

CCT Legal Review Request

Mandatory for ALL requirements exceeding \$100,000

Warranted Contracting Officer that will sign the award	
Reachback POC	
Requiring Activity / Customer	
Exercise / Mission and Country of Operation	
Executive Agency involvement other than DoD (if any)	
Contract Solicitation / Award No.	
Type of Contract <i>FAR Part 16</i>	
Method of Acquisition	
Commercial or Noncommercial Item (<i>FAR Part 12</i>) or Construction (<i>FAR Part 36</i>)	
Publication Method <i>FAR Subpart 5.2</i>	
Estimated Value (<i>compute by adding base action + all options + all modifications</i>)	
Type of Action for Legal Review	
Provide any additional information you think could be important for legal review or otherwise	
Have you included all the required documents identified on page 2?	

Documents Required for Legal Review: Failure to attach required documentation will likely result in a delay in providing a legal review.

A. Solicitations

1. Proposed Solicitation,
2. Funding Document (For Current FY, see *AFARS 5101.602-2*; Future FY, see *FAR Subpart 32.7*)
3. Justification and Approval (if applicable), and
4. Approvals, if required, (such as services, see *AR 70-13 and FAR Subpart 7.5*, vehicle leases see *AR 58-1 and FAR Subpart 7.4*).

B. Amendments to Solicitation

1. Solicitation,
2. All previous Amendments (if any), and
3. Funding Document if the original funding document is insufficient to cover the amendment.

C. Awards

1. Proposed Award,
2. Solicitation,
3. All Previous Amendments (if any), and
4. Source Selection Decision Document (SSDD).

D. Modifications

1. Proposed Modification,
2. Award, and
3. Funding Document if Modification Affects Price.

Important Notes and Considerations:

1. **Legal Review Request** – Attach this Legal Review Request Form to all actions needing legal review.
2. **Timeline for Legal Review** – During your acquisition planning, please plan for 3 business day for all legal reviews. We will accommodate unusual and urgent requests for which you were not able to plan.
3. **Case-by-Case Analysis** – Each legal review is based solely on the specific action provided to the legal officer. You are encouraged to use legal reviews as learning aids; however, do not use legal opinions from one action as a basis of fulfilling your requirement of obtaining a legal review in a subsequent action. All actions are unique; and the slightest change in facts often changes legal opinions.
4. **Providing Legal Reviews to 3rd Parties** – You are encouraged to share legal opinions with fellow contracting officers, customers, and anyone having a need to know. Prior to providing legal reviews to 3rd parties, please let your legal officer know in advance.
5. **Subsequent Legal Reviews** – Please notify the legal officer if you do not address legal objections or concerns addressed in the previous legal review. If you made any additions or changes in your subsequent action, not found in your prior action submitted for legal review, please inform the legal officer. This will expedite legal reviews.
6. **409th Concept of Legal Review** - The identity of the warranted contracting officer drives the 409th concept of legal support. If the warranted contracting officer is a Soldier, then the office the Command Judge Advocate will provide the legal review. If the warranted contracting officer is a civilian, then the civilian's regular servicing legal advisor will provide the legal review.