

**ROUTING AND TRANSMITTAL SLIP**

**Date**  
February 20, 2014

<b>TO:</b> <i>(Name, office symbol, room number, building, Agency/Post)</i>	<b>Initials</b>	<b>Date</b>
1. PEER/SUPERVISORY – review, initial and send back to sender	KAM	2/4/14
2. NCO QA– review, initial and forward back to sender	DEL	2/14/14
3. NCM – review, initial and forward back to sender		

**LIST TITLES OF J&A'S BEING ROUTED IN THIS SECTION:**

**J&A FOR CONTROLS WORK BEING DONE AS PART OF JOC TASK ORDER, PROJECT 512-14-122 JOC TASK ORDER BT REPLACE AIR HANDLERS**

**PROCESS FOR ROUTING OF J&A's:** Contract Specialist shall ensure J&A's are prepared in accordance with most recent J&A template format published in the VHA Procurement Manual . Contract Specialist shall ensure a peer/supervisory review is conducted on each J&A and that reviewer shall initial off in block 1 of routing slip. Upon completion, Contract Specialist shall attach the routing slip to the J&A's being forwarded to the QA team for review and forward to the following email address: [NCA5CRTCRB@va.gov](mailto:NCA5CRTCRB@va.gov). Email Subject line shall read: **J&A REVIEW REQUEST. All J&A's citing "unusual and compelling urgency" as their authority shall also add "URGENT" to the email subject line to ensure an expeditious review.** Upon completion of QA review, reviewer shall initial off in block 2 of routing slip and forward back to Contract Specialist. Contract Specialist shall be responsible for obtaining NCM signature on the J&A and initials on routing slip in block 3. If higher level approvals are required (SAO EAST and/or HCA), Contract Specialist shall forward routing slip (with initials through NCM level review) and signed J&A (through NCM signature level) to email [NCA5CRTCRB@va.gov](mailto:NCA5CRTCRB@va.gov) for posting to the SAO East SharePoint. Subject line for that email shall read: **J&A POSTING TO SAO SHAREPOINT REQUEST**

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

<b>FROM:</b> <i>(Name, org. symbol, Agency/Post)</i>	Room No. - Bldg. 101 37
KANDI A. MCDONALD	Phone No. X-2920