



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

May 25, 2012

MEMORANDUM FOR: Deputy Assistant Administrators
Heads of Staff Offices

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

SUBJECT: Fiscal Year 2012 Late Acquisition and Grant Requests

The purpose of this memorandum is to set forth the procedure to process late acquisition and financial assistance actions in Fiscal Year 2012 (FY12). All FY12 actions must be obligated and submitted for recordation no later than 12:00 Noon eastern time on September 26, 2012. 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 for fiscal year 2012 processing (www.ago.noaa.gov). Late actions may be accepted for processing on a best efforts basis in accordance with the following:

1. The requester shall process the attached form from the Deputy Assistant Administrator (DAA) or Head of Staff Office through the Head of Contracting Office or Financial Assistance Office to the Director of the Acquisition and Grants Office.
2. A decision to process the action will be issued by the AGO Director as expeditiously as possible.
3. Requisitions with insufficient Procurement Administrative Lead Time (PALT), as set forth in Chapter 1307.1 of the Commerce Acquisition Manual, shall not be considered late actions. Such requisitions will be processed on a best efforts basis.
4. Any disagreement with the AGO decision may be appealed to the Deputy Under Secretary for Operations.

The decision to approve or disapprove a late action will be based on need, compliance with law, regulation, policy, resources, and the completeness of the requisition package.

cc: Deputy Under Secretary for Operations
Chief, Resource and Operations Management
NOAA Executive Panel
CFO Council
CIO Council
Acquisition Management Advisory Committee
Grants Management Advisory Committee
Acquisition and Grants Office

Attachment