

C.Suite User Acknowledgement Forms

Frequently Asked Questions

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1. I've already submitted a form, why are you sending me this message again?

Unfortunately, the first version of the forms that we sent out on June 19th, (form dated: 06/14/2013), had some typographical errors and needed the language to be revised to match the actual policy per the Acquisition Management Advisory Council (AMAC). This caused us to send out an updated form (form dated: 06/20/2013) on a second email on June 20th, 2013.

2. How do I sign the form electronically?

Click on the signature block on the form. You will be required to authenticate with your CAC PIN which will stamp the form with a digital signature associated with your CAC.

3. I am not able to sign electronically. How do I sign the form? Where do I send a paper form?

If you are unable to sign electronically, please print the form, sign it, and scan the signed form in to PDF to send back to C.Suite@NOAA.gov

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4. Why I have I received a third or fourth notice to complete the user acknowledgement form?

Your previous submission may be missing some key information or you may have provided the incorrect form with your submission. Please check the date (Form Dated: 06/20/2013) in the upper right hand corner on the acknowledgement form.

5. The email and form sent me to incorrectly identified my role(s) in the procurement process [Funds Certifying Official (FCO)/ Requisitioner/ etc.], who suggested my name for this designation?

Your AMAC representative provided data to the NOAA/ Acquisition and Grants Office (AGO) for processing that listed your name as this role.

Acquisition Management Advisory Council (AMAC) List as of 06/24/2013					
Name	Line Office	Title	Office Phone	Government Cell	Email
Kelly Blackmon	CAO	Acquisition Liaison	301-713-1245	301-933-2099	kelly.t.blackmon@noaa.gov
Jackie Schreckengost	CFO	Director, Financial & Administrative Services Division	301-444-3771	304-261-2677	jackie.schreckengost@noaa.gov
Andrew Venaglia	CIO	Management & Program Analyst	301-628-5747		andrew.venaglia@noaa.gov
Octavia G. Saine	GC	Executive Officer	202-482-0743	202-642-0911	octavia.saine@noaa.gov
Joel Perlroth	NESDIS	Program Management Specialist	301-713-9204	240-479-0085	joel.l.perlroth@noaa.gov
Julie Champlin-Gonzales	NMFS	CORE Policy/ Acquisition	562-810-5050		julie.champlin-gonzales@noaa.gov
Jerry Erbacher	NMFS	Management Analyst	301-427-8731	301-585-8581	jerome.erbacher@noaa.gov
Jane Piercy	NOS	Management Analyst	301-713-3050 x 161	240-393-1709	jane.piercy@noaa.gov
Carla Kirby	NWS	Senior Budget Analyst	301-713-0420 x113		carla.kirby@noaa.gov
Brenda Alford	OAR	Management/ Program Analyst	301-734-1174		brenda.alford@noaa.gov
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Mary Ortiz	OMAO	Support Services Specialist	301-713-7605		mary.ortiz@noaa.gov
Beth Downs	OMAO	Management Analyst	301-713-7688		beth.downs@noaa.gov

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Name	Line Office	Title	Office Phone	Government Cell	Email
Gwendolyn Roache	USEC- OED	Budget Analyst	202-482-2781		gwendolyn.roache@noaa.gov
Adam Santo	WFMO	Management Analyst	301-713-6370		adam.santo@noaa.gov
Cynthia Burley	WFMO	Chief of Staff	301-713-6332	240-338-2169	cynthia.burley@noaa.gov
External NOAA Client POC as of 06/24/2013					
Name	Bureau	Title	Office Phone	Government Cell	Email
Curtis Oja	ITA		202-482-6123		curtis.oja@trade.gov
Ron Marin	MBDA	Financial Management Officer	202-482-1621	202-641-4095	rmarin@mbda.gov
Leonard Bechtel	NTIA		202-482-1708		lbechtel@ntia.doc.gov

- 6. My AMAC representative submitted the wrong data to AGO about the functions I handle in C.Request, how do I get this changed?**

OR

I was not included on original distribution list to complete C.Suite User Acknowledgement Forms, how do I get this changed?

Please notify your supervisor and AMAC representative (see above) of the need to change your role and functions in C.Request. Then complete a new [C.Suite User Access Form](#) and sent the form to clientservices@noaa.gov.

- 7. I'm feeling very uncomfortable signing off on that I am being held responsible for certifying that the product or service meets a bona-fide need, what are my alternatives?**

We do recommend having this conversation with your supervisor. Please send messages regarding account deactivations to clientservices@noaa.gov and copy C.Suite@noaa.gov so your account can be disabled upon request.

- 8. There are users who were assigned the role of Requisitioner and or FCO by my AMAC representative who are no longer are with my Office. How do I have their accounts deactivated?**

Please send messages regarding account deactivations to clientservices@noaa.gov and copy C.Suite@noaa.gov so the accounts can be disabled upon request.

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9. I am an Approver, where is my acknowledgment form for that role in C.Suite?

There are no forms for the Approver role, your access is guaranteed to continue. The distributed forms deal with C.Request roles that have legal consequences to their actions in relation to the Federal Acquisition process (i.e. certifying a bona fide need and/ or certifying funds are available). The Approver role in C.Request is an optional role. As an Approver your responsibility is as designated by your Office, and it is the obligation of your Office to enforce your conduct as an Approver.

10. I was able to log on to my C.Request account before, but today I am not able to access the account. Why do I no longer have access?

Your account may have been “deactivated” for a couple of reasons:

- There may be a technical issue with your point of access to C.Request. Please contact clientservices@noaa.gov to have a ticket opened to investigate the issue.
- Your AMAC representative indicated that your C.Request account be deactivated.
- You did not provide the correct acknowledgement form in a timely manner for the role(s) you have been assigned.

11. Today when I logged into C.Request my profile and menu options look different. Why am I no longer able to create a requisition and/or why can I not submit a requisition?

Your user profile and account rights have changed for a couple of reasons:

- **“I am unable to create a requisition”** – Your AMAC representative did not have you on the list of Requisitioners submitted to AGO for C.Request role updates. Requisitioners are the only individuals who can create new requisitions and therefore are the only ones who can certify the bona fide need for the items listed on the requisition.
- **“I am unable to submit a requisition”** – Your AMAC representative did not have you on the list of Funds Certifying Officers (FCOs) submitted to AGO for C.Request role updates. An FCO has the responsibility of certifying that funds are available in the system and therefore is the last person to interact with a requisition by submitting it to be a Purchase Request.
- You did not provide the correct acknowledgement form in a timely manner for the roles you have been assigned.