

Contract Requirements Leadership Review Sheet

This review sheet shall be used to confirm the Contract Requirements (CAMO) has been properly coordinated and reviewed by the Department Head/ Installation Program Director (IPD), N8 and Commanding Officer (CO) or Executive Officer (XO).

Upon completion, please submit /upload all documents in the Contract Acquisition Management Information System (CAM-IS).

Short Description of Requirement:	
PRIORITY: <input type="checkbox"/> Immediate <input type="checkbox"/> Urgent <input type="checkbox"/> Routine	Estimated Cost: \$ _____
Justification:	
Impact if Not Provided:	
Requesting Activity Information	
Name: _____	Rank/Grade: _____
Dept/N-code: _____	Telephone: _____

Department Head/ Installation Program Director:

I have reviewed the requirement and approve the use of departmental funds to complete the procurement.

Signature

Date:

Installation Comptroller / N8 Budget (for Region -3049B requirements):

FY23: <input type="checkbox"/>	Identified in Phasing Plan: <input type="checkbox"/> Yes – Funded Requirement	Funding Available:
FY24: <input type="checkbox"/>	<input type="checkbox"/> Yes – Unfunded Requirement	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> No – Unplanned Requirement	

Comment:

Signature

Date

Installation CO/XO:

Concur: YES: NO:

Signature

Date