



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

June 2, 2012

MEMORANDUM FOR: All Hands

FROM: Mitchell J. Ross *FOR* 
Director, Acquisition and Grants Office

SUBJECT: Stand-Down

In order to conduct mandatory training all personnel of the Acquisition and Grants Office shall stand down in accordance with the following schedule:

Western Acquisition Division (WAD) Seattle – June 6, 2012
Western Acquisition Division (WAD) Boulder – June 14, 2012
Grants Management Division (GMD) – June 21, 2012
Eastern Acquisition Division (EAD) Kansas City – June 21, 2012
Strategic Sourcing Acquisition Division (SSAD) – June 26, 2012
National Capital Acquisition Division (NCAD) – June 27, 2012
Eastern Acquisition Division (EAD) Norfolk – June 28, 2012

During the period of stand down all operations shall cease for the entire day. Personnel shall be trained in the following topics using the training materials provided. This stand down includes all Field Delegates who shall be trained with their assigned acquisition division.

- 1) Requirements preparation and validation with particular focus on conferences, travel, food, awards ceremonies, travel, speaker engagements, and the appearance and reality of conflicts of interest.
- 2) Statement of work and specification development with particular focus on avoiding unduly restrictive specifications.
- 3) Acquisition planning with particular focus on independent cost estimating and adequate market research.
- 4) Small business set-aside requirements with particular focus on simplified acquisition.
- 5) Purchase card and purchase order preparation with particular emphasis on avoidance of split requirements and use of brand name specifications.

This stand down and training is mandatory for all personnel. Any exception shall be granted by the Director, Acquisition and Grants Office in writing in advance.

Attachment 1: Requirements Sensitivity and Ethics

Attachment 2: Acquisition Planning and Market Research

Attachment 3: Specifications

Attachment 4: Small Business Set Asides

Attachment 5: Purchase Card and Order Brand Name Requirements and Split purchasing

cc: Deputy Under Secretary for Operations
Assistant Administrators
Deputy Assistant Administrators
Staff Office Directors
Chief, Resource and Operations Management
Chief Financial Officer Council
Chief Information Officer Council
Acquisition Management Advisory Council
Grants Management Advisory Council
Staff of the Acquisition and Grants Office