

ACQUISITION ALERT 05-03

This Acquisition Alert notice is being transmitted to all NOAA Heads of Contracting Offices (HCOs). If you have any questions or comments about the Alert, please contact Don Kraus by e-mail (Don.Kraus@noaa.gov) or by telephone on (301) 713-0833 x140.

PLEASE SHARE THIS MESSAGE WITH YOUR ACQUISITION STAFF:

Form CD-435 Procurement Request Review Requirements

This Alert is to serve as a reminder that all CD-435s are to be reviewed for accountable personal property in accordance with NOAA Administrative Order (NAO) 208-108, Preparation of Form CD-435 Procurement Request for personal Property Reconciliation.

Acquisition personnel shall screen the CD-435 to ensure that the provisions of NAO 208-108 have been followed. Any CD-435 which is not completed properly shall be returned to the requesting office for the necessary revisions.

Any delay in the procurement of specified items caused by the improperly completed CD-435 shall be the responsibility of the requesting office.