250.103-5 Processing cases.

- (1) At the time the request is filed, the activity shall prepare the record described at PGI 250.101-3 (1)(i) and forward it to the appropriate official within 30 days after the close of the month in which the record is prepared.
- (2) The officer or official responsible for the case shall forward to the contract adjustment board, through departmental channels, the documentation described at PGI $\underline{250.103-5}$.
- (3) Contract adjustment boards will render decisions as expeditiously as practicable. The Chair shall sign a memorandum of decision disposing of the case. The decision shall be dated and shall contain the information required by FAR 50.103-6. The memorandum of decision shall not contain any information classified "Confidential" or higher. The board's decision will be sent to the appropriate official for implementation.

Parent topic: 250.103 Contract adjustments.