



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

March 9, 2009

MEMORANDUM FOR: Assistant Administrators
Staff Office Directors

FROM: Mitchell J. Ross, Director, Acquisition and Grants Office

SUBJECT: Fiscal Year (FY) 2010 Agency Acquisition Planning
Instructions

1. Introduction: Federal Acquisition Regulation (FAR) Part 7 provides the regulatory requirement for acquisition planning. This memorandum provides the guidance necessary to develop an annual Agency Acquisition Plan (AAP) for FY 2010. It is important that an agency acquisition plan be developed to identify the planned acquisitions of NOAA Line and Staff Offices. In order to do that, NOAA will utilize a new web-based Forecasting and Advanced Acquisition Planning System (FAAPS) available at <http://fido.gov/doc/aap/>. This system contains the data fields required to develop and effectively communicate a business opportunities forecast to stakeholders, including the public.

Consistent with need and funding, each Assistant Administrator/Staff Office Director is responsible for the development and approval of individual planned acquisitions valued \$100,000 and above applicable to their areas of responsibility. An individual AAP shall be completed for each planned acquisition over \$100,000 and reported using the web-based AAP form contained within FAAPS. Requisitions issued without a valid AAP number identified will be returned for corrective action. Only requisitions over \$100,000 shall be addressed.

2. Acquisition Impact and Required Assistant Administrator/Staff Office Director

Action: The Assistant Administrator/Staff Office Director is requested to assign an AAP Coordinator. The L/S Office AAP Coordinator is responsible for facilitating the L/S Office AAP data collection. The AAP Coordinator works with staff to provide data that may assist in planning and completing AAPs. The L/S Office AAP Coordinator ensures that the AAP User Listing includes only authorized L/S Office staff who have the right to view and update the L/S Office AAP data.

AAPs shall be developed on a fiscal year basis and shall be modified as necessary throughout the acquisition cycle using FAAPS. At a minimum, the AAPs shall be reviewed and updated on a semi-annual basis. Notification and instructions will be provided when the mandatory semi-annual updates are deployed. The L/S Office AAP Coordinators shall ensure that their respective L/S Office AAPs are complete and accurate prior to validation in FAAPS and again as directed semi-annual updates occur.

Attachment A, Forecasting and Advance Acquisition Plans (FAAPs) Instructions, provides additional information to guide staff in completing and reporting data required for Forecasting and Advance Acquisition Planning.

3. Line/Staff Office AAP Coordinator Training: Web-based FAAPS training for AAP Coordinators will be provided by the FAAPS Support Staff. Several one-hour training sessions are available during the week of March 16-19, 2009. AAP Coordinators are requested to participate in at least one session. The FAAPS Support Staff will contact AAP Coordinators via e-mail with more information.

4. Initial AAP Data Reporting: All applicable FY 2010 planned acquisitions shall be loaded in FAAPS beginning May 4, 2009 and shall be completed no later than June 5, 2009.

Attachment

cc: Deputy Under Secretary
Chief Financial/Administrative Officers
Acquisition Management Advisory Council Members
Heads of Contracting Offices

**NOAA
PREPARATIONS INSTRUCTIONS FOR
FORECASTING AND ADVANCED ACQUISITION PLANNING**

PURPOSE:

These instructions provide guidance to assist the Line/Staff (L/S) Offices in submitting data required for Forecasting and Advanced Acquisition Planning of Contract Opportunities.

All L/S Offices are to provide AAP data via the Forecasting and Advanced Acquisition Planning System (FAAPS) available at <http://fido.gov/doc/aap/>.

The first data reporting into FAAPS of FY 2010 AAP data is to begin May 4, 2009 and shall be completed no later than June 5, 2009.

In order to meet this deadline, each Assistant Administrator/Staff Office Director is required to assign an AAP Coordinator. The L/S Office AAP Coordinator is responsible for facilitating the L/S Office AAP data collection.

SCHEDULE

- Mar 9, 09 AGO Director Fiscal Year (FY) 2009 Agency Acquisition Planning Memorandum issued.
- Mar 11, 09** *L/S Office AAP Coordinator nominations provided to Bruce Jackson*
- Mar 13, 09 FAAPS Vendor Support Staff e-mails to L/S AAP Coordinators –
Subject: Coordinator Training
- Mar 16-19, 09 2:00 PM (EST) AAP Coordinator Training Sessions on FAAPS
- Mar 23-Apr 3, 09 User Registration
- Apr 6, 09 Each AAP Coordinator updates the FAAPS Website User List with the authorized L/S Office AAP Website users and their email addresses:
 - Staff who have the right to view all of the office's AAP data
 - Staff who have the right to update all of the office's AAP data
- Apr 8, 09 AAP Coordinator e-mail issued to staff users of upcoming training.
- Apr 13-24, 09 User Training Sessions on FAAPS
- Ongoing L/S Offices must continue to review, update and enter AAP Contract Opportunities
- May 4 – Jun 5, 09 All L/S Office data reviewed completed and validated

June 6, 09 FY 2010 AAP Planning Update Completed

RESPONSIBILITIES

L/S Office AAP Coordinator. The AAP Coordinator is responsible for facilitating the L/S Office AAP data collection. The L/S Office AAP Coordinator works with each Program Office to provide data that may assist the offices in their planning and completing the updated AAPs. The L/S Office AAP Coordinator ensures that the AAP User Listing includes only authorized staff that has the right to view and update the L/S Office AAP data. AAP Coordinators are responsible for ensuring the accuracy and completeness of AAP data.

L/S Offices. Each L/S Office is responsible for completing an updated, individual AAP for each of their planned FY 2010 acquisitions greater than \$100,000 only. The office may centralize the data input responsibilities or request Field offices to input the data for their associated Plans. Requisitions issued without a valid AAP number identified will be returned to the L/S Office for corrective action.

Each L/S Office AAP Coordinator has the following responsibilities:

- Provide instructions to their office staff on gathering the data and inputting the updated data into the web-based AAP form.
- Monitor the completion of the Program Office's AAPs and ensure **only authorized staff** complete the forms associated with their office.
- Ensure that the AAP User Listing includes only authorized staff that have the right to view and update the L/S Office AAP data.
- Formally inform NOAA AGO (Bruce Jackson) that all of the office's AAPs are completed on the FAAPS Website and are ready for review.
- Coordinate their office's responses to questions from Staff Users and Procurement Offices concerning their AAP submissions.
- Ensure the AAPs are within the correct range of the current FY budget request.

INSTRUCTIONS

AGO provides a web-based AAP form that all L/S Offices must use to report their AAP data. *The Website can only be accessed by individuals with a valid NOAA email address.* Use of the site is monitored to ensure only authorized users enter data. All data on the Website, as well as all data sent from the Website, is encrypted. The FAAPS Website is located at: <http://fido.gov/doc/aap/>

The FAAPS is For Official Use Only and is to be used only by authorized staff:

I. All L/S Office staff completing, updating, or viewing an AAP form must be an authorized user of the AAP Website.

2. All staff personnel using the Website are assigned a password by the system at their initial logon. All users must logon using their assigned password.

3. L/S Office staff are restricted from accessing any data other than the data associated with the office in which they are registered. User access to data is also restricted by the user's role on the AAP Website.

4. L/S Office staff are assigned one of four roles on the AAP Website by the L/S Office Coordinator:

- Reporter (Rep): Create AAPs and update only those AAPs
- Read Only (RO): Only view office AAPs
- Office Point of Contact (POC): View and update all AAPs of the office
- Approver (APR): Approve all AAPs of the office. (Note: This is an option to L/S Offices. If no Approvers are assigned, then this feature is not activated.)

5. Any questions concerning the data element definitions should be directed to the AAP Coordinators or the FAAPS.gov Support Team.

6. Reporters must mark an AAP form "Complete" when the Reporter has completed the updates. Marking a form "Complete" formally submits the form to the office POCs for review and validation. Reporters will mark previously "New" AAPs as "Existing" if the requirement has been awarded, or mark AAPs "No Longer Required" if the requirement has been awarded and no further funding will be added.

7. Office POCs must "Unmark" an AAP form to update the form if changes are necessary to the data. The office POC identification information will be recorded on the form as the last person to update the form. The POC reviews upcoming PRs for the month and adds new AAPs to the FAAPS.

8. If Approvers (APRs) are assigned, then office APRs must "Approve" an AAP form to finalize the form. The office APR identification information will be recorded on the form as the last person to update the form.

9. All AAP forms will show the original creator's contact information (the person's name, phone contact information, and email address). All AAP forms will show the last person to update the form (name, phone contact information, and email address).

10. Once reviewed and validated by the AAP Coordinator and no further action is required, the submission will be marked "Complete".