

	National Oceanic and Atmospheric Administration	NOAA Administrative Order 201-17B	
	NOAA ADMINISTRATIVE ORDER SERIES	DATE OF ISSUANCE December 1, 2021	EFFECTIVE DATE December 1, 2021
	SUBJECT Re-delegation of Authority to Act as Certifying Officer		

SECTION 1. PURPOSE.

.01 This Order documents the re-delegation of authority to specific National Oceanic and Atmospheric Administration (NOAA) officials to act as Certifying Officers and to affix the seal of the Department of Commerce (DOC) to certifications as to the official nature of copies of correspondence and records from the files, publications, and other documents of the Department.

.02 This revision updates the Order based upon the revision of Department Administrative Order (DAO) 201-1, "Symbols of the Department of Commerce" to indicate the responsibilities in administering the Certifying Officer program on behalf of the NOAA Chief Administrative Officer (CAO), updates titles of officials, reflects the latest re-delegations of authority and expands on the use of embossing dies, use of emblems, seals and symbols.

SECTION 2. DELEGATION OF AUTHORITY.

.01 In accordance with Section 4.02a of DAO 201-1, effective August 5, 2021, and the effective date of this NAO, the NOAA CAO, in their capacity as chief administrative official of the operating unit, has been delegated, without the power of further re-delegation, authority to sign as Certifying Officer.

.02 Pursuant to authority vested in the Secretary of Commerce by law and under the provisions of DAO 201-1, Deputy Director, Office of Facilities and Environmental Quality (OFEQ) on behalf of the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA), has re-delegated, without the power of further re-delegation, Certifying Officer authority to additional NOAA officials. The NOAA CAO shall monitor the continuing need for re-delegations of Certifying Officer authority to NOAA officials. A list of the re-delegations of Certifying Officer authority is found in the Appendix to this Order. The list will be updated occasionally to reflect changes.

.03 The duties of a Certifying Officer shall be performed in accordance with the provisions of DAO 201-1 and this NAO.

SECTION 3. REPORTING REQUIREMENTS.

.01 Pursuant to the re-delegations of Certifying Officer the Office of the Chief Administrative Officer (OCAO), shall conduct an annual survey to determine whether the re-delegations of authority remain valid and that accountability is maintained for all embossing dies. The CAO shall request the Deputy Director, OFEQ, revoke those re-delegations no longer needed.

.02 Certifying Officers shall annually provide: (1) the name, title, organization, and location of the Certifying Officer; (2) confirmation whether the Officer has (or does not have) an embossing die and, as applicable, the serial number of the embossing die; and (3) a statement as to the continued need for the re-delegation of authority.

SECTION 4. DEFINITIONS.

.01 Seal-Authorized by statute, used for authenticating documents and for other purposes of identification. It consists of a symbolic design and pertinent organizational titles. An image of a seal may be used in digital or print media.

.02 Emblem-A graphical representation or image that serves as a symbolic design to identify primary operating units within NOAA. The NOAA emblem incorporates the “U.S. Department of Commerce” within the emblem design, which distinguishes them from Logos. The NOAA Commissioned Officer Corps (NOAA Corps) symbol as described in NAO 201-114 shall be considered an emblem for the purposes of this policy.

.03 Insignia-A badge, distinguishing mark, or official mark of rank, office, or membership of an organization and is worn by uniformed personnel, namely, those in the NOAA Corps, in accordance with established policy, regulation, or directive.

.04 Logo- A graphical representation, image, abbreviation, or organizational name used to identify a NOAA office, a primary operating unit, constituent operating units, a publication or publication series, or a major program activity. Logos often are used only for a specified project or time period.

.05 Symbols- The collective reference for seals, emblems, insignia, and logos.

SECTION 5. EMBOSSING DIES.

.01 Pursuant to Section 4.02c of DAO 201-1, each Certifying Officer is authorized to acquire one embossing die for affixing the Department's seal to documents. Requests for embossing dies shall be submitted to the CAO, which shall either provide an available embossing die or inform the requesting official of vendors from whom a new die can be procured.

.02 Consistent with Section 4.02d of DAO 201-1, Certifying Officers shall take appropriate measures to ensure that embossing dies are not misused, lost, or stolen. Such incidents shall be reported immediately to the CAO. A written report providing details of the incident shall be sent to the CAO which will be forwarded to the Deputy Director, OFEQ.

.03 Unserviceable or unneeded embossing dies shall be returned to the CAO for proper disposition.

SECTION 6. USE OF SEALS EMBLEMS AND SYMBOLS.

.01 The DOC seal must appear on all official letterheads, envelopes, notecards, publications, brochures, electronic documents, etc., if NOAA Line/Staff Offices do not have an approved seal or emblem. However, in all cases, only one seal or emblem may appear on the letterhead, along with the words “U.S. Department of Commerce,” which must be displayed in a prominent location.

.02 For business cards, the DOC seal, the “Great Seal of the United States,” or NOAA seal or emblem shall be used. The words “U.S. Department of Commerce” must appear prominently on the card.

.03 NOAA is authorized one (1) emblem, as approved by the Secretary of Commerce.

- a. The NOAA emblem shall include the inscription “U.S. Department of Commerce” prominently within the emblem design. If an existing emblem has not incorporated this design requirement, a credit line highlighting the “U.S. Department of Commerce” shall always be used in conjunction with the NOAA emblem.
- b. The NOAA emblem or NOAA logo may be used on any surface where identification is required or desirable, including publications, flags, vehicles, aircraft, exhibits, displays, podiums, uniforms, projected visuals, or other media (e.g., websites or social media) representing official Department communications.
- c. Logos may be used on any printed or electronic material where identification is required or desirable for a Departmental office, NOAA Line/Staff Office, mission, operation, project, or program.
- d. Insignias should be worn in accordance with established policy, regulation, or directive of the relevant operating unit.

.04 New symbols shall be created only if there is a mission-related necessity. This shall be determined based upon the proposed symbol’s expected contribution to the successful accomplishment of the related mission, program, or activity. Please refer to Section 6 of DAO 201-1 for guidance associated with creating new symbols.

.05 There may be circumstances where it is appropriate to permit outside parties to use Department symbols to identify the party’s association with the Department, NOAA, or its programs and activities. Please refer to Section 7 of DAO 201-1 for guidance associated with use of symbols with outside parties.

SECTION 7. EFFECT ON OTHER ISSUANCES.

.01 This NAO supersedes NAO 201-17A, “Redelegation of Authority to Act as Certifying Officer” effective October 2, 2017.

.02 DAO 201-17 “The Seal of the Department of Commerce” was revoked effective August 5, 2021 and its provisions incorporated into the revision of DAO 201-1 “Symbols of the Department of Commerce” effective August 5, 2021.

.03 The NOAA CAO signs because there is a delegation of authority for this NAO.

An electronic copy of this Order will be posted in accordance with Chapter 100 of the NOAA Records Control Schedule on the NOAA Office of the Chief Administrative Officer website under the NOAA Administrative Issuances Section: www.noaa.gov/organization/administration/noaa-administrative-orders.

Chief Administrative Officer

Offices of Primary Interest:

Office of the Chief Administrative Officer (OCAO)

National Environmental Satellite and Data Information Service (NESDIS)

National Marine Fisheries Service (NMFS)

National Ocean Service (NOS)

National Weather Service (NWS)

Office of Oceanic and Atmospheric Research (OAR)

Office of the Chief Financial Officer (OCFO)

Office of the Chief Information Officer (OCIO)

Office of Marine and Aviation Operations (OMAO)

APPENDIX

The following officials of the National Oceanic and Atmospheric Administration (NOAA) are authorized under Department Administrative Order 201-1 and subsequent re-delegation by the Department's Deputy Director, Office of Facilities and Environmental Quality, to sign as Certifying Officers and affix the seal of the Department of Commerce to copies of Department documents.

Office of the Chief Administrative Officer (OCAO)

- NOAA, Chief Administrative Officer (authority assigned in DAO 201-1).

National Environmental Satellite and Data Information Service (NESDIS)

- Director, National Climatic Data Center, Asheville, NC.
- Chief, Climate Services Division, National Climatic Data Center, Asheville, NC.
- Chief, Data Access Branch, National Climatic Data Center, Asheville, NC.
- Chief, Customer Services Branch, National Climatic Data Center, Asheville, NC.
- Director, National Geophysical Data Center, Boulder, CO.
- Freedom of Information Act Officer, Silver Spring, MD.

National Marine Fisheries Service (NMFS)

- Assistant Administrator, National Marine Fisheries Service, Silver Spring, MD.
- Deputy Assistant Administrator for Operations, National Marine Fisheries Service, Silver Spring, MD.
- Regional Administrator National Marine Fisheries Service, Gloucester, MA.
- Regional Administrator, National Marine Fisheries Service, St. Petersburg, FL.
- Regional Administrator, National Marine Fisheries Service, Portland, OR.
- Regional Administrator, National Marine Fisheries Service, Honolulu, HI.
- Regional Administrator, National Marine Fisheries Service, Juno, AK.
- Chief, Northeast Inspection Office, Seafood Inspection Program, Gloucester, MA.
- Chief, Southeast Inspection Office, Seafood Inspection Program, St. Petersburg, FL.
- Chief, Southwest Inspection Office, Seafood Inspection Program, Long Beach, CA.

National Ocean Service (NOS)

- Director, NOS Management and Budget Office, Silver Spring, MD.
- Director, National Geodetic Survey, Silver Spring MD.
- Director, Office of Coast Survey, Silver Spring, MD.
- Director, Center for Operational Oceanographic Products and Services, Silver Spring, MD.

National Weather Service (NWS)

- Chief of Staff, National Weather Service, Silver Spring, MD.

Oceanic and Atmospheric Research (OAR)

- Assistant Administrator, OAR, Silver Spring, MD.
- Deputy Assistant Administrator for Programs and Administration, OAR, Silver Spring, MD.
- Deputy Assistant Administrator for Science, OAR, Silver Spring, MD.
- Chief Administrative Officer, OAR, Silver Spring, MD.

Office of the Chief Financial Officer (OCFO)

- NOAA, Chief Financial Officer, Silver Spring, MD.
- Finance Director, OCFO, Silver Spring, MD.
- Budget Director, OCFO, Silver Spring, MD.

Office of the Chief Information Officer (OCIO)

- Chief Information Officer, OCIO, Silver Spring, MD.
- Deputy Chief Information Officer, OCIO, Silver Spring, MD.
- Chief Data Officer, OCIO, Silver Spring, MD.
- Chief of Staff, OCIO, Silver Spring, MD.

Office of Marine and Aviation Operations (OMAO)

- Chief of Staff, Director OMAO, Silver Spring, MD.
- Chief of Staff, Deputy Director OMAO, Silver Spring, MD.
- Supervisory Administrative Officer, OMAO, Silver Spring, MD.
- Chief, Officer Personnel Management Division, Silver Spring, MD.