



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

July 15, 2011

MEMORANDUM FOR: Deputy Assistant Administrators  
Staff Office Directors

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

SUBJECT: Fiscal Year 2011 Late Acquisition and Grant Actions

The purpose of this memorandum is to set forth the procedure to process late acquisition and financial assistance actions in Fiscal Year 2011 (FY11). All FY11 actions must be obligated and submitted for recordation no later than 12:00 Noon Eastern Time on September 27, 2011. All Procurement Requests (CD Form 435) for acquisition (contracts or purchase orders) or financial assistance (grants or cooperative agreements) must be submitted prior to the dates established and previously published for fiscal year 2011 processing. Due to later than usual enactment of an appropriation the late action procedure will be abbreviated in fiscal year 2011. Late actions may be submitted in accordance with the following:

The requestor shall prepare a memorandum from the Deputy Assistant Administrator or Staff Office Director to the Director, Acquisition and Grants Office explaining the need for award in fiscal year 2011.

The requestor shall obtain a written recommendation on the memorandum from the Head of Contracting Office (HCO) or Director, Grants Management Division to accept or not accept the late action.

A decision to accept or not accept the action will be issued by the AGO Director within two working days.

Any disagreement with the AGO decision may be appealed to the Deputy Under Secretary for Operations.

All timely actions below the simplified acquisition threshold of \$150,000 will be processed on a first-in-first-out basis. Late actions below the simplified acquisition threshold require a memorandum.

The decision to approve or disapprove a late action will be based on mission and fiduciary requirements, resources, and compliance with law and regulation.

Cc: Deputy Under Secretary Mary M. Glackin  
Mary Lipscomb, NTIA  
Len Bechtel, NTIA  
Ron Marin, MBDA  
Patty Sefcik, ITA  
Gay Shrum, BIS  
Chief Financial Officer Council Members  
Acquisition Management Advisory Committee Members  
Grants Management Advisory Committee Members  
Staff of the Acquisition and Grants Office