



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 4200.5A
N4

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NETC INSTRUCTION 4200.5A

From: Commander, Naval Education and Training Command

Subj: MANAGEMENT AND OVERSIGHT OF CONTRACT REQUIREMENTS

Ref: (a) Federal Acquisition Regulation (FAR)
(b) DoD Federal Acquisition Regulation Supplement (DFARS)
(c) Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
(d) DASN A&LM memo, DON Management and Oversight Process for the Acquisition of Services (MOPAS2) of 1 December 2006
(e) ASN (RD&A)/(FM&C) memo, DON Contractual Services Guidance of 12 October 2018
(f) OPNAVINST 4200.8
(g) NAVSUPINST 4200.81G
(h) NAVSUPINST 4205.3F
(i) NAVSUPINST 4200.83H
(j) NAVSUPINST 4200.85D
(k) NETCINST 5200.1
(l) NETCINST 5000.1A
(m) NETCINST 1510.3
(n) OPNAVINST 1000.16L

Encl: (1) NETC Service Requirements Review Board Internal Operating Procedures

1. Purpose. To provide comprehensive policies and procedures for management and oversight of contract requirements that directly support the functions and missions of the Naval Education and Training Command (NETC).

2. Cancellation. NETCINST 4200.5.

3. Background

a. The NETC mission is increasingly supported by supplies and services acquired under contract from commercial sources.

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As such, NETC activities must ensure that acquisition planning and execution has the appropriate governance, disciplined oversight, and management procedures per references (a) through (n) to achieve best value and mission accomplishment. The Department of Defense's (DoD's) increased reliance on Contractor Support Services (CSS) has generated additional review requirements, per references (e) and (f), for oversight and management of service contracts at all levels of the chain of command through the use of a requirements review process and contract execution "tripwires" to improve visibility and ensure accountability.

b. The Naval Supply Systems Command (NAVSUP) is mission funded to procure supplies and services for NETC domain activities unless the requirement falls within the scope of unique contracting responsibilities assigned to another Naval Systems Command (SYSCOM) Head of the Contract Activity (HCA), per reference (c) subpart 5201.601. Each SYSCOM HCA has supplemental guidance and procedures for awarding contracts specific to their assigned contracting mission functions. Since NAVSUP is the primary mission funded provider for NETC logistics support, this instruction is aligned with NAVSUP policy, instructions, and templates available on the NAVSUP portal website.

4. Scope

a. NETC Activities will:

(1) Implement effective acquisition planning, execution, and oversight to effectively manage proposed contract actions consistent with the guidance referenced herein to identify and validate requirements, ensure compliance with applicable regulations, promote competition, reduce reliance on bridge contracts, use NAVSUP mission funded contract support as practical, and monitor performance to ensure the government receives quality supplies and services at the best value. References (a) through (j) provide further guidance on acquisition planning, execution, and oversight. When using other than NAVSUP contracting activities, supporting documents should be modified per guidance from the applicable SYSCOM HCA at reference (c). If the servicing contracting activity is outside DoD, follow inter-agency acquisitions procedures per references (a) through (c).

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(2) Per references (e) and (f), establish an internal contract service requirements review process for CSS over the Simplified Acquisition Threshold, currently \$250,000 except those exempt under reference (e). This shall include any contractual action which is funded by a Request for Contractual Procurement (NAVCOMPT 2276), Military Inter/Intra-departmental Purchase Request, Project Order, or any other method for obtaining contractor support. This process should document acquisition planning and execution decisions and address "tripwires" as they occur throughout the acquisition cycle. Enclosure (1) provides NETC specific guidance regarding the establishment of Service Requirements Review Boards (SRRBs), tripwire oversight, and higher level reporting requirements. SRRB approval must be obtained prior to the release of any funding documents generated in the support of the requirement.

(3) Establish internal controls, per references (k) and (l), for effective administration and oversight of respective contracts to reduce the potential for fraud, waste, and abuse. Oversight shall include the development and annual review of risk management plans to determine the effectiveness of contract quality assurance surveillance plans. Ensure personnel are assigned only one of the following actions to maintain a separation of functions: Initiation of the requirement; award of contract or placement of order; or receipt, inspection, and acceptance of supplies or services.

(4) Identify, train, track, and formally assign qualified personnel to monitor, inspect, and accept contractor services, deliverables, and supplies per the contract administration and quality assurance plans as applicable:

(a) Nominate, train, and track Contracting Officer's Representatives (CORs) utilizing COR Tracking-Tool per reference (h).

(b) Designate a Lead COR for contracts with multiple performance locations.

(c) Designate a point of contact (POC) to maintain a current listing of all assigned CORs and their associated contracts.

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(d) Per reference (h), appoint Technical Assistants, as needed, to assist the COR in monitoring performance.

(e) Assign a government POC to oversee the work and accept contract deliverables when a COR appointment is not required by reference (h). This individual will be designated in writing. The designation must specifically delineate the responsibilities and limits of authority for the task assigned.

(5) Protect procurement and other business sensitive information from unauthorized or inadvertent public disclosure. Provide contractor access only to government information determined necessary for contract performance. Ensure contracts include requirements for non-disclosure agreements prior to access to business sensitive information.

(6) Maintain and report on contract data (current year and near year) as directed by NETC (N4). Assign a POC for interaction with NETC (N4) on contract issues. Notify the contracting activity promptly, and identify on Learning Center Readiness Briefs, of actual or potential contract issues that negatively impact training readiness.

b. NETC Division Directors and Special Assistants may establish additional requirement controls outside of this instruction specific to supplies and services under their technical cognizance.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

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b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

7. Forms

a. The following form is available for download from Naval Forms Online (<https://navalforms.documentservices.dla.mil/web/public/forms>): NAVCOMPT 2276 (Request for Contractual Procurement).

b. The following form is available for download from the Office of Government Ethics (<https://www.oge.gov>): OGE 450 (Confidential Financial Disclosure).



M. A. WHITT
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.netc.navy.mil/directives.htm>, or via HP Records Manager (HPRM).

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NETC

SERVICE REQUIREMENTS REVIEW BOARD

INTERNAL OPERATING PROCEDURES

Enclosure (1)

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NAVAL EDUCATION AND TRAINING COMMAND (NETC)
SERVICE REQUIREMENTS REVIEW BOARDS (SRRBs)

1. Purpose. To establish a uniform review process to plan and execute Contractor Support Services (CSS) requirements across the NETC domain. This guidance supplements references (e) and (f) and defines the responsibilities, procedures, and reporting requirements for the NETC SRRB and tripwire oversight process. The SRRB process should focus on those areas that are primarily the responsibility of the requirements owner such as requirements development, market research, planning, funding, and performance monitoring by qualified Contracting Officer's Representatives. The SRRB is not a contract review board. The SRRB's primary role is to identify, plan, review, validate, prioritize, and approve the contractual services requirements for its respective activities. As a result of the SRRB, a service contract requirement may be sustained, reduced in scope, not renewed, or discontinued.

2. Discussion

a. Department of the Navy (DON) Management and Oversight Process for the Acquisition of Services (MOPAS2) implemented by reference (d) requires planning and approval of all service requirements over the Simplified Acquisition Threshold (SAT) including proper use of non-Department of Defense (DoD) contracts for supplies and services. The MOPAS2 template is the inclusive document used by program managers and contracting officers to document the acquisition strategy requirements and obtain the required DoD/DON approvals.

b. The Office of the Chief of Naval Operations (OPNAV) tripwires in enclosure (1) of reference (f) resulted from a series of contract service reviews (courts) for better management, oversight, and accountability of CSS. Tripwires are not meant to preclude execution, but to require higher level concurrence or notification prior to execution.

3. Business Rules

a. Activity Commanders will review and approve all prospective service contract actions with a cumulative value greater than the SAT (currently \$250,000). SRRB approval must be obtained before a funding document can be issued by the

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Comptroller and forwarded to the servicing contracting office for action. This will include new requirements, modifications, the exercise of options, and requirements expected to hit tripwires (over the SAT). SRRB approval is also required for any Military Interdepartmental Purchase Request (MIPR) or Project Order (PO) that will inevitably result in a service contract.

b. Requirement owners should use a breakout of 900 series exhibit requirements in conjunction with OP-32 budget submissions to forecast a list of contract actions by the end of the second quarter of each fiscal year (FY). SRRBs should be scheduled in sufficient time to meet acquisition lead times for contract award.

c. Commands will document essential planning decisions consistent with key MOPAS2 content areas using the format in Appendix A as a guide. Commands will ensure the minimum data on Appendix B is reviewed for each requirement. Commands may lower the thresholds or establish unique tripwires as appropriate. Commands will submit a list of forecast SRRB actions to NETC (N4) by the end of the second quarter of each FY using the SRRB Log template in Appendix C. Commands will update their annual SRRB log as changes occur and provide a final list of SRRB actions and key findings at the end of FY. Commands will provide supporting documentation for high interest requirements as requested by NETC Headquarters (HQ).

d. The use of existing DoD/DON contract vehicles for CSS requirements is generally a preferred acquisition strategy to streamline the procurement process. In most cases the MOPAS2 elements and approvals will have already been addressed (by the program owner) of the basic contract and do not need to be duplicated for each delivery or task order; however, SRRBs must be conducted on individual orders over the SAT and the strategy for execution and management documented.

e. Requiring activities will coordinate with NETC (N1) for specific policy and guidance for contracts that include labor; coordinate with NETC (N11) to ensure labor function(s) are in alignment with current Mission, Functions, and Tasks (MFT) to validate labor workyear estimate, and to comply with strategic sourcing policies; coordinate with NETC (N12) to ensure Activity

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Manpower Document (AMD) reflects contractor labor. Per reference (n) and NETC current manpower policy and procedures:

(1) Maintain an accurate status of contractor authorizations in AMD. While the actual authorization of contractors is not implemented via the Total Force Manpower Management System (TFMMS), contractor Full Time Equivalent (FTE) is to be reflected in the AMD via TFMMS. One FTE for contractor positions equals one Contractor Work-year Equivalent (CWYE). Contractor requirements become authorizations when the Budget Submitting Authority obligates available funds.

(2) Identify contractor positions in the AMD (activity/unit/detachment/site) for the Unit Identification Code (UIC) that is receiving the direct labor support, regardless of where the funding originates. Where one CWYE crosses departments or divisions, the position shall be placed in the AMD in the department or division where the majority of work is performed.

(3) Ensure the total number of authorized positions in the AMD for each UIC matches the estimated FTE/CWYE for each labor contract that supports the activity's MFT. Positions performing partial work years in the same functional area shall be aggregated and counted as one FTE/CWYE and annotated as one authorized position in the AMD.

f. Requiring activities will justify the use of non-Naval Supply Systems Command contracting activities by a cost benefit analysis using guidance in reference (m), section 8.0, unless the requirement falls within the scope of unique contracting responsibilities assigned to another Naval Systems Command (SYSCOM) Head of the Contract Activity (HCA) per reference (c). The rationale shall be summarized on Appendix A along with the associated fee and any increase to contract baseline costs.

g. Information Technology (IT) procurements will be coordinated with NETC (N6) for review and approval through the Navy Information Dominance Approval System; however, tripwires will be reported to NETC (N4) as they occur. For CSS requirements that contain IT requirements (software, hardware, and development services), requirement owners must incorporate IT Procurement Request approvals as part of the SRRB package submission.

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h. In addition to IT procurements, contract requirements for products or services such as construction, capital equipment, leases, curriculum development, combat force protection training, and other high risk training may have specific controlling guidance to ensure conformance with government technical requirements, programs, and standards (e.g., NAVEDTRA guidance, course control documents, instructor qualifications, DoD/DON instructions, occupational safety). Requiring Activities will incorporate additional program controls into the SRRB process as applicable.

i. Contractors shall NOT participate in SRRBs. Contractor assistance should be limited to work products produced and controlled by the terms and conditions of their contract (including notice of potential organizational conflicts of interest) and shall include requirements for non-disclosure agreements prior to giving access to procurement or business sensitive information.

j. This guidance does not apply to major and non-major defense acquisition programs and major and non-major IT acquisition programs which are specifically managed, reviewed, and approved under DoD/DON 5000 series documents or those services exempt under reference (e). Alternate formal processes utilized within the command to review and validate unique service requirements can be used if they meet the intent of the SRRB.

4. Content. For each CSS requirement, requestors will prepare an acquisition strategy document for review and approval by each activity SRRB using Appendix A as a guide. The SRRB shall address key MOPAS2 elements that are the responsibility of the requiring activity (such as requirements development, market research, planning, funding, and contract oversight) and any potential tripwires that will occur in the planning stage. The minimum SRRB data to be reviewed for each requirement is listed on the SRRB Data Elements table at Appendix B. Multiple requirements that will be awarded under the same existing DoD/DON contract vehicle or strategy may be combined and summarized on one document. SRRB meeting minutes, action items, and key recommendation and findings must be recorded and maintained along with any supporting documentation. The SRRB Log at Appendix C shall be used to forecast and record SRRB

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actions for each fiscal year. An excel template version is available from NETC (N4).

a. Tripwires. Enclosure (1) of reference (f) identifies tripwires as areas of potential cost risks that require greater management scrutiny and OPNAV notification and mitigation. Tripwires may occur during the planning stage (pre-award) or during the course of contract administration (post-award). Elements that occur in the planning phase shall be addressed in the SRRB process.

b. The following OPNAV service requirement tripwires apply to CSS over the SAT and require OPNAV (N1T) notification and additional mitigation actions per enclosure (1) of reference (e):

- Bridge Contracting Actions
- Best Value Source Selection Premiums
- Other Direct Costs in excess of 10 percent total contract value or greater than \$1M
- Labor Rates greater than \$155 per hour (in excess of \$300k annualized) or \$35 per hour if "blue collar"
- Subcontractors (added after contract award)
- One Bids (only one vendor proposal was received in a competitive solicitation)
- Prior Year Funding (funds not obligated in the first year of availability)

c. OPNAV tripwire notifications will be reported to NETC (N4) via email for submission through the SRRB chair to OPNAV (N1T) as they occur and include sufficient detail to explain the action taken to mitigate or resolve potential risks including coordination with the contracting activity as required. Multiple tripwires can be combined and reported on one notification. A tripwire notification template is at Appendix D.

5. NETC HQ SRRB:

a. Chairperson. Commander, NETC will chair the NETC HQ SRRB. Delegation to the 06/GS15 level is authorized for requirements under \$1M.

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b. Members. SRRB members will be appointed by name and shall submit a Confidential Non-Disclosure (OGE-450) annually. The SRRB will be comprised of:

- (1) Chair;
- (2) Director of Logistics;
- (3) Comptroller;
- (4) Division Directors or Special Assistants (DD/SAs) having technical cognizance over the requirement;
- (5) General Counsel (Advisory role only);
- (6) Representatives from other codes may be requested to participate as deemed necessary by the SRRB chair or other advisers.

c. NETC HQ SRRB will be conducted on CSS that support HQ staff and programs or requirements designated as special interest:

- All CSS requirements over the SAT total value (base year and options) including Delivery/Task Orders against existing contract vehicles
- All Bridge contract actions (requires activity approval)
- All Sole source actions over the SAT
- Special Interest Items as designated by NETC HQ DD/SAs
- All requirements over the SAT if a non-DoD contract activity will issue the award
- Non-mission funded contracting awards over the SAT (unless assigned to another SYSCOM HCA per reference (c)). Use of non-mission funded contracting activities shall be justified by a cost benefit analysis and the fee identified.
- Modifications including the exercise of options with a value over the SAT. Options should be revalidated each year by the requiring activity to ensure exercise of the option is still in the government's best interest.

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d. NETC (N4) will request a list of forecasted requirements via DON Tracker using the SRRB Log Template at Appendix C by the end of the second quarter of each FY. The SRRB members will review and decide which requirements will require presentation before the board. NETC (N4) will schedule the NETC HQ SRRB by 31 October of each FY.

e. DD/SAs will submit SRRB packages via email to the NETC (N4) designated point of contact (POC) as a read-ahead in advance of the scheduled board meeting. NETC (N4) will route SRRB packages to participants deemed necessary for a concurrent review as a restricted tasker using DON Tracker prior to the scheduled SRRB convening date. For out-of-cycle or emergent requirements, DD/SAs shall submit SRRB packages to the NETC (N4) POC to schedule the SRRB in sufficient time to meet the procurement administrative lead time for each action. Restricted taskers shall be assigned on an individual basis and not a "working group" to avoid unauthorized disclosure of procurement sensitive data.

f. SRRB packages shall consist of:

(1) Appendix A;

(2) Appendix B data; and

(3) Draft supporting information for sole source or bridge actions as applicable. NETC DD/SAs may identify additional technical review criteria specific to supplies and services under their functional area.

g. Each DD/SA shall ensure that meeting minutes, action items, key recommendations, and findings of SRRB meetings are recorded for their respective requirements and maintain reporting data at Appendix C.

h. NETC (N4) will consolidate NETC domain SRRB reporting data at the end of the FY to comply with OPNAV reporting requirements.

6. Command Responsibilities. NETC Activity Commanders, Commanding Officers, and Officers in Charge shall:

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- a. Establish and chair their respective SRRB process for requirements over the SAT. Delegation to the 06/GS15 level is authorized for requirements under \$1M.
- b. Ensure SRRB approval is obtained and annotated on all funding documents to include Request for Contractual Procurement (NAVCOMPT 2276), MIPR, PO, or other funding vehicle that may result in contract services over the SAT.
- c. Ensure the SRRB meets at least annually to maintain proper oversight and accountability of all contractual service requirements. The SRRB may convene more frequently at the discretion of the chair.
- d. Determine the appropriate decision level for requirements under the SAT for the Learning Centers/Learning Sites/Detachments/Units or other components under their command.
- e. Establish a management process in consonance with the SRRB to address tripwires in enclosure (1) of reference (f) and take appropriate action as they occur throughout the acquisition cycle. Activities shall report tripwire encroachment through their internal SRRB chair to NETC (N4) using the format at Appendix D and summarize tripwire issues on their quarterly Center Readiness Brief.
- f. Protect procurement and other business sensitive information from unauthorized disclosure. When using a DoD authorized data sharing system (such as DON Tracker) ensure access to SRRB information is restricted to individual government personnel required for participation.
- g. Document and approve acquisition strategy decisions consistent with MOPAS2 using the format in Appendix A as a guide. Ensure the minimum data at Appendix B is reviewed for each requirement. Obtain required reviews and approvals specific to the type of requirement prior to forwarding to the cognizant contracting office.
- h. Record and maintain meeting minutes, action items, and key recommendation and findings of SRRB meetings.

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i. Submit SRRB forecasts to NETC (N4) by the end of the second quarter of each FY using the SRRB Log Template at Appendix C and update as significant actions occur.

j. Submit a final SRRB Log to NETC (N4) by September 30 of each year.

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SERVICE REQUIREMENTS REVIEW BOARD ACQUISITION STRATEGY

Requiring Activity/Code:
SRRB Tracking Number:
Program/Title of Requirement:
Estimated Total Dollar Value:
Period of Performance (planned duration):
Requirement ID Number:

1. **Requirements Development and Management:** Provide a brief description of service requirement including contract history if applicable, validation efforts, and market research.
2. **Acquisition Planning, Solicitation, and Contract Award:** Address the proposed acquisition approach, contract activity type contract, competitive or non-competitive status, bridge actions, estimated cost breakout per base and option period (Labor, Other Direct Costs, Travel), and funding. Address the use of Non-Mission funded support and identify service fees (if applicable).
3. **Risk Management:** Address potential tripwires, risk mitigation actions.
4. **Contract Tracking and Oversight:** Discuss the proposed management approach for contract administration, quality assurance, and contract oversight.
5. **Performance Evaluation:** Identify personnel responsible for assessing and reporting contractor performance and their formal assignments as applicable.
6. **Review and Approval:** Signature, title, and date of requirements approval authority.

Note: The complete MOPAS2 SOP, template, and approval levels are available on the NAVSUP portal website.

Appendix A
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SERVICE REQUIREMENTS REVIEW BOARD DATA ELEMENTS TABLE

Required Data	Definition
FY (XX)	FY of the SRRB annual reporting cycle
Domain	NETC/MPTE Domain Activity Name
UIC	5 digit UIC of the requiring activity
Requirement ID #	Recommend a budget line item reference number, Doc number, or POM issue number
Requirement Title	Name of the effort or program
Program of Record (PoR)	Indicate the primary PoR(s) supported for the FY reporting period
Requirement Summary	Brief description of services
New or Recurring Action	Indicate if this is a new contract action (N) or if this is a recurring effort (R)
Current/Previous Contract #	The contract, purchase order, agreement number, or basic Indefinite Delivery Indefinite Quantity (IDIQ), including order, or modification number (as applicable) if a recurring effort.
Required POP Start Date	The anticipated Period of Performance (POP) start date for the contract requirement
POP End Date	The final POP end date if all options are exercised
Option Total	The total number of options beyond the base period (if applicable)
Impact/Risk	Identify the mission impact if not approved, and the priority level if funding is limited
Mitigation	Actions to mitigate impacts if not approved
COR/TPOC Name	Name of the NETC domain COR or Government Technical Point of Contact (TPOC) for the contract requirement.
Location of COR/TPOC	Site the specific activity where the COR/TPOC is located
Place of Performance	AUIC where the work will be performed
Estimated CWYE	Estimated Contractor Work Year Equivalents (CWYE)
Funding Type	Enter the applicable appropriation.
Total Contract Value	The total estimated cost of the requirement (base year and options)
Current FY Funding	The amount to be funded in the current FY reporting period

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Required Data	Definition
Planned Contract Activity (CA)	Enter NAVSUP, NAVAIR, NAVFAC, NAVSEA, SPAWAR, MARCOR, Military Sealift Command (MSC), Other DoD, or Non-DoD. Use "Non-DoD" only when that agency awards a contract on behalf of the requesting activity (called an "assisted" acquisition) not when a DoD/DON contracting activity places an order under a GSA Federal Supply Schedule or Government Wide Agency Contract (GWAC) which is called a "direct" acquisition.
Fee (if applicable)	Identify the contract activity fee if a Non-NAVSUP contract activity will be issuing the award. Note: Activities that are delegated procurement authority by NAVSUP are mission funded to award contracts for Navy customers and will not charge a fee.
Tripwire (if applicable)	Identify all tripwires if they are anticipated to occur or have occurred during the reporting period. Tripwires can occur before or after award of a contract. Not all contracts will hit a tripwire. Leave field blank if not applicable. Use the SRRB comment field to identify more than one tripwire and circumstances regarding review and resolution. Tripwires: Bridge Contracting Actions (a sole source action awarded to the incumbent contractor) to continue or "bridge" services when not enough time remains for an award and no option periods remain. Best Value Source Selection Premiums (when a premium is >10% over the lowest offer). Other Direct Costs (ODCs) > 10% of the total contract value or >\$1M. Annual Labor Rates > \$155 per hour (in excess of \$300k annualized) or > \$35 per hour if "blue collar"). Subcontractors (added after contract award) if approval was required by the contract. One Bids (only one vendor proposal was received under a competitive solicitation). Prior Year Funding - If not utilizing current year funding (not applicable to OM&N funds).
SRRB Board #	Internal SRRB reference number - Recommend Domain Name, Code, FY, Sequential No
SRRB Approval Date	Date the SRRB approved the requirement
SRRB Approval Level	The level of review and approval; Flag/SES; CO; 06/GS15. Note: delegation for approval under \$1M is authorized to the 06/GS15 level
SRRB Minutes	Minutes, action items, key recommendations, and findings

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NETC TRIPWIRE NOTIFICATION TEMPLATE

This document provides tripwire notification to the MPT&E enterprise's service contract advisor (OPNAV (N1T)) as required by OPNAVINST 4200.8.

1.	
Contract/Task Order:	
RFQ #:	
Customer:	
Effort:	
Requirement Summary:	
Type of Services:	
Long term plan:	
COR location:	
Appropriation:	
Total Value:	
PoP:	
Issues/Comments:	
Tripwire:	
SRRB:	
2.	
Contract/Task Order:	
RFQ #:	
Customer:	
Effort:	
Requirement Summary:	
Type of Services:	
Long term plan:	
COR location:	
Appropriation:	
Total Value:	
PoP:	
Issues/Comments:	
Tripwire:	
SRRB:	

Appendix D
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