



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
ACQUISITION AND GRANTS OFFICE

October 23, 2015

MEMORANDUM FOR: Deputy Assistant Administrators  
Staff Office Directors

FROM: Mitchell J. Ross   
Director

SUBJECT: Acquisition Alert 16-01 Acquiring Space for Short-Term Use

The purpose of this memorandum is to rescind Acquisition Alert (AA) 06-04, *Process for Apartment Leases*, and establish the NOAA acquisition policy for acquiring the short-term use of certain categories of space.

This AA authorizes NOAA Acquisition and Grants Office (AGO) contracting officers and individuals with a delegated procurement authority (field delegates) to enter into a short-term service contract, order, or exercise an option when acquiring a marina slip, pier dock (including bulkheads/moorings), self-storage, temporary office hoteling or conference space, and nonconventional lodging. A written determination that no other suitable government-controlled, owned, or leased space is available shall be provided by the requisitioner to AGO when submitting a requisition for the acquisition of the short-term use of certain categories of space. The period of performance of the contract or order, including all options and extensions, shall not extend beyond a twelve month period and shall not exceed the simplified acquisition threshold. A requirement exceeding a twelve month period of performance or exceeding the simplified acquisition threshold shall be coordinated through the NOAA Real Property Division.

Questions pertaining to the Acquisition Alert should be directed to Justin Cofer, AGO, Policy and Oversight Division (POD), at [Justin.L.Cofer@noaa.gov](mailto:Justin.L.Cofer@noaa.gov), or by telephone at (816) 823-3820.

Attachment

Acquisition Alert 16-01 Acquiring Space for Short-Term Use

**ACQUISITION ALERT 16-01**  
**ACQUIRING SPACE FOR SHORT-TERM USE**

This Acquisition Alert (AA) is being transmitted throughout all of the Acquisition and Grants Office (AGO) Divisions.

- 1. Purpose:** The purpose of AA 16-01 is to rescind AA 06-04, *Process for Apartment Leases*, issued on April 25, 2006, and establish the NOAA acquisition policy on acquiring the short-term use of certain categories of space.
- 2. Background:** In the absence of specific authority, the authority for the National Oceanic and Atmospheric Administration (NOAA) to acquire interests in real property is granted by the General Services Administration to the Department of Commerce under 40 U.S.C. § 585(a), and redelegated to Office of Facilities and Environmental Quality (OFEQ). OFEQ issues warrants to real property contracting officers in the Real Property Management Division (RPM) of NOAA's Office of the Chief Administrative Officer (OCAO), authorizing them to conduct real property transactions. Pursuant to Department Organization Order 20-5, NOAA's Chief Administrative Officer manages real property programs for NOAA.
- 3. Applicability:** This acquisition policy is applicable to all NOAA Line and Staff Offices.
- 4. Policy:** This AA establishes the acquisition policy for NOAA AGO contracting officers and individuals with a delegated procurement authority (field delegates) when acquiring the short-term use of certain categories of space. A written determination that no other suitable government-controlled, owned, or leased space is available shall be provided by the requisitioner to AGO when submitting a requisition for the acquisition of the short-term use of certain categories of space. Such a requirement will not be considered a real property asset and may be procured, as a service, using a contract or order by a warranted AGO contracting officer or field delegate within their applicable warrant authority. The period of performance of the contract or order for acquiring the short-term use of certain categories of space, including all options and extensions, shall not extend beyond a twelve month period and shall not exceed the simplified acquisition threshold. A requirement exceeding a twelve month period of performance or the simplified acquisition threshold shall be coordinated through the NOAA Real Property Division.
  - (a) Marina Slip, Pier Dock, and Self-Storage Space:** An AGO contracting officer or field delegate is authorized to enter into a contract or order for a marina slip, pier dock (including bulkheads/moorings), and self-storage space if the Line or Staff Office requisitioner has provided a written determination that no suitable government-controlled, owned, or leased space is available. The period of performance of the contract or order shall not exceed twelve months, including all options and extensions, and shall not exceed the simplified acquisition threshold.
  - (b) Temporary Office Hoteling Space or Conference Space:** An AGO contracting officer or field delegate is authorized to enter into a temporary hoteling agreement through a

contract or order for office or a conference facility if the Line or Staff Office requisitioner has provided determination that no suitable government-controlled, owned, or leased space is available. The period of performance of the contract or order shall not exceed twelve months, including all options and extensions, and shall not exceed the simplified acquisition threshold.

(c) **Nonconventional Lodging Requirement:** An AGO contracting officer or field delegate is authorized to enter into a lodging agreement for invitational travelers or NOAA employees on a temporary detail or temporary duty (TDY) in accordance with the Federal Travel Regulation (FTR). An AGO contracting officer or field delegate shall give consideration to mandatory sources, existing contractual vehicles, or schedules for lodging requirements. An AGO contracting officer or field delegate is authorized to issue a service contract or order, to rent a room, apartment, house, or other nonconventional lodging<sup>1</sup> when conventional lodging is not available during a temporary detail or TDY. The following internal controls are established for nonconventional lodging requisitions submitted to AGO in order to prevent (1) unauthorized use of nonconventional lodging and (2) expenses from being claimed on a travel voucher when renting a room, apartment, house or other nonconventional lodging:

- i. The requisitioner shall include the following with a requisition for nonconventional lodging:
  - 1) An approved travel authorization for the individual(s) using nonconventional lodging that includes an annotated statement in the remarks section indicating that the lodging expenses will be paid using a service contract or order;
  - 2) A written determination that no suitable government-controlled, owned, or leased space is available and approval to use nonconventional lodging by the individual's authorizing official or supervisor. Prior coordination through the NOAA Travel Office for the use of nonconventional lodging is not required;
  - 3) The purchase request for the nonconventional lodging shall reference the individual's travel authorization number;
- ii. The AGO contracting officer or field delegate shall determine price reasonableness prior to entering into a service contract or order for nonconventional lodging;
- iii. The service contract or order for renting a room, apartment, house, or other nonconventional lodging shall not exceed twelve months, including all options and extensions; and

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<sup>1</sup> The General Services Administration Office of Government-wide Policy - Federal Travel Regulation Chapter 301 Temporary Duty Travel Allowances Part §301-11.12(a)(4)

iv. The service contract or order amount, including all options and extensions, shall not exceed the simplified acquisition threshold.

- 5. Points of Contact:** Questions concerning this Acquisition Alert should be directed to Justin Cofer, AGO Policy and Oversight Division, at [Justin.L.Cofer@noaa.gov](mailto:Justin.L.Cofer@noaa.gov), or by telephone at (816) 823-3820.

Questions concerning the applicability of real property policies to an acquisition, or a requirement for review and approval by NOAA Real Property Management Division, shall be directed to the NOAA Real Property Management Division in Silver Spring, Maryland by telephone at (301) 713-0937.