



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

October 16, 2014

MEMORANDUM FOR: Deputy Assistant Administrators  
Staff Office Directors

FROM: Mitchell J. Ross   
Director

SUBJECT: Acquisition Instruction 15-01 Suspension and Debarment Request  
for Consideration Submission Procedures

The purpose of this memorandum is to provide the attached Acquisition Instruction (AI) 15-01, which establishes the NOAA Acquisition and Grants Office (AGO) procedures for submitting a suspension and debarment request for consideration package to the Senior Bureau Procurement Official (SBPO) for review prior to a submission to the Department of Commerce (DOC) Suspension and Debarment Official. All suspension and debarment request for consideration packages shall be processed by the contracting or grants officer, contracting officer's representative (COR), or an individual with a delegated procurement authority (field delegate) in accordance with the requirements and using the templates located in the appendix of the DOC Suspension and Debarment Handbook.

The AI sets forth the process for a contracting or grants officer, COR, and field delegate to submit a request for consideration package for suspension and debarment.

Questions regarding this matter should be addressed to Mr. 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 Instruction 15-01 Suspension and Debarment Request for Consideration  
Submission Procedures

## ACQUISITION INSTRUCTION 15-01

### Suspension and Debarment Request for Consideration Submission Procedures

#### A. Purpose

The purpose of this Acquisition Instruction is to provide the NOAA Acquisition and Grants Office (AGO) process for submission of a suspension and debarment request for consideration package to the Department of Commerce (DOC) Suspension and Debarment Official (SDO).

#### B. Background

On September 9, 2014, the DOC Office of Acquisition Management (OAM) issued the DOC Suspension and Debarment Handbook<sup>1</sup>. The handbook prescribes the current requirements of the DOC suspension and debarment program, including the roles and responsibilities for procurement and non-procurement suspension and debarments. This Acquisition Instruction establishes the NOAA AGO procedures for submitting a suspension and debarment request for consideration package to the Senior Bureau Procurement Official (SBPO) for review prior to submission to the SDO.

#### C. Applicability

These procedures are applicable to all NOAA AGO contracting officers, grants officers, contracting officer's representatives (COR), and individuals with a delegated procurement authority (field delegate). Each is responsible to provide oversight and monitoring of an administered procurement or financial assistance transaction for indications of fraud or behavior that warrants suspension and/or debarment.

#### D. Procedures

All suspension and debarment request for consideration packages shall be processed by the contracting officer, grants officer, COR, or the field delegate in accordance with the requirements and using the templates located in the appendix of the DOC Suspension and Debarment Handbook. The following procedures shall be used when submitting a completed suspension and debarment request for consideration package.

1. Contracting officers, grants officers, CORs, and field delegates are responsible for the preparation, consultation with the Office of General Counsel, and the submission of the suspension and debarment request for consideration package.

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<sup>1</sup> U.S. Department of Commerce Suspension and Debarment Handbook dated September 2014 is located at [http://www.osec.doc.gov/oam/acquisition\\_management/policy/handbooks/documents/Suspension%20and%20Debarment%20Handbook%20With%20Memo.pdf](http://www.osec.doc.gov/oam/acquisition_management/policy/handbooks/documents/Suspension%20and%20Debarment%20Handbook%20With%20Memo.pdf)

2. All suspension and debarment request for consideration packages shall be submitted through the AGO Policy and Oversight Division for an SBPO review before submission to the SDO.
  - A COR or a field delegate shall prepare a request for consideration package for those actions identified by the COR or field delegate.
  - The COR shall coordinate the submission of the request for consideration package through their respective contracting officer for concurrence. Following contracting officer concurrence, the contracting officer shall submit the package for an SBPO review.
  - The field delegate shall coordinate the submission of the request for consideration package through the field delegate coordinator for an SBPO review.
3. After the SBPO review and approval, the AGO Policy and Oversight Division shall coordinate the submission of the suspension and debarment request for consideration package to the SDO through the DOC Suspension and Debarment Coordinator.

#### **E. Bureau Suspension and Debarment Point of Contact**

All questions on processing and developing a suspension and debarment request for consideration package shall be directed to Justin Cofer, AGO Policy and Oversight Division at Justin.L.Cofer@noaa.gov or by telephone at (816) 823-3820.