National Oceanic & Atmospheric Administration
U.S. Department of Commerce

Acquisition & Grants Office Communication Plan

CONTENTS

I. INTRODUCTION

The Acquisition and Grants Office (AGO) recently identified communication challenges within the organization. Through the Business Process Reengineering (BPR) effort, the Acquisition BPR "Communications Team" developed an annual plan for communicating Acquisition-related information between AGO and internal and external stakeholders. The purpose of the AGO Communication Plan is twofold:

- Improve dissemination of Acquisition-related information to facilitate consistent application of the National Oceanic and Atmospheric Administration (NOAA) Acquisition policy and the Federal Acquisition Regulations (FAR)

- Increase awareness of NOAA's Acquisition capabilities for stakeholders such as vendors, state and local governments, other Federal agencies, and potential suppliers

Specifically, the Plan identifies all Acquisition-related communication events (Section VIII: Fiscal Year Events Spreadsheet) scheduled to occur during fiscal year (FY) 2009 and provides critical details such as key messages, target audiences, and communication vehicles. Furthermore, the Plan provides guidelines and procedures for maintaining the Fiscal Year Events Spreadsheet and executing the communication events.

With proper maintenance and execution, the AGO Communication Plan should result in several significant benefits outlined below:

Increased Efficiency

- Expedite dissemination of, and provide access to, consistent information through self-service and user-friendly sources

- Increase awareness by internal and external stakeholders of NOAA Acquisition services and processes

- Improve consistency of process and reduce time spent reworking acquisitions due to incorrect information or miscommunication

Enhanced Effectiveness

- Improve mission outcomes by increasing leverage of Acquisition knowledge and resources

Improved Customer Satisfaction

- Improve management of expectations due to increasing information exchange among stakeholder groups

- Improve customer relationships

II. DOCUMENT SECTIONS

This document contains the following six sections:

III. **Calendar of Events** – Events by month and day

IV. **Fiscal Year Events Spreadsheet Overview** – A description of the fields in the Fiscal Year Event Spreadsheet

V. **Execution Responsibilities and Guidelines** – Procedures for the development and dissemination of messages to the AGO community

VI. **Appendix A: Templates** – Templates and examples of e-mail documents for delivery of the various communication messages and a memorandum example

VII. **Appendix B: Distribution Lists** – Listing of the key communication groups within the acquisitions and grants community

VIII. **Appendix C: Fiscal Year Events Spreadsheet** – Table of key events, dates, and actions during the fiscal year

III. CALENDAR OF EVENTS

This section provides a month-by-month, high-level view of all Acquisition-related communication events to occur in FY 2009.

2008

October

7	Monthly Status Meetings between Heads of Contracting Offices (HCOs) & Acquisition Liaisons
9	Strategic Sourcing Vehicles List
10	C.Buy/C.Request Maintenance Schedule
15	Acquisition Management Advisory Committee (AMAC) Meeting
28	HCO Quarterly Conference

November

4	Monthly Status Meetings between HCOs & Acquisition Liaisons Quarterly Status Meetings between HCOs & Chief Financial Officers (CFOs)
14	AGO Handbook Updates
18	Training Requirements
19	AMAC Meeting

December

1	Forecast of Business Opportunities
2	Monthly Status Meetings between HCOs & Acquisition Liaisons
10	C.Buy/C.Request Maintenance Schedule
17	AMAC Meeting

2009

January

6	Monthly Status Meetings between HCOs & Acquisition Liaisons
21	AMAC Meeting
27	HCO Quarterly Conference

February

2	Consolidated Guidance
3	Monthly Status Meetings between HCOs & Acquisition Liaisons Quarterly Status Meetings between HCOs & CFOs Call for Fiscal Year Training Status
10	C.Buy/C.Request Maintenance Schedule
18	AMAC Meeting

March

2	Acquisition Lead Times
3	Monthly Status Meetings between HCOs & Acquisition Liaisons Response to Call for Fiscal Year Training Status Call for Advance Acquisition Plans (AAPs)
18	AMAC Meeting

April

1	Annual Status Meetings between HCOs & AGO Dir./Deputy Dir. Notification of Fiscal Year Training Status Reminder AAPs are due in Mid-April
7	Monthly Status Meetings between HCOs & Acquisition Liaisons
10	C.Buy/C.Request Maintenance Schedule
15	AMAC Meeting
28	HCO Quarterly Conference

May

5	Monthly Status Meetings between HCOs & Acquisition Liaisons Quarterly Status Meetings between HCOs & CFOs
15	AGO Handbook Updates
20	AMAC Meeting

June

1	Forecast of Business Opportunities
2	Monthly Status Meetings between HCOs & Acquisition Liaisons
5	Upcoming Cutoff Dates
10	C.Buy/C.Request Maintenance Schedule
17	AMAC Meeting

July

7	Monthly Status Meetings between HCOs & Acquisition Liaisons
15	AMAC Meeting
28	HCO Quarterly Conference

August

3	Fiscal Year Closing Instructions
4	Monthly Status Meetings between HCOs & Acquisition Liaisons Quarterly Status Meetings between HCOs & CFOs
10	C.Buy/C.Request Maintenance Schedule
19	AMAC Meeting

September

1	Monthly Status Meetings between HCOs & Acquisition Liaisons
16	AMAC Meeting

IV. FISCAL YEAR EVENTS SPREADSHEET OVERVIEW

Below is a screenshot of the Fiscal Year Events Spreadsheet, including explanations for each field. (See Section VIII for the current spreadsheet.)

- **Date** – The date the communication event is to occur.

- **Event** – The name of the Acquisition-related communication event.

- **Target Audience** – The internal and/or external audience for whom the information is intended to inform, alert, or request action.

- **Delivery Vehicle** – The medium for communicating with the target audience. The standard delivery methods include memorandum (document), e-mail, briefing, telephone call, annual meeting, podcast, and web posting. There may be multiple delivery vehicles. E-mail communications should be in one of the following formats: Action, Flash Alert, Information, and Policy. The e-mail templates are attached to this guide (see Appendix A).

- **Objective** – The purpose or goal of the communication event. When composing an e-mail or memorandum, carefully review the information in this section to make sure the communication meets the intended objectives.

- **Key Messages** – The important aspects of the message. In order to communicate clearly, ask a series of probing questions regarding who, what, how, and why. Use the answers to focus the message throughout the writing process.

- **Writer** – The individual who creates the message. This person takes responsibility for the information by acting as a point of contact or recipient of the information requested in the message.

- **Sender** – The individual or office overseeing the message. The sender takes official responsibility for the message content and acts as point of contact, reviewer, and/or recipient of the action requested in the message.

- **Frequency** – The regularity with which a communication event will occur during a fiscal year.

- **Notes** – Special information or instructions related to completing the action.

V. EXECUTION RESPONSIBILITIES AND GUIDELINES

This section provides information for executing the details outlined in the Fiscal Year Events Spreadsheet (see Section VIII).

Guidelines
• The Policy and Oversight Division (POD) prepares the electronic and written communication using templates for topic and audience.
• The POD decides what type of communication is sent on behalf of the Director, AGO, and on behalf of the POD.
• Revisions are coordinated and approved by the AGO Director.
• Electronic communication (e-mails) must be sent from the AGO POD e-mail account.
• Prior to POD sending communication, the AGO Policy Working Group will review and check the message for appropriate content, clarity, and grammar.

Maintenance Policies
• The POD is responsible for maintaining and updating the e-mail lists, the calendar, and the Fiscal Year Events Spreadsheet.
• The POD crafts final communications using internal procedures (tracking number, audience identified, subject with clear directions, etc.) and disseminates on behalf of the AGO Director.
• Acquisition contacts and their e-mail addresses are available on the AGO websites.
• Section III: Calendar of Events should be updated as changes are made to the Fiscal Year Events Spreadsheet.
• The AMAC and other liaison staff are informed of communications between the AGO and other user groups through e-mail messages and memoranda. POD communicates with AMAC, CFO Council, and others via e-mail and calendar postings.
• New policies and/or procedures are vetted with clients through AMAC and others by submitting draft policies/procedures for review by all affected parties.

VI. APPENDIX A: TEMPLATES

Communicating information through e-mail is a convenient and quick way of reaching your target audience. The following section provides e-mail templates that may be tailored to convey the appropriate message. In addition, memoranda formats are included as a guide for developing detailed documents that may be attached to outgoing e-mails.

Templates

E-mail Type	Purpose
Action	Sending information requiring action and/or response within a specific timeframe or by a particular date.
Flash Alert	Communicating urgent news or messages affecting business or operational processes.
Information	Communicating information not requiring a specific time-sensitive response.
Policy	Communicating significant changes associated with external and internal documents and/or regulations. The changes may affect specific work procedures and may relate to other internal/external sources.

Memorandum – All NOAA internal memoranda shall be in the format detailed at *http://www.correspondence.noaa.gov/* and in the template below.

Message Writing Tips

- Carefully follow the guidelines established by NOAA offices. Type text using standard capitalization and font (Times New Roman-12 pt.).

- Avoid abbreviations, acronyms, and internal jargon. If abbreviations/acronyms are needed, limit the number as much as possible.

- An abbreviation/acronym is not needed for a title or phrase used only once. When communicating with vendors, contractors, and the general public, place abbreviations/acronyms in parenthesis after spelling out at first usage.

- Do not use capital letters for emphasis.

- Use bullets or points to separate ideas in the message development.

- Always check the spelling of a completed e-mail.

- Prior to sending any message, it is recommended that the document be cleared by officials in charge of or overseeing the message information.

- Include any reference (for example, document name, internet site, or links) in message. If the text includes a reference or a portion of a public web article, include the complete web address.

- Attach any required additional information.

Action E-Mail

To: [List names/e-mail groups.]

Subject: | **Action:** [Briefly state title.] |

Message Body - **To:** [Prior to developing e-mail, establish communication audience: AGO personnel, requisitioners, and or internal/external audience (vendors/contractors/public). If necessary, develop audience specific e-mails (internal and external).]

Action: [Type one to three sentences outlining the specific action or task for completion. Include any significant dates besides the due date (below).]

Due Date: [Final due date]

Reply to the Following:
[Name]
[E-mail (if appropriate)]

Point of Contact:

[Name]
[Title]
[E-mail address]
[Telephone number]

[Insert business cards if appropriate.]

Background: [In this area, provide significant information necessary to respond effectively to the action. Try to limit the message to one page, and include attachments as needed.]

Action E-Mail Example

To: AMAC <AMAC@noaa.gov>, _OFA HCO <HCO@noaa.gov>, _AMAC ACQ POL SUB <AMAC.ACQPOLSUB@noaa.gov>, _AGO POL GRP <AGO.POLGRP@noaa.gov>

Subject: | **Action:** [Review final Federal Acquisition Regulation rule on restrictions for Treasury Offset Program Debts (AGO-ACT-08-013).]

To: HCOs, Contracting Officers, Contract Specialists, Field Delegates, Purchase Card Holders, and Purchase Card Holder Approving Officials

Action: Review and comment on the Federal Acquisition Regulation (FAR) final rule, "Government-wide Commercial Purchase Card Restrictions for Treasury Offset Program Debts (AGO-ACT-08-013)" by the due date. NOAA will consolidate and submit the comments to DOC by Friday, August 29, 2008.

Due Date: 12:00pm, Thursday, August 28, 2008

Reply to the Following:
Gary Rice
Chief, Policy and Oversight Division
Gary.Rice@noaa.gov

Point of Contact:

Gary Rice
Chief, Policy and Oversight Division
Gary.Rice@noaa.gov
301-713-0833, ext. 145

Background: There is a proposed joint agreement on the final rule amending the FAR to restrict the use of the Government-wide commercial purchase card as a method of payment for offerors with debts subject to the Treasury Offset Program. The final rule was opened to consider the recommendation of the Federal Contractors Tax Compliance Task Force to add a debt indicator to the Central Contractor Registration (CCR) database for identifying entities with delinquent Federal debt and to preclude the use of the Government-wide commercial purchase card as a method of payment if the debt indicator is present in CCR. NOAA offices are asked to review and comment.

Flash Alert E-Mail

To: [List names/e-mail groups.]

Subject: | *Flash Alert!* [Briefly state title.]

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Message
Body - **To:** [Prior to developing e-mail, establish communication audience: AGO personnel, requisitioners, and/or internal/external audience (vendors/contractors/public). If necessary, develop audience specific e-mails (internal and external).]

Flash:

[Type the flash information in sentences leading with the most important data. This document is primarily for conveying informative details.]

Effective Date: [Specify date]

Point of Contact:

[Name]
[Title]
[E-mail address]
[Telephone number]

[Insert business cards if appropriate.]

_____
Background: [Add background information if needed. Try to limit the message to one screen.]

Flash Alert E-Mail Example

To: AMAC <AMAC@noaa.gov>, _AGOPOD <AGOPOD@noaa.gov>, _OFA HCO <HCO@noaa.gov>, LAUREN KALISH <LKalish@DOC.GOV>

Subject: ___ *Flash Alert!* [FebBid Service is down!] _____

To: AMAC, HCOs, Contracting Officers, Contract Specialists, Purchasing Agents, and Field Delegates

*Flash***:**

The FebBid website is down. The system suffered a major crash at 2:00am on January 1, 2000. Technicians are diligently working on the problem and expect to have the system up and functioning within a few hours. Please alert your offices.

Effective Date: January 1, 2000

Point of Contact:

Jerry Rorstrom-Lee
Procurement Analyst
Jerry.Rorstrom-Lee@noaa.gov
301-713-0833 x140

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The FedBid site is a key system to offerors for viewing the lowest proposed quote, submitting bids through the FedBid interface, and under bidding the lowest offer. The system is expected to resume normal functioning in the very near future.

Information E-Mail

To: [List names/e-mail groups.]

Subject: | **Info:** [Briefly state title.]

Message
Body - **To:** [Prior to developing e-mail, establish communication audience: AGO personnel, requisitioners, and/or internal/external audience (vendors/contractors/public). If necessary, develop audience specific e-mails (internal and external).]

Attention: [Treat the text typed here as a thesis statement or opening paragraph for a news article, presenting the most important information in one to three sentences.]

Effective Date (if appropriate): [Depending upon the nature of the information, the effective date may also be added to the subject line.]

Point of Contact:

[Name]
[Title]
[E-mail address]
[Telephone number]

[Provide additional or follow up information in this area. Try to limit the message to one screen.]

Information E-Mail Example

To: AMAC <AMAC@noaa.gov>, AGOPOD <AGOPOD@noaa.gov>, _OFA HCO <HCO@noaa.gov>, LAUREN KALISH <LKalish@DOC.GOV>

Subject: **Info:** [Reverse Auction Service is available (AGO-INFO-08-004)]

To: AMAC, HCOs, Contracting Officers, Contract Specialists, Purchasing Agents, and Field Delegates

Attention: The FebBid reverse auction service tool is now available as an alternative means for competitive solicitation of commodity-type commercial items such as computer products, security gear, office supplies, tools, equipment, and simple services.

Effective Date: Upon issuance
Termination Date: February 6, 2009

Point of Contact:

Jerry Rorstrom-Lee
Procurement Analysis
Jerry.Rorstrom-Lee@noaa.gov
301-713-0833 x140

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The objective of this issuance is to inform the acquisition community of a commercial reverse auctioning tool for competitive acquisition of commercial, commodity-type items. Electronic reverse auctioning is an internet-based competitive solicitation tool primary suited for commodity type acquisitions, where selection is heavily weighted on price and price-related factors.

Once a solicitation is posted to FedBid, offerors can see the lowest proposed quote or offers submitted through the FedBid interface and elect to under bid the lowest offer. Pricing information is posted in real time and all offerors identities are protected from release to other competitors. This Information Notice will be posted to the AGO website in the near future.

Policy Change E-Mail

To: [List names/e-mail groups.]

Subject: | **Policy Change/Number:** [Briefly state title and policy number.] |

Message Body - **To:** [Prior to developing e-mail, establish communication audience: AGO personnel, requisitioners, and/or internal/external audience (vendors/contractors/public). If necessary, develop audience specific e-mails (internal and external).]

Attention: [Type policy information in sentences leading with the most important data.]

Follow-up/New Procedure: [Provide any immediate action resulting from the policy change.]

Effective Date (if appropriate): [Depending upon the nature of the information, the effective date may also be added to the subject line.]

Point of Contact:

[Name]
[Title]
[E-mail address]
[Telephone number]

Action-Forcing Event/Analysis: [In this area, provide any background including events or actions that led to the change. You may also briefly state details of the change (purpose, etc.).]

Policy Change E-Mail Example

To: AMAC <AMAC@noaa.gov>, _AGOPOD <AGOPOD@noaa.gov>, _OFA HCO <HCO@noaa.gov>, LAUREN KALISH <LKalish@DOC.GOV>

Subject: | **Policy Change/Number** [Partnership Agreement between SBA and DOC/ NAO 2008-04]

To: AMAC, HCOs, Contracting Officers, Contract Specialist, Purchasing Agents, and DPAs (Field Delegates)

Attention: The revised Memorandum of Understanding (MOU) between the Department of Commerce (DOC) and the Small Business Administration (SBA) regarding the 8(a) Program is final.

Follow-up/New Procedure: Action offices will implement the new policy requirement on the effective day. When awarding 8(a) contracts, Contracting Officers shall operate in accordance with the terms of the Partnership Agreement and take full advantage of its streamlined procedures.

Effective Date: June 26, 2007

Point of Contact:

Jerry Rorstrom-Lee
Procurement Analysis
Jerry.Rorstrom-Lee@noaa.gov
301-713-0833 x140
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Action-Forcing Event/Analysis: The SBA and DOC revised Partnership Agreement will expedite and allow the direct award of 8(a) contracts and purchase orders. In addition, the class deviation from FAR Subpart 19.8, Contracting with the Small Business Administration (The 8(a) Program) and Part 52, Solicitation Provisions and Contract Clauses is issued to implement the agreement.

Attachments:
1. Procurement Memorandum 2008-04
2. Word version of Section B (FAR deviation and text/clauses)
3. SBA Presentation

Memorandum Example

(reference http://www.correspondence.noaa.gov/)

MEMORANDUM FOR: Conrad C. Lautenbacher, Jr.
Vice Admiral, U.S. Navy (Ret.)
Under Secretary of Commerce for
  Oceans and Atmosphere

FROM: Eduardo J. Ribas
Director, Workforce Management Office

SUBJECT: Development Assignment for Jane Doe
(NOAA Presidential Management Fellow) to the
Office of Senator Joe Public

The purpose of this memorandum is to inform you that Ms. Jane Doe, a Marine Habitat Resources Specialists and National Oceanic and Atmospheric Administration (NOAA) Presidential Management Fellow (PMF), will participate in a developmental assignment within the office of Senator Joe Public. This assignment will begin on or about April 9, 2007, and will conclude at the end of the current Congressional session, between October and December 2007.

Ms. Doe will work on ocean policy and other priority issues. Her staff assignment will be coordinated by Mr. Joe Blow, Majority Senator Policy Advisor and Counsel for the Committee on Environmental and Public Works, and by Senator Public's Legislative Director, Ms. Polly Anna, and Legislative Assistant, Mr. Van Warbucks.

Additional information about this developmental assignment may be obtained from Ms. Doe's supervisor, Mr. Jules Verns, at (301) 713-0000. General questions about PMF programs and policies may be addressed by Mr. Berry Mann, NOAA's PFM Training, and development Program Manager, at (703) 497-1234.

cc.   Scott Rayder, NOAA
John Oliver, NOAA
Eric Webster, NOAA
Maurine Wylie, NOAA

VII. APPENDIX B: DISTRIBUTION LISTS

NOTE: Please refer to the website for a complete list of current e-mail addresses.

Distribution Lists	Group Contact (e-mail) Address
Acquisition Management Advisory Committee (AMAC)	
NOAA Executive Council (NEC)	
NOAA Executive Panel (NEP)	
Acquisition and Grants Office (AGO)	
AGO Policy Working Group	
CFO Council	
Contracting Officer's Representatives (CORs)	
Field Delegates (DPA)	
Head of Contracting Office (HCO)	
Acquisition Liaisons (AL)	
AGO policy and Oversight Division (POD)	
Purchase Card Holders	
Purchasing Card Approving Officials (AO)	
Acquisition Staff by Division	

Date	Event	Target Audience	Delivery Vehicle	Objective	Key Messages	Writer	Sender	Frequency	Notes
10/07/08	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
10/09/08	Strategic Sourcing Vehicles List	AGO, LO/SO	Info Email, AGO Website	• Informs and reminds AGO & LO/SO personnel of improtance of captializing on Strategic Sourcing when preparing plans for upcoming acquisitions	• What are strategic sourcing vehicles are available for use?	POD	POD	Annually	
10/10/08	C.Buy / C.Request Maintenance Schedule	AGO, LOs/COs	Info Email, AGO Website	• Informs acquisition community of changes in C.Buy / C.Request procedures • Communicates scheduled system outages • Reduces time spent by stakeholders waiting for system to respond	• What changes have been made to C.R / C.B? • How do I need to change the way I use C.R / C.B? • When will the system be down?	OCIO	POD	Every other month	
10/15/08	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	
10/28/08	HCO Quarterly Conference	HCOs, AGO Director/Deputy Director, POD Director (optional)	Meeting	• Provides forum for HCOs to discuss operational issues/status regarding AGO • Increases knowledge sharing and communication between divisions	• How is AGO operating? • How can AGO improve its operational efficiency? • What changes does AGO need to make?	N/A	N/A	Quarterly	
11/04/08	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
11/04/08	Quarterly Status Meetings Between HCOs & CFOs	HCOs, CFOs	Meeting (in-person, via phone if necessary)	• Informs CFOs of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Quarterly (more often if necessary)	
11/14/08	AGO Handbook Updates	AGO, LO/SO	Info Email, AGO Website	• Informs AGO of changes to existing policy and provides next steps • Informs AGO of new policy and provides summary interpretation/next steps • Ensures stakeholders receive accurate, consistent information	• What changes do I need to make in the way I do my job? • How does this affect me and my specific job function/role?	POD	POD	At least twice per year	
11/18/08	Training Requirements	AGO, Requisitioners, CORs	Info Email, AGO Website	• Informs NOAA community of changes in training requirements • Target audience varies according to training requirement being communicated	• What are the latest changes in training? • How do I satisfy the requirement? • When do I need to complete the training?	POD	POD	At least annually	
11/19/08	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	
12/01/08	Forecast of Business Opportunities	Potential Vendors	Info Email, AGO Website, Informational Podcasts	• Informs potential vendors of NOAA contracting opportunities • Increases NOAA's options in acquiring supplies & services	• What are the contracting opportunities with NOAA?	SBPO	SBPO	At least twice per year	
12/02/08	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	

Date	Event	Target Audience	Delivery Vehicle	Objective	Key Messages	Writer	Sender	Frequency	Notes
12/10/08	C.Buy / C.Request Maintenance Schedule	AGO, LOs/COs	Info Email, AGO Website	• Informs acquisition community of changes in C.Buy / C.Request procedures • Communicates scheduled system outages • Reduces time spent by stakeholders waiting for system to respond	• What changes have been made to C.R / C.B? • How do I need to change the way I use C.R / C.B? • When will the system be down?	OCIO	POD	Every other month	
12/17/08	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	
01/06/09	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
01/21/09	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	
01/27/09	HCO Quarterly Conference	HCOs, AGO Director/Deputy Director, POD Director (optional)	Meeting	• Provides forum for HCOs to discuss operational issues/status regarding AGO • Increases knowledge sharing and communication between divisions	• How is AGO operating? • How can AGO improve its operational efficiency? • What changes does AGO need to make?	N/A	N/A	Quarterly	
02/02/09	Consolidated Guidance	AGO, LO/SO	Info Email, AGO Website	• Reiterates the link between high-level mission guidance and acquisition activities	• Are all acquired, and to-be acquired, products and services aligned with mission guidance?	NOAA Administrator	SBPO	Annually	For next fiscal year. Message originally sent by NOAA Administrator to AGO Leadership. SBPO modifies as necessary and sends to LO/SO.
02/03/09	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
02/03/09	Quarterly Status Meetings Between HCOs & CFOs	HCOs, CFOs	Meeting (in-person, via phone if necessary)	• Informs CFOs of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Quarterly (more often if necessary)	
02/03/09	Call for Fiscal Year Training Status	HCOs	Action Email	• Requests that HCOs compile training status of all acquisition professionals in their division • Obtains clear picture of acquisition professionals' training status	• What is the individual training status of all AGO members within each HCO's division? • Exactly what types of training information does each HCO need to provide? • What is the deadline for responding to POD with this information?	POD	POD	Annually	
02/10/09	C.Buy / C.Request Maintenance Schedule	AGO, LOs/COs	Info Email, AGO Website	• Informs acquisition community of changes in C.Buy / C.Request procedures • Communicates scheduled system outages • Reduces time spent by stakeholders waiting for system to respond	• What changes have been made to C.R / C.B? • How do I need to change the way I use C.R / C.B? • When will the system be down?	OCIO	POD	Every other month	
02/18/09	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	

Date	Event	Target Audience	Delivery Vehicle	Objective	Key Messages	Writer	Sender	Frequency	Notes
03/02/09	Acquisition Lead Times	AGO, LO/SO	AGO Website, Annual AAP Memo	• Informs Acquisition Team of acquisition leadtimes • Reaffirms each team member's roles and responsibilites throughout the acquisition life cycle	• How long does it take to process a particular acquisition?	POD	POD	Annually	
03/03/09	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
03/03/09	Response to Call for Fiscal Year Training Status	POD	Info Email	• Provides POD with clear picture of acquisition professionals' training status	• What is the training status of each acquisition professional in each HCO's division?	HCO	HCO	Annually	
03/03/09	Call for AAPs	DUS, CFOs, DAAs, AMAC, AGO	Action Memo, AGO website	• Directs attention to President's Budget • Initiates AAP planning process submission by LO/SO for FY • Promotes early planning of coming fiscal year's acquisitions	• What are the instructions for completing AAP documents? • What are the key dates for AAP submission (end of May) and revision? • What are the acquisition cutoff dates for the coming FY?	SBPO	SBPO	Annually	For next fiscal year.
03/18/09	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	
04/01/09	Annual Status Meetings Between HCOs & AGO Director/Deputy Director	HCOs, AGO Director/Deputy Director	Meeting (in-person, via phone if necessary)	• Provides AGO Director with high-level overview of how acquisitions are progressing for currently fiscal year • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Reminds AGO of importance of Strategic Sourcing	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Annually	
04/01/09	Notification of Fiscal Year Training Status	Contract Specialists, Purchasing Agents, Contract Officer Representatives (COTR, Task Order Monitors, Points of Contact)	Info Email	• Provides acquisition professionals with up-to date picture of personal training status • Communicates guidance on training that remains to be completed • Encourages acquisition professionals to be compliant with training requirements • Reminds audience to take classes and maintain certification plan	• What is each acquisition professional's personal training status? • What are the federal requirements for maintaining certification for acquisition professionals (Contract Specialists, Purchasing Agents, Contract Officer Representatives (COTR, Task Order Monitors, Points of Contact))?	POD	POD	Annually	
04/01/09	Reminder AAPs are due in Mid-April	DUS, CFOs, DAAs, AMAC, AGO	Action Email, AGO Website	• Reminder of AAP due date	• What are the instructions for completing APP documents? • What are the key dates for submission and revision?	POD	SBPO	Annually	For next fiscal year.
04/07/09	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
04/10/09	C.Buy / C.Request Maintenance Schedule	AGO, LOs/COs	Info Email, AGO Website	• Informs acquisition community of changes in C.R / C.B procedures • Communicates scheduled system outages • Reduces time spent by stakeholders waiting for system to respond	• What changes have been made to C.R / C.B? • How do I need to change the way I use C.R / C.B? • When will the system be down?	OCIO	POD	Every other month	
04/15/09	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	
04/28/09	HCO Quarterly Conference	HCOs, AGO Director/Deputy Director, POD Director (optional)	Meeting	• Provides forum for HCOs to discuss operational issues/status regarding AGO • Increases knowledge sharing and communication between divisions	• How is AGO operating? • How can AGO improve its operational efficiency? • What changes does AGO need to make?	N/A	N/A	Quarterly	

Date	Event	Target Audience	Delivery Vehicle	Objective	Key Messages	Writer	Sender	Frequency	Notes
05/05/09	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
05/05/09	Quarterly Status Meetings Between HCOs & CFOs	HCOs, CFOs	Meeting (in-person, via phone if necessary)	• Informs CFOs of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Quarterly (more often if necessary)	
05/15/09	AGO Handbook Updates	AGO, LO/SO	Info Email, AGO Website	• Informs AGO of changes to existing policy and provides next steps • Informs AGO of new policy and provides summary interpretation/next steps • Ensures stakeholders receive accurate, consistent information	• What changes do I need to make in the way I do my job? • How does this affect me and my specific job function/role?	POD	POD	At least twice per year	
05/20/09	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	
06/01/09	Forecast of Business Opportunities	Potential Vendors	Info Email, AGO Website, Informational Podcasts	• Informs potential vendors of NOAA contracting opportunities • Increases NOAA's options in acquiring supplies & services	• What are the contracting opportunities with NOAA?	SBPO	SBPO	At least twice per year	
06/02/09	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
06/05/09	Upcoming Cutoff Dates	LOs/COs	Info Email, AGO Website	• Informs requisitioners in LOs/COs of upcoming cutoff dates • Recommends submitting requisition packages well in advance of cutoffs to prevent end of FY overload for AGO	• When are the cutoff dates for various requisitions?	SBPO	SBPO	At least annually	
06/10/09	C.Buy / C.Request Maintenance Schedule	AGO, LOs/COs	Info Email, AGO Website	• Informs acquisition community of changes in C.Buy / C.Request procedures • Communicates scheduled system outages • Reduces time spent by stakeholders waiting for system to respond	• What changes have been made to C.R / C.B? • How do I need to change the way I use C.R / C.B? • When will the system be down?	OCIO	POD	Every other month	
06/17/09	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	
07/07/09	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
07/15/09	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	
07/28/09	HCO Quarterly Conference	HCOs, AGO Director/Deputy Director, POD Director (optional)	Meeting	• Provides forum for HCOs to discuss operational issues/status regarding AGO • Increases knowledge sharing and communication between divisions	• How is AGO operating? • How can AGO improve its operational efficiency? • What changes does AGO need to make?	N/A	N/A	Quarterly	

Date	Event	Target Audience	Delivery Vehicle	Objective	Key Messages	Writer	Sender	Frequency	Notes
08/03/09	Fiscal Year Closing Instructions	AGO, LO/SO	Info Email, AGO website	• Reminds requisitioners and AGO personnel to plan and coordinate closing out of accounts by FY cutoff date.	• What are the closeout responsibilities of each party involved in an acquisition? • What are the important dates to remember, and why? • What are the next steps?	NOAA CFO	SBPO	Annually	Message originally sent by NOAA CFO. SBPO modifies as necessary and sends to requisitioners and all AGO personnel.
08/04/09	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
08/04/09	Quarterly Status Meetings Between HCOs & CFOs	HCOs, CFOs	Meeting (in-person, via phone if necessary)	• Informs CFOs of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Quarterly (more often if necessary)	
08/10/09	C.Buy / C.Request Maintenance Schedule	AGO, LOs/COs	Info Email, AGO Website	• Informs acquisition community of changes in C.Buy / C.Request procedures • Communicates scheduled system outages • Reduces time spent by stakeholders waiting for system to respond	• What changes have been made to C.R / C.B? • How do I need to change the way I use C.R / C.B? • When will the system be down?	OCIO	POD	Every other month	
08/19/09	AMAC Meeting	AMAC members (AMAC LO Liaisons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	
09/01/09	Monthly Status Meetings Between HCOs & Acquisition Liaisons	HCOs, Acquisition Liaisons	Meeting (in-person, via phone if necessary)	• Informs Acquisition Liaisons of how LO-specific acquisitions are progressing • Provides opportunity for HCOs to readjust/realign resources according to remaining workload • Provides access to new materials/information to stakeholders • Informs/reminds LO/SO of importance of Strategic Sourcing • Informs both AGO and LO/SO of changes in acquisition policy and program policy	• What is the status of progress against the spend plan and the acquisition plan? • What is the status of progress for larger acquisitions according to the WIP, Awarded, AAP, and Milestone Plans? • What are some strategic sourcing initiatives, strategies, or opportunities? • What are the upcoming cutoff/submission dates? • What adjustments do we need to make in the way we execute our jobs? • What are the latest changes in training?	N/A	N/A	Monthly	
09/16/09	AMAC Meeting	AMAC members (AMAC LO Liasons, AMAC AGO members)	Meeting	• Allows LO/CO to provide guidance and feedback to AMAC regarding policy and operational decisions • Ensures policy and operational guidance is disseminated to LO/CO via AMAC's LO Liaisons	• How well is AGO functioning? • What adjustments in policy or operational procedure can be made to make AGO more efficient? • What guidance can be provided to AGO to make processes more effective and efficient?	N/A	N/A	Monthly	