



## DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING  
CNATRA  
250 LEXINGTON BLVD SUITE 102  
CORPUS CHRISTI TX 78419-5041

CNATRAINST 4335.1A

N4

14 NOV 2007

### CNATRA INSTRUCTION 4335.1A

Subj: CONTRACT REVIEW BOARD (CRB)

Ref: (a) Federal Acquisition Regulation (FAR)  
(b) Defense Acquisition Regulation Supplement (DFARS)  
(c) Navy Acquisition Procedures Supplement (NAPS)  
(d) CNATRAINST 5000.1  
(e) CNATRAINST 5000.2C

Encl: (1) CRB Presentation Format  
(2) CRB Presentation Guidelines  
(3) CRB Routing Sheet

1. Purpose. To provide a forum where new contract actions can be presented to all interested parties. To inform all employees about the presentation guidelines and provide procedures to follow for Contract Review Board. To ensure funds are obligated and committed appropriately. Additionally, to ensure that there are no current contract conflicts or overlaps of statements of work existing, old or new. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. CNATRAINST 4335.1

3. Background

a. The Federal Acquisition Regulation (FAR), reference (a), Defense Federal Acquisition Regulation Supplement (DFARS), reference (b), and Navy Acquisition Procedures Supplement (NAPS), reference (c) require various documents (i.e. funding, Justification & Approvals (J&A), and acquisition plans) be prepared and approved prior to taking action to solicit and/or award. The intent of this review is to ensure a proposed contract action and/or acquisition conforms to good business practices; Navy Acquisition Policies; and to affirm, by presented written evidence, the proposed contracting action is required and has been fully coordinated with each department having a vested interest.

b. The following are definitions used in this instruction:

(1) The Chief of Naval Air Training (CNATRA) is defined as headquarters staff, Building 1.

CNATRAINST 4335.1A

14 NOV 2007

(2) The Naval Air Training Command (NATRACOM) is defined as the Training Air Wings and Blue Angels.

4. Action

a. Presentation Preparation. All actions presented to the CRB, enclosure (1), shall be submitted to the Assistant Chief of Staff (ACOS) for Aviation Readiness and Contract Logistics N4. N4 will appoint the Lead Contract Specialist of the Contract Program Management Branch to perform the appropriate review and prepare documents prior to distribution for CRB action. As necessary, N4 will call and establish a working CRB prior to submission to the CRB. The proposed action shall be presented to the CRB by a Customer Representative of the respective CNATRA department or NATRACOM Wing and supported by a contract specialist for the board. The customer representative will present the case for review and shall not participate as a voting member of the board for that particular presentation.

b. Presentation Distribution. The Lead Contract Specialist shall provide copies of the CRB presentation, enclosures (1) and (2), to the Chairperson and all members of the board not later than 1200 on the day before presentation. If the need should arise that a document requires further review/staffing use the CRB staff routing/briefing sheet, enclosure (3). If unusual circumstances exist, the Chairperson may authorize the convening of a special CRB for urgent and/or compelling contract actions. N4 shall document the reasons that require a special CRB.

c. Membership of the Contract Review Board:

Chairperson  
Chief of Staff - COS, Code 01  
Naval Air Training Command

<u>Voting Member (V)</u>	<u>Advisor (A)</u>
COS - 01	ACOS and Special Assistants
Comptroller - N8	Lead Contract Specialist - N4
CNATRA ACOS - N4	Administrative Contracting Officer (ACO) - N4
	Customer Rep of each ACOS N Code Office, General Counsel (OGC) - 00D

14 NOV 2007

The Chairperson of the Board is the COS and the members are the Comptroller and CNATRA ACOS (N4). The following individuals or their representatives will be invited and encouraged to participate in the CRB: ACOS and/or the Customer Representative of each ACOS N-Code/NATRACOM Wing(s); Lead Contract Specialist; ACO; OGC; and the CRB secretary. Secretary of the meetings shall be an observer. CNATRA GS-1102/1101 series personnel may attend the CRB as observers.

d. Duties and Responsibilities of the Contract Review Board. The following types of proposed acquisition actions shall be reviewed by the CRB as appropriate:

(1) Prior to Solicitation provide:

(a) All formal Statements of Work (SOW)/Performance Work Statements (PWS), including an independent government estimate (number of personnel, travel, material and labor cost(s)) in excess of \$25,000. References (d) and (e) are germane to IM/IT acquisition actions.

(b) All solicitation requirements as a result of Commercial Activities studies.

(c) Sole-Source Procurements (J&A is required for urgent and compelling actions and require legal review/approval).

(d) Designation of Set-Asides (Small Business, Large Business, SBA 8(a), etc.).

(e) All acquisition actions over \$25K which have or will have a materiel affect on headquarters staff and training air wing flight operations within the NATRACOM. Questions regarding application of this statement should be forwarded to N4 for clarification.

(2) Post Award contract actions. All modifications involving an increase or decrease in contract costs, except routine actions in support of flight operations.

(3) Other

(a) Actions requiring approval, either within or outside the activity at a level higher than the contracting officer.

CNATRAINST 4335.1A

1 4 NOV 2007

(b) Terminations for Convenience.

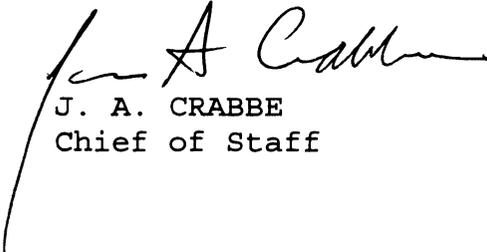
(c) All Proposed purchase action requests before proceeding towards negotiation of a contract modification.

(4) Determination of Legal Sufficiency. Legal review of actions submitted to the CRB shall be accompanied by a legal sufficiency review from CNATRA OGC.

e. Schedule of Meetings. The meetings shall be scheduled as required.

f. Presentation of Summary. At the CRB, the customer representative shall brief the members by presenting the case summary. The members shall then consider the acquisition factors, and shall either vote to grant approval by the signature of each member of the Board or to disapprove with a recommended action. Any member who does not approve shall annotate in the comments section on the CRB form their reason for disapproval. If for any reason the action returns to the CRB voting members a new control number will be issued and voting members will sign and date.

g. Control Numbers. CRB Presentation Form shall be assigned an established control number maintained by the Lead Contract Specialist. The Control Number Log Book will start each fiscal year with the last two digits of the FY plus a dash and 01, i.e., 08-01. Should that contract action require subsequent CRB actions those documents shall be numbered numeric alpha, i.e., 08-01a. The Log Book will be kept by the Lead Contract Specialist and available to contracting personnel to readily obtain numbers.



J. A. CRABBE  
Chief of Staff

Distribution:  
CNATRAINST 5215.1R  
List I

14 NOV 2007

CONTRACT REVIEW BOARD PRESENTATION

Control Number _____	Contracting Activity _____
Date Received _____	Budgeted Amount _____
Total Estimate _____ (Include Options)	Contract Type _____
Date Services Commence _____	Required Award Date _____
Activity (NCode) _____	

Reason for Presentation:

\_\_\_\_\_

Chairperson - Chief of Staff - Approval/Disapproval

\_\_\_\_\_

Comptroller - Approval/Disapproval

\_\_\_\_\_

N4 - Approval/Disapproval

Comments:

\_\_\_\_\_

Officer of General Counsel, Legal Sufficiency

Legal Comments:

CNATRAINST 4335.1A

1 4 NOV 2007

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14 NOV 2007

PRESENTATION GUIDELINES

1. Check with Lead Contract Specialist to get Standard Operating Procedures.
2. Identify additional resources required. (i.e. Gov't manpower and support services)
3. Identify Information Management/Information Technology (IMIT) requirements including special hardware/software/network or external access requirements. (Ensure NMCI waiver is provided)
4. Personnel increases and/or decreases to contract for department locations at headquarters and sites affected.
5. Identify any government FTE increases and/or decreases associated with the contract.
6. Any special requirements needed or surrendered resulting from a CA study.
7. Contractor's facility, space and transportation requirements.
8. Clearly identify the availability of funds, potential fiscal execution and sources of funding if other than CNATRA to support the requirement. (i.e. emails to/from N8 with a copy to N4)
9. Identify telephone requirements.
10. Can a Navy Agency support requirement? If not explain.

Enclosure (2)

CNATRAINST 4335.1A

1 4 NOV 2007

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14 NOV 2007

SPECIAL CONTRACT REVIEW BOARD ~ STAFF ROUTING/BRIEFING SHEET					
1. Classification	2. Due Date:	3. Today's Date:			
4. Subject:					
5. Routing: Route via each Action (A)/Info (I) office. Designate A or I after the routing sequence.					
CODE	ROUTING	SIGNATURE/DATE	CODE	ROUTING	SIGNATURE/DATE
01					
N4					
N8					
6. Brief:					
NAME/TITLE/CODE OF ACTION OFFICER			PHONE EXT 1-	SIGNATURE	
To be filed with command file copy in central file					