




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

August 11, 2016

MEMORANDUM FOR: Deputy Assistant Administrators  
Staff Office Directors

FROM: Mitchell J. Ross   
Director

SUBJECT: Rescission of Financial Acquisition Alert 16-01 NOAA  
Acquisition and Grants Office Cooperation with the Office of the  
Inspector General

The purpose of this memorandum is to rescind Financial Acquisition Alert (AA) 16-01, NOAA Acquisition and Grants Office Cooperation with the Office of the Inspector General, issued on December 3, 2015.

The NOAA Acquisition and Grants Office acquisition workforce shall follow the Department of Commerce policy set forth under Department Administrative Orders (DAO) 207-10 *Inspector General Investigations*, DAO 213-2 *Inspector General Inspections and Evaluations*, DAO 213-3 *Inspector General Auditing*, and Department Organization Order (DOO) 10-13 *Inspector General*, which requires all officers and employees of the Department to cooperate fully with the officials and employees of the OIG and provide information, assistance, and support without delay.



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

December 3, 2015

MEMORANDUM FOR: Deputy Assistant Administrators  
Staff Office Directors

FROM: Mitchell J. Ross   
Director

SUBJECT: Financial Assistance Alert 16-01 NOAA Acquisition and Grants  
Office Cooperation with the Office of Inspector General

The purpose of this memorandum is to establish the NOAA Acquisition and Grants Office (AGO) policy for cooperation with the Office of Inspector General (OIG) during an OIG investigation, inspection and evaluation, audit, inquiry, or referral.

The Inspector General Act of 1978 authorizes and grants the OIG the administrative authority to receive full access to all records and materials available to the Department to determine which audits, investigations, inspections, and reviews are necessary and issue appropriation reports. The Department of Commerce policy established requirements in the Department Administrative Orders (DAO) and Department Organizational Orders (DOO) for all employees to cooperate fully with any OIG investigation, inspection and evaluation, audit, inquiry, or referral. This Financial Assistance Alert establishes the requirements for NOAA AGO grants workforce when contacted by the OIG regarding an OIG investigation, inspection and evaluation, audit, inquiry, and referral.

Questions pertaining to the Financial Assistance Alert should be directed to Arlene Simpson Porter, Director of the Grants Management Division, at [Arlene.S.Porter@noaa.gov](mailto:Arlene.S.Porter@noaa.gov), or by telephone at (301) 628-1314.

Attachment

Financial Assistance Alert 16-01 NOAA Acquisition and Grants Office Cooperation with the Office of Inspector General

December 3, 2015

## FINANCIAL ASSISTANCE ALERT 16-01

### NOAA Acquisition and Grants Office Cooperation with the Office of Inspector General

This Financial Assistance Alert (FAA) is being transmitted to Grants Management Division (GMD) for dissemination to the GMD workforce.

- 1. Purpose:** The purpose of FAA 16-01 is to establish NOAA Acquisition and Grants Office (AGO) policy for cooperation with the Office of Inspector General (OIG) during an OIG investigation, inspection and evaluation, audit, inquiry, or referral.
- 2. Background:** The Inspector General Act of 1978 established the responsibilities and duties of an Inspector General and grants the OIG the administrative authority to receive full access to all records and materials available to the Agency and determine which audits, investigations, inspections, and reviews are necessary and issue appropriate reports. Under the act, the Inspector General is authorized to have access to all records, communications, reports, audits, reviews, documents, papers, recommendations, and other material available to the Department regarding its programs and operations. The Department of Commerce established the requirements through Department Administrative Orders (DAO) 207-10 *Inspector General Investigations*, DAO 213-2 *Inspector General Inspections and Evaluations*, DAO 213-3 *Inspector General Auditing*, and Department Organization Order (DOO) 10-13 *Inspector General* for all officers and employees of the Department to cooperate fully with the officials and employees of the OIG and provide information, assistance, and support without delay. This policy establishes the requirements for the NOAA Acquisition and Grants Office (AGO) cooperation with the OIG.
- 3. Applicability:** This policy is applicable to the NOAA AGO grants workforce.
- 4. Policy:** The NOAA AGO grants workforce shall cooperate fully with the officials and employees of the OIG when contacted regarding investigations, inspection and evaluations, audits, inquiries, and referrals in the following manner.
  - a. OIG Investigations:
    - i. Without delay directly furnish the OIG upon request access to and copies of all records, communications, documents, papers, data, or other requested information.
    - ii. Notify your immediate supervisor of the OIG request and describe the nature of the requested information requested and provided.
  - b. OIG Inspections and Evaluations, Audits, Inquiries, and Referrals:
    - i. Acknowledge intent for full AGO cooperation in being responsive and timely in meeting the need for the OIG to achieve their objective;
    - ii. Explain the role of the AGO Policy and Oversight Division as a liaison between the Grants Management Division and the OIG regarding a non-investigative matter,

such as an inspection and evaluation, audit, inquiry, or a referral for central tracking purposes; and

- iii. Refer the OIG official or OIG employee to the AGO Policy and Oversight Division.
- iv. Notify your immediate supervisor of the OIG request, and acknowledge that the OIG was directed to the AGO Policy and Oversight Division; and
- v. The POD will serve as the liaison between the OIG and the AGO in fulfilling requests for information and documentation requests. The POD will coordinate with the affected offices to ensure the OIG receives requested information in a timely manner.

**5. Point of Contact:** Questions concerning this Financial Assistance Alert should be directed to Arlene Simpson Porter, Director of the Grants Management Division, at [Arlene.S.Porter@noaa.gov](mailto:Arlene.S.Porter@noaa.gov), or by telephone at (301) 628-1314.