
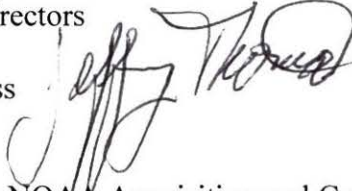




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
ACQUISITION AND GRANTS OFFICE

JUN 12 2017

MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM:  Mitchell J. Ross
Director 

SUBJECT: Final Dates for NOAA Acquisition and Grants Office
Obligations and Late Acquisition and Grants Requests

On September 16, 2016, the NOAA Acquisition and Grants Office (AGO) issued a memorandum entitled, [FY17 Year End Cut-Off Dates and Late Acquisition and Grants Requests](#), establishing (1) the year-end financial assistance and acquisition cut-off dates for fiscal year 2017 (FY17); (2) the final dates for AGO obligations; and (3) the procedures for late acquisition and grants requests. This memorandum is a reminder for NOAA Line and Staff Offices that all FY17 contract actions must be obligated and submitted for recordation no later than 5:00 pm Eastern Time on Friday, September 22, 2017, and all FY17 financial assistance awards, including grants and cooperative agreements, must be obligated no later than Thursday, September 28, 2017. Requisitions for acquisition or financial assistance received after the established [FY 17 cut-off dates](#) will be considered late and may be accepted for processing on a best effort basis, in accordance with the following:

1. The Requestor shall process the attached Late Acquisition and Grant Request Form. The Late Acquisition and Grant Request Form can be submitted electronically or as a hard-copy version to the appropriate Head of Contracting Office (HCO) or the Grants Management Division (GMD) Director. Please access the [Late Acquisition and Grant Request Form](#) for instructions. This form is also located in the AGO Forms section located at <http://www.ago.noaa.gov/acquisition/forms.html>.
2. The decision to process the action will be issued by the Director of AGO in a timely manner, normally within three business days. The decision will be based on need, compliance with law, regulation, and policy, resources, and workload.
3. AGO decisions may be appealed to the Deputy Under Secretary for Operations.

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