

## 306.303-2

### 306.303-2 Content.

(a)(1) The program office and name, address, and telephone number of the project officer shall also be included.

(2) This item shall include project identification such as the authorizing program legislation, to include citations or other internal program identification data such as title, contract number, etc.

(3) The description may be in the form of a statement of work, purchase description, or specification. A statement is to be included to explain whether the acquisition is an entity in itself, whether it is one in a series, or part of a related group of acquisitions.

(c) Each JOFOC shall conclude with at least signature lines for the project officer, project officer's immediate supervisor, contracting officer, and approving official.

### 306.304 Approval of the justification.

(a)(2) The competition advocates are listed in 306.501. This authority is not delegable.

(3) The competition advocate shall exercise this approval authority, except where the individual designated as the competition advocate does not meet the requirements of FAR 6.304 (a)(3)(ii). This authority is not delegable.

(4) The senior procurement executive of the Department is the Assistant Secretary for Management and Budget.

(c) A class justification shall be processed the same as an individual justification.

## Subpart 306.5—Competition Advocates

### 306.501 Requirement.

The Department's competition advocate is the Deputy Assistant Secretary for Grants and Acquisition Management. The competition advocates for the Department's primary contracting officers are as follows:

*ACF*—Director, Office of Management Services  
*HCFA*—Director, Office of Internal Customer Support  
*OS*—Deputy Assistant Secretary for Grants and Acquisition Management  
*PSC*—Director, Administrative Operations Service

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*AHRQ*—Executive Officer  
*CDCP*—Director, Office of Program Support  
*FDA*—Director, Office of Facilities, Acquisition, and Central Services  
*HRSA*—Associate Administrator for Operations and Management  
*IHS*—Director, Office of Management and Support  
*NIH*—(R&D)—Director, Office of Extramural Research (Other than R&D)—Director, Office of Intramural Research  
*SAMHSA*—Associate Administrator for Management

## PART 307—ACQUISITION PLANNING

### Subpart 307.1—Acquisition Plans

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AUTHORITY: 5 U.S.C. 301; 40 U.S.C. 486(c).

SOURCE: 66 FR 4226, Jan. 17, 2001, unless otherwise noted.

### Subpart 307.1—Acquisition Planning

#### 307.104 General procedures.

(d) Each contracting activity shall prepare an Annual Acquisition Plan