

**BY ORDER OF THE COMMANDER
ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE INSTRUCTION
63-101**



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Acquisition

**MULTI-FUNCTIONAL INDEPENDENT
REVIEW TEAM (MIRT) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements AF Federal Acquisition Regulation Supplement (AFFARS) Mandatory Procedures (MP) 5301.9001(b) and Informational Guidance (IG) for MP 5301.9001(b). This Robins Air Force Base Instruction (RAFBI) establishes processes and procedures for the implementation of an independent acquisition review process through the use of a Multi-functional Independent Review Team (MIRT). The MIRT consists of a team of multi-functional subject matter experts (SMEs) who will assist acquisition teams and the Clearance Approval Authority (CAA) by validating acquisition strategy and events at the Critical Decision Points (CDPs) during the acquisition process. The applicable CDPs to be reviewed are specified in the AFFARS MP 5301.9001(b), paragraph 3.2, and may be found at: [http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5301.9001\(b\).htm#ToPage](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5301.9001(b).htm#ToPage). For the purposes of this instruction the CAA is the Director of Contracting, WR-ALC/PK. This instruction specifically establishes the MIRT's roles and responsibilities, membership, process and procedures associated with MIRT activities. This RAFBI applies to all military and civilian and contractor personnel assigned to or attached to WR-ALC and to all competitive acquisitions \$50M and over (unless the CAA makes a determination to include competitive acquisitions that are under \$50M and/or any non-competitive acquisition). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss->

[af61a/afirms/afirms/](#). The WR-ALC prefix is omitted in functional address symbols in the text. See Attachment 1 for a glossary of references and supporting information.

1. PROCESS: A MIRT is required to independently review applicable acquisitions at each CDP unless a waiver is requested and approved in accordance with AFMCFARS 5301.9002 (<http://farsite.hill.af.mil/vfafmca.htm>) and AFMCFARS IG 5301.9001(b) (http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/afmc/igafmc01.htm#P53_4423)

2. ROLES AND RESPONSIBILITIES:

2.1. MIRT Core Members (Government personnel only):

2.1.1. The Contracting Directorate Technical Director (PK TD).

2.1.2. A senior or chief engineer as appointed by the Engineering Directorate (EN), as required.

2.1.3. An acquisition attorney as appointed by the Staff Judge Advocate (JA).

2.1.4. A price analyst as appointed by the Contract Pricing Branch (PKCF).

2.1.5. A senior logistician or program manager as appointed by the Plans and Program Directorate (XP), as required.

2.2. MIRT Members: Ad hoc members from ASW, CSW, MXW, 78 ABW, SB, FM, DCMA, XPQ ACE, SBA, GLSC, etc., as required.

2.3. MIRT ancillary members: Additional individuals from offices listed in paragraph 2.2., as required, for the purpose of training and mentoring. Participation in MIRT reviews will provide trainees, journeyman, and/or senior leaders an opportunity to get experience and gain understanding of major program and source selection acquisitions. These individuals will not be appointed as MIRT reviewers, but may provide input and comments during the review process.

3. PROCEDURES:

3.1. The PK TD will:

3.1.1. Serve as the MIRT secretariat and have overall responsibility for MIRT activities.

3.1.2. Chair or co-chair each MIRT.

3.1.3. Interface with all applicable offices on- and off-base to ensure identified MIRT acquisitions are tracked, scheduled, reviewed, coordinated, and documented.

3.1.4. In conjunction with the Wings and with assistance from XPQ ACE, identify applicable MIRT acquisitions.

3.1.5. Interface with acquisition teams to identify acquisition milestones and track CDPs within each acquisition.

3.1.6. Provide acquisition descriptions/milestones to EN, JA, PKCF, XP and other offices as required (including ASW, CSW, MXW, 78 ABW, SB, FM, DCMA, XPQ ACE, SBA, GLSC, etc.) to facilitate the identification and appointment of MIRT members for each applicable acquisition.

- 3.1.7. Notify acquisition teams of the identified SMEs to be included on their MIRTs.
 - 3.1.8. Provide acquisition teams a MIRT control number for each CDP review.
 - 3.1.9. Schedule and convene MIRTs upon receipt of Request for MIRT Review form.
 - 3.1.10. Review waiver requests for MIRT reviews.
 - 3.1.11. Provide an assessment to the CAA on the findings/state of the acquisition at each CDP.
 - 3.1.12. Maintain documentation of all MIRTs accomplished and be responsible for submission of annual assessment report in accordance with AFMCFAR IG 5301.9001(b) found at:
http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/afmc/igafmc01.htm#P534423).
 - 3.1.13. Capture and disseminate lessons learned and best practices.
 - 3.1.14. Maintain annual non-disclosure agreements from all MIRT core, ad hoc, and ancillary members.
- 3.2. XPQ ACE Office will:
- 3.2.1. Provide assistance in identifying acquisitions applicable to MIRT by notifying the PK TD of all upcoming competitive and noncompetitive acquisitions meeting the XPQ ACE threshold for review.
 - 3.2.2. Provide assistance and support of MIRT reviews, as required.
 - 3.2.3. Identify and provide a representative to attend each MIRT review.
- 3.3. EN, JA, PKCF, XP and other offices as required (including ASW, CSW, MXW, 78 ABW, SB, FM, DCMA, SBA, GLSC, etc.) will:
- 3.3.1. Identify and provide SMEs to serve on MIRTs, as required. Identified SMEs are required to be available and participate in all CDPs for the acquisition appointed.
 - 3.3.2. Identify additional individuals to be considered for inclusion on the MIRT for the purposes of training or mentoring. These individuals will not be appointed as the primary MIRT reviewers, but may provide input and comments during the review process.
- 3.4. Acquisition teams will:
- 3.4.1. Provide acquisition milestones (in Microsoft Project, Word or Excel format) to PK TD to include MIRT reviews at each CDP when acquisitions are identified. A minimum of seven working days should be allotted for each MIRT review.
 - 3.4.2. Request MIRT Control Number from PK TD prior to submittal of each Request for MIRT Review.
 - 3.4.3. Submit Request for MIRT form to PK TD prior to each critical decision point (CDP) along with file and/or supporting documentation. Request for MIRT Review form and documentation requirements can be found in AFMCFARS 5301.9002 (<http://farsite.hill.af.mil/vfafmca.htm>) and AFMCFARS IG 5301.9001(b) (http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/afmc/igafmc01.htm#P534423).

4423). File and supporting documentation should be downloaded to the PK shared drive for review by the MIRT.

3.4.4. Submit waiver request for MIRT review to PK TD. Waivers will be requested on Request for MIRT form in accordance with AFMCFARS 5301.9002 and AFMCFARS IG 5301.9001(b), as implemented by HQ AFMC/PK Policy Memo 2009-PK-0003.

3.4.5. Be responsible for taking minutes of face-to-face exchange meetings between the acquisition team and MIRT to document MIRT comments, concerns and suggestions. There is no required format for the minutes.

3.4.6. Provide minutes to PK TD for review and revision.

3.4.7. Submit disposition or adjudication of all MIRT findings to PK TD (on spreadsheet developed under paragraph 3.4.5.).

3.4.8. File Request for MIRT Review form and all documentation, including disposition and adjudication summaries, in official contract file.

3.5. The CAA will:

3.5.1. Provide, or have the MIRT and/or acquisition team provide, feedback to the Source Selection Authority (SSA) on findings/state of the acquisition for each CDP.

3.6. MIRT Team members will:

3.6.1. Review file documentation and supporting data at each CDP and provide specific comments and concerns. Potential focus areas to be reviewed by the MIRT members are specified under AFFARS MP5301.9001(b), paragraph 3.2.1.3, and may be found at: [http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5301.9001\(b\).htm#TopOfPage](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5301.9001(b).htm#TopOfPage)

3.6.2. Participate in all MIRT meetings and briefings, as required.

4. Prescribed and Adopted Forms.

4.1. Prescribed Forms: No forms prescribed.

4.2. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

POLLY A. PEYER, Major General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Abbreviations and Acronyms

AFFARS— Air Force Federal Acquisition Regulation Supplement

CAA— Clearance Approval Authority

CDPs— Critical Decision Points

IG— Informational Guidance

MIRT— Multi-functional Independent Review Team

MP— Mandatory Procedures

RAFBI— Robins Air Force Base Instruction

SMEs— Subject Matter Experts

SSA— Source Selection Authority