



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
103 ARMY PENTAGON  
WASHINGTON, DC 20310-0103

**AUG 23 2016**

SAAL-ZP

**MEMORANDUM FOR PRINCIPAL ASSISTANTS RESPONSIBLE FOR  
CONTRACTING**

**SUBJECT: Office of the Deputy Assistant Secretary of the Army (Procurement) Policies  
and Procedures for the Conduct of Postaward Peer Reviews**

**1. References:**

a. Defense Federal Acquisition Regulation Supplement (DFARS) 201.170(b),  
Component peer reviews, Revised October 30, 2015

b. DFARS Procedures, Guidance, and Information (PGI) 201.170, Peer reviews,  
Revised September 30, 2015

c. Army Federal Acquisition Regulation Supplement (AFARS) 5101.170(b)(vi),  
Postaward peer reviews of all contracts for services valued at less than \$1 billion,  
Revised July 14, 2016

d. Department of Defense Instruction (DoDI) 5000.74, Enclosure 5,  
Paragraph(7)(b), Peer reviews, January 5, 2016

2. The purpose of this memorandum is to implement policies and procedures concerning postaward peer reviews to be led by Office of the Deputy Assistant Secretary of the Army (Procurement) (ODASA(P)). Reference a. requires military departments and defense agencies to establish procedures for postaward peer reviews of all contracts for services valued at less than \$1 billion (B). Reference b. identifies the Department of Defense focus and method of administration of peer reviews, including postaward peer reviews. Reference c. establishes Army procedures for postaward peer reviews of all contracts for services valued at less than \$1B.

3. The Senior Services Manager (SSM) will conduct a Headquarters, Department of the Army (HQDA) level postaward peer review for contracts for services valued at \$250 million or more, but less than \$1B, or for contracts the ODASA(P) identifies as special interest. The information identified in AFARS 5137.590-6(a)(8) and AFARS 5137.590-7 will serve as the starting point for the postaward reviews. The SSM will address the postaward peer review of service contracts requirements in the DFARS PGI 201.170-3 and the postaward peer

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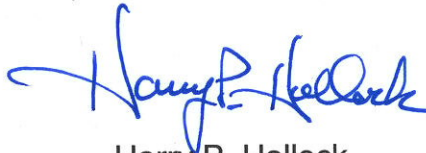
review required documents and elements in the DFARS PGI 201.170-4.

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4. Reviews will be conducted in a manner consistent with, and will address the documentation and elements of, the postaward peer review procedures in reference b. Consistent with reference b., if the base period of performance is greater than one year, the first postaward peer review should take place at the midpoint of the base period of performance. If the base period of performance is one year or less, the postaward peer review should occur prior to exercise of the first option year. Postaward peer reviews should occur prior to every option period thereafter.

5. The ODASA(P) will organize teams of reviewers to conduct postaward peer reviews. Generally, each review will be conducted at the location of the executing contracting organization. Annually, the ODASA(P) will issue to each of the contracting commands the review schedule and the contracts to be reviewed.

6. The point of contact is Ms. Angela M. Yates, 703-697-1450, or e-mail: [angela.m.yates.civ@mail.mil](mailto:angela.m.yates.civ@mail.mil).



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