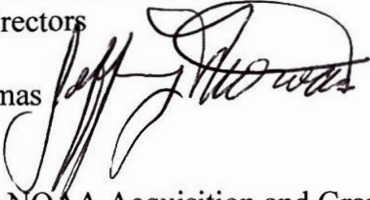




UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
ACQUISITION AND GRANTS OFFICE

MAY 21 2018

MEMORANDUM FOR: Deputy Assistant Administrators  
Staff Office Directors

FROM: Jeffrey S. Thomas   
Director

SUBJECT: Final Dates for NOAA Acquisition and Grants Office Fiscal Year 2018  
(FY 18) Obligations and Late Acquisition and Grants Requests

On September 22, 2017, the NOAA Acquisition and Grants Office (AGO) issued a memorandum entitled, [FY18 Year End Cut-Off Dates and Late Acquisition and Grants Requests](#), establishing (1) the year-end financial assistance and acquisition cut-off dates for FY 18; (2) the final dates for AGO obligations; and (3) the procedures for late acquisition and grants requests. This memorandum is a reminder to NOAA Line and Staff Offices that all FY 18 contract actions must be obligated and submitted for recordation no later than 5:00 pm Eastern Time on Friday, September 21, 2018, and all FY 18 financial assistance awards, including grants and cooperative agreements, must be obligated no later than 5:00 Eastern Time on Thursday, September 27, 2018. Requisitions for acquisition or financial assistance received after the established [FY18 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 at <http://www.ago.noaa.gov/acquisition/forms.html>.
2. The decision to process the action will be issued by the HCO or GMD Director 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. A recommended disapproval of the request will be reviewed by the AGO Director. Any AGO decision 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