\*\*ID\_\_AFFARS\_5306\_topic\_11\_\_ID\*\*

### 5306.304 Approval of the Justification

(a)

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| **Justification Value** | **Approval Authority** | **Delegability** |
| < $750K | Chief of the Contracting Office | Delegable to contracting officer, consistent with warrant level |
| > $750K <$15M | Procuring Activity  Competition Advocate | Not further delegable |
| > $15M < $100M | PEO / Head of Procuring Activity\* / Designated Alternate if they meet the criteria in [FAR 6.304(a)(3)](https://acquisition.gov/content/part-6-competition-requirements). If they do not meet the criteria in [FAR 6.304(a)(3)](https://acquisition.gov/content/part-6-competition-requirements) = Senior Procurement Executive | Delegable to Flag/General Officer or civilian SES |
| > $100M\*\* | Senior Procurement Executive | Not further delegable |

\* For the Air Force, in accordance with FAR 2.101, procuring activity is synonymous with contracting activity.

\*\*J&As for actions exceeding $100M must be coordinated with the DAS(C) or the ADAS(C) and approved by the SPE. The contracting officer must submit justifications requiring approval by the SPE simultaneously to [SAF/AQ](mailto:SAF.AQ.Workflow@us.af.mil) and to [SAF/AQC](mailto:SAF.AQ.SAF-AQC.Workflow@us.af.mil) after coordination by the SCO. Allow 18 days for staffing and SPE approval after receipt by [SAF/AQ](mailto:SAF.AQ.Workflow@us.af.mil). J&A packages submitted to SAF/AQ shall include an electronic Staff Summary Sheet (eSSS) in the body of the email or as an attachment (Word document only). Include the approved acquisition strategy (or a draft acquisition strategy if the strategy document has not been approved) with the J&A package, and list each attachment under “Tabs” on the [eSSS](https://usaf.dps.mil/sites/AFCC/KnowledgeCenter/Documents/eSSS.docx) using the exact electronic file name (e.g., ACE Acquisition Strategy) of the corresponding attachment. The SCO may authorize solicitation release after the justification is reviewed for adequacy and forwarded to [SAF/AQ](mailto:SAF.AQ.Workflow@us.af.mil) and [SAF/AQC](mailto:SAF.AQ.SAF-AQC.Workflow@us.af.mil). Submit questions or concerns regarding processing a J&A for SPE approval to [SAF/AQC](mailto:SAF.AQ.SAF-AQC.Workflow@us.af.mil).

(4) Changes recommended during the staffing process must be adjudicated by the contracting officer in coordination with SAF/AQC prior to submitting the J&A to the SPE for approval.

(e) Prior to contract award: After a J&A has been approved, but prior to contract award, if the dollar value of the contract is expected to exceed the original J&A approval authority, the contracting officer must submit an amended J&A to the appropriate approving authority for approval. The amended J&A shall identify the dollar increase from the initial, approved J&A.

(f) After contract award: When a proposed modification is for new work outside the scope of the original contract, the contracting officer must submit a new J&A as a stand-alone document to the appropriate approving authority based on the dollar value of the contract action for the new work. New work should not commence until the new J&A is approved unless authorized in accordance with FAR 6.302-2, Unusual and Compelling Urgency. See [5343.102-90](5343_102_90.dita#AFFARS_5343_topic_4) regarding contract scope considerations.

(g) A new J&A is not required for:

(1) a modification to decrease the dollar value or scope of the effort; or

(2) a modification to increase the estimated dollar value of in-scope work.

See [AFMC PGI 5306.304](AFMC_PGI_5306_304.dita#AFFARS_pgi_5306_topic_5).

See [SMC PGI 5306.304](SMC_PGI_5306_304.dita#AFFARS_pgi_5306_topic_10).