

ACQUISITION PLANNING CLEARANCE CHECKLIST

Plan Number: _____ Project Name: _____

Contract Specialist _____ COR _____

We (the CS and COR) have reviewed this requirement and believe it may impact the following components, as marked below.* These components have reviewed the requirement and concurred and/or provided recommendations:

Component	Area(s) of Concern/References	Review Req'd.	Concurrence
LSO	Acquisitions which include printing requirements		
PPB	Government-furnished property		
FMD	Site Preparation – this includes acquisitions impacting NOAA space, environment, or energy. Consider acquisitions for any item(s) that create special space-related requirements such as cooling, humidification, special ventilation, special plumbing and/or dedicated electrical lines, raised flooring, and other major alterations.		
FMD	Off-site space for conferences or any other use		
ECHSSO	Purchase and/or use of hazardous or potentially hazardous materials/chemicals at NOAA; renovations or building modifications (for safety and environmental issues).		
DOC OSy	Whenever contractor personnel will need access to a NOAA facility		
LO/SO CIO	Whenever contractor personnel will need access to agency programmatic information or sensitive information systems information.		
AICIMO	OMB A-76 Cost studies		
OPCIA	Acquisitions which include publications and public affairs services		
	Acquisitions involving audio/visual		

LSO	productions, visual graphics, media and satellite communications		
LO/SO CIO	Acquisitions of information technology (IT) for purposes of compliance with Section 508 standards of the Rehabilitation Act. IT acquisitions included purchases of IT products (hardware and software) and services (such as installation, maintenance, programming, integration, networking, design and engineering, overall support); telecommunications products and services.		
LO/SO CIO	Acquisitions of modems and sniffers >\$25K.		
OCIO, SBPO	IT Acquisitions >\$2M for duplication of e-gov initiatives.		
PPB	Personal Property – Capitalized/Non-capitalized		
NMAO	Commercial Aviation Services		
NMAO	Motorboats – new, used, significant alterations/modifications		
LO/SO CIO	Acquisition of IT >\$25K		

*VARIOUS COMPONENT ACRONYMS:

OCIO – Office of the Chief Information Officer
SBPO – Senior Bureau Procurement Officer
PPB – Personal Property Branch
NMAO – NOAA Marine and Aviation Operation
ECHSSO – Environmental Compliance, Health and Safety, and Security Office
LSO – Logistics Support Office
OPCIA – Office of Public, Constituent and Intergovernmental Affairs
FMD – Facilities Management Division
DOC OSy – Department of Commerce, Office of Security
AICIMO – Audit, Internal Control and Information Management Office