



**Office of the Assistant Secretary of Defense  
(Health Affairs)  
TRICARE Management Activity  
Acquisition Management and Support**

**TRICARE ACQUISITION PRACTICE (TAP)**

**TAP 43-01, Rev. 000  
06 April 2005**

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**SUBJECT: CHANGE REVIEW TEAM (CRT) PROCESS**

**Reference:** FAR Part 43 Contract Modifications

**1. PURPOSE:**

To establish responsibilities and procedures for the CRT process and incorporating the change(s) into the contract.

**2. APPLICABILITY:**

This TAP applies to all TMA personnel and functional areas involved in preparation of a change request package, reviewing a change request package, and incorporating the change into the contract. The CRT process is applicable to change requests for unilateral (administrative changes, change orders and changes authorized by clauses other than the changes clause) and bilateral (supplemental agreement) modifications, regardless of dollar amount.

**3. DEFINITIONS:**

“Change Review Team (CRT)” is a team of AM&S contracting staff who review all change request packages prior to forwarding to the contracting officer(s) responsible for the affected contract(s). The CRT may also review any items identified by a CO (e.g., administrative issues, common letters).

“The CRT Permanent Member (CPM)” is the member who provides stability and continuity to the CRT. The IBA Operational Manager is the CPM.

A “contracting officer (CO)” is an individual with a prescribed authority to enter into, administer, and/or terminate contracts, and make related determinations and findings.

A “Team Lead” is the senior contracting officer, GS-1102-14, assigned a particular contract or procurement.

The “CRT CO” is a Team Lead serving on the CRT.

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## **4. RESPONSIBILITIES:**

4.1. The CRT is responsible to review the change request package, identify and resolve deficiencies and questions, and document the Change Review Team Checklist (Checklist). The CRT members will perform all other activities deemed necessary to complete the review.

4.2. The CPM is responsible for maintaining the Checklist, establishing the CRT membership, coordinating CRT activities, serving as the single interface with the requestor, insuring that the process is completed and the change request package is provided to the appropriate Team Leads(s) in a timely manner.

4.3. The CRT CO is responsible for review and approval of the change request package before the Checklist is signed by all CRT members.

4.4. The Team Lead(s) is responsible for ensuring that the performance of all necessary actions of their team members are in compliance with the laws, executive orders, regulations, and all other procedures, including approvals for a particular contract action.

## **5. PROCEDURES:**

### 5.1. General.

5.1.1 The requesting organization prepares the change request package which contains all the information to support issuance of a modification. As a minimum, the change request package should contain:

- Funding Commitment Documentation,
- Applicable Manual Change Text or Statement of Work/Requirements,
- Legal review of proposed Manual Changes,
- Independent Government Cost Estimate (IGCE),
- Implementation date and any specific implementation instructions,
- Effective date of Health Benefit changes and Manual changes,
- Information as to which contract(s) the proposed change is applicable.

5.1.2. The Support Services Office provides one copy of the change request package to the CPM and a minimum of six (6) copies to the designated CRT administrative assistant.

5.1.3. The CRT administrative assistant will annotate the six copies of the change request package as "Duplicate Original".

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## 5.2. CRT Process.

### 5.2.1. Membership.

5.2.1.1. The CPM, at the commencement of each calendar year, will determine (1) which teams in Contract Management Office A and B (CMA/CMB) will provide members and (2) establish a rotation schedule which identifies the teams.

5.2.1.2. The CRT shall consist of the CPM, one CRT CO, and one contract specialist (CS). The CRT CO and the CS will come from different CMA/CMB teams. The CRT CO and CS will serve two consecutive months. Every Team Lead shall serve as a CRT CO. Any CS (government or contractor staff) may serve on the CRT.

5.2.1.3. Prior to rotation, the CPM will ask the Team Leads whose teams are identified on the rotation schedule to provide the name of the individual who will serve on the CRT.

5.2.1.4. To prevent extended delays, a minimum of two CRT members may complete the review. In the absence of the CPM, this role will be the responsibility of one of the Chiefs, CMA, CMB, or P&PO.

### 5.2.2. Review Period.

5.2.2.1. The CRT will finish its review within three workdays after receipt of the complete change request package. If the review can not be accomplished within three days, the CPM will advise the requesting organization and document the Checklist.

5.2.2.2. If all required reviews (e.g., legal review of TRICARE Operation Manual) have not been completed or change request package documentation has not been provided the clock will stop and CRT activity suspended. The clock will be reset upon completion of activities or receipt of information. *For example: The CRT may determine that legal review is required and has not been accomplished. The clock will stop until legal review has been completed and comments provided.*

### 5.2.3. CRT Activities.

5.2.3.1. When the CPM receives a change request package, the CRT CO will determine if the Purchase Request (PR) is in Comprizon.Buy. If the PR is in not in Comprizon.Buy, the CPM will notify the requestor that the change request package will be held without action until the PR is in Comprizon.Buy.

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5.2.3.2. The CPM will email the Chiefs CMA/CMB/P&PO and the Management Tracking and Reporting Subsystem (MTR) Systems Administrator (SA) that the CRT has received a change request package.

5.2.3.3. The MTR SA will update the MTR system.

5.2.3.4. The CPM shall use the Checklist to review the change request package to insure complete information has been provided.

5.2.3.4.1. The Checklist is a continually evolving document retained on the S:/drive at S:\CMA\CORT\.

5.2.3.4.2. The CPM shall maintain and insure use of the most current version of the Checklist.

5.2.3.5. The CPM will identify any deficiencies or questions, coordinate activities with the CRT, and serve as a single point of contact with the requestor to resolve issues.

5.2.3.6. The CRT CS simultaneously begins drafting the “common” modification language.

5.2.3.7. The CRT shall resolve deficiencies, questions, and issues. Anything that the CRT cannot resolve with the requestor shall be addressed to the Chief, CMA or CMB for final resolution.

5.2.3.8. The CPM shall complete the Checklist identifying the deficiencies and questions, resolution of issues, and a written summary of other relevant comments.

5.2.3.9. The CPM will provide the change request package, Checklist, the draft “common” modification language, and any additional information that may assist in the modification preparation to the CRT CO for final review and approval.

5.2.3.10. When the CRT CO approves the change request package, the Checklist shall be signed by all CRT members.

5.2.3.11. The CPM will email the draft “common” modification language, the Checklist, and other information available electronically to the Team Lead (GS-1102-14) of each affected contract.

5.2.3.12. The CPM will forward a completed Checklist and all other documentation to the designated CRT administrative assistant.

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5.2.3.13. The CRT administrative assistant will annotate documents as “Duplicate Original” and forward hardcopies of the change request package, the completed Checklist and all other documentation to the Team Lead of each affected contract.

5.2.3.14. The CRT administrative assistant will scan any non-electronic documents and provide them to the Team Lead of each affected contract.

5.2.3.15. The original change request package, original Checklist and the originals of all other documentation will be retained in a central file maintained by the CPM.

5.2.4. Any issues and questions regarding the CRT operation shall be addressed to the Chief, CMA or CMB.

5.3. The Team Lead of each affected contract shall:

5.3.1. Complete all activities as required by laws, regulations, policy and procedures (e.g., DoD Directives, FAR, DFARS, TAM, TAPs,) applicable to the action.

5.3.2. Prepare all required documentation to support the action.

5.3.3. Update all required systems (e.g., MTR).

5.3.4. Prepare the modification in Comprizon.Buy.

5.3.5. Ensure legal review is conducted in accordance with TAM 1.601-90.

5.3.6. Ensure an Acquisition Peer Review is conducted in accordance with TAM 1.601-91 and TAP 01-02, Acquisition Peer Review.

5.3.7. Sign the modification.

5.3.8. Coordinate activities, if the change request package affects more than one contract, to ensure issuance of the modifications will occur at approximately the same time.

5.3.9. Ensure the modification is issued to the contractor.

5.3.10. Ensure the administrative assistant distributes the modification and documents this on the TMA Form 714, Distribution of Contractual Documents.

5.3.11. If applicable, review the modification file and sign the TMA 825, Supporting Documents Checklist and Status Summary for Undefined Actions.

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5.3.12. Advise the CPM that the modification has been issued and CRT activity is considered complete for the affected contract.

  
John W. Meeker  
Director, Acquisition Management and Support

**ENCLOSURES:**

None