J&A Checklist		
Item Number	**Note: Procedures may differ based on the AOR. Contact responsible component OPR for command-specific procedures.**	**Applicable and Present**
1	Each justification must contain sufficient information to justify the use of the cited exception. (FAR 6.3032(a)). The J&A needs to be a well composed document that fully justifies the agency action. It is often the critical document subjected to judicial scrutiny in litigation opposing the agency action.	
2	Does the J&A specifically identify the document as a *justification for other than full and open competition*?	
3	Does the J&A provide identification of agency and the contracting activity? (FAR 6.303-2(a)(1))	
4	Does the J&A provide description of supplies or services required to meet the agency's need with estimated dollar amount? (FAR 6.303-2(a)(2))	
5	Does the J&A list contemplated contract type? (FAR 6.303-2(a)(2))	
6	Does the J&A determine which statutory authority cited applies: a.Only one responsible source and no other supplies or services will satisfy agency requirements (FAR 6.302-1) b. Unusual and compelling urgency: applies in a situation when an unusual and compelling urgency precludes full and open competition and delay in award would result in serious injury, financial or other, to the government (FAR 6.302-2) c. Industrial mobilization; engineering, developmental, or research capability; or expert services (FAR 6.302-3) d. International agreement (FAR 6.302-4) e. Authorized or required by statute (FAR 6.302-5) f. National security (FAR 6.302-6) g. Public interest (FAR 6.302-7) Note: Other than full and open competition shall not be justified on the basis of the following:	

	a. A lack of advance planning by the requiring activity b. Concerns related to available funds or funds expiring	
7	Does the J&A provide reasons for authorities cited? Describe how this action requires the use of the authority cited. a. If the authority FAR 6.302-1 is cited, identify the proposed or potential contractor(s), and include a discussion of the proposed contractor's unique qualifications for fulfilling the contract requirements. Additionally, explain how and why no other type of supplies or services will satisfy agency requirements. b. If the authority is FAR 6.302-2, include the required delivery schedule and lead-time involved as well as a discussion of the serious injury to the government which would result if award of a contract is delayed. Must explain harm that the government would be seriously injured unless permitted to limit sources. J&As for FAR 6.302-2, may be made and approved after contract award when preparation and approval prior to award would unreasonably delay the acquisition. (FAR 6.302-2(c)(1))	
8	Does the J&A describe the efforts made to obtain competition? Provide a description of efforts made to ensure that offers are solicited from as many potential sources as is practicable, including whether a notice was or will be publicized as required by Subpart 5.2 and, if not, which exception under 5.202 applies. (FAR 6.303-2(a)(6))	
9	Does the J&A provide a determination by the CCO that states the anticipated cost to the government will be fair and reasonable? (FAR 6.303-2(a)(7))	
10	Does the J&A provide a market survey or reasoning for market research not being conducted? (FAR 6.303-2(a)(8))	
11	Does the J&A list any other facts supporting the use of other than full and open competition? (FAR 6.303-2(a)(9))	

12	Does the J&A list sources, if any, that expressed, in writing, an interest in the acquisition? (FAR 6.303-2(a)(10))	
13	Does the J&A provide a statement of actions, if any, the agency took to increase competition? (FAR 6.303-2(a)(11))	
14	Does the J&A have a CO certification that indicates the justification is accurate and complete to the best of the CO's knowledge? (FAR 6.303-2(a)(12))	
15	Does the J&A have a technical/requirements certification that the supporting data (Including: minimum needs, schedule requirements, or other rationale for other than full and open competition) is complete and accurate? (FAR 6.303-2(b))	