



ACQUISITION
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Procedural Changes For Noncompetitive (Sole Source) Peer Reviews

This memorandum announces procedural changes for the pricing, contracting, and acquisition workforce when scheduling noncompetitive (sole source) peer reviews. Managed by the Price, Cost and Finance (PCF) directorate within Defense Pricing, Contracting, and Acquisition Policy (DPCAP), the Sole Source Peer Review Program provides expert pricing advice, improves the quality of the business deal, and facilitates sharing best practices and lessons learned across the Department. The program is implemented in accordance with [DFARS 201.170](#) and [DFARS PGI 201.170](#).

Effective October 1, 2024, PCF is instituting a mailbox dedicated to noncompetitive (sole source) peer review scheduling and administration. Peer review scheduling requests, document submission, quarterly peer review forecasts, and general peer review questions should be directed to the new mailbox at osd.pentagon.ousd-a-s.mbx.dpc-pcf-peer-reviews@mail.mil.

PCF will respond to all noncompetitive (sole source) peer review requests submitted to the mailbox within three (3) business days. Additionally, it is recommended that acquisition teams submit their peer review scheduling requests at least thirty (30) business days in advance of desired date to ensure PCF availability. Requests submitted outside of this process may result in delays.

For additional information about the Sole Source Peer Review Program and related tools, visit the PCF Peer Review webpage at <https://www.acq.osd.mil/asda/dpc/pcf/ss-peer-reviews.html>.

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