



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
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WASHINGTON NAVY YARD DC 20374-5066

06NOTE 5000  
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2 Feb 17

06 NOTICE 5000

From: Assistant Judge Advocate General, Operations and Management

Subj: SERVICES REQUIREMENTS REVIEW BOARDS (SRRBs)

Ref: (a) ASN(RDA) Contractual Services Guidance for Fiscal Year 2016/2017 of 1 Jul 16  
(b) Draft DON/AA Establishment of Services Requirements Review Board for Budget Submitting Office (BSO)-12 (undated)  
(c) Director, Field Support Activity (FSA), email of 10 Aug 16

1. Purpose. This notice establishes the Services Requirements Review Board (SRRB) policy for the Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC).

2. Background. Reference (a) established that all Service Contracts and Military Interdepartmental Purchase Requests (MIPRs) in excess of \$150,000 be approved by the activity SRRB before issuing funds in support of the service contract. Reference (b) established Department of Navy Assistant for Administration (DON/AA) SRRB policy and procedures for BSO-12. Reference (c) required all FSA, BSO-11 activities have an SRRB compliant policy.

3. Policy

- a. Services and MIPRs above the simplified acquisition threshold (SAT) of \$150,000, except when specifically excluded by reference (a), require SRRB approval prior to issuance of funds.
- b. Any changes to the requirement throughout the acquisition life-cycle must be verified and revalidated by the SRRB.
- c. SRRB approval shall consider mission need, workforce analysis, strategic alignment, relationship to other requirements, prioritization, and market research.
- d. The SRRB shall meet as frequently as necessary to review service contract requirements before issuance of funds and submission to the supporting contracting activity. Emergent and urgent requirements shall be addressed at regularly scheduled SRRBs when timing permits; otherwise they will be addressed on a case-by-case basis.
- e. Results and any action items from the SRRB shall be documented in meeting minutes. Minutes are considered internal working documents and will not be published outside DON. A report, completed by OJAG Code 64, will be submitted to each Budget Submitting Office (BSO) quarterly and upon request.

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f. Standing Board members shall be designated and shall be required to submit an annual Office of Government Ethics (OGE) Form 450. The Comptroller will be a member of the board, but may not act as the Chair of the Board.

4. Records Management. Records created as a result of this notice, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

5. Cancellation. This notice will remain in effect until February 2, 2018 unless superseded by subsequent notice.



G. E. SHARP

Releaseability and Distribution:

This Notice is cleared for public release and is available electronically via the Office of the Judge Advocate General web site, <http://www.jag.navy.mil>.