



# NOAA

ACQUISITION AND  
GRANTS OFFICE

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



# THE NOAA ACQUISITION MANUAL

November 2015

POLICY AND OVERSIGHT DIVISION (POD)



**NOAA**

**ACQUISITION AND  
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NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



# GLOSSARY

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## AUTHORITY

NOAA Administrative Order (NAO) 208-1 formally introduces and authorizes issuance of the NOAA Acquisition Manual (NAM), formerly the NOAA Acquisition Handbook.



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## PURPOSE OF THE NAM

- The NAM is a living document comprised of NOAA acquisition policy to ensure business practices are consistent throughout NOAA.
- The NAM organizes NOAA acquisition policy in a central document using the FAR numbering and codification system.
- The NAM does not restrict the sound business judgement nor limit innovation, but underlines the need for the NOAA acquisition workforce to balance mission and fiduciary duty.



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## APPLICABILITY

- The NAM contains the acquisition policy established by the NOAA Senior Bureau Procurement Official (SBPO) for the procurement of construction, supplies, and services by NOAA Acquisition and Grants Office (AGO) personnel and individuals with a delegated procurement authority (Field Delegates).
- The NAM is applicable to all NOAA acquisition activities, all members of the NOAA acquisition team, which includes AGO clients.



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## NOAA ACQUISITION POLICY

- The SBPO establishes NOAA specific acquisition policy and procedures by issuing a signed Acquisition Alert (AA) or Acquisition Instruction (AI).
- AAs are the primary method by which the SBPO issues NOAA acquisition policy. AIs are also issued by the SBPO to establish NOAA acquisition procedures.
- AAs are temporarily placed on the AGO website until incorporated into the NAM.



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## NOAA ACQUISITION POLICY (continued)

- AAs, AIs, and the NAM are located on the AGO Website under Acquisition/Policy/Regulation and Guidance

[http://www.ago.noaa.gov/acquisition/regulation\\_and\\_guidance.html](http://www.ago.noaa.gov/acquisition/regulation_and_guidance.html)

- Please bookmark the NAM direct link for quick access:

[http://www.ago.noaa.gov/acquisition/AcqManual/09\\_acquisitionmanuالتableofcontents.html](http://www.ago.noaa.gov/acquisition/AcqManual/09_acquisitionmanuالتableofcontents.html)



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## NOAA ACQUISITION MANUAL

- The NAM was issued by the SBPO on March 31st, 2014 and replaced the NOAA Acquisition Handbook (2004).
- The NAM was converted from a PDF version to an HTML version in 2015 (Version 2.0).
- The NAM is periodically updated to incorporate recently issued NOAA acquisition policy and for maintenance.
- The AGO POD manages the NAM content.





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## NOAA ACQUISITION MANUAL (continued)

- The NAM supplements certain policies provided in the FAR, Commerce Acquisition Regulation (CAR), Commerce Acquisition Manual (CAM), Department of Commerce Procurement Memoranda (PM), Office of Federal Procurement Policy (OFPP), and Office of Management and Budget (OMB) policies.
- The NAM does not seek to duplicate, repeat, restate, or be inconsistent with these sources of policy.



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# NAM GENERAL STRUCTURE

- Issuance Memorandum: The SBPO issued the NAM as policy to be applied to all NOAA acquisition activities.
- Record of Changes: This details the specific changes made with each periodic update to the NAM and the NAM subpart location for the policy.
- Inventory of Policy Alerts: The table is provided for locating a specific AA or AI, the location (subpart) of the policy within the NAM, and the current status of the policy (archived vs. rescinded).



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## NAM GENERAL STRUCTURE (continued)

- Subchapters/Subparts: The NAM format conforms to the arrangement and numbering system of the FAR, CAR, CAM, and the content is divided by Subchapters A-J.
- AGO Review and Approval Matrix: The table (Subchapter J) contains thresholds for reviews and approvals at various levels. The list is not all inclusive and content may be updated through issuance of a new AA or AI.



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## USING THE NAM

- The NAM is not a stand alone document and should be read and used in conjunction with the FAR, CAR, CAM, PMs, and recent AAs/AIs.
- NOAA specific acquisition policy can be identified in the NAM using two different methods: (1) Searching the Subchapters by the corresponding FAR, CAR, or CAM part/subpart number; or (2) Searching the Inventory of Policy Alerts, based on the AA or AI number.



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# USING THE NAM (continued)

1st Search Method: Subchapters. Subchapters A-J lists NOAA acquisition policy using the FAR/CAR numbering system preceded by the NOAA agency identifier (1330).

- Example: FAR 6 Competition Requirements = NAM 1330-6 Competition Requirements. This is illustrated in the scenario on following slide.
- Policy from AAs/AIs were placed in the NAM and assigned a number/title corresponding to the counterpart in the FAR.
- A NAM subpart number containing the number 70 and up indicates supplementary material with no specific FAR counterpart.



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# USING THE NAM: SCENARIO

In your acquisition planning, you have a \$525,000 sole source requirement. You need to know the approval level for this justification for other than full and open competition (FAR 6). Follow the steps below:

- (1st) Search FAR 6.304(a) and CAR 1306.304 (agency specific policy).
- (2nd) CAR 1306.304 directs you to CAM 1301.70 Appendix A, which states this is the SBPO.
- (3rd) Next Search for recent / additional applicable policy in the PMs / new AAs.
- (4th) Finally, search NAM 1330-6.304(a)(1) which says this has been delegated to the HCO. This is the NOAA specific policy.



### Acquisition

Make a Purchase

NOAALink

Pro-Tech

> NOAA Small Business

> Policy

Planning

Solicitation

Offer, Evaluation & Selection

Award

Performance & Administration

Regulation and Guidance

Bankcard

> Acquisition Manual

Record of Changes

Inventory of Policy Alerts

## NOAA Acquisition Manual

[NOAA Acquisition Manual Issuance Memo](#)

### Table of Contents

#### General Structure and Subparts

[NOAA Acquisition Manual Version 2.0 Record of Changes](#)

[NOAA Acquisition Manual Version 2.0 Inventory of Policy Alerts](#)

#### Subchapter A- General

[Part 1330-1- National Oceanic and Atmospheric Administration Acquisition Manual](#)

[Part 1330-3 Improper Business Practices and Personal Conflicts of Interest](#)

[Part 1330-4 Administrative Matters](#)

[Part 1330-5 Publicizing Contracting Actions](#)

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#### Subchapter B- Competition and Acquisition Planning

[Part 1330-6 Competition Requirements](#)

[Part 1330-8 Required Sources of Supplies and Services](#)

### QUICK LINKS

#### General

[Recovery Act](#)

[Acquisition Initiatives](#)

[FOIA Processing](#)

[AGO Policy Newsletter](#)

[AGO Employees](#)

#### Acquisition

[Bankcard](#)

[Acquisition Manual](#)

[Requisitioner](#)

[Acquisition Workforce](#)

[Field Delegate](#)

[COR](#)

[Program Manager](#)

[Contractor](#)

[Public](#)



### Acquisition

Make a Purchase

NOAALink

Pro-Tech

> NOAA Small Business

> Policy

Acquisition Process Guide

> AGO Systems

> Training

> Forms

External Links

### Grants

2015 GMD Workshop

Policy

Training

Forms

External Links

## NOAA Acquisition Manual

[Main Table of Contents](#)

[Subchapter B- Competition and Planning](#)

### Part 1330-6 Competition Requirements

[Subpart 1330-6.3 Other than full and open competition](#)

[1330-6.303 Justifications](#)

[1330-6.303-2 Content](#)

[1330-6.304 Approval of the Justification](#)

### Part 1330-6 Competition Requirements

Subpart 1330-6.3 Other than full and open competition

1330-6.303 Justifications

1330-6.303-2 Content

(a) A justification is required for every proposed contract above the

### QUICK LINKS

#### General

[Recovery Act](#)

[Acquisition Initiatives](#)

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[AGO Policy Newsletter](#)

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1. For a proposed action at or below the Simplified Acquisition Threshold (SAT), use the PR and attach the narrative for the justification.
2. For a proposed action above the SAT, use [Form CD 492](#) Justification for Other Than Full and Open Competition and address the sequential requirements itemized in FAR 6.303-2(a) and as required by the [NOAA Procedures for a Justification for Other Than Full and Open Competition](#).
3. In accordance with FAR 6.303-2, each Justification for Other Than Full and Open Competition shall contain sufficient facts and rationale to justify the use of the specific authority and at a minimum, address each of the twelve content requirements. A Justification for Other Than Full and Open Competition is prepared by the requesting activity and formulates the written documentation required to support the recommendation for other than full and open competition after conducting thorough market research. The requesting activity certifies that the narrative information within the justification is accurate and contains complete data necessary to support the recommendation for other than full open competition. The requesting activity also certifies that the justification verifies the Government's minimum needs or schedule requirements and any rationale used to justify other than full and open competition procedures. The requisitioner certifying bona fide need shall certify the noncompetitive procurement on the Form CD-492 Justification for Other Than Full and Open Competition. The Line and Staff Offices may establish additional written policies for the review and certification of noncompetitive procurements as deemed necessary.

Program Office

Grantee

### **1330-6.304 Approval of the Justification**

**(a)(1)** The NOAA SBPO has delegated the authority for the review and approval of Justification for Other Than Full and Open Competition not exceeding \$650,000 to the HCOs for each Acquisition Division. Approval for a Justification for Other Than Full and Open Competition exceeding this amount shall follow the delegated authority within Appendix A of [CAM 1301.70](#). See [AGO Review and Approval Matrix](#) for review and approval authorities.

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## USING THE NAM (continued)

2nd Search Method: Using the Inventory of Policy Alerts. The table lists AAs/AIs in descending order.

- Each table row contains a link to view the AA or AI; indicates the status; and identifies the NAM subpart for the current location of the policy.
- Status: A row highlighted in red text indicates this policy has been rescinded/cancelled, is no longer applicable, and no longer in the NAM.



### Acquisition

Make a Purchase

NOAALink

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Bankcard

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## NOAA Acquisition Manual

### Inventory of Policy Alerts

The following is an inventory of previous policy alerts that have been incorporated into the NOAA Acquisition Manual and the location of the policy. The table below identifies the NOAA acquisition policy as follows: (1) The referenced Acquisition Alert (AA) or Acquisition Instruction (AI) number, which is issued by fiscal year followed by a sequential number, (2) the Acquisition Manual Subpart number and location of the policy, (3) the policy title or description, and (4) the effective date of the acquisition policy.

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(1) Policy Number	(2) Acquisition Manual Subpart Number	(3) Policy Title / Description	(4) Effective Date
AI 15-03	Subpart 1330-6.303-2(a)(2)	<a href="#">Procedures for a Justification for Other Than Full and Open Competition</a>	December 8, 2014
	Subpart 1330-		

### QUICK LINKS

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## Questions on the NOAA Acquisition Manual

[OFA.AGOPolicy.Support@noaa.gov](mailto:OFA.AGOPolicy.Support@noaa.gov)