December 5, 2014

MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM: Mitchell J. Ross
Director

SUBJECT: Fiscal Year (FY) 2016 Acquisition Planning

The purpose of this memorandum is to request preparation of acquisition plans for fiscal year 2016 (FY-2016) requirements. Plan data shall be entered into the Forecasting and Advanced Acquisition Planning System (FAAPS) no later than May 31, 2015 for each acquisition with an anticipated value greater than $150,000, including contracts, purchase orders, task or delivery orders, and modifications. The Acquisition and Grants Office (AGO) is required to submit a consolidated bureau acquisition forecast to the Department of Commerce by June 30, 2015. Specific guidance is attached.

Acquisition planning is a statutory and regulatory requirement for executive branch agencies. Acquisition planning is an efficient use of the taxpayer dollars for accomplishing program objectives in an economical and timely manner. The web-based FAAPS, available at http://fido.gov/doc/aap/, is the system mandated by the Department of Commerce for development of acquisition plans, and forecasts of business opportunities made available to the public.

Each Line and Staff (L/S) Office is responsible for ensuring that their respective FAAPS data is complete and updated at the end of each quarter of the fiscal year to enable accurate planning. On June 1, 2015, AGO will pull the FY-2016 FAAPS data, which will be used to determine the planned workload for FY-2016. Any acquisition submitted after May 31, 2015 will be considered an unplanned action. Priority will be given to planned acquisitions.

If you have any questions regarding system access, please contact Client Services at 301-444-3400 or clientservices@noaa.gov. If you have questions concerning the data element definitions, you may contact the Advanced Acquisition Planning (AAP) Coordinators listed on the FAAPS website by clicking on the Point of Contact (POC) List link.

Attachments:
Instructions for Forecasting and Advanced Acquisition Planning System
Commerce Acquisition Manual, Chapter 1307.1, Acquisition Planning, September 2014

cc: Deputy Under Secretary for Operations
        NOAA Executive Panel
        Acquisition Management Advisory Committee
        Acquisition and Grants Office Division Directors
        Chief Financial Officer Council
        Chief Information Officer Council

NOAA PREPARATION INSTRUCTIONS FOR
FORECASTING AND ADVANCED ACQUISITION PLANNING

A.   PURPOSE:

These instructions provide guidance to assist the L/S Offices in submitting data required for Forecasting and Advanced Acquisition Planning of Contract Opportunities.

All L/S Offices are to provide AAP data via the Forecasting and Advanced Acquisition Planning System available at http://fido.gov/doc/aap/. FY-2016 AAP data reporting into FAAPS shall be completed **no later than May 31, 2015**.

In order to meet this deadline, each Deputy Assistant Administrator/Staff Office Director is required to assign an AAP Coordinator. The L/S Office AAP Coordinator is responsible for facilitating the L/S Office AAP data collection.

B.   RESPONSIBILITIES

L/S Office AAP Coordinator. The AAP Coordinator is responsible for facilitating the L/S Office AAP data collection. The L/S Office AAP Coordinator works with each Program Office to provide data that may assist the offices in their planning and completing the updated AAPs. The L/S Office AAP Coordinator ensures that the AAP User Listing includes only authorized staff members that have the right to view and update the L/S Office AAP data. AAP Coordinators are responsible for ensuring the accuracy and completeness of AAP data.

L/S Offices. Each L/S Office is responsible for completing an updated, individual AAP for each of their planned FY-2016 acquisitions **greater than $150,000 only**. The office may centralize the data input responsibilities or request field offices to input the data for their associated plans. Requisitions issued without a valid AAP number identified will be returned to the L/S Office for corrective action.

Each L/S Office AAP Coordinator has the following responsibilities:

- Provide instructions to their office staff on gathering the data and inputting the updated data into the web-based AAP form.
- Monitor the completion of the Program Office's AAPs and ensure that *only authorized staff* complete the forms associated with their office.
- Ensure that the AAP User Listing includes only authorized staff members that have the right to view and update the L/S Office AAP data.
- Formally notify the AGO Director that all of the office's AAPs are completed on the FAAPS website and are ready for review.
- Coordinate their office's responses to questions from Staff Users and Procurement Offices concerning their AAP submissions.
- Ensure that the AAPs are within the correct range of the current FY budget request.

C.   INSTRUCTIONS

AGO provides a web-based AAP form that all L/S Offices must use to report their AAP data. *The website can only be accessed by individuals with a valid NOAA email address.* Use of the site is monitored to ensure only authorized users enter data. All data on the website, as well as all data sent from the website, is encrypted. The FAAPS website is located at: http://fido.gov/doc/aap/

The FAAPS is for official use only and is to be used only by authorized staff:

1. All L/S Office staff completing, updating, or viewing an AAP form must be an authorized user of the AAP website.

2. All staff members using the website are assigned a password by the system at their initial log on. All users must log on using their assigned password.

3. L/S Office staff members are restricted from accessing any data other than the data associated with the office in which they are registered. User access to data is also restricted by the user's role on the AAP website.

4. L/S Office staff are assigned one of four roles on the AAP website by the L/S Office Coordinator:

    ☐ **Reporter (Rep)**: Create AAPs and update only those AAPs
    ☐ **Read Only (RO):** Only view office AAPs
    ☐ **Office Point of Contact (POC):** View and update all AAPs of the office
    ☐ **Approver (APR):** Approve all AAPs of the office. (Note: This is an option to
    L/S Offices. If no Approvers are assigned, then this feature is not activated.)

5. Any questions concerning the data element definitions should be directed to the AAP Coordinators.

6. Reporters must mark an AAP form "Complete" when the Reporter has completed the updates. Marking a form "Complete" formally submits the form to the office POCs for review and validation. Reporters will mark previously "New" AAPs as "Existing" if the requirement has been awarded, or mark AAPs "No Longer Required" if the requirement has been awarded and no further funding will be added.

7. Office POCs must "Unmark" an AAP form to update the form if changes are necessary to the data. The office POC identification information will be recorded on the form as the last person to update the form. The POC reviews upcoming PRs for the month and adds new AAPs to the FAAPS.

8. If Approvers (APRs) are assigned, then office APRs must "Approve" an AAP form to finalize the form. The office APR identification information will be recorded on the form as the last person to update the form.

9.   All AAP forms will show the original creator's contact information (the person's name, phone contact information, and email address). All AAP forms will show the last person to update the form (name, phone contact information, and email address).

10. Once reviewed and validated by the AAP Coordinator and no further action is required, the submission will be marked "Complete".