



# NOAA

**FIELD DELEGATE CONFERENCE**  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



# Acquisition Process Guide & The Field Delegate

Oversight and Compliance Branch

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*Awarding Stronger Acquisitions In  
Changing Times*



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## Objective

The objective of this training is to help you become familiar with the NOAA Acquisition Process Guide and the benefits it provides to our acquisition team. At the end of this training you will be able to locate the guide and use its search function to assist you in making informed acquisition decisions



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## **What is the NOAA Acquisition Process Guide?**

The National Oceanic and Atmospheric Administration (NOAA) Acquisition Process Guide is a web-based, knowledge management tool developed by the NOAA Acquisition and Grants Office (AGO) to incorporate internal agency guidance and acquisition regulations that implement or supplement the FAR.



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## Goal of the Acquisition Process Guide

The goal of this Guide is to explain in relatively simple terms the complex Federal Acquisition Process by providing acquisition personnel with policy directly embedded in hyperlinked content, checklists, templates and samples. This will promote consistency throughout the organization, reduce variation, improve overall communication between all members of the acquisition team and improve overall customer and staff satisfaction.



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## • Features

- Web Enabled
- Process Based
- Regulation Reinforced
- Outcome Oriented
- Search and Research Tool

## • Benefits

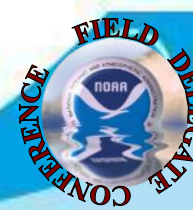
- Accessible world wide 24/7
- Virtual Acquisition Toolbox
- Explains the Acquisition process and compliance requirements in simple terms for staff and clients
- Provides Templates, samples and hyperlinks to additional information and resources
- Acquisition tools are just a click away
- Real-time data management
- Replaces the need for bulky manuals
- Blends the “How To” with the “Go To”
- Find what you need, when you need it
- **Promotes consistency and standardization**



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## How is the Acquisition Process Guide Designed

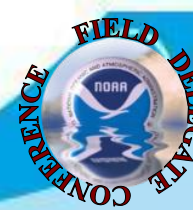
- 0.1 Regulation and Policy
- 0.2 Roles and Responsibilities
  - 0.2.1 NOAA, Acquisition and Grants Office
    - 0.2.1.1 Vision, Mission, Client Service, and Goals
    - 0.2.1.2 Organization Structure
  - 0.2.2 Procurement Authority Delegations
- 0.3 Ethics
  - 0.3.1 Conflicts of Interest (OCIs)
  - 0.3.2 Contractors in the Workplace
- 0.4 Acquisition Process Guide Structure
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  - 0.4.4 Award Module
  - 0.4.5 Post-Award Module
  - 0.4.6 Additional Modules
    - 0.4.6.1 Recovery Act Module
  - 0.5 Contact Information
  - 0.6 Acknowledgements
  - 0.7 Summary of Introduction Module References



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NOAA NRC: Acquisition Process Guide (APG)

Page Safety Tools



# APG Acquisition Process Guide

National Oceanic and Atmospheric Administration

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### 0-NOAA Acquisition Process Guide Introduction Module

- 0.1 [Regulation and Policy](#)
- 0.2 [Roles and Responsibilities](#)
  - 0.2.1 [NOAA, Acquisition and Grants Office](#)
    - 0.2.1.1 [Vision, Mission, Client Service, and Goals](#)
    - 0.2.1.2 [Organization Structure](#)
  - 0.2.2 [Procurement Authority Delegations](#)
- 0.3 [Ethics](#)
  - 0.3.1 [Conflicts of Interest \(OCIs\)](#)
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  - 0.4.4 [Award Module](#)
  - 0.4.5 [Post-Award Module](#)
  - 0.4.6 [Additional Modules](#)
    - 0.4.6.1 [Recovery Act Module](#)
- 0.5 [Contact Information](#)
- 0.6 [Acknowledgements](#)
- 0.7 [Summary of Introduction Module References](#)

The National Oceanic and Atmospheric Administration (NOAA) Acquisition Process Guide is web-based, knowledge management tool developed by the [NOAA Acquisition and Grants Office \(AGO\)](#) to incorporate internal agency guidance ([FAR 1.301](#)) into an already complex system of regulations, policies and procedures that govern acquisition activities.

The goal of this Guide is to explain in relatively simple terms the complex Federal Acquisition Process by displaying the process steps as a “flow” chart or diagram with policy directly embedded in hyperlinked content, checklists, templates and samples. This will promote consistency throughout the organization, reduce variation, improve overall communication between all members of the acquisition team and improve overall customer and staff satisfaction.

For more information regarding what the Acquisition Process Guide is and why you might consider using it [click here](#).

### 0.1 Regulation and Policy

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Strict compliance with Federal regulations ensures best value products and services are delivered to the Customer while maintaining the public’s trust and fulfilling public policy objectives. The NOAA APG references Federal Government, DOC, and NOAA regulations, policy, and guidance such as:

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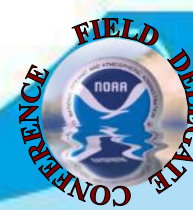
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### 0.7 Summary of Introduction Module References

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Section	Loc	Reference Description	Type	Source
0.0	1	<a href="#">NOAA Acquisition and Grants Office (AGO)</a>	Website	Federal
0.0	2	<a href="#">FAR 1.301</a>	Regulation	FAR
0.0	3	<a href="http://www.easc.noaa.gov/APG/Introduction/Intro_Docs/What_is_the_Acquisition_Process_Guide_and_why_use_it.pdf">http://www.easc.noaa.gov/APG/Introduction/Intro_Docs/What is the Acquisition Process Guide and why use it.pdf</a>	Guidance	NOAA
0.1	1	<a href="#">Federal Acquisition Regulation (FAR)</a>	Regulation	FAR
0.1	2	<a href="#">Federal Acquisition Regulation (FAR) pdf/full text version</a>	Regulation	FAR
0.1	3	<a href="#">Commerce Acquisition Manual (CAM)</a>	Policy	DOC
0.1	4	<a href="#">Commerce Acquisition Regulation (CAR)</a>	Regulation	DOC
0.1	5	<a href="#">Commerce Acquisition Regulation (CAR) pdf/full text version</a>	Regulation	DOC
0.1	6	<a href="#">NOAA Acquisition Handbook, pdf/full text version</a>	Policy	NOAA
0.2.1.2	1	<a href="http://www.ago.noaa.gov/ago/organization_chart.cfm">http://www.ago.noaa.gov/ago/organization_chart.cfm</a>	Guidance	DOC
0.2.2	1	<a href="#">FAR 1.601(a)</a>	Regulation	FAR
0.2.2	2	<a href="#">Department of Commerce, Departmental Administrative Order (DAO) 208-2 "Contracting Authority"</a>	Policy	DOC
0.2.2	3	<a href="#">CAM 1301.70</a>	Policy	DOC
0.2.2	4	<a href="#">CAM 1301.6</a>	Policy	DOC
0.2.2	5	<a href="#">AGO Policy AGO-POL-08-006M</a>	Policy	NOAA
0.2.2	6	<a href="#">Federal Acquisition Certification in Contracting (FAC-C)</a>	Policy	FAI
0.2.2	7	<a href="#">Government-wide Commercial Purchase Card a.k.a Bankcard</a>	Policy	NOAA
0.3	1	<a href="#">FAR 3</a>	Regulation	FAR
0.3	2	<a href="#">FAR 2.101</a>	Regulation	FAR
0.3.1	1	<a href="#">FAR 2.101</a>	Regulation	FAR
0.3.1	2	<a href="#">FAR 9.500</a>	Regulation	FAR
0.3.1	3	<a href="#">CAR OCI Clause at CAR 1352.208-71 and CAR Restrictions on Future Contracting Clause at CAR 1352.209-70</a>	Regulation	DOC
0.3.1	4	<a href="#">NOAA Sample OCI Clause</a>	Policy	NOAA
0.3.1	5	<a href="#">Prevent OCI from Becoming Last Minute Showstoppers from NCMA 01-08</a>	Guidance	NCMA
0.3.1	6	<a href="#">Identifying Latent OCI from NCMA 12-07</a>	Guidance	NCMA
0.4	1	<a href="#">The Five Phases</a>	Guidance	NOAA
0.4.1	1	<a href="#">Planning Module</a>	Guidance	NOAA
0.4.2	1	<a href="#">Solicitation Module</a>	Guidance	NOAA
0.4.3	1	<a href="#">Evaluation Module</a>	Guidance	NOAA
0.4.4	1	<a href="#">Award Module</a>	Guidance	NOAA
0.4.5	1	<a href="#">Post-Award Module</a>	Guidance	NOAA

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## Program Office Quick Reference Guide

Take a look at the Planning Process Map: [http://www.easc.noaa.gov/APG/CP/Image\\_Map\\_Planning.htm](http://www.easc.noaa.gov/APG/CP/Image_Map_Planning.htm).

1. Begin with a review of the Planning Chapter Section 1.1, Defining Requirements: <http://www.easc.noaa.gov/APG/Planning/Planning-1-1-0DefiningRequirements.htm>;
2. Write a rough draft of requirements: See templates:
  - a. Work Statements: [http://www.easc.noaa.gov/APG/Planning/Plan\\_Docs/NOAA-Work-Statements.doc](http://www.easc.noaa.gov/APG/Planning/Plan_Docs/NOAA-Work-Statements.doc)
  - b. Generic SOW Template: [http://www.easc.noaa.gov/APG/Planning/Plan\\_Docs/Generic-SOW-Template.doc](http://www.easc.noaa.gov/APG/Planning/Plan_Docs/Generic-SOW-Template.doc);
  - c. SOO Template: [http://www.easc.noaa.gov/APG/Planning/Plan\\_Docs/SOO-Template.doc](http://www.easc.noaa.gov/APG/Planning/Plan_Docs/SOO-Template.doc);
  - d. PWS Template: [http://www.easc.noaa.gov/APG/Planning/Plan\\_Docs/Performance-Work-Statement-Template.doc](http://www.easc.noaa.gov/APG/Planning/Plan_Docs/Performance-Work-Statement-Template.doc);
3. Review Section 0.3 Ethics: <http://www.easc.noaa.gov/APG/Introduction/Introduction-0-3-0.htm>
  - a. If you find a potential Organizational Conflict of Interest, contact the KO and assist the KO in written analysis (this may result in mitigations or restrictions);
  - b. If none, proceed to market research;
4. Conduct Market Research following the guidance and citations at 1.3 Market Research: <http://www.easc.noaa.gov/APG/Planning/Planning-130MarketResearch.htm>;
  - a. See Helpful Hints at: [http://www.easc.noaa.gov/APG/Planning/Plan\\_Docs/Market-Research-Helpful-Hints.doc](http://www.easc.noaa.gov/APG/Planning/Plan_Docs/Market-Research-Helpful-Hints.doc);
  - b. See Market Research Checklist at: [http://www.easc.noaa.gov/APG/Planning/Plan\\_Docs/Market%20Research%20Checklist%209-28-07.doc](http://www.easc.noaa.gov/APG/Planning/Plan_Docs/Market%20Research%20Checklist%209-28-07.doc);
5. Work jointly with ERAD to develop a milestone plan or narrative plan with milestone plan. See 1.4 Acquisition Planning: <http://www.easc.noaa.gov/APG/Planning/Planning-140AcqPlanning.htm>;
  - a. Consider the acquisition methods at 1.5 Methods of Procurement: <http://www.easc.noaa.gov/APG/Planning/Planning-150MethodsProc.htm>;
  - b. Consider the contract types at 1.6: <http://www.easc.noaa.gov/APG/Planning/Planning-160ContractTypes.htm> (KO must execute Determination and Findings (D&F) for certain contract types);
  - c. Consider small business and socio-economic goals, complete the required CD-570 and determine applicable mandatory set-asides: <http://www.easc.noaa.gov/APG/Planning/Planning-170SCCP.htm>;
  - d. Complete EIT/508 checklist: <http://www.easc.noaa.gov/APG/Planning/Planning-172ECS508C.htm>;
  - e. Consider applicability of the Service Contract Act, include applicable clauses, and applicable wage determination(s): <http://www.easc.noaa.gov/APG/Planning/Planning-173SCA.htm>;
  - f. Determine applicable Security Clauses (IT and physical): <http://www.easc.noaa.gov/APG/Planning/Planning-174CSC.htm>;
  - g. Complete the IT Security Checklist: <http://www.easc.noaa.gov/APG/Planning/Planning-176IT.htm>;
  - h. Determine advisory and assistance applicability and any clauses and reviews: <http://www.easc.noaa.gov/APG/Planning/Planning-177AAS.htm>;
  - i. Complete required D&Fs: <http://www.easc.noaa.gov/APG/Planning/Planning-178DF.htm> (especially consider the need to complete the D&F for Use of Contractor Support for Certain non-inherently Governmental Functions: [http://www.easc.noaa.gov/APG/Planning/Plan\\_Docs/Sample-DF-Contractor-Support-for-Non-Inherently-Governmental-Functions.doc](http://www.easc.noaa.gov/APG/Planning/Plan_Docs/Sample-DF-Contractor-Support-for-Non-Inherently-Governmental-Functions.doc));
6. Following completion of the above planning activities, prepare a Procurement Request Package: <http://www.easc.noaa.gov/APG/Planning/Planning-1-10PRP.htm>;
  - a. (Section B) Cost Estimate: [http://www.easc.noaa.gov/APG/Planning/Plan\\_Docs/NOAA%20Independent%20Government%20Cost%20Estimate%20GUIDE.doc](http://www.easc.noaa.gov/APG/Planning/Plan_Docs/NOAA%20Independent%20Government%20Cost%20Estimate%20GUIDE.doc);
  - b. (Section C) Statement of Work (finalize from draft): See templates:
    - i. NOAA Work Statements: [http://www.easc.noaa.gov/APG/Planning/Plan\\_Docs/NOAA-Work-Statements.doc](http://www.easc.noaa.gov/APG/Planning/Plan_Docs/NOAA-Work-Statements.doc)
    - ii. Generic SOW Template: [http://www.easc.noaa.gov/APG/Planning/Plan\\_Docs/Generic-SOW-Template.doc](http://www.easc.noaa.gov/APG/Planning/Plan_Docs/Generic-SOW-Template.doc);

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## Program Office Quick Reference Guide

Take a look at the Pla



1. Begin with a review of the Planning Chapter Section 1.1, Defining Requirements
2. Write a rough draft of requirements: See templates:
  - a. Work Statements: <http://www.easc.noaa.gov/APG/Planning/WorkStatements.doc>
  - b. Generic SOW Template: <http://www.easc.noaa.gov/APG/Planning/GenericSOWTemplate.doc>
  - c. SOO Template: <http://www.easc.noaa.gov/APG/Planning/SOOTemplate.doc>
  - d. PWS Template: <http://www.easc.noaa.gov/APG/Planning/PWSTemplate.doc>
3. Review Section 0.3 Ethics: <http://www.easc.noaa.gov/APG/Planning/Ethics.doc>
  - a. If you find a potential Organizational Conflict of Interest, contact your supervisor for guidance.
  - b. If none, proceed to market research;
4. Conduct Market Research following the guidance and citations at 1.
  - a. See Helpful Hints at: <http://www.easc.noaa.gov/APG/Planning/HelpfulHints.doc>
  - b. See Market Research Checklist at: <http://www.easc.noaa.gov/APG/Planning/MarketResearchChecklist.doc>
5. Work jointly with ERAD to develop a milestone plan or narrative plan
  - a. Consider the acquisition methods at 1.5 Methods of Procurement
  - b. Consider the contract types at 1.6: <http://www.easc.noaa.gov/APG/Planning/ContractTypes.doc>
  - c. Consider small business and socio-economic goals, complete [170SCCP.htm](http://www.easc.noaa.gov/APG/Planning/170SCCP.htm)
  - d. Complete EIT/508 checklist: <http://www.easc.noaa.gov/APG/Planning/EIT508Checklist.doc>
  - e. Consider applicability of the Service Contract Act, include a Service Contract Act Addendum
  - f. Determine applicable Security Clauses (IT and physical): <http://www.easc.noaa.gov/APG/Planning/SecurityClauses.doc>
  - g. Complete the IT Security Checklist: <http://www.easc.noaa.gov/APG/Planning/ITSecurityChecklist.doc>
  - h. Determine advisory and assistance applicability and any clarifications
  - i. Complete required D&Fs: <http://www.easc.noaa.gov/APG/Planning/DandFs.doc> inherently Governmental Functions: <http://www.easc.noaa.gov/APG/Planning/InherentlyGovernmentalFunctions.doc>
6. Following completion of the above planning activities, prepare a Procurement Plan
  - a. (Section B) Cost Estimate: <http://www.easc.noaa.gov/APG/Planning/CostEstimate.doc>
  - b. (Section C) Statement of Work (finalize from draft): See ten
    - i. NOAA Work Statements: <http://www.easc.noaa.gov/APG/Planning/NOAAWorkStatements.doc>
    - ii. Generic SOW Template: <http://www.easc.noaa.gov/APG/Planning/GenericSOWTemplate.doc>

### Related Topics

- Contract
- Contract Law
- Contracting with the United States Government

exercise option

Search

Advanced Search

Results 1-10 of about 30 for 'exercise option'

Web results by bing

### CONTRACTING OFFICER'S OPTION EXERCISE TOOLKIT

CONTRACTING OFFICER'S OPTION EXERCISE TOOLKIT (CTRL + Click to follow links below) Sample Modification Language when exercising an Option (for page 2 of the SF ... <http://www.easc.noaa.gov/Contracting-Officers-Option-Exercise-Toolkit.doc> - Cached

### 5

The Contracting Officer should notify the Contractor of the Government's intent to exercise the Option with sufficient time for the Contractor to make decisions ... <http://www.easc.noaa.gov/6%20-%20NOAA%20Acquisition%20Process%20Guide%20-%20Post%20Award%20Phase.htm> - Cached

### PART 5

Notwithstanding the notice of intent, the Government is not obligated to exercise the option if funding is not authorized. 5. In accordance with reference (e), the ... <http://www.easc.noaa.gov/Template-Memos-for-Inclusion-and-Evaluation-of-Options.doc> - Cached

### OFFICIAL CONTRACT RECORD CHECK LIST

60-Day Notification to Contractor of Government Intent to Exercise Option FAR 17.207. Use of options. 86: D&F to Exercise Contract Options IAW FAR 17.207 <http://www.easc.noaa.gov/Contract-File-Documents-Checklist.doc> - Cached

### NOAA APG PBA MODULE CONTENTS

The PBA Team is cautioned to keep the WBS development exercise in perspective and ... the Contractor's performance warrants additional periods of performance. Options ... <http://www.easc.noaa.gov/NOAA%20APG%20-%20PBA%20MODULE.htm> - Cached

### MCWL RDT&E Services

ODCs are in scope; maintain log and receipts; Account for materials and GFE/MI; Option Exercise . Annual Past Performance Report <http://www.easc.noaa.gov/QASP-for-CPFF-Contract.doc> - Cached

### Draft manual for fpdfs ng version 1

... year contracts is that multi-year contracts authorize performance beyond the period for which funding has been appropriated, without having to exercise options for ... <http://www.easc.noaa.gov/FDPSNGUsersManual.doc> - Cached

### www.easc.noaa.gov

The Contracting Officer should notify the Contractor of the Government's intent to exercise the Option with sufficient time for the Contractor to make decisions ... <http://www.easc.noaa.gov/6%20-%20NOAA%20Acquisition%20Process%20Guide%20-%20Post%20Award%20Phase.doc> - Cached

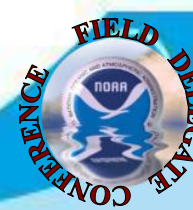
### www.easc.noaa.gov

This is necessary for situations when exercise of the Option would result in the obligation of funds that are no longer available in the fiscal year in which the ... <http://www.easc.noaa.gov/4-NOAA%20APG%20-%20Award%20Module.doc> - Cached



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#### NOAA Acquisition Process Guide Checklists

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4.7	<a href="#">Bonds Checklist</a>
3.4.1.2	<a href="#">Checklist for Requesting Field Pricing Assistance from DCAA</a>
1.5.9.1 & 6	<a href="#">Commercial Item Determination Checklist</a>
1.12.1	<a href="#">Contract File Checklists</a>
5.4.2.1	<a href="#">COR File Documentation Checklist</a>
1.7.6	<a href="#">DOC IT Security Checklist</a>
5.7	<a href="#">Exercise of Option Checklist</a>
1.5.13	<a href="#">Interagency Funds Transfer Checklist</a>
1.1	<a href="#">Labor Category Checklist</a>
1.3.2	<a href="#">Market Research Checklist</a>
1.5.14.6	<a href="#">Micro-Purchase Worksheet</a>
1.7.2	<a href="#">NOAA Section 508 Standards Checklist and Assessment Certification Form</a>
1.5.14.2	<a href="#">Pre-Deployment Checklist Example</a>
5.12	<a href="#">Ratification Checklist</a>
1.5.14.7	<a href="#">The EA KO Simplified Acquisition Documentation Record</a>

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## Useful Websites

Acquisition Process Guide: <http://www.easc.noaa.gov/APG/>

NOAA AGO Website: <http://www.ago.noaa.gov/ago/index.cfm>

Commerce Acquisition Regulation: [http://oam.eas.commerce.gov/CAPPS\\_car.html](http://oam.eas.commerce.gov/CAPPS_car.html)

Commerce Acquisition Manual: [http://oam.eas.commerce.gov/CAPPS\\_cam.html](http://oam.eas.commerce.gov/CAPPS_cam.html)

Commerce Procurement Memorandums:

[http://oam.eas.commerce.gov/CAPPS\\_procurementMemoranda.html](http://oam.eas.commerce.gov/CAPPS_procurementMemoranda.html)

FAR Hill AFB Website: <http://farsite.hill.af.mil/>



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# ???Questions???

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