



NOAA

FIELD DELEGATE TRAINING

A man in a white shirt is lying face down on a laptop, appearing to be asleep or overwhelmed. His head is resting on the keyboard. The background is dark with white, hand-drawn gears and swirling lines, suggesting a state of mental clutter or confusion.

**WHAT IS THE NOAA
ACQUISITION MANUAL?**

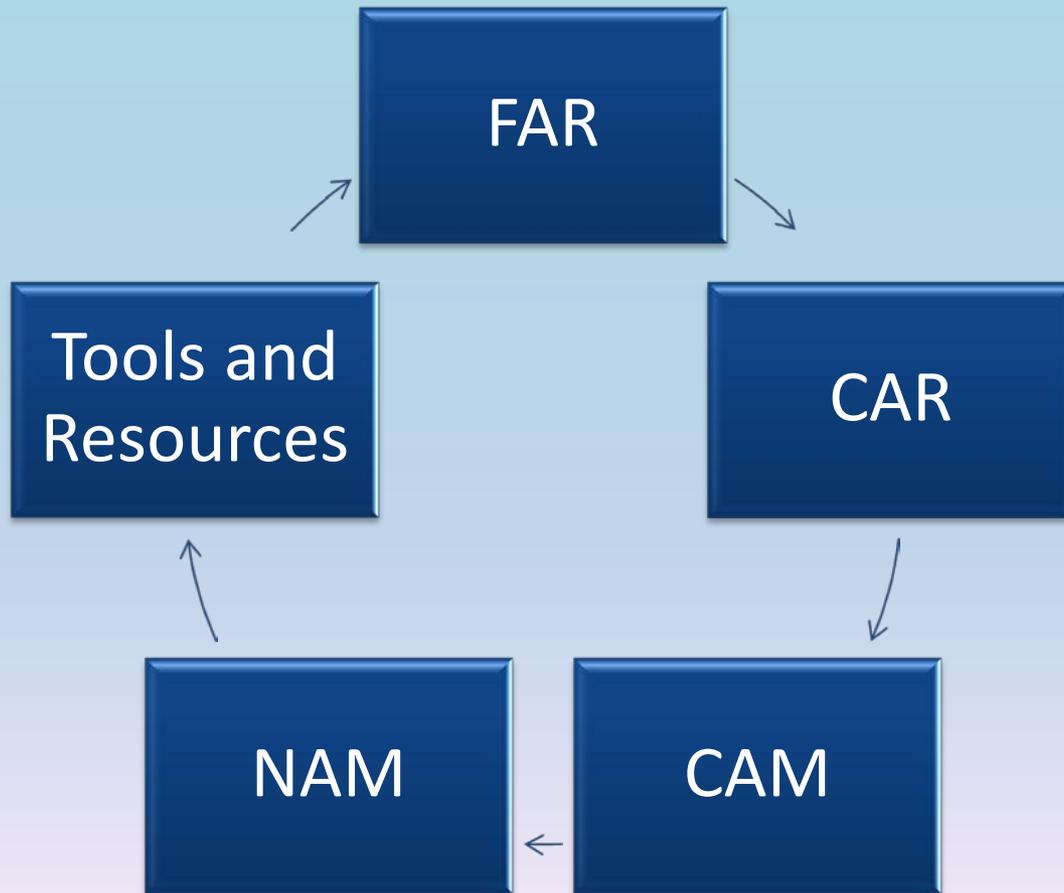


NOAA

FIELD DELEGATE TRAINING



- ROAD MAP





NOAA

FIELD DELEGATE TRAINING





NOAA

FIELD DELEGATE TRAINING



- **WHAT IS THE FAR?**

Federal Acquisition Regulation (FAR)

Set of regulations governing Federal acquisitions and contracting procedures.

Primary document in the Federal Acquisition Regulation System



NOAA

FIELD DELEGATE TRAINING



- **WHAT ARE THE GUIDING PRINCIPLES OF THE FAR?**

Satisfy the customer

Minimize administrative operating costs

Business with integrity, fairness, and openness

Fulfill public policy objectives



NOAA FIELD DELEGATE TRAINING



WHAT GOES INTO THE FAR?





NOAA FIELD DELEGATE TRAINING



- HOW IS THE FAR MAINTAINED?

DoD, GSA, NASA

Federal Register
and CFR

Defense
Acquisition
Regulation Council

Civilian Agency
Acquisition Council



NOAA

FIELD DELEGATE TRAINING



- HOW ARE POLICIES SET IN THE FAR?

Public Comments

Unsolicited Proposed Revisions

Public Meetings



NOAA

FIELD DELEGATE TRAINING



• HOW IS THE FAR ARRANGED?

Subchapter A: General

- Part 1. FAR System
- Part 2. Definitions
- Part 3. Improper Business Practices / Personal Conflicts of Interest
- Part 4. Admin. Matters

Subchapter B: Acq Planning

- Part 5. Publicizing Contract Actions
- Part 6. Competition Requirements
- Part 7. Acquisition Planning
- Part 8. Required Sources of Supplies and Services
- Part 9. Contractor Qualifications
- Part 10. Market Research
- Part 11. Describing Agency Needs
- Part 12. Acq. of Commercial Items

Subchapter C: Contracting Methods and Contract Types

- Part 13. Simplified Acquisition Procedures
- Part 14. Sealed Bidding
- Part 15. Contracting by Negotiation
- Part 16. Types of Contracts
- Part 17. Special Contracting Methods
- Part 18. Emergency Acquisitions



NOAA

FIELD DELEGATE TRAINING



• HOW IS THE FAR ARRANGED?

Subchapter D: Socioeconomic Programs

- Part 19. SB programs
- Parts 20-21. Reserved
- Part 22. App of Labor Laws to Gov't Acq
- Part 23. Environ, Energy & Water Efficiency, Renewable Energy Tech, Occup Safety, and Drug-Free Workplace
- Part 24. Privacy and Freedom of Information
- Part 25. Foreign Acq
- Part 26. Other Socio-Econ Programs

Subchapter E: General Contracting Requirements

- Part 27. Patents, Data, and Copyrights
- Part 28. Bonds and Insurance
- Part 29. Taxes
- Part 30. Cost Accounting Standards Administration
- Part 31. Contract Cost Principles and Procedures
- Part 32. Contract Financing
- Part 33. Protests, Disputes, and Appeals

Subchapter F: Special Categories of Contracting

- Part 34. Major System Acq
- Part 35. R&D Contracting
- Part 36. Construction and A-E Contracts
- Part 37. Service Contracting
- Part 38. Federal Supply Schedule Contracting
- Part 39. Acquisition of Information Technology
- Part 40. Reserved
- Part 41. Acq of Utility Services



NOAA FIELD DELEGATE TRAINING



- **HOW IS THE FAR ARRANGED?**

Subchapter G: Contract Management

Part 42. Contract Admin & Audit Services

Part 43. Contract Mods Part 44. Subcontracting

Part 45. Gov't Property

Part 46. Quality Assurance

Part 47. Transportation

Part 48. Value Engineering

Part 49. Termination Part 50. Extraordinary Contractual Actions and the Safety Act

Part 51. Use of Gov't by Contractors

Subchapter H: Clauses and Forms

Part 52. Solicitation Provisions and Contract Clauses

Part 53. Forms

Parts 54-99. Reserved.



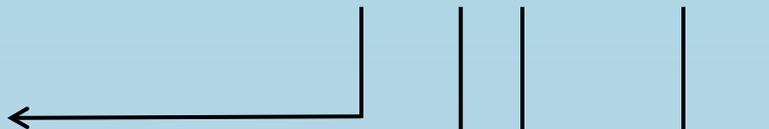
NOAA

FIELD DELEGATE TRAINING

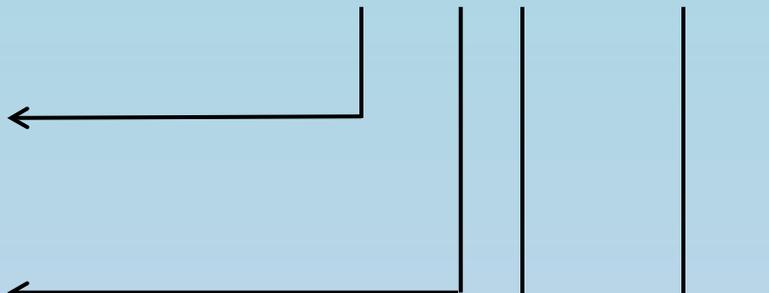


FAR 15.403-1(b)

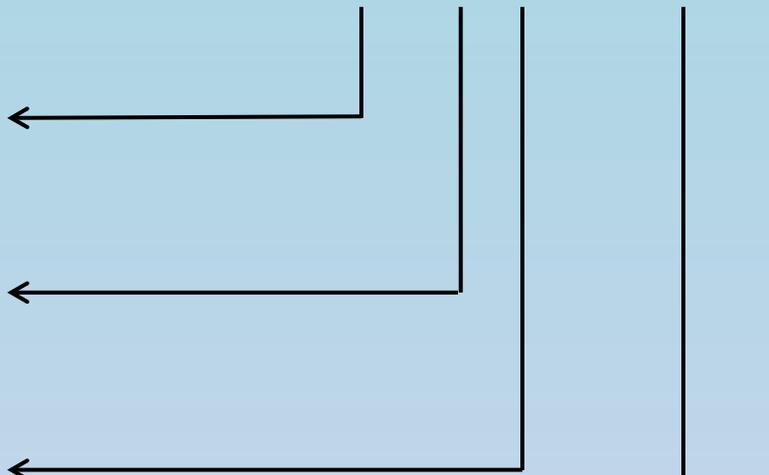
Part



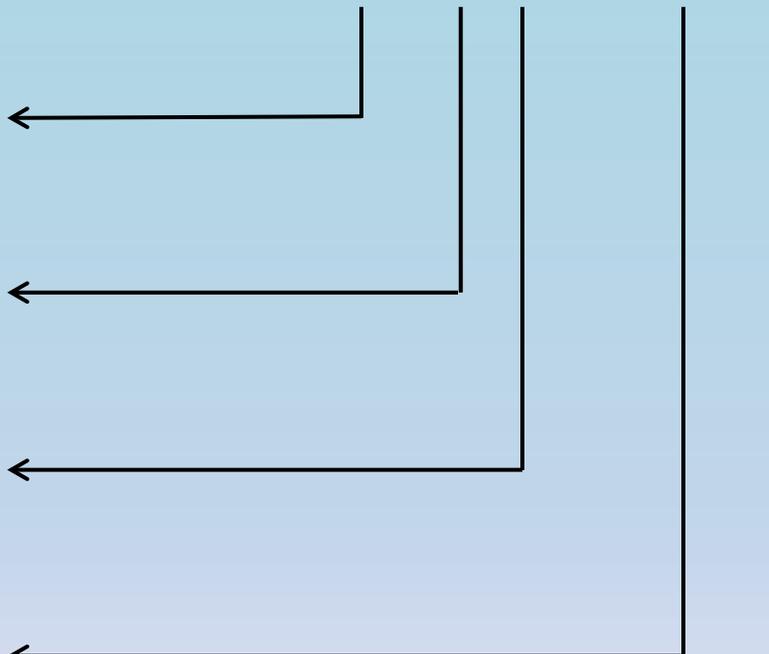
Subpart



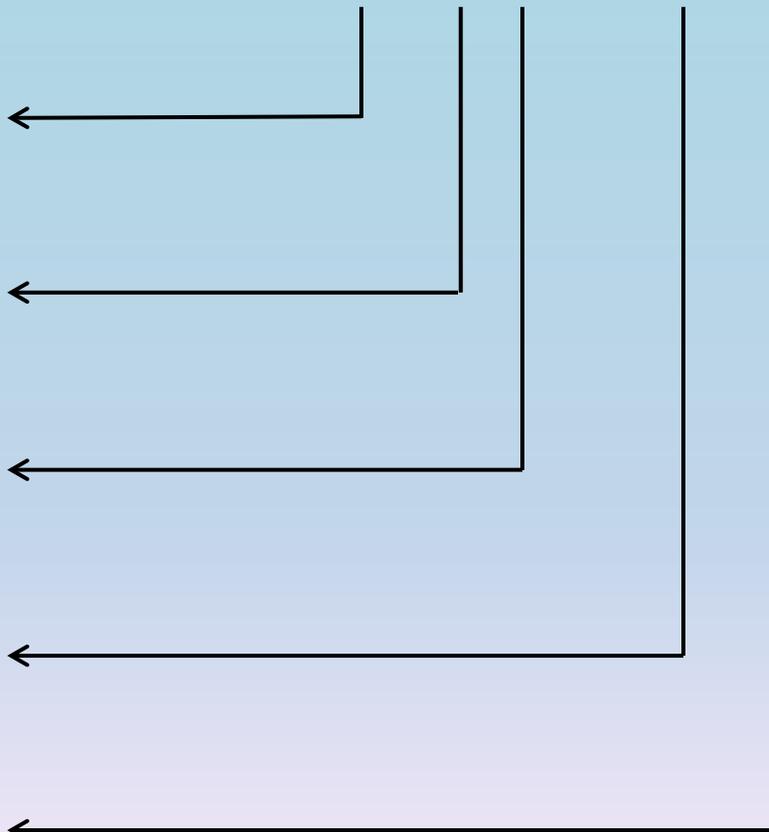
Section



Subsection



Paragraph





NOAA

FIELD DELEGATE TRAINING



- **KNOWLEDGE SHARING**

1. The FAR System is made up of uniform _____ and _____ for acquisition by executive agencies.
2. The FAR is arranged in _____, containing _____ and _____.



NOAA

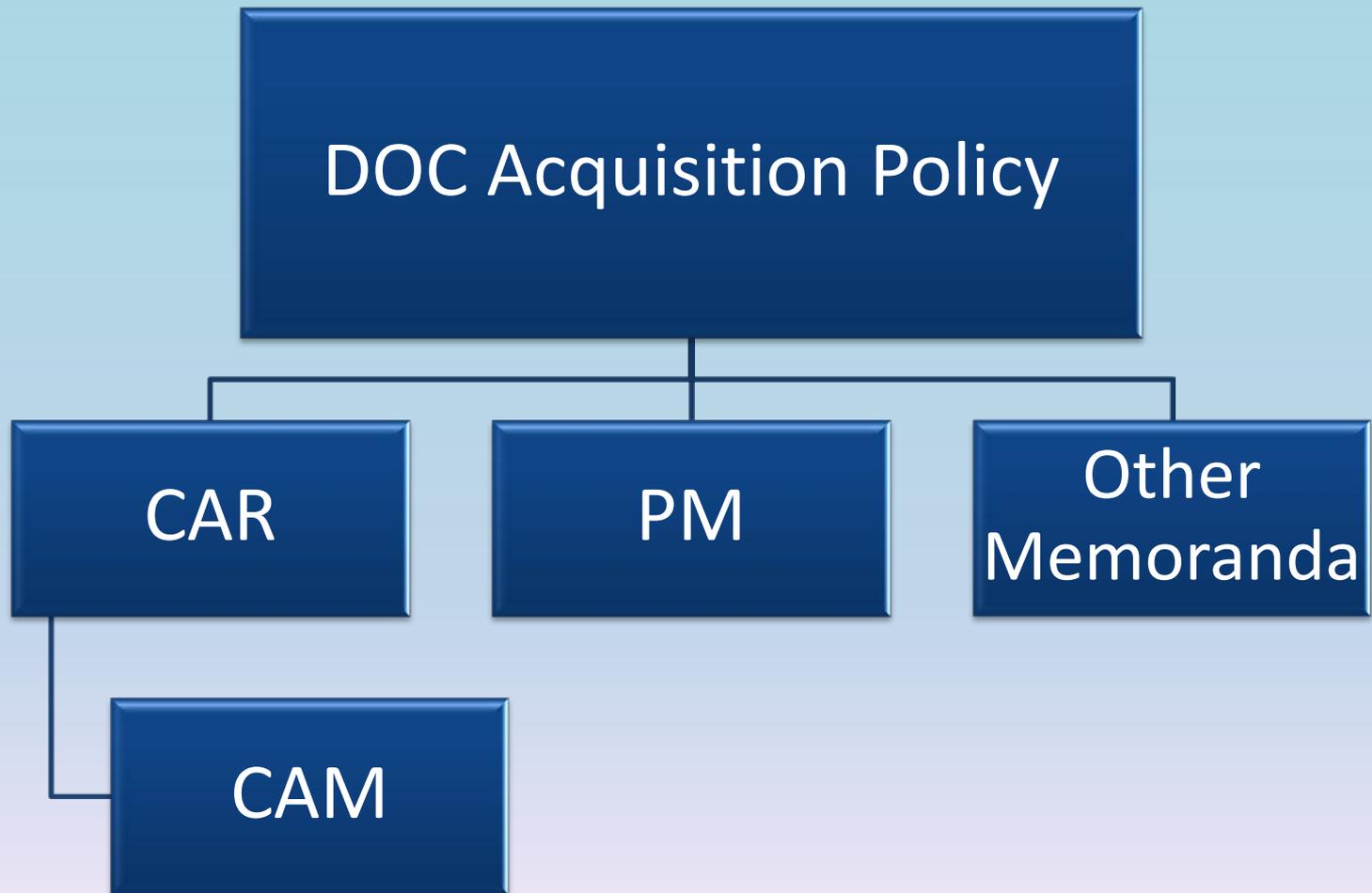
FIELD DELEGATE TRAINING





NOAA

FIELD DELEGATE TRAINING





NOAA

FIELD DELEGATE TRAINING



- **WHAT IS THE CAR?**

Commerce Acquisition Regulation (CAR)

Establishes uniform Commerce acquisition policies and procedures that implement and supplement the FAR.

Authority of Section 22 of the Office of Federal Procurement Policy Act, as amended (41 U.S.C. 418b), and FAR Subpart 1.3.

Senior Procurement Executive (DOC)



NOAA

FIELD DELEGATE TRAINING

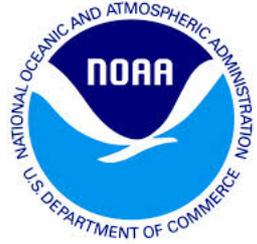


- **WHAT IS THE CAM?**

Commerce Acquisition Manual (CAM)

Supplements the FAR and CAR

Provides uniform policies and procedures for internal operations



NOAA

FIELD DELEGATE TRAINING



- **WHAT IS A PROCUREMENT MEMORANDUM?**

Informational

One time change

Class deviations



NOAA

FIELD DELEGATE TRAINING



- HOW ARE THE CAR AND
- THE CAM MAINTAINED?

Office of Acquisition Management

Published in Federal Register

Code of Federal Regulations (CFR)



NOAA

FIELD DELEGATE TRAINING



- HOW ARE POLICIES SET IN THE CAR AND CAM?

Bureau Review and Comments (CAR & CAM)

Public Comments (CAR)



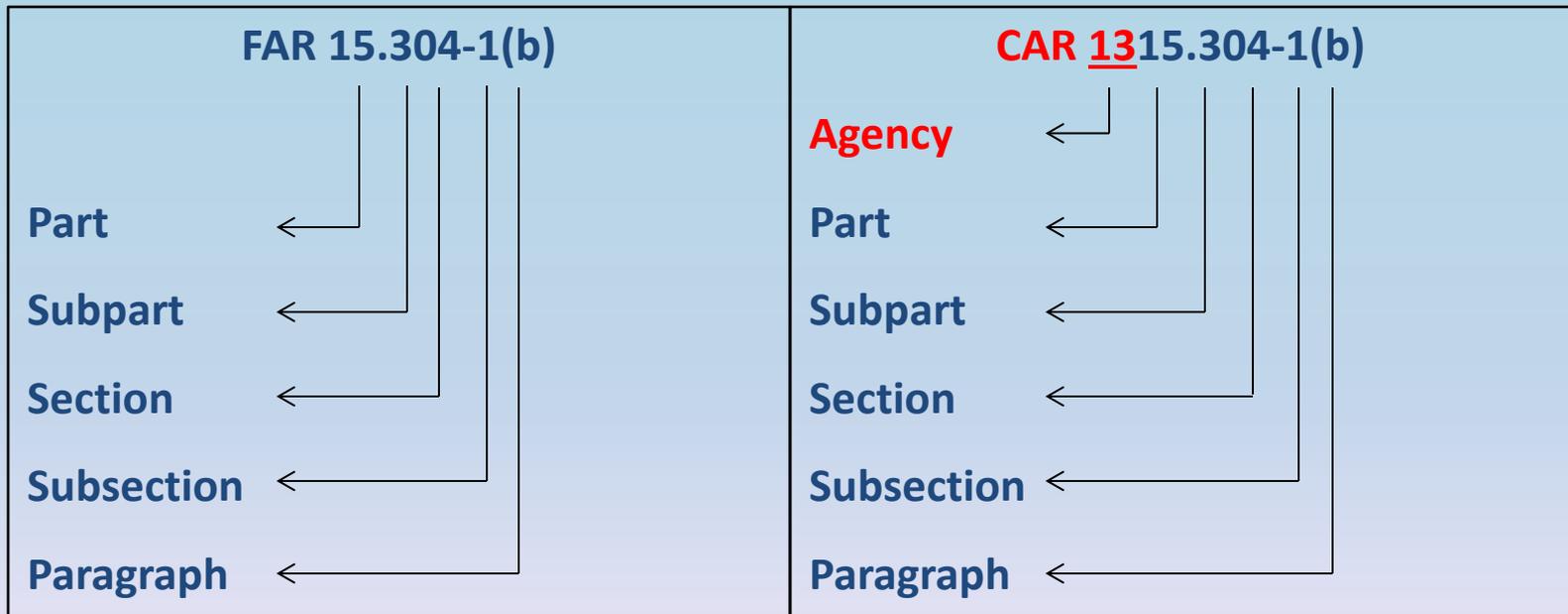
NOAA

FIELD DELEGATE TRAINING



- HOW ARE THE CAR AND CAM ARRANGED?

Divided into the same parts, subparts, sections, and subsections as the FAR.





NOAA FIELD DELEGATE TRAINING



KNOWLEDGE SHARING

1. The CAR is arranged into the same parts and subparts, as the ____.
2. The CAM supplements the ____ and ____.



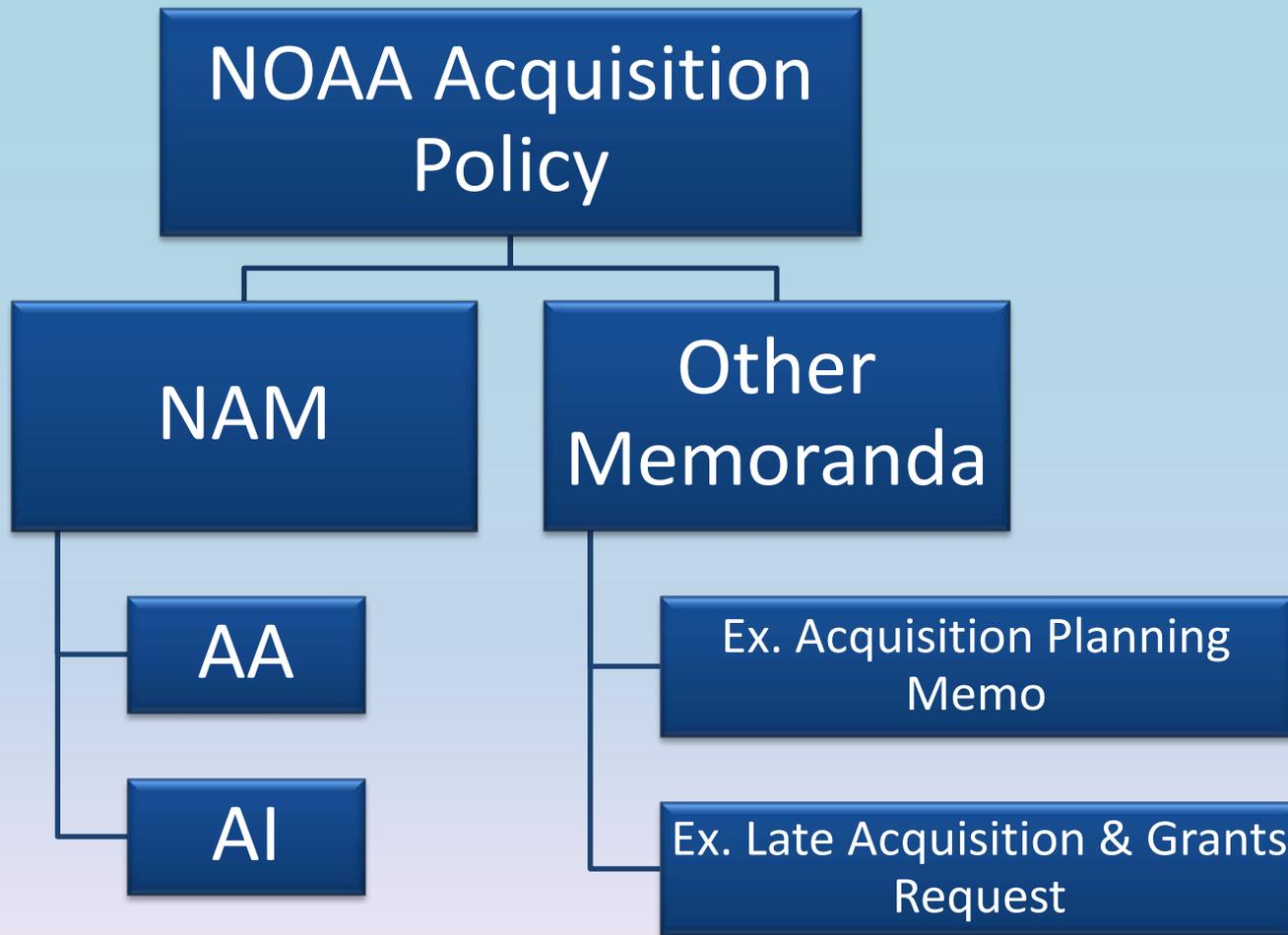
NOAA FIELD DELEGATE TRAINING





NOAA

FIELD DELEGATE TRAINING





NOAA

FIELD DELEGATE TRAINING



- **WHAT ARE ACQUISITION ALERTS AND ACQUISITION INSTRUCTIONS?**

Acquisition Alerts (AA) establish NOAA acquisition policy.

Acquisition Instructions (AI) establish NOAA acquisition procedures.

AAs and the policy within AIs are incorporated into the NAM.



NOAA

FIELD DELEGATE TRAINING



- **WHAT IS THE NAM?**

NOAA Acquisition Manual (NAM)

Comprises NOAA acquisition policy

Central document following FAR codification

Supplements the FAR, CAR, and CAM



NOAA

FIELD DELEGATE TRAINING



- **HOW IS THE NAM MAINTAINED?**

Annual Update

Recent AAs and policy from AIs

**Policy and Oversight Division (POD) and
Acquisition Services Branch (ASB)**



NOAA

FIELD DELEGATE TRAINING



- **WHAT IS THE AUTHORITY FOR THE NAM?**

NAO 208-1, NOAA Acquisition Handbook

Senior Bureau Procurement Official (NOAA)

CAR 1301.301(b)

Issuance Memorandum



NOAA

FIELD DELEGATE TRAINING



- **WHAT HAPPENED TO THE ACQUISITION HANDBOOK?**

Acquisition Handbook (2004)

Acquisition Manual (2014)

Acquisition Manual v2.0 (2015 – current)



NOAA

FIELD DELEGATE TRAINING



- **WHAT IS THE GUIDING PRINCIPLE FOR THE NAM?**

The NAM does not restrict the sound business judgement nor limit innovation, but underlines the need for the NOAA acquisition workforce to balance mission and fiduciary duty.



NOAA FIELD DELEGATE TRAINING



- WHO DOES THE NAM APPLY?

NOAA acquisition activities

Members of the NOAA acquisition team



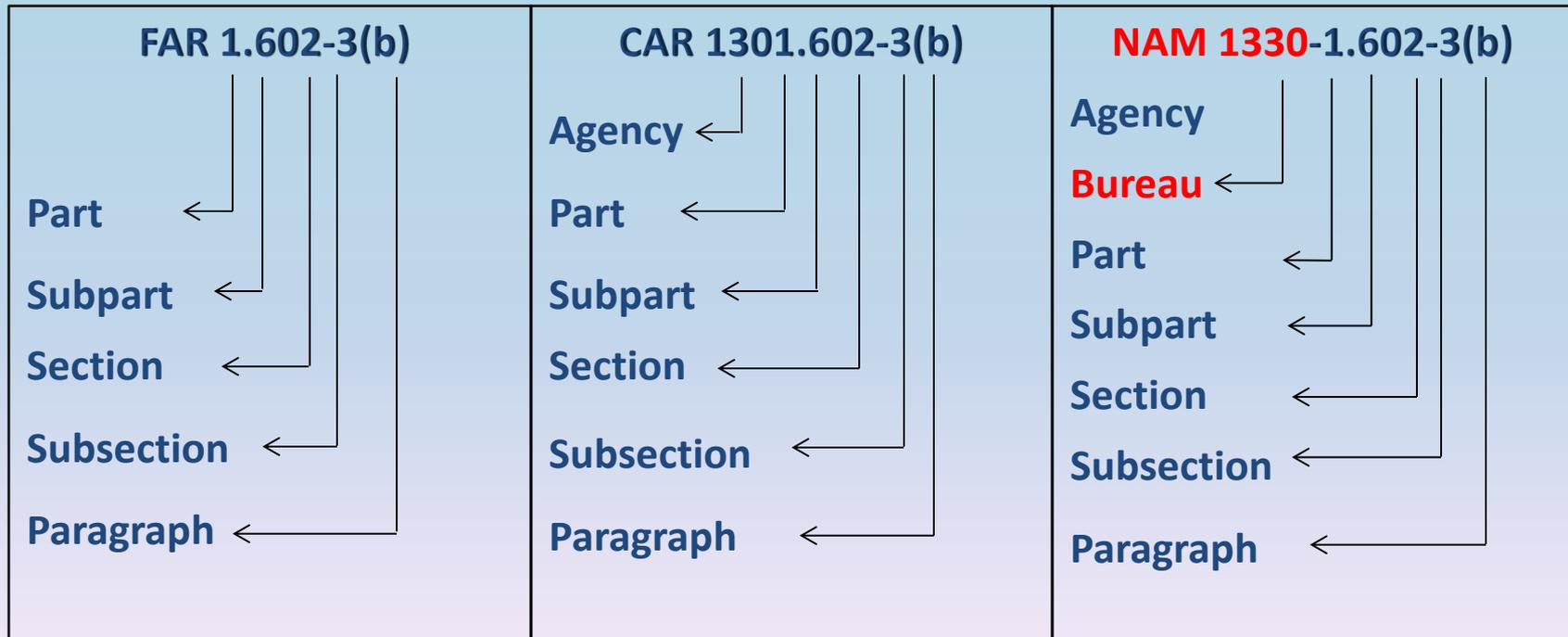
NOAA

FIELD DELEGATE TRAINING



- HOW IS THE NAM ARRANGED?

Divided into the same parts, subparts, sections, and subsections as the FAR, CAR, and CAM.



FAR Parts

(xx)

[Foreword](#)

[Table of Contents](#)

[01](#) [02](#) [03](#) [04](#) [05](#) [06](#)
[07](#) [08](#) [09](#) [10](#) [11](#) [12](#)
[13](#) [14](#) [15](#) [16](#) [17](#) [18](#)
[19](#) [20](#) [21](#) [22](#) [23](#) [24](#)
[25](#) [26](#) [27](#) [28](#) [29](#) [30](#)
[31](#) [32](#) [33](#) [34](#) [35](#) [36](#)
[37](#) [38](#) [39](#) [40](#) [41](#) [42](#)
[43](#) [44](#) [45](#) [46](#) [47](#) [48](#)
[49](#) [50](#) [51](#) [52](#) [52.000](#)
[52.215](#) [52.220](#) [52.227](#)
[52.232](#) [52.237](#) [52.246](#)
[52-Matrix](#) [53](#)
[AP-1](#) [AP-2](#)

1.602-3 -- Ratification of Unauthorized Commitments.

FAR Policy on Unauthorized Commitments

(a) *Definitions.*

"Ratification," as used in this subsection, means the act of approving an unauthorized commitment by an official who has the authority to do so.

"Unauthorized commitment," as used in this subsection, means an agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government.

(b) *Policy.*

- (1) Agencies should take positive action to preclude, to the maximum extent possible, the need for ratification actions. Although procedures are provided in this section for use in those cases where the ratification of an unauthorized commitment is necessary, these procedures may not be used in a manner that encourages such commitments being made by Government personnel.
- (2) Subject to the limitations in paragraph (c) of this subsection, the head of the contracting activity, unless a higher level official is designated by the agency, may ratify an unauthorized commitment.
- (3) The ratification authority in subparagraph (b)(2) of this subsection may be delegated in accordance with agency procedures, but in no case shall the authority be delegated below the level of chief of the contracting office.
- (4) Agencies should process unauthorized commitments using the ratification authority of this subsection instead of referring such actions to the Government Accountability Office for resolution. (See [1.602-3\(d\)](#).)
- (5) Unauthorized commitments that would involve claims subject to resolution under 41 U.S.C. chapter 71, Contract Disputes, should be processed in accordance with [Subpart 33.2](#), Disputes and Appeals.

CAR Parts

(13xx)

[Table of Contents](#)

[01](#) [02](#) [03](#) [04](#) [05](#) [06](#)
[07](#) [08](#) [09](#) [10](#) [11](#) [12](#)
[13](#) [14](#) [15](#) [16](#) [17](#) [18](#)
[19](#) [20](#) [21](#) [22](#) [23](#) [24](#)
[25](#) [26](#) [27](#) [28](#) [29](#) [30](#)
[31](#) [32](#) [33](#) [34](#) [35](#) [36](#)
[37](#) [38](#) [39](#) [40](#) [41](#) [42](#)
[43](#) [44](#) [45](#) [46](#) [47](#) [48](#)
[49](#) [50](#) [51](#) [52](#) [53](#)

1301.602-3 Ratification of unauthorized commitments.

Commerce Policy on Unauthorized Commitments

(a) Insert clause [1352.201-71](#), *Ratification Release*, in a contract document under which payment is made for unauthorized commitments after a ratification has been processed.

(b)(1) Unauthorized commitments occur when the Department accepts goods or services in the absence of an enforceable contract entered into by an authorized official. It is the policy of DOC that all acquisitions are to be made only by Government officials having authority to make such acquisitions. Acquisitions made by other than authorized personnel are contrary to Departmental policy and the Department is not bound by any formal or informal type of agreement or contractual commitment which is made by persons who are not delegated contracting authority. Payment for goods or services accepted in the absence of an authorized commitment may be made only through the ratification process. Unauthorized commitments may be considered matters of serious misconduct and may subject the responsible employees to appropriate disciplinary actions.

(2) The delegation of the ratification authority is set forth in CAM 1301.70. All requests for ratification must fully explain the circumstances that gave rise to the unauthorized commitment and detail, if appropriate, any disciplinary action taken with respect to any responsible employee. Ratifications may be approved only if all criteria in FAR [1.602-3](#) have been met.

1330-1.602-3 Ratification of unauthorized commitments

NOAA Policy on Unauthorized Commitments

(b)(1) Upon becoming aware of an unauthorized commitment, the contracting officer shall investigate the circumstances and take corrective action. Unauthorized commitments are processed in accordance with [CAM 1301.602 Section 3](#).

(b)(3) The NOAA Senior Bureau Procurement Official (SBPO) has delegated the authority for the review and approval of the ratification of an unauthorized commitment not exceeding \$500,000 to the HCOs for each Acquisition Division. Approval for a ratification of an unauthorized commitment exceeding this amount shall follow the delegated authority within Appendix A of [CAM 1301.70](#).

(b)(4) Each HCO shall:

- A. Maintain a log of all ratification actions, which shows: (i) originator of the ratification action, (ii) originator's organization, and (iii) description of what was acquired, the date, the amount, and (iv) current status information.
- B. Provide a copy of the log to the BPO no later than the 15th of the month on a quarterly basis in January, April, July, and October, and
- C. Provide the Associate Administrator, and/or Deputy Associate Administrator (DAA) of NOAA Line Offices or Staff Office Directors with a report of cases of repetitive ratification actions by an individual or an organizational component.
- D. Ensure proper advice and assistance is obtained from the DOC Office of The Assistant General Counsel for Finance and Litigation (OGC) [Contract Law Division \(CLD\)](#) as needed.



NOAA

FIELD DELEGATE TRAINING



- **HOW IS THE NAM ARRANGED?**
 - 1. Issuance and Guidance**
 - 2. Table of Contents**
 - 3. General Structure / Subchapters**
 - 4. Parts**



Acquisition

Make a Purchase

NOAALink

Pro-Tech

> NOAA Small Business

> Policy

Planning

Solicitation

Offer, Evaluation & Selection

Award

Performance & Administration

Regulation and Guidance

Bankcard

> Acquisition Manual

Record of Changes 2.0

Record of Changes 3.0

Inventory of Policy Alerts

Subchapter A- General

Subchapter B- Competition & Planning

NOAA Acquisition Manual

1.

[NOAA Acquisition Manual Issuance Memo](#)

[NOAA Acquisition Manual User Guidance](#)

[NOAA Acquisition Manual Record of Changes](#)

2.

Table of Contents

3.

General Structure and Subparts

[NOAA Acquisition Manual Inventory of Policy Alerts-July 2015](#)

[Subchapter A- General](#)

4.

[Part 1330-1- National Oceanic and Atmospheric Administration Acquisition Manual](#)

[Part 1330-3 Improper Business Practices and Personal Conflicts of Interest](#)

[Part 1330-4 Administrative Matters](#)

[Part 1330-5 Publicizing Contracting Actions](#)

[Back to Top](#)

[Subchapter B- Competition and Acquisition Planning](#)

[Part 1330-6 Competition Requirements](#)

[Part 1330-8 Required Sources of Supplies and Services](#)

[Part 1330-9 Contractor Qualifications](#)

[Part 1330-10 Market Research](#)

QUICK LINKS

General

[Recovery Act](#)

[Acquisition Initiatives](#)

[FOIA Processing](#)

[AGO Policy Newsletter](#)

[AGO Employees](#)

Acquisition

[Bankcard](#)

[Acquisition Manual](#)

[Requisitioner](#)

[Acquisition Workforce](#)

[Field Delegate](#)

[COR](#)

[Program Manager](#)

[Contractor](#)

[Public](#)

Grants

[Program Officer](#)



NOAA

FIELD DELEGATE TRAINING



- HOW DO I USE THE NAM?

Use in conjunction with:

The FAR

The CAR, CAM, and PMs

New AAs/AIs



NOAA

FIELD DELEGATE TRAINING



- EXAMPLE OF USING THE NAM



FAR 13.303-5 Purchases under BPAs

CAR 1313.303-5 Purchases under BPAs

CAM – only addresses 1313.301 Purchase Card
so N/A

PMs – N/A

NAM 1330-13.303-5 Purchases under BPAs

AA's/AI's – N/A



FAR Parts
(xx)

[Foreword](#)

[Table of Contents](#)

- [01](#) [02](#) [03](#) [04](#) [05](#) [06](#)
- [07](#) [08](#) [09](#) [10](#) [11](#) [12](#)
- [13](#) [14](#) [15](#) [16](#) [17](#) [18](#)
- [19](#) [20](#) [21](#) [22](#) [23](#) [24](#)
- [25](#) [26](#) [27](#) [28](#) [29](#) [30](#)
- [31](#) [32](#) [33](#) [34](#) [35](#) [36](#)
- [37](#) [38](#) [39](#) [40](#) [41](#) [42](#)

[FARSite](#) [Clause Logic](#) [FARSearch](#) [FAR Home](#)

1. 13.303-5 -- Purchases Under BPAs.

FAR

(a) Use a BPA only for purchases that are otherwise authorized by law or regulation.

(b) Individual purchases shall not exceed the simplified acquisition threshold. However, agency regulations may establish a higher threshold consistent with the following:

(1) The simplified acquisition threshold and the \$7 million limitation for individual purchases (\$13 million for purchases entered into under the authority of [12.102\(f\)\(1\)](#)) do not apply to BPAs established in accordance with [13.303-2\(c\)\(3\)](#).

(2) The limitation for individual purchases for commercial item acquisitions conducted under [Subpart 13.5](#) is \$7 million (\$13 million for acquisitions as described in [13.500\(c\)](#)).



CAR Parts
(13xx)

[Table of Contents](#)

- [01](#) [02](#) [03](#) [04](#) [05](#) [06](#)
- [07](#) [08](#) [09](#) [10](#) [11](#) [12](#)
- [13](#) [14](#) [15](#) [16](#) [17](#) [18](#)
- [19](#) [20](#) [21](#) [22](#) [23](#) [24](#)
- [25](#) [26](#) [27](#) [28](#) [29](#) [30](#)
- [31](#) [32](#) [33](#) [34](#) [35](#) [36](#)
- [37](#) [38](#) [39](#) [40](#) [41](#) [42](#)
- [43](#) [44](#) [45](#) [46](#) [47](#) [48](#)
- [49](#) [50](#) [51](#) [52](#) [52-M](#)
- [53](#) [70](#) [71](#)

[FARSite](#) [Clause Logic](#) [FARSearch](#) [CAR Home](#)

2. 1313.201 General.

CAR or CAM

DOC employees, other than warranted contracting officers, must be delegated micro-purchase authority by the designee set forth in CAM 1301.70 according to FAR [1.603-3\(b\)](#), and must be trained pursuant to CAM 1313.301.

Subpart 1313.3—Simplified Acquisitions Methods

1313.301 Governmentwide commercial purchase card.

The Department's procedures for the use and control of the Governmentwide commercial purchase card are set forth in CAM 1313.301.

1313.302 Purchase orders.

1313.302-1-70 Non-commercial purchase orders.

Insert provision [1352.213-71](#), *Instructions for Submitting Quotations under the Simplified Acquisition Threshold—Non-Commercial*, or similar language in all solicitations for non-commercial purchase orders under the simplified acquisition threshold. The contracting officer shall indicate whether electronic submissions of quotations will be accepted. Paragraph (b)(4) of provision [1352.213-71](#) may be tailored based on the evaluation factors.

1313.302-3 Obtaining contractor acceptance and modifying purchase orders.

A contractor's written acceptance of a purchase order modification is required, unless the contracting officer determines otherwise.

1313.303 Blanket Purchase Agreements (BPAs).

1313.303-5 Purchases under BPAs.

(a) Individual purchases shall not exceed the simplified acquisition threshold, subject to the following:

(1) The limitations for individual purchases against BPAs established against Federal Supply Schedule contracts shall be those set forth in the terms and conditions of the schedule contract.

(2) The limitations for individual purchases for commercial item acquisitions against BPAs established under FAR Subpart [13.5](#), "Test Program for Certain Commercial Items" is the simplified acquisition threshold set forth

[Back to Top](#)

5.

Subpart 1330-13.3 Simplified Acquisition Methods

NAM

1330-13.303 Blanket Purchase Agreements (BPAs)

1330-13.303-570 Purchases under BPAs

(e) Record all order information using C-Award. If the individuals conducting the purchases do not have access to C-Award, routinely document all purchases for the contracting officer and the COR. The method of documenting these purchases may be accomplished in a variety of ways including the following:

1. The responsible individual documents all orders and related actions (e.g., receiving and payment information) and submits it to the contracting office and the COR on a monthly or quarterly basis, or within the time frames established by the contracting officer; and
2. A provision in the BPA states that the contractor submits to the contracting officer and the COR a monthly summary of all the supplies and services delivered or performed by the contractor in orders issued under the BPA.



NOAA FIELD DELEGATE TRAINING



- HOW DO I SEARCH FOR SPECIFIC POLICY LOCATED IN THE NAM?

1. Subchapter and Part/Subpart number

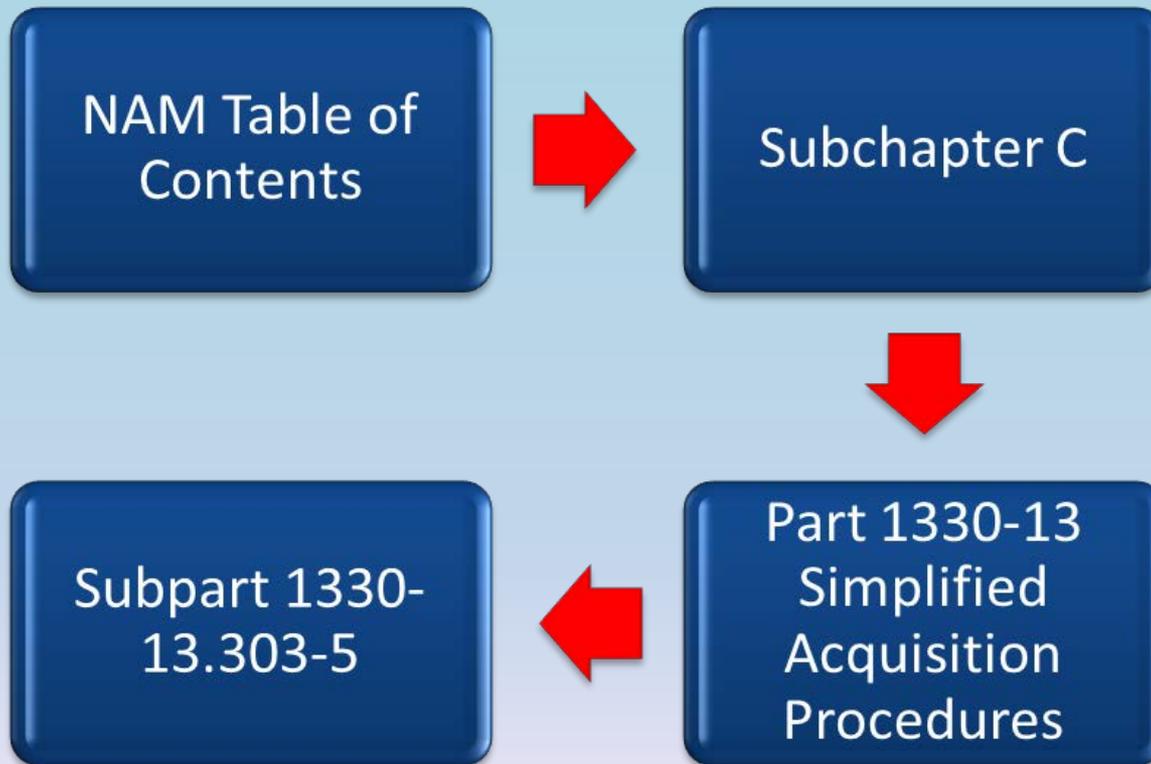
2. Inventory of Policy Alerts



NOAA FIELD DELEGATE TRAINING



- SCENARIO 1: SEARCH BY PART AND SUBPART



Acquisition

Make a Purchase

NOAALink

Pro-Tech

> NOAA Small Business

> Policy

Planning

Solicitation

Offer, Evaluation &
Selection

Award

Performance &
Administration

Regulation and
Guidance

Bankcard

> Acquisition Manual

Record of Changes 2.0

Record of Changes 3.0

Inventory of Policy
Alerts

Subchapter A- General

Subchapter B-
Competition & Planning

Subchapter C- Contract
Methods & Types

Subchapter D-
Socioeconomic
Programs

Subchapter E- General
Requirements

Subchapter F- Special
Categories

Subchapter G- Contract
Management

Subchapter H- Clauses
& Forms

NOAA Acquisition Manual

[NOAA Acquisition Manual Issuance Memo](#)

[NOAA Acquisition Manual User Guidance](#)

[NOAA Acquisition Manual Record of Changes](#)

Table of Contents

General Structure and Subparts

[NOAA Acquisition Manual Inventory of Policy Alerts](#)-July 2015

Subchapter A- General

[Part 1330-1- National Oceanic and Atmospheric Administration
Acquisition Manual](#)

[Part 1330-3 Improper Business Practices and Personal Conflicts of
Interest](#)

[Part 1330-4 Administrative Matters](#)

[Part 1330-5 Publicizing Contracting Actions](#)

[Back to Top](#)

Subchapter B- Competition and Acquisition Planning

[Part 1330-6 Competition Requirements](#)

[Part 1330-8 Required Sources of Supplies and Services](#)

[Part 1330-9 Contractor Qualifications](#)

[Part 1330-10 Market Research](#)

[Part 1330-11 Describing Agency Needs](#)

[Back to Top](#)

Subchapter C- Contracting Methods and Contract Types

[Part 1330-13 Simplified Acquisition Procedures](#)

[Part 1330-14 Sealed Bidding](#)

[Part 1330-15 Negotiated Procurement](#)

[Part 1330-16 Types of Contracts](#)

[Part 1330-17 Special Contracting Methods](#)

[Part 1330-18 F](#)

QUICK LINKS

General

[Recovery Act](#)

[Acquisition Initiatives](#)

[FOIA Processing](#)

[AGO Policy Newsletter](#)

[AGO Employees](#)

Acquisition

[Bankcard](#)

[Acquisition Manual](#)

[Requisitioner](#)

[Acquisition Workforce](#)

[Field Delegate](#)

[COR](#)

[Program Manager](#)

[Contractor](#)

[Public](#)

Grants

[Program Officer](#)

[Grantee](#)

commercial item products and simple services is at the discretion of the contracting officer or field delegate.

(2) When a determination is made to not use FedBid, the necessity for and degree of documentation to be included in the contract file, if any, is at the discretion of the contracting officer or field delegate.

(3) Where there are any conflicts between this and any other policy, the policy within this subpart takes precedence.

[Back to Top](#)

Subpart 1330-13.2 Actions at or below the Micro-Purchase Threshold

1330-13.201 General

(b) No contracting office shall accept a purchase request below the micro-purchase threshold unless the following exceptions are met:

1. The program office prepares a written justification describing the efforts that were made to obtain the required product/service utilizing the purchase card, and
2. A program official certifies that no source was identified that accepts the purchase card.

[Back to Top](#)

Subpart 1330-13.3 Simplified Acquisition Methods

1330-13.303 Blanket Purchase Agreements (BPAs)

1330-13.303-570 Purchases under BPAs

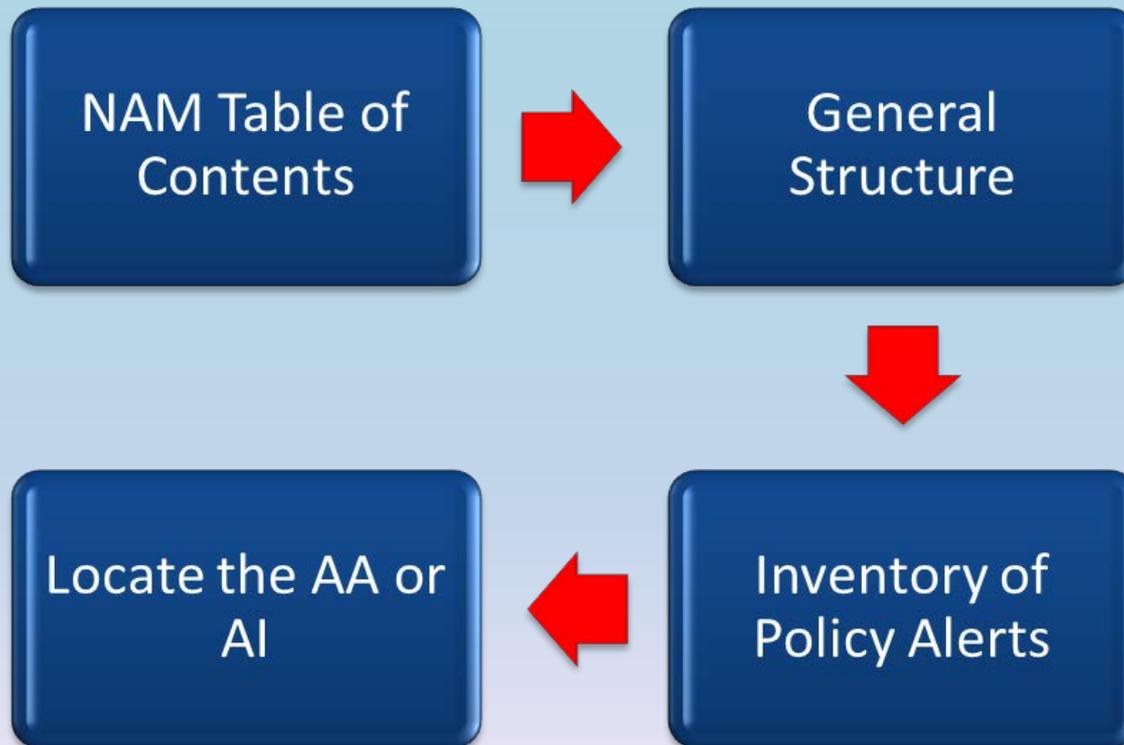
(e) Record all order information using C-Award. If the individuals conducting the purchases do not have access to C-Award, routinely document all purchases for the contracting officer and the COR. The method of documenting these purchases may be accomplished in a variety of ways including the following:

1. The responsible individual documents all orders and related actions (e.g., receiving and payment information) and submits it to the contracting office and the COR on a monthly or quarterly basis, or within the time frames established by the contracting officer, and
2. A provision in the BPA states that the contractor submits to the contracting officer and the COR a monthly summary of all the supplies and services delivered or performed by the contractor in orders issued under the BPA.

[Back to Top](#)



- SCENARIO 2: SEARCH WITH INVENTORY OF POLICY ALERTS



Acquisition

Make a Purchase

NOAALink

Pro-Tech

> NOAA Small Business

> Policy

Planning

Solicitation

Offer, Evaluation &
Selection

Award

Performance &
Administration

Regulation and
Guidance

Bankcard

> Acquisition Manual

Record of Changes 2.0

Record of Changes 3.0

Inventory of Policy
Alerts

Subchapter A- General

Subchapter B-
Competition & Planning

Subchapter C- Contract
Methods & Types

Subchapter D-
Socioeconomic
Programs

Subchapter E- General
Requirements

Subchapter F- Special
Categories

Subchapter G- Contract
Management

Subchapter H- Clauses
& Forms

NOAA Acquisition Manual

[NOAA Acquisition Manual Issuance Memo](#)

[NOAA Acquisition Manual User Guidance](#)

[NOAA Acquisition Manual Record of Changes](#)

Table of Contents

General Structure and Subparts

[NOAA Acquisition Manual Inventory of Policy Alerts-July 2015](#)

Subchapter A- General

[Part 1330-1- National Oceanic and Atmospheric Administration
Acquisition Manual](#)

[Part 1330-3 Improper Business Practices and Personal Conflicts of
Interest](#)

[Part 1330-4 Administrative Matters](#)

[Part 1330-5 Publicizing Contracting Actions](#)

[Back to Top](#)

Subchapter B- Competition and Acquisition Planning

[Part 1330-6 Competition Requirements](#)

[Part 1330-8 Required Sources of Supplies and Services](#)

[Part 1330-9 Contractor Qualifications](#)

[Part 1330-10 Market Research](#)

[Part 1330-11 Describing Agency Needs](#)

[Back to Top](#)

Subchapter C- Contracting Methods and Contract Types

[Part 1330-13 Simplified Acquisition Procedures](#)

[Part 1330-14 Sealed Bidding](#)

[Part 1330-15 Negotiated Procurement](#)

[Part 1330-16 Types of Contracts](#)

[Part 1330-17 Special Contracting Methods](#)

[Part 1330-18 Special Acquisition](#)

QUICK LINKS

General

[Recovery Act](#)

[Acquisition Initiatives](#)

[FOIA Processing](#)

[AGO Policy Newsletter](#)

[AGO Employees](#)

Acquisition

[Bankcard](#)

[Acquisition Manual](#)

[Requisitioner](#)

[Acquisition Workforce](#)

[Field Delegate](#)

[COR](#)

[Program Manager](#)

[Contractor](#)

[Public](#)

Grants

[Program Officer](#)

[Grantee](#)



Acquisition

- Make a Purchase
- NOAALink
- Pro-Tech
- > NOAA Small Business
- > Policy
 - Planning
 - Solicitation
 - Offer, Evaluation & Selection
 - Award
 - Performance & Administration
 - Regulation and Guidance
 - Bankcard
 - > Acquisition Manual

- Record of Changes .0
- Record of Changes .0
- Inventory of Policy Alerts
- Subchapter A- General
- Subchapter B- Competition & Planning
- Subchapter C- Contract Methods & Types
- Subchapter D-

NOAA Acquisition Manual

Inventory of Policy Alerts

The following is an inventory of previous policy alerts that have been incorporated into the NOAA Acquisition Manual and the location of the policy. The table below identifies the NOAA acquisition policy as follows: (1) The referenced Acquisition Alert (AA) or Acquisition Instruction (AI) number, which is issued by fiscal year followed by a sequential number, (2) the Acquisition Manual Subpart number and location of the policy, (3) the policy title or description, and (4) the effective date of the acquisition policy.

*Indicates the policy has been rescinded or cancelled and is no longer applicable.

[Return to the Acquisition Manual Table of Contents](#)

(1)Policy Number	(2)NOAA Acquisition Manual Subpart Number	(3)Policy Title/Description	(4)Effective Date
AA 15-05	1330-16.601(d)	Approval of Determination and Findings That No Other Contract Type is Suitable	May 18, 2015
*AA 15-04		Legislative Notification of NOAA Contract Awards	May 13, 2015
AA 15-03	1330-32.703-170	Purchase Requisition Funding on NOAA Contracts (Policy on Fully Funding a Purchase Requisition and Incremental Funding for a NOAA	May 4, 2015

QUICK LINKS

General

- Recovery Act
- Acquisition Initiatives
- FOIA Processing
- AGO Policy Newsletter
- AGO Employees

Acquisition

- Bankcard
- Acquisition Manual
- Requisitioner
- Acquisition Workforce
- Field Delegate
- COR
- Program Manager
- Contractor
- Public

Grants

- Program Officer
- Grantee

Subchapter E- General Requirements	AA 15-01	1330-32.703-270	Appropriations and Multiple Year Appropriations on Severable Services Contracts	April 9, 2015
Subchapter F- Special Categories				
Subchapter G- Contract Management	AI 15-03	Subpart 1330-6.303-2(a)(2)	Procedures for a Justification for Other than Full and Open Competition	December 8, 2014
Subchapter H- Clauses & Forms				
Subchapter I- Oversight	AI 15-02	Subpart 1330-70.1, AGO Review and Approval Matrix	NOAA Acquisition Review and Approval Process	December 8, 2014
Subchapter J- Review & Approval Matrix				
Acquisition Process Guide	AI 15-01	Subpart 1330-19.402(c) and (e)	Suspension and Debarment Request for Consideration Submission Procedures	October 16, 2014
> AGO Systems				
> Training				
> Forms	AA 14-03	Subpart 1330-1.602-3	NOAA Senior Bureau Procurement Official Delegated Authorities for Review and Approval	August 7, 2014
External Links				
Grants	AA 14-02	Subpart 1330-1.602-270	NOAA Internal Control for Funding Approval, Certification, and Obligation	April 25, 2014
2016 GMD Workshop				
Policy	AA 14-01	Subpart 1330-6.303-2(a)(3)	Rescission of Management Clearance of Sole Source Procurements Policy	October 23, 2015
Training				
Forms	AI 14-04	Subpart 1330-15.303	Source Selection Procedures	April 9, 2014
External Links				
	*AI 14-03	Subpart 1330-70.1, AGO Review and Approval Matrix	NOAA Acquisition Review and Approval (Replaced by Replaced by AI 15-02)	March 11, 2014
	*AI 14-02		AGO Procedures for FedBid Reverse Auction Service Tool	March 11, 2014
	AI 14-01A	Subpart 1330-19.201(d)(10), Subpart 1330-19.202	Standard Operating Procedures for the NOAA Small Business Program	April 8, 2014
	*AA 13-08	Subpart 1330-1.602-270	Purchase Requisition Funding (Replaced by AA 15-03)	September 12, 2013

1. Acquisition Alert Number

2. Title of the policy

3. Location in the NAM



NOAA

FIELD DELEGATE TRAINING



- **WHAT ARE OTHER FEATURES OF THE NAM?**

Issuance Memorandum

NAM User Guidance

Record of Changes



Go

advanced search

Acquisition

Make a Purchase



NOAA Acquisition Manual

[NOAA Acquisition Manual Issuance Memo](#)

Pro-Tech

[NOAA Acquisition Manual User Guidance](#)

> NOAA Small Business

[NOAA Acquisition Manual Record of Changes](#)

> Policy

Table of Contents

Planning

General Structure and Subparts

Solicitation

[NOAA Acquisition Manual Inventory of Policy Alerts-July 2015](#)

Offer, Evaluation & Selection

Subchapter A- General

Award

[Part 1330-1- National Oceanic and Atmospheric Administration Acquisition Manual](#)

Performance & Administration

[Part 1330-3 Improper Business Practices and Personal Conflicts of Interest](#)

Regulation and Guidance

[Part 1330-4 Administrative Matters](#)

Bankcard

[Part 1330-5 Publicizing Contracting Actions](#)

> Acquisition Manual

[Back to Top](#)

Record of Changes 2.0

Subchapter B- Competition and Acquisition Planning

Record of Changes 3.0

[Part 1330-6 Competition Requirements](#)

Inventory of Policy Alerts

[Part 1330-8 Required Sources of Supplies and Services](#)

Subchapter A- General

[Part 1330-9 Contractor Qualifications](#)

Subchapter B- Competition & Planning

[Part 1330-10 Market Research](#)

Subchapter C- Contract Methods & Types

[Part 1330-11 Describing Agency Needs](#)

QUICK LINKS

General

[Recovery Act](#)

[Acquisition Initiatives](#)

[FOIA Processing](#)

[AGO Policy Newsletter](#)

[AGO Employees](#)

Acquisition

[Bankcard](#)

[Acquisition Manual](#)

[Requisitioner](#)

[Acquisition Workforce](#)

[Field Delegate](#)

[COR](#)

[Program Manager](#)

[Contractor](#)

[Public](#)

Grants

[Program Officer](#)

[Grantee](#)



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

March 31, 2014

MEMORANDUM FOR: All Acquisition and Grants Office (AGO) Personnel

FROM: Mitchell J. Ross 
Director

SUBJECT: NOAA AGO Acquisition Manual

The purpose of this memorandum is to issue the NOAA Acquisition Manual as policy to be applied to all NOAA acquisition activities. This document provides the acquisition policy established by the NOAA Senior Bureau Procurement Official for the procurement of construction, supplies, and services by NOAA AGO personnel. The policies set forth in the NOAA Acquisition Manual apply to all members of the NOAA acquisition team, including the customers they serve.

The NOAA Acquisition Manual is a 'living' document of NOAA acquisition policy for ensuring that business practices are consistent throughout NOAA. AGO policy directives have been integrated into the manual to eliminate the burden of checking multiple AGO sources for related policy.

The acquisition policy within this document does not restrict the exercise of sound business judgment nor limit innovation, but underlines the need for the NOAA acquisition workforce to balance mission and fiduciary duty. This manual describes NOAA-specific acquisition policy



Acquisition

Make a Purchase

NOAALink

Pro-Tech

> NOAA Small Business

> Policy

Planning

Solicitation

Offer, Evaluation & Selection

Award

Performance & Administration

Regulation and Guidance

Bankcard

> Acquisition Manual

Record of Changes 2.0

Record of Changes 3.0

Inventory of Policy Alerts

Subchapter A- General

Subchapter B- Competition & Planning

Subchapter C- Contract Methods & Types

NOAA Acquisition Manual

[NOAA Acquisition Manual Issuance Memo](#)

[NOAA Acquisition Manual User Guidance](#)

[NOAA Acquisition Manual Record of Changes](#)

Table of Contents

General Structure and Subparts

[NOAA Acquisition Manual Inventory of Policy Alerts-July 2015](#)

Subchapter A- General

[Part 1330-1- National Oceanic and Atmospheric Administration Acquisition Manual](#)

[Part 1330-3 Improper Business Practices and Personal Conflicts of Interest](#)

[Part 1330-4 Administrative Matters](#)

[Part 1330-5 Publicizing Contracting Actions](#)

[Back to Top](#)

Subchapter B- Competition and Acquisition Planning

[Part 1330-6 Competition Requirements](#)

[Part 1330-8 Required Sources of Supplies and Services](#)

[Part 1330-9 Contractor Qualifications](#)

[Part 1330-10 Market Research](#)

[Part 1330-11 Describing Agency Needs](#)

QUICK LINKS

General

[Recovery Act](#)

[Acquisition Initiatives](#)

[FOIA Processing](#)

[AGO Policy Newsletter](#)

[AGO Employees](#)

Acquisition

[Bankcard](#)

[Acquisition Manual](#)

[Requisitioner](#)

[Acquisition Workforce](#)

[Field Delegate](#)

[COR](#)

[Program Manager](#)

[Contractor](#)

[Public](#)

Grants

[Program Officer](#)

[Grantee](#)



Acquisition

- Make a Purchase
- NOAALink
- Pro-Tech
- > NOAA Small Business
- > Policy
- Acquisition Process Guide
- > AGO Systems
- > Training
- > Forms
- External Links

Grants

- 2016 GMD Workshop
- Policy
- Training
- Forms
- External Links

NOAA Acquisition Manual

The following are a record of the changes and updates that have been incorporated into the NOAA Acquisition Manual. The record of changes identifies the Acquisition Manual Subpart, the changes made, and the supporting policy, if applicable.

[NOAA Acquisition Manual Record of Changes- November 2015](#)

[NOAA Acquisition Manual Record of Changes- April 2015](#)

QUICK LINKS

General

- Recovery Act
- Acquisition Initiatives
- FOIA Processing
- AGO Policy Newsletter
- AGO Employees

Acquisition

- Bankcard
- Acquisition Manual
- Requisitioner
- Acquisition Workforce
- Field Delegate
- COR
- Program Manager
- Contractor
- Public

Grants

- Program Officer
- Grantee

Acquisition

Make a Purchase

NOAALink

Pro-Tech

> NOAA Small Business

> Policy

Planning

Solicitation

Offer, Evaluation &
Selection

Award

Performance &
Administration

Regulation and
Guidance

Bankcard

> Acquisition Manual

Record of Changes 2.0

Record of Changes 3.0

Inventory of Policy
Alerts

Subchapter A- General

Subchapter B-
Competition & Planning

Subchapter C- Contract
Methods & Types

Subchapter D-
Socioeconomic
Programs

Subchapter E- General
Requirements

NOAA Acquisition Manual

NOAA Acquisition Manual Version 3.0 Record of Changes

The following is a record of the changes and updates that have been incorporated into the NOAA Acquisition Manual Version 3.0. The record of changes identifies the Acquisition Manual Subpart, the changes made, and the supporting policy, if applicable.

[Return to the Acquisition Manual Table of Contents](#)

Subpart	Description of Updated/ Change	Policy Alert
1330-1.602-1 Authority	The policy located in 1330-1.602-270 (d)(1)-(d)(4) has been relocated to NOAA Acquisition Manual (NAM) 1330-1.602-1(b).	AA 14-02 issued on April 25th, 2014
1330-1.602-2 Responsibilities	(a)(3) has been added to reference NAM 1330-32.703-170 as the location for the NOAA acquisition policy on fully funding purchase requisitions.	AA 15-03 issued on May 4th, 2015
1330-1.602-270 Fund sufficiency	This section has been removed and the new policy has been located in NAM 1330-32.703-170	AA 15-03 issued on May 4th, 2015
1330-1.670 (a)&(f) Delegation of Procurement Authority to Field Delegates	The link for CAM 1301.6 has been updated in both sections	
1330-4.804-5-5 Procedures for Closing out Contract Files	The section has been deleted, as the Acquisition Process Guide was referenced and is not policy. There is no NOAA specific acquisition policy for closeout procedures.	
1330-6.302-1(c)	The link to the NOAA Brand Name Description Training has been inserted.	AA 12-04 issued on April 10, 2012
		DOC PM

QUICK LINKS

General

Recovery Act

Acquisition Initiatives

FOIA Processing

AGO Policy Newsletter

AGO Employees

Acquisition

Bankcard

Acquisition Manual

Requisitioner

Acquisition Workforce

Field Delegate

COR

Program Manager

Contractor

Public

Grants

Program Officer

Grantee



NOAA

FIELD DELEGATE TRAINING



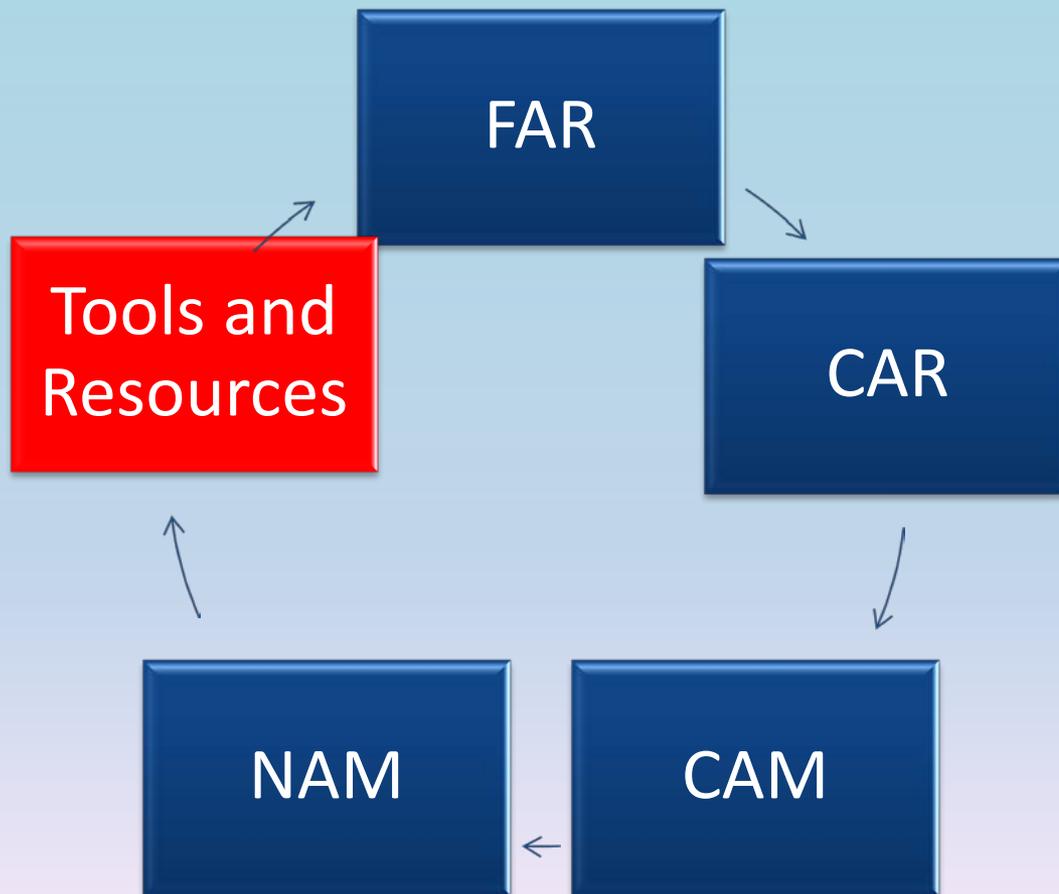
KNOWLEDGE SHARING

1. The NAM is not a stand alone document. It is to be used in conjunction with the _____, the _____, the _____, PMs, AAs, and AIs.
2. The NAM comprises NOAA _____ policy and supplements the _____ and _____.
3. Users can search the NAM by _____ or by using the _____ of _____.



NOAA

FIELD DELEGATE TRAINING





NOAA FIELD DELEGATE TRAINING



- TOOLS AND RESOURCES

[FAR](#)

[CAR](#)

[OAM Policy \(CAR, CAM, and PMs\)](#)

[NOAA AGO Policy \(NAM, AAs, and AIs\)](#)



NOAA

FIELD DELEGATE TRAINING



- **OTHER TOOLS AND RESOURCES**

GAO Report/Bid Protest Decisions

AcqNotes

Acquisition.gov

Ask a Professor (DAU)

Where In Federal Contracting (WIFCON)

Podcasts



NOAA

FIELD DELEGATE TRAINING

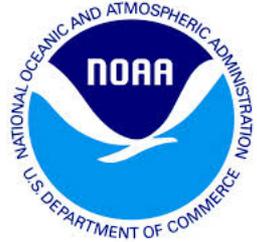


- **TAKE AWAYS**

The FAR, CAR, CAM and NAM encompass same subchapters; corresponding parts and subparts.

The CAR and CAM supplement the FAR.

The NAM comprises NOAA specific policy; supplements the FAR, CAR, and CAM.



NOAA FIELD DELEGATE TRAINING



- FINAL THOUGHTS