

5133.170-90 Procedures.

(a) Within 10 days of receipt of a protest, provide an initial, written notification of the protest via email to the Office of the DASA(P) at the address at AFARS 5101.290(b)(2)(ii)(B) and furnish a copy to the SCO, field attorney and trial attorney. The initial notification shall be in the form of a briefing and shall include the following items:

- (1) Buying activity and Contracting officer with telephone number and email address.
 - (2) Protester and counsel.
 - (3) Protest number and date filed.
 - (4) Protest forum (GAO or Court of Federal Claims).
 - (5) Description of the protested acquisition, estimated dollar value and whether it is a pre- or post-award protest.
 - (6) Summary of protest allegations.
 - (7) Status of the stay or stop work order.
 - (8) Anticipated date of protest resolution.
 - (9) Any other information deemed appropriate.
 - (10) Attach a copy of the protest.
- (b) After the Contracting officer formulates the agency response, he/she may provide more detailed information relating to the position that the agency will take before filing the agency report in the protest action.
- (c) If required, the Contracting officer shall schedule a formal briefing on the protest with the DASA(P) or the Defense Pricing, Contracting, and Acquisition Policy subsequent to the submission of the follow-up information.

Parent topic: [5133.170 Briefing requirement for protested acquisitions valued at \\$1 billion or more.](#)