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

May 30, 2013

MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM: for Mitchell J. Ross
Director

SUBJECT: Fiscal Year 2013 (FY13) Late Acquisition and Grants Requests

The purpose of this memorandum is to set forth the procedure to process late acquisition and financial assistance actions in FY13. All FY13 contract actions must be obligated and submitted for recordation no later than 12:00 pm Eastern Time on Thursday, September 26, 2013. The final day for FY13 grants obligations is Monday, September 23, 2013. All Procurement Requests for acquisitions or financial assistance must be submitted for processing prior to the dates established within the FY13 Acquisition Cutoff Dates (www.ago.noaa.gov). Late actions may be accepted for processing on a best effort basis, in accordance with the following:

1. The requestor shall process the attached Late Action Request form from the Deputy Assistant Administrator (DAA) or Staff Office Director through the Head of Contracting Office (HCO) or Financial Assistance Office to the AGO Director. After final approval, the Late Action Request form can be submitted electronically to the appropriate Division Director.

2. The decision to process the action will be issued by the AGO Director in a timely manner. The decision will be based on need, compliance with law, regulation, policy resources, and completeness of the requisition package.

3. Requisitions with insufficient Procurement Administrative Lead Time (PALT), as set forth in Chapter 1307.1 of the Commerce Acquisition Manual, shall be considered late actions and processed on a best efforts basis.

4. AGO decisions may be appealed to the Deputy Under Secretary for Operations.

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

Attachment

Late Action Request

Date of Request:

Acquisition ☐ Financial Assistance ☐ FY13 Dollar Obligation:

Requisition Number: Total Value:

NOAA Line/Staff Office:

NESDIS	NMFS	NOS	NWS	OAR	OMAO	PPI	AGO	CAO	CFO	CIO	USEC	WFMO	Other
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ Specify:

Requestor Name:

Signature Date

DAA/SO Name:

Signature Date

Statement of Need and Criticality:

Acquisition and Grants Use Only:

HCO/GMD Director Name:

Recommend Approval ☐ Recommend Disapproval ☐

Signature Date

Approved ☐ Disapproved ☐

Mitchell J. Ross Date
Director, Acquisition and Grants Office