers) regardless of the dollar threshold. A list of all IT moratorium items and IT procurements outside the Computer Hardware, Enterprise Software and Solutions (CHESS) program can be found on the USAREUR IT Portfolio Management portal at <https://intranet.eur.army.mil/hq/portfoliomgmt/SitePages/Home.aspx>. Requests for AKMG1 waivers may be processed through the AKMG1 Waivers website at <https://adminapps.hqda.pentagon.mil/akmg1w/index.html>.

(c) DA G-3/5/7 Operational Tempo (OPTEMPO) Waiver. Activity Group 11 OPTEMPO funds may not be migrated without DA G-3/5/7 approval. All IT requirements, regardless of cost, will be processed through the URVS if OPTEMPO funds (that is, Army program elements (APEs) starting with 111 through 116) are being used. Requests for DA G-3/5/7 “OPTEMPO waivers” ([glossary](#)) must be processed through the AKMG1 Waivers website at <https://adminapps.hqda.pentagon.mil/akmg1w/index.html>.

(d) Economy Act for IT Purchases. According to USC, Title 40, section 1412(e), DOD activities may obtain IT resources from GSA programs without relying on the Economy Act. The obligation is recorded at the time the activity enters into a binding written interagency agreement with the GSA. New requirements may not be added to an existing order and funded with expired funds unless determined to be a “within scope” change to the original order.

(5) CME Calculations. A CME is defined as 2,087 hours of contract-provided service. A service requirement with an estimate of 3,000 service hours has a CME of 1.44. This is calculated by dividing the estimated hours (3,000) by the standard 2,087 hours. Labor for one person could exceed 1 CME since the labor is based on hours, not the number of contractors.

(6) CME Documentation. For new recurring service-contract requirements and increases in services under current recurring service contracts, the performance work statement (PWS) must clearly establish a mission-driven workload for the contracted service and include a cost-benefit analysis (CBA) with valid cost assumptions. An example of a completed CBA can be found at the URVS Training link (<https://intranet.eur.army.mil/hq/urvs/SitePages/Training.aspx>). Failure to articulate the requirement with these two documents may lead HQDA not to recognize the requirement and ultimately not provide the funding associated with the requirement. Verification by HQDA will also include screening for possible inherently governmental functions and unauthorized personal services. All recurring CMEs funded by HQ USAREUR must be documented as both requirements and authorizations in the USAREUR Panel for Documentation of Contractors (PDC) file and the USAREUR Contracting Manpower Reporting Application (CMRA) record. The MMD is the proponent and is responsible for entering requirements into the CMRA and documenting requirements and authorizations in the USAREUR PDC file.

b. Nonservice Requirements (Except for IT). A nonservice requirement (except for IT ([c below](#))) is defined as 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, tents, vehicles). Services by contractor personnel such as initial warrantee maintenance, delivery, setup, or installation of purchased equipment are incidental to the acquisition. Purchases that include such incidental services are nonservice requirements. If a separate recurring annual maintenance contract is required for the equipment, the maintenance contract is a service requirement ([a above](#)).

(1) Requirements Procured Through Normal Supply Channels. Nonservice requirements procured through normal supply channels, regardless of cost, do not require review through the URVS. Review, analysis, and command oversight are completed if, according to Army policy, an item can be acquired through an authorization and the procurement document meets the management review file criteria of the 21st TSC. Authorizations may be based on a modification table of organization and equipment (MTOE), supply bulletin, common table of allowances, technical manual, repair parts and special tools list, or the Standard Army Management Information System (STAMIS). Fiscal execution, however, must remain within the organization’s allocated budget. If supply-system requirements are expected to exceed existing funding, organizations must request additional funding, which is not part of the URVS process. Organizations must manage supply-system actions to prevent over-obligation.

(2) Requirements Procured External to Normal Supply Channels or Commercially Off The Shelf and Nonservice Requirements Procured by Contracts Through Other Government Agencies. The chain of command will review all requests for supplies or equipment purchased outside normal supply channels. If a non-DoD contracting office or contract vehicle will be used, the appropriate D&F memorandum for assisted or direct acquisitions must be completed and included in the requirements validation packet. [Subparagraphs \(a\) through \(d\)](#) list the approving authorities for these nonservice requirements. According to AR 25-1, IT requirements that are included in the moratorium list or are above \$25,000 also require CIO approval.

(a) The Commander or Director of the Area Support Team (AST) Balkans and the Commander or Director of the AST Black Sea are the approving authorities for their nonservice requirements with a known or estimated value of less than \$25,000.

(b) Commanders of separate brigades and HQ USAREUR staff principals who are colonels or civilian equivalents are the approving authorities for nonservice requirements for their organization with a known or estimated value of less than the SAT (\$150,000 for FY 15).

(c) The CG, 21st TSC; Commander, Seventh Army Joint Multinational Training Command; and HQ USAREUR staff principals who are GOs or SES civilian equivalents are the approving authorities for nonservice requirements with a known or estimated value of less than \$250,000.

(d) The USAREUR G3/5/7 or his or her designee ([para 5c](#)) is the approving authority for nonservice requirements with a known or estimated value of \$250,000 or more.

c. Nonservice IT Requirements (Hardware and Software).

(1) An approved IT “technical validation (TV)” ([glossary](#)) is required for all nonservice IT requirements (hardware and software), regardless of cost. Requirements will not be released for coordination without an approved IT TV. The IT TV must be obtained through the servicing network enterprise center (NEC) or signal battalion before funding is approved or executed. Requests for IT TVs must be submitted to the servicing NEC through the Remedy system. Only information management officers with valid appointment orders are able to initiate IT TV requests through Remedy.

(2) Nonservice IT requirements (hardware and software) with a known or estimated value of \$25,000 or more and investments related to IT moratorium items (for example, servers, data centers), regardless of the dollar amount, must be processed through the URVS and require the concurrence of the USAREUR CIO/G6 to ensure compliance with AR 25-1, [AE Supplement 1 to AR 25-1](#), and DA Pamphlet 25-1-1.

(3) Nonservice IT requirements with a known or estimated value of less than \$25,000 do not require coordination with the USAREUR CIO/G6 unless either of the following applies:

(a) The requirement is a DOD, DA, or USAREUR IT moratorium item.

(b) The requirement exceeds the “requiring activity’s (RA’s)” ([glossary](#)) automation table of equipment (ATOE) authorizations ([AE Pam 25-72](#)).

(c) OPTEMPO funds (that is, APEs starting with 111 through 116) are being used. More information is available at <https://intranet.eur.army.mil/hq/porfoliomgnt/SitePages/Home.aspx>.

(4) The approving authority for nonservice IT requirements (hardware and software) with a known or estimated value of \$25,000 or more is the USAREUR G3/5/7 or his or her designee ([para 5a](#)).

(5) Subparagraphs [a\(4\)\(b\) through \(d\) above](#) also apply to nonservice IT requirements (hardware and software). Additional information is available at <https://intranet.eur.army.mil/hq/portfoliomgmt/SitePages/Home.aspx>.

d. AST Balkans and AST Black Sea. AST Balkans and AST Black Sea must complete the Joint Acquisition Review Board analysis and approval process at their level before submitting requirements to the URVS.

7. EMERGENT OPERATIONS

An emergent operation is a specific, immediate mission or operation (for example, initial entry into Iraq and Afghanistan, noncombatant evacuation operation, Haiti earthquake assistance). Ongoing operations (Operation Enduring Freedom and those in AST Balkans and AST Black Sea) are not considered emergent operations.

a. All service contracts for emergent operations require validation and approval by the USAREUR G3/5/7.

b. Nonservice requirements with a value of \$25,000 or more require validation and approval by the USAREUR G3/5/7. Requirements with a value of less than \$25,000 may be approved by the onsite mission commander, except for nonservice IT requirements. For nonservice IT requirements (hardware and software), regardless of cost, an approved NEC IT TV must be obtained. In addition, these requirements must be coordinated with the appropriate USAREUR G6 functional program manager for concurrence in order to ensure compliance with AR 25-1, [AE Supplement 1 to AR 25-1](#), and DA Pamphlet 25-1-1.

8. STANDARDS OF ETHICAL CONDUCT

Personnel performing duties relating to the URVS must comply with Code of Federal Regulations, Title 5, part 2635, and DOD 5500.7-R. Briefings on ethical obligations are available from the Office of the Judge Advocate, HQ USAREUR. Participation in the URVS may create an obligation to file a financial disclosure form. Personnel participating in the URVS should therefore consult their supervisor and ethics counselor to determine if they should file. A certificate of nondisclosure must be signed and kept on file by the RDD for every individual working with or having access to URVS information. [Figure 1](#) shows the format for a certificate of nondisclosure.

Table 1 Requirements Thresholds and Approving Authorities		
NONDEPLOYED ORGANIZATIONS		
Type of Requirement	Cost	Approving Authority
Any nonservice requirements	\$250K or above	USAREUR G3/5/7 or designee
Nonservice and non-IT requirements	Below \$250K	HQ USAREUR staff principals and unit commanders who are GOs or SES civilian equivalents
	\$150K or below	HQ USAREUR staff principals and unit commanders in the grade of O6 or civilian equivalents
Nonservice and IT requirements ¹	\$25K or above	USAREUR G3/5/7 or designee
All service requirements regardless of cost ²		USAREUR G3/5/7 or designee
DEPLOYED ORGANIZATIONS		
Nonservice and IT requirements ¹	\$25K or above	USAREUR G3/5/7 or designee
	\$25K or below	Commander or manager of organization
All service requirements regardless of cost ²		USAREUR G3/5/7 or designee
NOTES: 1. Includes all moratorium items regardless of cost. 2. Organizations granted waived authority may approve service requirements in accordance with their waiver.		

Certificate of Nondisclosure

I acknowledge that I have been provided source-selection information, contractor proprietary information, or both regarding procurements coordinated and organized through the USAREUR Requirements Validation System. This information is necessary for me to perform my official duties.

As required by the Federal Acquisition Regulation, part 3.104, and United States Code, Title 41, section 423 (Procurement Integrity Act), I agree not to divulge, publish, or reveal by word, conduct, or any other means any such information to anyone, except in accordance with applicable law and regulations.

I also understand that I must exercise appropriate care to safeguard such information against unauthorized disclosure, and I will promptly report any mishandling, loss, or unauthorized disclosure of source-selection information or contractor proprietary information of which I am aware to my supervisor or the source-selection authority.

I understand that information marked *Competition Sensitive* or *Source Selection Sensitive* must be handled as contractor proprietary or nonpublic Government information, as applicable.

I understand that failure to comply with this policy may result in administrative, civil, or criminal action.

I understand that such information may be classified and must be treated in accordance with applicable law and regulations.

If an actual or potential conflict of interest (as described in the Code of Federal Regulations, Title 5, part 2635 (Standards of Ethical Conduct for Employees of the Executive Branch), and DOD 5500.7-R (Joint Ethics Regulation)) arises in connection with my access to, or use of, any contractor proprietary information provided to me, I will promptly report such actual or potential conflict of interest to my supervisor.

Signature

Printed Name

Date

Figure 1. Format for a Certificate of Nondisclosure

SECTION II TASKS AND PROCEDURES

9. DOCUMENT SUBMISSION AND REPORTS

a. The requirements described in [paragraph 6](#) must be submitted to HQ USAREUR through the URVS SharePoint portal at <https://intranet.eur.army.mil/hq/URVS/SitePages/Home.aspx> for validation and approval. If the portal is not working for extended periods, the RDD should be contacted for assistance (mil 537-3317).

b. Emergent requirements as described in [paragraph 7](#) must be submitted by any means to the RDD for immediate review and evaluation.

c. RAs should consider the contracting officer's (KO's) procurement administrative leadtime (PALT) and the review timeline ([para 10](#)) when planning to submit a requirement to the URVS. PALTs vary widely based on the acquisition strategy, the complexity of the requirement, and the time of year when the requirement is submitted to the KO for contracting action. Contract requirements should be submitted to the URVS 6 months before the required start date of the contract to allow time to resolve any issues that arise in staffing and to ensure the approved requirement is submitted to the KO in time to allow for sufficient PALT.

10. REVIEW TIMELINES

a. Requests for emergent operation requirements ([para 7](#)) will be approved, returned, or disapproved within 48 hours after submission, provided the request is complete and accurate.

b. For planning purposes, requests for requirements in [paragraph 6](#) are usually approved, returned, or disapproved within 30 calendar days after submission in the URVS portal, provided the request is complete and accurate. If insufficient information is submitted and clarification is required, the request will be returned and the timeline may be longer. Prior coordination with the HQ USAREUR staff proponent and submission of a complete and accurate request will expedite the process.

c. Prior coordination with the contracting office is critical. Contractual leadtimes vary depending on the type of contract action and can be 1 year or longer for large or complex requirements. RAs are responsible for managing contractual leadtimes for their requirements in order to effectively coordinate their acquisition with the contracting office.

11. INFORMATION TECHNOLOGY

IT contract actions (service and nonservice) must be coordinated with the Information Technology-Theater Business Office (IT-TBO), Office of the Deputy Chief of Staff, G6, HQ USAREUR, to ensure the acquisition requirements package meets the requirements of AR 25-1; [AE Supplement 1 to AR 25-1](#); DA Pamphlet 25-1-1; and command guidance on IT services, software, and hardware acquisition and management. The IT-TBO will coordinate with respective mission area IT portfolio domain leads and functional program managers as appropriate (for example, the USAREUR G4 for logistics IT and software), supported organizations, and the 409th SB (Contracting) to develop acquisition strategies, procurement milestones, and necessary acquisition documents. IT services, software, and hardware must be procured in accordance with the IT Portfolio Management process at <https://intranet.eur.army.mil/hq/portfoliomgmt/SitePages/Home.aspx>.

12. CONTRACT “OFFLOAD”

All USAREUR-funded requirements for which a contract is to be awarded by a Federal agency outside of DOD must include a D&F memorandum for assisted or direct acquisition before a military interdepartmental purchase request (MIPR) (DD Form 448) (including purchase requests and commitments (DA Form 3953) for GSA task orders) is authorized to fund the contract. This type of “offload” contract must also be in compliance with the FAR, subpart 17.5, and DOD Instruction 4000.19, which requires the execution of a standardized interagency agreement. Obtaining proper authorization (for example, the Economy Act) to offload is ultimately the responsibility of the RA. Furthermore, unless governed by other statutory authority, the RA will prepare a D&F memorandum and obtain approval from the 409th SB (Contracting) or 414th SB (Contracting) PARC for acquisitions that are planned to be assigned to another DOD agency or component for contract award.

13. COST-BENEFIT ANALYSIS

a. All service requirements (existing, new, or expanded) valued at \$10 million and above over the “life of the contract” ([glossary](#)) must be accompanied by a thorough CBA.

NOTE: The detail and level of analysis depends on the complexity of the proposal and on whether the proposal is a new requirement or the execution of an option to continue operations in a status quo position.

b. CBAs must include an “independent Government cost estimate (IGCE)” ([glossary](#)) that is based on past and projected costs and “market research” ([glossary](#)). The IGCE must be signed by the person preparing it and that person’s supervisor. According to AR 70-13, acquisition requirements packages that exceed the SAT and are submitted for contracting action must include an IGCE and documented market research. The standard for CBAs is set by the Office of the Deputy Assistant Secretary of the Army (Cost and Economics) (ODASA (C&E)) and has been mandated by the Vice Chief of Staff of the Army (VCSA) and the Under Secretary of the Army for all unfunded requirements and new or expanded program proposals.

c. Service-contract requirements that do not include a CBA will receive a nonconcurrence from the USAREUR G8. The ODASA (C&E), at the direction of the VCSA and the Under Secretary of the Army, requires CBAs for all service-contract requirements and new and expanded program proposals.

14. DOCUMENTATION

The RA is responsible for converting requirement needs to an actionable requirement for a contract award that will allow for proper management and measurement of outcomes throughout contract performance. The RA should become familiar with acquisition regulations, policies, and other guiding material listed in [appendix A, section I](#). RAs must have a working knowledge of DOD 5500.7-R and AR 70-13. Acquisition requirements packages must include—

a. One copy of the “5W” ([glossary](#)) signed by an O6 or civilian equivalent. Completion of this form requires coordination with the requesting individual, the requesting organization’s RM, the “contracting officer’s representative (COR)” ([glossary](#)) nominated for the proposed requirement, the organization’s IT officer (if an IT requirement), and the organization’s contracting or fiscal attorney (if assigned).

b. A copy of the first page of the most recent or existing contract if the requirement is for a contract renewal or replacement.

c. An antiterrorism (AT) and operations security (OPSEC) coversheet with the signatures of the RA's organizational AT officer, OPSEC officer, and COR (as applicable) for all service requirements of any estimated amount and nonservice requirements with an estimated value above the SAT.

d. A CBA with an IGCE ([para 13](#)) for new recurring service-contract requirements, and increases in services under current recurring service contracts. The PWS must clearly establish a mission-driven workload.

e. A COR nomination supplemental document if a COR is required. This document must state that the nominee has a profile and the self-nomination process has been initiated in the Virtual Contracting Enterprise COR Module (<https://accportal.army.mil/VCEcor.htm>). Local national employees who are nominated as CORs must also submit a memorandum to indicate no conflict of interest. The servicing regional contracting office can provide a template for this memorandum. All nominated CORs must either have completed basic COR training or be scheduled to have it completed before the effective date of the contract.

f. The following for service requirements:

(1) A PWS or statement of objectives (SOO).

(a) PWS. The PWS serves as the foundation for the contract. Key PWS processes include conducting a job analysis and developing the PWS. A "quality-assurance surveillance plan (QASP)" ([glossary](#)) is required. The QASP provides the basis for monitoring and evaluating the progress and accomplishment of the resulting work. The nature of the PWS will be unique to the specific mission requirement. The 409th SB (Contracting) must be included in the QASP development to ensure effective contract administration.

1. Preparation of the PWS requires a close analysis of the work to be performed and the objectives to be achieved. The PWS should document AT and OPSEC requirements, the place of work and travel requirements, personnel requirements, and Government-provided property or equipment. The PWS should also include documents (for example, building plans) as attachments, if appropriate to give contractors an understanding of the requirement and help them develop a proposal and determine the cost.

2. No standard format exists for PWSs. The PWS should, however, be written as clearly and concisely as possible to minimize the probability of misinterpretation. Guidance for writing PWSs is available at http://159.142.160.6/comp/seven_steps/step4_pws-write.html. The requirement should be described in terms of results rather than a process or method of accomplishment. The PWS should allow all competing contractors the opportunity to compete on an equal basis and should not be restricted to a particular source without adequate justification.

3. For multiple items, the RA must include a list of materials (LOM) breakdown and a Green Procurement annex.

(b) SOO. An SOO is a Government-prepared document that requires competing contractors to develop their own work statement, performance metrics and measures, and quality-control procedures. The SOO is a broad, basic, top-level description of the acquisition objectives. The intent of the SOO is to allow competing contractors maximum flexibility to conceive and propose innovative approaches and solutions to meet the requirement.

1. No set format exists for SOOs. The SOO should, however, identify the purpose of the requirement, the scope of the problem, the period of contract performance, the place of contract performance, applicable background information, program objectives, and constraints.

2. When proposing against the SOO, the contractor must list necessary tasks to be performed for each outcome. When the contract is awarded, the SOO is removed and the selected contractor's proposed solution is incorporated into the contract as the PWS.

(2) A justification for the requirement stated in the request-for-service contract signed by an O6 or civilian equivalent, and associated worksheets A through G according to AR 70-13 and AFAR 5107/103(e).

NOTE: Labor provided by another Government agency does not constitute a service contract.

g. The following for nonservice requirements:

(1) An LOM or statement of requirements (SOR). The LOM or SOR is a list of raw materials or components and the quantities of each needed to assemble or manufacture an end item or final product, or a list of the individual supplies required. The items, products, or supplies are identified individually with the quantity required, unit of issue, and unit cost. The LOM or SOR identifies material to be provided by the contractor to the Government.

(2) For equipment leases, a lease or purchase analysis that discusses factors as identified in the FAR, subpart 7.401.

(3) For nonservice IT (hardware and software) requirements, an approved IT TV from the RA's servicing NEC.

(4) The Green Procurement annex.

h. Advance notice must be given to the 409th SB (Contracting) procurement liaison when considering contracting venues other than the 409th SB (Contracting). The name of the alternate contracting office must be provided.

(1) Service contracts may require a service-contract approval document.

(2) Contracts that will be awarded by a DOD contracting office against a non-DOD contract vehicle require an assisted or direct acquisition D&F memorandum. If the authority to place a contract with the non-DOD agency is granted under the Economy Act, an additional Economy Act D&F is also required. Coordination with the 409th SB (Contracting) when completing these documents is imperative.

(3) Contracts that will be awarded by a non-DOD contracting office against a non-DOD contract vehicle may require an interagency agreement and, in some cases, an Economy Act determination (FAR, part 17; Defense Federal Acquisition Regulation Supplement, subpart 217.78; and Army Federal Acquisition Regulation Supplement (AFARS), subpart 5117.78).

i. Other items as appropriate based on congressional, DOD, or DA requirements; changes to regulations; or situational requirements.

15. VALIDATION

a. All requirements submitted to the URVS will receive a fiscal-law review. Acquisition-requirement packages that include a legal objection from the Contract and Fiscal Law Division, OJA, HQ USAREUR, will be returned to the RA for revision or termination. The URVS will not validate requests that include a legal objection.

b. The 409th SB (Contracting) will be provided access to the URVS or receive copies of all requests submitted to the URVS. The 409th SB (Contracting) acquisition planners will review acquisition-requirement packages and may need to coordinate with the supporting contract specialists to determine whether a requirement is complete and eligible for contracting in accordance with Federal and agency regulations. They will then advise the RA on acceptability and any additional specific documentation that may be needed for submission. The 409th SB (Contracting) liaison officer will serve as a conduit between acquisition planners, RAs, and the USAREUR G3/5/7 to resolve issues with requirements documents.

c. All service requirements will be reviewed against targeted insourcing objectives. Requests to continue a civilian contract solution against an insourcing target must address how the proposal supports and complies with the insourcing plan.

d. All requirements will be coordinated with the HQ USAREUR staff offices that have proponentcy for the policy governing the requirement or provide subject-matter expertise. Unanimous concurrence is not required. The USAREUR G3/5/7 will resolve nonconcurrences.

e. The USAREUR G3/5/7 will validate requests after all staff reviews are completed. Requirements that are not validated will be disapproved. RAs may work with the USAREUR G3/5/7 offline to reclaim any unvalidated requirements as appropriate.

f. All IT requirements (service and nonservice (hardware and software)) that are approved by the USAREUR G3/5/7 and involve the execution of nonprogrammed IT funding according to the criteria in AR 25-1, [AE Supplement 1 to AR 25-1](#), and DA Pamphlet 25-1-1 require an approved Army AKMG1 waiver before funding is executed. All IT requirements that involve the execution of OPTEMPO funding require an approved DA G-3/5/7 OPTEMPO waiver.

(1) RAs will initiate and process requests for AKMG1 and OPTEMPO waivers through the AKMG1 Waiver website at <https://adminapps.hqda.pentagon.mil/akmg1w/index.html>.

(2) The IT-TBO is the AKMG1 Waiver Program Manager. More information is available on the USAREUR IT Portfolio Management website at <https://intranet.eur.army.mil/hq/portfoliomgmt/SitePages/Home.aspx>.

16. EXCLUSIONS

The following requirements are excluded from the URVS process:

a. TDY travel.

b. Transportation requirements reviewed and evaluated by the USAREUR Movement Operations Center.

c. Requisitions processed through STAMIS or the Global Combat Support System–Army.

d. Requirements for which funding is provided by other organizations, commands, or activities, unless a Request for Services Contract Approval Form is required to be signed by a USAREUR GO or SES member.

e. Acquisition and cross-servicing agreements coordinated with 409th SB (Contracting).

NOTE: Exceptions to URVS instructions that do not violate DA guidance, the FAR, or fiscal law are authorized only if approved in writing by the USAREUR G3/5/7.

17. AUTHENTICATING FUNDING DOCUMENTS

USAREUR unit commanders and HQ USAREUR staff principals will determine who within their organization will be authorized to fund-certify requirement funding documents. If a requirement needs validation according to this pamphlet, a copy of the approval 5W must be filed with the funding document.

a. All IT service and nonservice requirements require General Fund Enterprise Business System (GFEBS) Level 2 (L2) IT review and approval. The IT-TBO is the staff proponent responsible for reviewing and approving all GFEBS L2 IT to ensure requirements are in compliance with AR 25-1, [AE Supplement 1 to AR 25-1](#), and DA Pamphlet 25-1-1 before funds are certified.

b. The approved AKMG1 waiver document and the DOD CIO/G6 approval document (for all data centers and servers) must be filed with the funding document for all nonprogrammed IT funded requirements in accordance with AR 25-1, [AE Supplement 1 to AR 25-1](#), and DA Pamphlet 25-1-1.

c. The approved DA G-3/5/7 OPTEMPO waiver document must be filed with the funding document for all IT requirements that involve the execution of OPTEMPO funds (that is, APEs starting with 111 through 116).

18. FINAL COST VARIANCE (10-PERCENT RULE)

a. Approved requirements that cannot be obligated at the IGCE amount need not be reevaluated through the URVS if the following are true for increases:

(1) The KO's negotiated obligation amount does not exceed a fiscal limitation such as the following:

(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, the cost of a good (nonservice) approved by the USAREUR G3/5/7 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. The 10-percent variance applies only to variance costs; it does not allow variances in requirements. 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 USAREUR G3/5/7. Reevaluations may be limited to direct coordination with the approving authority and documented by a memorandum for record, or may involve a complete review by the HQ USAREUR staff.

19. VALIDATION PROCESS

[Figure 2](#) outlines the requirement validation, review, and approval process.

20. POST VALIDATION

Once a contract is awarded, electronic copies of contracts, MIPR acceptances, and other documentation that detail the agreement and costs must be attached to the acquisition-requirements package as part of the post-validation process. Requests for contract renewals and “contract modifications” ([glossary](#)) will not be processed unless an electronic copy of the contract is on file in the URVS SharePoint portal. For indefinite delivery/indefinite quantity contracts (identified by a “D” in the contract number), electronic copies of “task orders” and “delivery orders” ([glossary](#)) must be provided.

21. FUNDING

The URVS provides only for the review, analysis, validation, and approval of requirements. Before submitting documents to begin processing a requirement, RAs must forward the acquisition-requirements package to their servicing RM to determine funding availability and the type of funds. After a requirement has been validated and approved, the RA must coordinate with the servicing resource management office for fund-citing documents. Validation and funding are not linked. Regardless of validation and approval, organizations must remain within their funding-allocation limits. A validated and approved requirement will not necessarily allocate additional funding.

22. 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 from either the RA or a reviewing HQ USAREUR 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 and proposed contract award.

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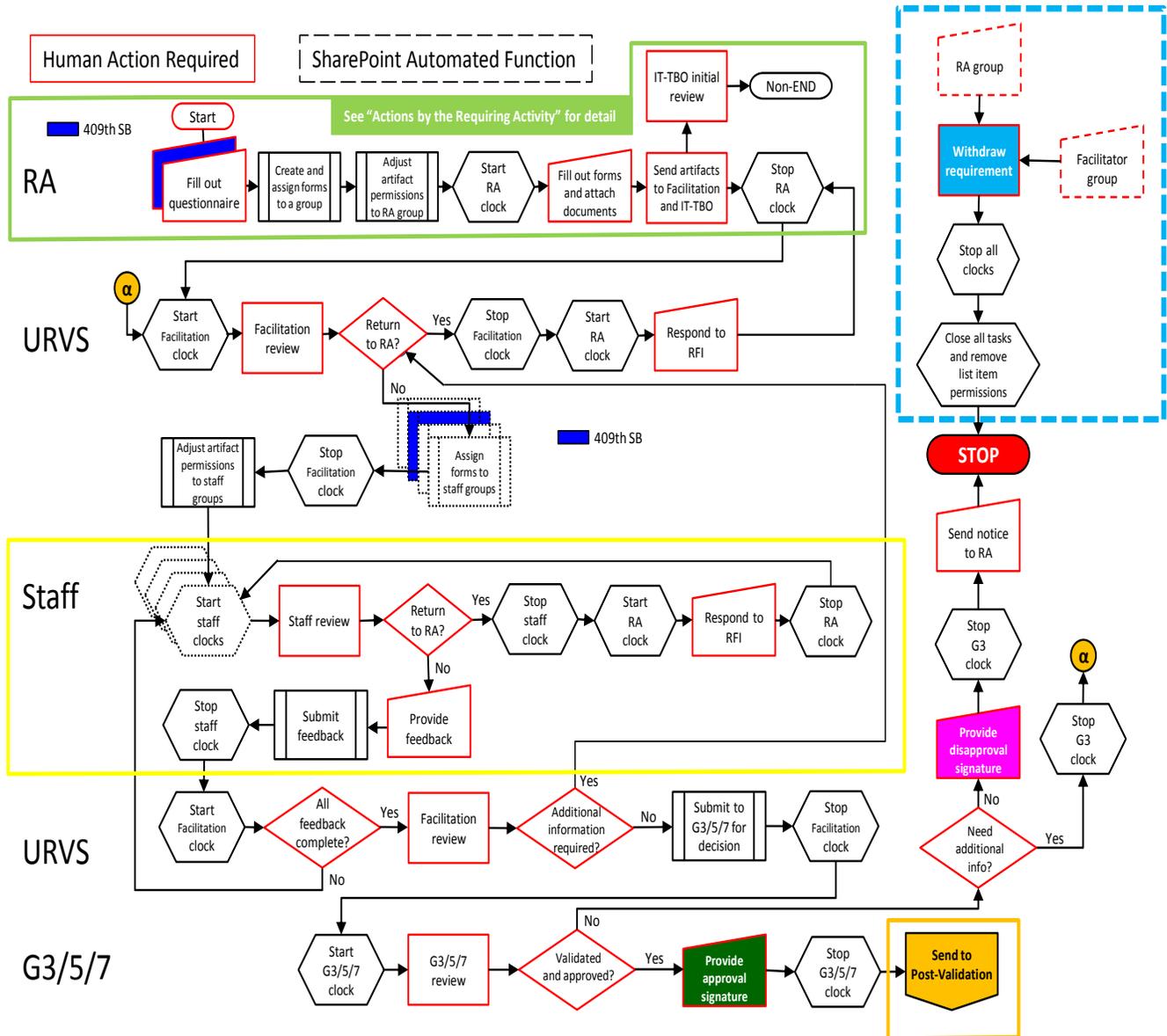


Figure 2. Requirements Validation, Review, and Approval Process

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Code of Federal Regulations, Title 5, part 2635, Standards of Ethical Conduct for Employees of the Executive Branch

United States Code, Title 31, section 1535, Agency Agreements (Economy Act)

United States Code, Title 40, section 1412(e), Designation of Executive Agents for Acquisitions

United States Code, Title 41, section 423, Restrictions on Disclosing and Obtaining Contractor Bid or Proposal Information or Source Selection Information (Procurement Integrity Act)

Federal Acquisition Regulation

Defense Federal Acquisition Regulation Supplement

Army Federal Acquisition Regulation Supplement

DOD Directive 5000.01, The Defense Acquisition System

DOD Instruction 4000.19, Support Agreements

DOD Instruction 5000.02, Operation of the Defense Acquisition System

DOD 5500.7-R, Joint Ethics Regulation

DOD Defense Acquisition Guidebook

AR 11-18, The Cost and Economic Analysis Program

AR 25-1 and [AE Supplement 1](#), Army Information Technology

AR 25-30, The Army Publishing Program

AR 70-1, Army Acquisition Policy

AR 70-13, Management and Oversight of Service Acquisitions

DA Pamphlet 25-1-1, Army Information Technology Implementation Instructions

DA Pamphlet 70-3, Army Acquisition Procedures

[AE Pamphlet 25-72](#), Life-Cycle Management of Automation Equipment

Memorandum, Office of the Secretary of Defense, 2 October 2012, subject: Directive-Type Memorandum 09-007, Estimating and Comparing the Full Costs of Civilian and Military Manpower and Contract Support

Memorandum, Secretary of the Army, 2 December 2013, subject: Army Directive 2013-26 (Armywide Management of Printing and Copying Devices)

United States Army Contracting Command Virtual Contracting Enterprise COR Module

SECTION II FORMS

DD Form 448, Military Interdepartmental Purchase Request

DD Form 1144, Support Agreement

DA Form 3953, Purchase Request and Commitment

GLOSSARY

SECTION I ABBREVIATIONS

21st TSC	21st Theater Sustainment Command
409th SB (Contracting)	409th Support Brigade (Contracting)
AE	Army in Europe
AFARS	Army Federal Acquisition Regulation Supplement
AKMG1	Army Knowledge Management Goal 1
APE	Army program element
AR	Army regulation
AST	area support team
AT	antiterrorism
CBA	cost-benefit analysis
CME	contractor manyear equivalent
CMRA	Contracting Manpower Reporting Application
COR	contracting officer's representative
D&F	determination and findings
DA	Department of the Army
DD	Department of Defense
DOD	Department of Defense
FAR	Federal Acquisition Regulation
FY	fiscal year
GFEBs	General Fund Enterprise Business System
GO	general officer
GSA	General Services Administration
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
IGCE	independent Government cost estimate
IT	information technology
IT-TBO	Information Technology–Theater Business Office, Office of the Deputy Chief of Staff, G6, Headquarters, United States Army Europe
JMTC	Seventh Army Joint Multinational Training Command
KO	contracting officer
L2	[General Fund Enterprise Business System] Level 2
LOM	list of materials
MIPR	military interdepartmental purchase request
MMD	Manpower and Management Division, Office of the Deputy Chief of Staff, G8, Headquarters, United States Army Europe
NEC	network enterprise center
O6	colonel
ODASA (C&E)	Office of the Deputy Assistant Secretary of the Army (Cost and Economics)
OJA	Office of the Judge Advocate, Headquarters, United States Army Europe
OMA	Operations and Maintenance, Army
OPSEC	operations security
OPTEMPO	operational tempo
PALT	procurement administrative leadtime
PARC	principal assistant responsible for contracting

PDC	Panel for Documentation of Contractors
PWS	performance work statement
QASP	quality-assurance surveillance plan
RA	requiring activity
RDD	Requirements Definition Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
RM	resource manager
SAT	simplified acquisition threshold
SES	Senior Executive Service
SOO	statement of objectives
SOR	statement of requirements
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 CIO/G6	Chief Information Officer/Deputy Chief of Staff, G6, United States Army Europe
USAREUR DCSENGR	Deputy Chief of Staff, Engineer, United States Army Europe
USAREUR G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe
USAREUR G4	Deputy Chief of Staff, G4, United States Army Europe
USAREUR G8	Deputy Chief of Staff, G8, United States Army Europe
USC	United States Code
VCSA	Vice Chief of Staff of the Army

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

Army Knowledge Management Goal 1 waiver

An AR 25-1 requirement used to document information technology (IT) expenditures and ensure they meet Army guidelines. This specifically applies to IT requirements that exceed \$25,000 for Operations and Maintenance, Army, funds and \$150,000 for research, development, test, and evaluation funds.

assisted acquisition

A procurement through a contract awarded or a task or delivery order placed by a non-DOD agency on behalf of DOD

contract modification

A written change in the terms of a contract

contracting officer's representative

An individual designated in accordance with the Defense Federal Acquisition Regulation Supplement, subpart 201.602-2, and authorized in writing by the contracting officer to perform specific technical or administrative functions

delivery order

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

direct acquisition

A procurement through a task or delivery order placed by a DOD official under a contract awarded by a non-DOD agency, including orders placed against the General Services Administration Federal Supply Schedule

Economy Act

An act (31 USC 1535) that provides authority for Federal agencies to order goods and services from other Federal agencies (including other military departments and DOD agencies) and to pay the actual costs of those goods and services

end item of supply

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

funding

Allocated, allotted, and issued fiscal resources, as well as proposed or requested fiscal resources, from the Department of the Army

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

information technology service

Any activity related to information, communications, and computer technology, including Enterprise information technology (IT) (office automation, network infrastructure, software, and information assurance) and functional IT (battle command, battle simulation, intelligence, logistics, Standard Army Management Information System (STAMIS), training, geospatial, and knowledge management)

life of the contract

The total period of performance to include the base period and all option periods

market research

The process of collecting organizing, maintaining, analyzing, and presenting data for the purpose of maximizing the capabilities, technologies, and competitive forces of the marketplace to meet requirements for supplies and services

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.)

operating tempo (OPTEMPO) waiver

An HQDA-approved waiver that grants an exception to policy to migrate OPTEMPO funding for information technology requirements

quality-assurance surveillance plan

The various functions, including inspections, performed by the Government to determine whether a contractor has met contractual obligations pertaining to quality and quantity

requirement

The general item or function that is needed by the requiring activity. A specific contract or interagency support agreement will meet the requirement.

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 contract

A contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to provide an end item of supply

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.

services

Identifiable tasks to be performed, rather than the delivery of an end item of supply

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