MEMORANDUM FOR: Program and Staff Office Directors
FROM: Richard W. Spinrad, Ph.D.
Assistant Administrator
SUBJECT: Delegations of Authority

Attached is a complete update to the National Ocean Service Delegations of Authority. Also attached for easy reference is a list of specific changes that have been made to the delegations. This update supersedes the list published on June 20, 2000.

Please ensure that all managers, supervisors and administrative employees receive a copy of this document. In addition, please ensure that your office delegations are in compliance with the NOS delegations.

If you have any questions, please contact Jamie Umbach on (301) 713-3050, ext. 121 for administrative delegations or Donnie Marth on (301) 713-3050, ext. 118 for financial delegations.

Attachments

cc: Nx1 - Captain T. Lillestolen
   Program and Staff Office Deputy Directors
   Principal Administrative Liaisons
   Financial Management Contacts
<table>
<thead>
<tr>
<th>AREA OF DELEGATION</th>
<th>APPROVAL LEVEL</th>
<th>REFERENCE/CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWARDS - Cash-In-Your Account</td>
<td>Branch Chief</td>
<td>DOC Performance Management Handbook (<a href="http://ohrm.doc.gov/handbooks/perf_management_recogn.htm">http://ohrm.doc.gov/handbooks/perf_management_recogn.htm</a>); NAO 202-451 dated 5/13/98, as amended 4/13/99 (<a href="http://www.rdc.noaa.gov/nao/202-451.html">http://www.rdc.noaa.gov/nao/202-451.html</a>); Email from Zane E. Schauer dated 10/31/02 Subject: Cash-In-Your-Account Award Changes; and the NOS Awards Implementation Plan dated 10/14/98 (Use Form CD326N)</td>
</tr>
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<tr>
<td>AWARDS - Special Act or Service up to $2500</td>
<td>Program Office and Staff Office Directors, may be redelegated one organizational level below</td>
<td>DOC Performance Management Handbook (<a href="http://ohrm.doc.gov/handbooks/perf_management_recogn.htm">http://ohrm.doc.gov/handbooks/perf_management_recogn.htm</a>); NAO 202-451 dated 5/13/98, as amended 4/13/99 (<a href="http://www.rdc.noaa.gov/~nao/202-451.html">http://www.rdc.noaa.gov/~nao/202-451.html</a>); and the NOS Awards Implementation Plan dated 10/14/98 (Use Form CD326LF)</td>
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<tr>
<td>BLANKET PURCHASE AGREEMENTS - Authority to Purchase</td>
<td>Program &amp; Staff Offices (MB Resources Management Division maintains delegations list)</td>
<td>Commerce Acquisition Manual, Part 13.2 Chapter 9, dated 3/91 Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>BUDGET - Budget Operating Plans</td>
<td>NOS Management and Budget Office - RMD</td>
<td>NOS Policy, Contact: MB Resources Management Division</td>
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<tr>
<td>BUDGET - Carryover Amounts not obligated within the Fiscal Year</td>
<td>NOAA Under Secretary, NOAA Assistant Secretary</td>
<td>Budget Handbook 2-01, p. 33-34 dated 6/30/94 Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>BUDGET - Commitments to waive elements of cost, including pay increases and cost overruns</td>
<td>Director, NOAA Budget Office</td>
<td>Budget Handbook 2-03, p. 13-14 dated 10/01/00, Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>BUDGET - Initial Target Allowance</td>
<td>NOS-AA/DAA (Deputy Assistant Administrator), NOS AAAM</td>
<td>NOS policy, Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>BUDGET - Reimbursable Agreements - Authority to enter into agreements for NOAA $250,000 or less</td>
<td>Program &amp; Staff Office Directors</td>
<td>Memorandum from the Acting Under Secretary, dated April 16, 1998</td>
</tr>
<tr>
<td>BUDGET - Reimbursable Agreements - Authority to enter into agreements for NOAA - over $250,000</td>
<td>NOS-AA/DAA AAAM</td>
<td>Budget Handbook 2-03 p.15-16, dated 4/1/2000 Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>BUDGET - Release of Budget Information Intended for Transmission to DOC, OMB, or the Congress</td>
<td>NOAA AAAM (review and clearance through NOS AAAM)</td>
<td>Budget Handbook 1-03, p.20-28 dated 6/30/94, Contact: MB Policy, Planning and Analysis Division</td>
</tr>
<tr>
<td>BUDGET - Reprogramming Actions - up to $100,000 or 4 positions</td>
<td>NOS-AA (review and clearance through NOS AAAM)</td>
<td>Budget Handbook 2-01, p. 37 dated 6/30/94, Contact: NOS AAAM</td>
</tr>
<tr>
<td>BUDGET - Reprogramming Actions - over $100,000 or 4 positions</td>
<td>NOAA Under Secretary (Congress must Approve if over $500,000 or 10% of program whichever is less)</td>
<td>Budget Handbook 2-01, pp. 34-37, dated 6/30/94 Memorandum from the NOAA Comptroller dated 1/31/90, Contact: NOS AAAM</td>
</tr>
<tr>
<td>BUDGET - Requests for Funds from Administrator's Distribution Fund</td>
<td>NOAA Under Secretary or his/her designee (review and clearance through NOS-AA)</td>
<td>Memorandum from the NOAA CPO/CAO, dated 2/3/00, Contact: MB Resources Management Division</td>
</tr>
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<tr>
<td>BUDGET - Request for reuse of prior year Deobligation</td>
<td>NOAA AAAM</td>
<td>Budget Handbook 2-01, p. 29-32 dated 6/30/94, Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>BUSINESS CARDS - Using Appropriated Funds</td>
<td>NOS-AAAM or Deputy Director Management and Budget Office (may not be redelegated)</td>
<td>NOS Assistant Administrator memo dated 9/28/99. Contact: MB Resources Management Division (<a href="http://www.ofa.noaa.gov/v/fsd/FSD-buscrd.htm">http://www.ofa.noaa.gov/v/fsd/FSD-buscrd.htm</a>)</td>
</tr>
<tr>
<td>CELL PHONES</td>
<td>Supervisors/Managers</td>
<td>AAAM memorandum dated 1/21/03</td>
</tr>
<tr>
<td>CLAIMS FOR REIMBURSEMENT - for Expenditures on Official Business - Signature Authority</td>
<td>Program &amp; Staff Office Directors, may be re-delegated. (MB, Resources Management Division maintains signature list)</td>
<td>Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>DIVERSITY</td>
<td>NOAA Diversity Manager, NOS Diversity Manager</td>
<td>NOAA Diversity Plan, February 2000, Civil Service Reform Act 1978, Contact: NOAA Office of Diversity</td>
</tr>
<tr>
<td>EEO - Discrimination Complaints</td>
<td>NOS EEO Manager, NOAA EEO Officer</td>
<td>Title 29 CFR Part 1613 (10/30/87), Proposed Title 29 CFR Part 1614, Contact: NOAA Civil Rights Staff</td>
</tr>
<tr>
<td>EMPLOYMENT - Outside Employment with Conflict of Interest</td>
<td>Program &amp; Staff Office Directors</td>
<td>NAO 202-735C dated July 13, 1989</td>
</tr>
<tr>
<td>FEDERAL REGISTER Clearance Memorandum</td>
<td>May be released after being signed by the Assistant Administrator, Deputy Assistant Administrator or NOS AAAM</td>
<td>Memorandum from the Assistant General Counsel for Ocean Services dated 1/13/98</td>
</tr>
<tr>
<td>FREEDOM OF INFORMATION ACT - Denials</td>
<td>NOAA Under Secretary, NOS-AA (coordinated with DOC GC)</td>
<td>NAO 205-14, Contact: MB Policy, Planning and Analysis Division</td>
</tr>
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<tr>
<td>FREEDOM OF INFORMATION ACT - Requests</td>
<td>Information may be released by Branch Chief level or above having custody of the requested records through the NOS FOIA Officer</td>
<td>NAO 205-14, Memorandum from NOS AAAM dated 3/2/2000. Contact: MB Policy, Planning and Analysis Division</td>
</tr>
<tr>
<td>GRIEVANCES (Administrative) - Informal</td>
<td>Management Official at lowest organizational level responsible for matter grieved</td>
<td>DAO 202-771 dated 3/18/86, DAO 202-250 dated 7/26/96</td>
</tr>
<tr>
<td>IMPREST FUND VOUCHER - Official Signature Authority</td>
<td>Program &amp; Staff Office Directors, may be re-delegated. (MB, Resources Management Division maintains delegations list)</td>
<td>Contact: Chief, Resources Management Division</td>
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# Delegations of Authority

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<tr>
<th>Area of Delegation</th>
<th>Approval Level</th>
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<tbody>
<tr>
<td>Memoranda of Agreement/Understanding (Unfunded) - Affecting delegation of Under Secretary's Authority, Positions, Operations</td>
<td>NOAA Under Secretary</td>
<td>Contact: Director, Management and Budget Office</td>
</tr>
<tr>
<td>Memoranda of Agreement/Understanding (Unfunded) - Not affecting delegation of Under Secretary's Authority, Positions, Operations; w/other NOAA/NOS &amp; Interagency</td>
<td>Program &amp; Staff Office Directors</td>
<td>Contact: NOS AAAM</td>
</tr>
<tr>
<td>Performance Files (Employee Performance Plans and Awards)</td>
<td>Division Chiefs</td>
<td>Memorandum dated 4/7/95 from the Deputy Under Secretary</td>
</tr>
<tr>
<td>Personnel - Add New Administrative Position; Select Administrative Staff</td>
<td>Concurrence NOS AAAM approve NOS-DAA</td>
<td>Memorandum from the NOS AAAM dated 8/26/02, Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>Personnel - Classification with PD Library System</td>
<td>Division Chief</td>
<td>Memorandum from the Deputy Under Secretary dated 4/7/95 and 8/5/96</td>
</tr>
<tr>
<td>Personnel - Intergovernmental Personnel Act Agreements</td>
<td>NOS-AA</td>
<td>5 CFR, Part 334</td>
</tr>
<tr>
<td>Personnel - Position Sensitivity</td>
<td>Program and Staff Office Directors, may be re-delegated to Division Chiefs</td>
<td>DAO 202-731, Memorandum from the Management and Budget Office dated 11/19/93</td>
</tr>
<tr>
<td>Personnel - Supervisory Positions and Grades GS-14 and above (All actions)</td>
<td>Concurrence, NOS AAAM, approve NOS-DAA</td>
<td>Memorandum from the NOS AAAM dated 8/26/02, Contact: MB Resources Management Division</td>
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<tr>
<td>PROCUREMENT - Aircraft and Ship Time Request</td>
<td>NOS-AA</td>
<td>Aircraft Time Requests: NOAA Form 56-48; Charter Aircraft Report: NOAA Form 56-56; Ship Time Requests: NOAA Form 77-65; Charter Vessel and Report: NOAA Form 75-91; Draft NAO 216-104 (Management and Utilization of Aircraft); NOAA Agreement No. 76244 between DOC/NOAA and US DOI, Office of Aircraft Services for Aviation Services procurement, Effective 4/02/02; Contact: NOAA's Office of Marine and Aviation Operations</td>
</tr>
<tr>
<td>PROCUREMENT - CD-435s for Sole Source Procurement Clearance (Includes all non competitive grants)</td>
<td>NOS-Associate Assistant Administrator for Management</td>
<td>E-mail from NOS MB Deputy Director dated 3/11/02 Contact: MB Resources Management Division (<a href="http://www.ofa.noaa.gov/~amd/index.html">http://www.ofa.noaa.gov/~amd/index.html</a>) Headquarters; (<a href="http://www.casc.noaa.gov/acquisitions/acq_index.htm">http://www.casc.noaa.gov/acquisitions/acq_index.htm</a>) CASC; (<a href="http://www.easc.noaa.gov/acq_mgmt_v2.htm">http://www.easc.noaa.gov/acq_mgmt_v2.htm</a>) EASC; (<a href="http://www.wasc.noaa.gov/services/amd/proc.htm">http://www.wasc.noaa.gov/services/amd/proc.htm</a>) WASC</td>
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<tr>
<td>PROCUREMENT - Up to $1.0M All Procurements</td>
<td>Program and Staff Office Directors may re-delegate approval authority up to $100,000 to Divisions.</td>
<td>Commerce Acquisition Manual; Federal Acquisition Regulation, DAO 208-10 dated 1/1/95; NOS AA memorandum dated 9/8/95 Contact: Contracting Officer (<a href="http://www.ofa.noaa.gov/~amd/in">http://www.ofa.noaa.gov/~amd/in</a> dex.html) Headquarters; (<a href="http://www.casc.noaa.gov/acquisitions/acq_index.htm">http://www.casc.noaa.gov/acquisitions/acq_index.htm</a>) CASC; (<a href="http://www.easc.noaa.gov/acq_mgmt_v2.htm">http://www.easc.noaa.gov/acq_mgmt_v2.htm</a>) EASC; (<a href="http://www.wasc.noaa.gov/services/amd/proc.htm">http://www.wasc.noaa.gov/services/amd/proc.htm</a>) WASC</td>
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<tr>
<td>PROCUREMENT - $1.0M - $5.0M All Procurements</td>
<td>NOS-AA/DAA AAAM</td>
<td>Commerce Acquisition Manual; Federal Acquisition Regulation, DAO-206-10 dated 1/1/95; NOS AA memorandum dated 9/8/95, Contact: Contracting Officer (<a href="http://www.ofa.noaa.gov/~amd/in">http://www.ofa.noaa.gov/~amd/in</a> dex.html) Headquarters; (<a href="http://www.casc.noaa.gov/acquisitions/acq_index.htm">http://www.casc.noaa.gov/acquisitions/acq_index.htm</a>) CASC; (<a href="http://www.easc.noaa.gov/acq_mgmt_v2.htm">http://www.easc.noaa.gov/acq_mgmt_v2.htm</a>) EASC; (<a href="http://www.wasc.noaa.gov/services/amd/proc.htm">http://www.wasc.noaa.gov/services/amd/proc.htm</a>) WASC</td>
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<tr>
<td>PROCUREMENT - $5.0M - Up All Procurements</td>
<td>Review and clearance by NOS AAAM; Review and clearance by NOS-AA; Review and clearance by NOAA Deputy Under Secretary; Approval by DOC Contracted Services Review Board</td>
<td>Commerce Acquisition Manual; Federal Acquisition Regulation, DAO 208-10 dated 1/1/95; Contact: Contracting Officer (<a href="http://www.ofa.noaa.gov/~amd/index.html">http://www.ofa.noaa.gov/~amd/index.html</a>) Headquarters; (<a href="http://www.casc.noaa.gov/acquisitions/acq_index.htm">http://www.casc.noaa.gov/acquisitions/acq_index.htm</a>) CASC; (<a href="http://www.casc.noaa.gov/acq_mgmt_v2.htm">http://www.casc.noaa.gov/acq_mgmt_v2.htm</a>) EASC; (<a href="http://www.wasc.noaa.gov/services/amd/proc.htm">http://www.wasc.noaa.gov/services/amd/proc.htm</a>) WASC</td>
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<tr>
<td>PROCUREMENT - IT expenditures up to $24,999</td>
<td>Program and Staff Office Directors</td>
<td>AAAM memorandum dated 4/1/03</td>
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<tr>
<td>PROCUREMENT - IT expenditures from $25K to $100,000</td>
<td>NOS CIO or Program and Staff Office Directors, if established IT planning and procurement management process has been approved by CIO</td>
<td>AAAM memorandum dated 4/1/03</td>
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<tr>
<td>PROCUREMENT - IT expenditures from $100K to $2.5M</td>
<td>NOS CIO</td>
<td>Contact: MB Information Management Division</td>
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<tr>
<td>PROCUREMENT - IT Standardization (Purchasing non standard computer work stations)</td>
<td>NOS CIO</td>
<td>Memorandum from the NOS AAAM dated 10/9/02; IT Reference Document 11.1.2 dated 10/8/02; Contact: NOS CIO/MB Information Management Division</td>
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<tr>
<td>PROCUREMENT - Non-IT Equipment (All Sole Source excluding Purchase Card)</td>
<td>NOS AAAM</td>
<td>If Sole Source, see E-Mail from NOS MB Director dated 3/11/02; Commerce Acquisition Manual; Federal Acquisition Manual Contact: Contracting Officer</td>
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<tr>
<td>PROCUREMENT - Simplified Acquisition Authority up to $100,000 (Open Market)</td>
<td>Program and Staff Office Directors and Division Chiefs</td>
<td>Commerce Acquisition Manual, Federal Acquisition Regulation, NOS AA memorandum dated 9/8/95, Contact: Contracting Officer</td>
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<tr>
<td>PROCUREMENT - Small Business Liaison Officer</td>
<td>Financial Management Specialists</td>
<td>MB memorandum dated 3/31/99 Contact: MB Resources Management Division</td>
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<tr>
<td>PROPERTY MANAGEMENT - New Building Construction</td>
<td>$1,000,000 and above - Deputy Under Secretary $250,000-999,999 - NOS AA, $5,000 - 249,999 - Program and Staff Office Directors</td>
<td>NAO 217-104 dated 6/22/93; DOC Real Property Management Handbook dated 3/93 and FMR Part 102. Contact: Appropriate ASC Facilities Office</td>
</tr>
<tr>
<td>PROPERTY MANAGEMENT - Real Property - Major Property Acquisition or Relocation</td>
<td>NOAA Under Secretary</td>
<td>DOC Real Property Management Handbook dated 3/93; FMR Part 102. Contact: Appropriate ASC Facilities Office</td>
</tr>
<tr>
<td>PROPERTY MANAGEMENT - Real Property - Moves within assigned space, space modifications, telephones</td>
<td>Program &amp; Staff Office Directors</td>
<td>DOC Real Property Management Handbook dated 3/93; FMR Part 102. Contact: Appropriate ASC Facilities Office</td>
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<tr>
<td>PROPERTY MANAGEMENT - Real Property - Other Property Acquisition or Relocation</td>
<td>NOS-AA</td>
<td>DOC Real Property Management Handbook; dated 3/93; FMR Part 102. Contact: Appropriate ASC Facilities Office</td>
</tr>
<tr>
<td>PUBLICICATIONS - for Public Distribution, Preparation of NOAA Atlases, Brochures, CDRom and other outreach materials</td>
<td>Clearance by the NOAA Office of Public and Constituent Affairs, through the NOS MB Communications and Education Division</td>
<td></td>
</tr>
<tr>
<td>PUBLICICATIONS - for Publication and Release of Scientific &amp; Technical Publications outside NOAA</td>
<td>NOS-AA, Program and Staff Directors (may be re-delegated)</td>
<td></td>
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<tr>
<td>PUBLIC INFORMATION - Certification of Documents (to Sign &amp; Affix the DOC Seal to NOS Documents)</td>
<td>Chief, Resources Management Division</td>
<td>DAO 201-17 dated 9/21/92 as amended, NAO 201-17, Memorandum dated 9/23/93</td>
</tr>
<tr>
<td>PUBLIC INFORMATION - Contact with Congress and legislative matters, Contact with Constituent Organizations</td>
<td>Clearance by the NOAA Office of Legislative Affairs through the NOS MB Communications and Education Division</td>
<td>Memorandum from the Director of Public Affairs, DOC., dated 9/12/88</td>
</tr>
<tr>
<td>PUBLIC INFORMATION - Information Dissemination through Conferences and Interviews to News P&amp;C Media</td>
<td>Clearance by the NOAA Office of Public and Constituent Affairs through the NOS MB Communications and Education Division</td>
<td>Memorandum from the Counsellor to Secretary of Commerce, dated 3/27/89, Contact: Director of Public Affairs</td>
</tr>
<tr>
<td>PUBLIC INFORMATION - Speeches by AA (other than Scientific or Technical)</td>
<td>Clearance by the NOAA Office of Public and Constituent Affairs through the NOS MB Communications and Education Division</td>
<td>DAO 219-1, DAO 219-2, DAO 219-5</td>
</tr>
<tr>
<td>PUBLIC INFORMATION - Speeches not involving Policy by Office Directors or Below</td>
<td>Program &amp; Staff Office Directors (may be re-delegated to Division Chiefs)</td>
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<td>PURCHASE CARD</td>
<td>NOS Associate Assistant Administrator for Management (AAAM) (Requested by Approving Officials)</td>
<td>Commerce Acquisition Manual (CAM), Part 13, Section 301, 1313.301, Issued April 5, 2000, Current through CAM Notice 02-02, 2/22/02, Department of Commerce, Purchase Card Procedures; NOS AAAM memorandum dated 5/4/2000. Contact: Resources Management Division (<a href="http://www.casc.noaa.gov/bankcard/bankcard.html">http://www.casc.noaa.gov/bankcard/bankcard.html</a>)</td>
</tr>
<tr>
<td>REORGANIZATIONS - Below NOS Program Office Level</td>
<td>NOS-AA —</td>
<td>DAO 202-312, DAO 202-250, DAO 200-7, NAO 200-7 and Amendment #1 dated 11/15/89, Contact: MB Resources Management Division</td>
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<tr>
<td>REORGANIZATIONS - NOS Program Offices</td>
<td>DOC, clearance through NOS Assistant Administrator</td>
<td>DAO 202-250, DAO 200-7, NAO 200-7 and Amendment #1 dated 11/15/89, Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>REORGANIZATIONS - Staff Offices</td>
<td>NOAA Deputy Under Secretary, clearance through NOS Assistant Administrator</td>
<td>DAO 202-250, DAO 200-7, NAO 200-7 and Amendment #1 dated 11/15/89, Contact: MB Resources Management Division</td>
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<tr>
<td>SECURITY - Authority to Classify or Declassify Secret and Confidential</td>
<td>DOC Deputy Assistant Secretary for Security</td>
<td>E.O.12958 - Classified National Security Info.</td>
</tr>
<tr>
<td>SECURITY - Property Passes</td>
<td>Program and Staff Office Directors, Property Custodian, may be re-delegated</td>
<td>Contact: MB Resources Management Division DOC Security Manual</td>
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<tr>
<td>TELEWORK</td>
<td>Program and Staff Office Directors May be redelegated to Division Chiefs for Intermittent or Episodic Agreements</td>
<td>NOS Telework Program dated June 2003 Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>TIME AND ATTENDANCE - Administrative Dismissals</td>
<td>ASC's (ASC Human Resources provides clearance for regulatory compliance)</td>
<td>Handbook on Hours of Duty and Leave Administration dated 9/95 Contact: NOS AAAM</td>
</tr>
<tr>
<td>TIME AND ATTENDANCE - Advance Annual Leave</td>
<td>Second Level Supervisor, NOS Human Resources Division for final processing</td>
<td>Handbook on Hours of Duty and Leave Administration dated 9/95</td>
</tr>
<tr>
<td>TIME AND ATTENDANCE - Advance Sick Leave</td>
<td>Second Level Supervisor, NOS Human Resources Division for final processing</td>
<td>Handbook on Hours of Duty and Leave Administration dated 9/95</td>
</tr>
<tr>
<td>TIME AND ATTENDANCE - Annual &amp; Sick Leave</td>
<td>Immediate Supervisor</td>
<td>Handbook on Hours of Duty and Leave Administration dated 9/95</td>
</tr>
<tr>
<td>TIME AND ATTENDANCE - LWOP Less Than 30 Days</td>
<td>Immediate Supervisor</td>
<td>Handbook on Hours of Duty and Leave Administration dated 9/95</td>
</tr>
<tr>
<td>AREA OF DELEGATION</td>
<td>APPROVAL LEVEL</td>
<td>REFERENCE/CONTACT</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TIME AND ATTENDANCE - LWOP greater than 30 Days</td>
<td>Second Level Supervisor, Human Resources for final processing</td>
<td>Handbook on Hours of Duty and Leave Administration dated 9/95</td>
</tr>
<tr>
<td>TIME AND ATTENDANCE - Premium Pay Overtime, Holiday and Sunday Work, Compensatory Time</td>
<td>Second Level Supervisor, may be re-delegated in writing to first line supervisor</td>
<td>Premium Pay Manual dated 9/95; Memorandum from AAAM dated 3/10/00 (<a href="http://ohrm.doc.gov/handbooks/premium_pay_manual.htm">http://ohrm.doc.gov/handbooks/premium_pay_manual.htm</a>); Contact: Human Resources Servicing Specialist</td>
</tr>
<tr>
<td>TIME AND ATTENDANCE - Restoration of Annual Leave</td>
<td>Management and Budget Office Clearance required prior to approval by NOS-AA</td>
<td>Handbook on Hours of Duty and Leave Administration dated 9/95, Memorandum from the NOS-DAA to POs &amp; SOs dated 2/26/98</td>
</tr>
<tr>
<td>TRAINING - Long Term Training, 20/20 Program</td>
<td>Division Chief</td>
<td>NAO 202-410A dated 11/29/91, Memorandum from Deputy Under Secretary dated 4/7/95, Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>TRAINING - Short Term (less than 120 Days)</td>
<td>Branch Chief</td>
<td>DAO 202-410, DAO 202-250, Memorandum from the Deputy Under Secretary dated 4/7/95, Contact: MB Resources Management Division</td>
</tr>
<tr>
<td>TRAVEL - Actual Expense Travel</td>
<td>NOS-AA, Deputy AA</td>
<td>NOAA Travel Handbook 301-2.5 and 301-2.5(i)</td>
</tr>
<tr>
<td>TRAVEL - Approval of Trip Authorizations under Blanket Order (NOAA Form 42-5)</td>
<td>Supervisor (prior to travel)</td>
<td>NOAA Travel Handbook 301-2.1(l)</td>
</tr>
<tr>
<td>TRAVEL - Blanket Travel Orders (Domestic/non-foreign)</td>
<td>NOS-AA, Deputy AA (See Reference 301-2.5(q))</td>
<td>NOAA Travel Handbook 301-2.5 and 301-2.5(q)</td>
</tr>
<tr>
<td>TRAVEL - Blanket Travel Orders (Foreign)</td>
<td>NOS-AA, Deputy AA</td>
<td>NOAA Travel Handbook 301-2.5, and 301-2.5(k)</td>
</tr>
</tbody>
</table>
## DELEGATIONS OF AUTHORITY

<table>
<thead>
<tr>
<th>AREA OF DELEGATION</th>
<th>APPROVAL LEVEL</th>
<th>REFERENCE/CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRAVEL - Domestic Travel</strong></td>
<td>Program and Staff Office Directors, may be re-delegated</td>
<td>AAAM Memorandum dated 12/18/02 Contact: MB Resources Management Division</td>
</tr>
<tr>
<td><strong>TRAVEL - Foreign Travel Orders</strong></td>
<td>NOS-AA, DAA (Route through Director, Staff Office for International Programs)</td>
<td>NOAA Travel Handbook 301-2.5 and 306-1.2</td>
</tr>
<tr>
<td><strong>TRAVEL - Foreign Travel Vouchers</strong></td>
<td>Program and Staff Office appropriate approving officials</td>
<td>AAAM Memorandum dated 3/10/00</td>
</tr>
<tr>
<td><strong>TRAVEL - Foreign Travel Vouchers for Program Office/Staff Office Directors</strong></td>
<td>Program and Staff Office Deputy Directors</td>
<td>AAAM Memorandum dated 3/10/00</td>
</tr>
<tr>
<td><strong>TRAVEL - Gifts of Bequest (Under $25,000) from a non-Federal source for travel expenses</strong></td>
<td>Program and Staff Office Directors may not be redelegated</td>
<td>AAAM Memorandum dated 12/10/99</td>
</tr>
<tr>
<td><strong>TRAVEL - Gifts of Bequest (Over $25,000) from a non-Federal source for travel expenses</strong></td>
<td>Secretary of Commerce</td>
<td>NOAA Travel Handbook 301-2.5(m)(i)</td>
</tr>
<tr>
<td><strong>TRAVEL - Invitational Travel - Domestic</strong></td>
<td>Program and Staff Offices and other designees sited in referenced memo</td>
<td>AAAM Memorandum dated 10/1/99</td>
</tr>
<tr>
<td><strong>TRAVEL - Permanent Change of Station (PCS)</strong></td>
<td>AA, DAA, AAAM, Office Directors Deputy Directors</td>
<td>AAAM memorandum dated 12/18/02 Contact: MB Resources Management Division</td>
</tr>
<tr>
<td><strong>TRAVEL - Premium Class Air Accommodations</strong></td>
<td>NOS-AA, Deputy AA</td>
<td>NOAA Travel Handbook 301-2.5, 301-2.5(a) and 301-2.5(a)(i)</td>
</tr>
<tr>
<td><strong>TRAVEL - Travel Vouchers for Costs not included on Order</strong></td>
<td>NOS-AA, Program &amp; Staff Office Directors</td>
<td>NOAA Travel Handbook 301-2.1(i)</td>
</tr>
</tbody>
</table>
### DELEGATIONS OF AUTHORITY

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<thead>
<tr>
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</tr>
</thead>
</table>

**SUCCESSION ORDER FOR SIGNATURE IN THE ABSENCE OF NOS/AA AND DAA** - In the absence of the AA, the DAA can sign. In the absence of the AA/DAA, the AAAM can sign.
NATIONAL OCEAN SERVICE
CHANGES TO DELEGATIONS OF AUTHORITY MEMORANDUM
AND ATTACHMENT DATED JUNE 09, 2003

AWARDS - Administrator's Award

REFERENCE CHANGED: From: NAO 202-451 dated 5/13/98; and the NOS Awards Implementation Plan (Use Form CD326LF)


AWARDS - Bronze Medal

REFERENCE CHANGED: From: DAO 202-451 dated 8/14/90; NAO 202-451 dated 5/13/98, and the NOS Awards Implementation Plan (Use Form CD491)


AWARDS - Cash-In-Your-Account

REFERENCE CHANGED: From: NAO 202-451 dated 5/13/98; and the NOS Awards Implementation Plan (Use Form CD326N)


AWARDS - Gold and Silver Medal

REFERENCE CHANGED: From: DAO 202-451 dated 8/14/50; NAO 202-451 dated 5/13/98 (Use Form CD491)


June 9, 2003
(http://www.rdc.noaa.gov/~nao/202-451.html); (Use Form CD491)

AWARDS - Multiple QSI's

To: DOC Performance Management Handbook
(http://ohrm.doc.gov/handbooks/perf_management_recogn.htm);

AWARDS - QSI's

REFERENCE CHANGED: From: NAO 202-451 dated 8/14/90, NAO 202-451 dated 5/13/98 and the
NOS Awards Implementation Plan
To: DOC Performance Management Handbook
(http://ohrm.doc.gov/handbooks/perf_management_recogn.htm);
(http://www.rdc.noaa.gov/~nao/202-451.html); and the NOS
Awards Implementation Plan dated 10/14/98

AWARDS - Special Act or Service up to $2500

REFERENCE CHANGED: From: DAO 202-451 dated 8/14/90, NAO 202-451 dated 5/13/98 and the
NOS Awards Implementation Plan
To: DOC Performance Management Handbook
(http://ohrm.doc.gov/handbooks/perf_management_recogn.htm);
(http://www.rdc.noaa.gov/~nao/202-451.html); and the NOS
Awards Implementation Plan dated 10/14/98 (Use Form CD326LF)

AWARDS - Special Act or Service exceeding $2500 and up to $5000

REFERENCE CHANGED: From: DAO 202-451 dated 8/14/90, NAO 202-451 dated 5/13/98 and the
NOS Awards Implementation Plan (Use Form CD326LF)
To: DOC Performance Management Handbook
(http://ohrm.doc.gov/handbooks/perf_management_recogn.htm);
(http://www.rdc.noaa.gov/~nao/202-451.html); and the NOS
Awards Implementation Plan dated 10/14/98 (Use Form CD326LF)

AWARDS - Special Act or Service exceeding $5000 and up to $10,000

APPROVAL CHANGED: From: NOAA Under Secretary Reviewed by NOAA PRB

June 9, 2003
To: NOAA Under Secretary through NOAA, Director for Human Resources Management Reviewed by NOAA PRB

REFERENCE CHANGED: From: DAO 202-451, and the NOS Awards Implementation Plan (Use Form CD326LF)


AWARDS - Special Act or Service in excess of $10,000

REFERENCE CHANGED: From: DAO 202-451, dated 8/14/90, NAO 202-451, dated 5/13/98, (Use Form CD326LF)


AWARDS - Time Off as an Incentive Award


AWARDS - Unit Citations

REFERENCE CHANGED: From: NAO 202-451 dated 5/13/98 and the NOS Awards Implementation Plan


BANKCARD REQUESTS

CHANGED DELEGATION TO: PURCHASE CARD

June 9, 2003
BUDGET - Commitments to waive elements of cost, including pay increases and cost overruns

APPROVAL LEVEL CHANGED: From: NOAA CFO/CAO
To: Director, NOAA Budget Office

To: Budget Handbook 2-03, p. 13-14, dated 10/01/00

BUDGET - Financial Operating Plans

AREA OF DELEGATION CHANGED: From: Financial Operating Plans
To: Budget Operating Plans

APPROVAL LEVEL CHANGED: From: Program & Staff Office Directors, NOS
To: NOS M&B Office - RMD

BUDGET - Reimbursable Agreements - Authority to enter into agreements for NOAA - over $250,000

APPROVAL LEVEL CHANGED: From: NOS-AA/DAA, CFO/CAO
To: NOS-AA/DAA, AAAM

BUDGET - Release of Budget Information Intended for Transmission to DOC, OMB, or the Congress.

REFERENCE/CONTACT CHANGED: From: Budget Handbook 1-03, p. 20-28 dated 6/30/94, Contact: MB Policy, Analysis & Communications Division
To: Budget Handbook 1-03, p. 20-28 dated 6/30/94, Contact: MB Policy, Planning and Analysis Division

BUSINESS CARDS

REFERENCE/CONTACT CHANGED: From: NOS Assistant Administrator memo dated 9/28/99, Contact: MB Resources Management Division
To: NOS Assistant Administrator memo dated 9/28/99, Contact: MB Resources Management Division;
(http://www.ofa.noaa.gov/~fsd/FSD-buscrd.htm)

CELL PHONES

DELEGATION ADDED

APPROVAL LEVEL: Supervisors-Managers

June 9, 2003
REFERENCE/CONTACT: AAAM memorandum dated 1/21/03

DIVERSITY

DELEGATION ADDED

APPROVAL LEVEL: NOAA Diversity Manager, NOS Diversity Manager


FREEDOM OF INFORMATION ACT - Denials

REFERENCE/CONTACT CHANGED: From: NAO 205-14, Contact: MB Policy, Analysis and Communications Division

To: NAO 205-14, Contact: MB Policy, Planning and Analysis Division

FREEDOM OF INFORMATION ACT - Requests

REFERENCE/CONTACT CHANGED: From: NAO 205-14, Memorandum from NOS CFO/CAO dated 3/2/2000 Contact: MB Policy, Analysis and Communications Division

To: NAO 205-14, Memorandum from NOS AAAM dated 3/2/2000 Contact: MB Policy, Planning and Analysis Division

GRANTS - Competition through the Federal Register Notice

REFERENCE/CONTACT CHANGED: From: DAO 203-26, dated 5/15/85 Contact: Resources Management Division


GRANTS - Non Competitive or Unsolicited

APPROVAL LEVEL CHANGED: From: FY 2000 - Program and Staff Office Directors

June 9, 2003
FY 2001 - NOS-AA/DAA, CFO/CAO

To: NOS-AA/DAA, AAAM

REFERENCE/CONTACT CHANGED: From: DAO 203-26, dated 5/15/85
Contact: Resources Management Division

To: Department of Commerce Grants and Cooperative Agreements Interim Manual
February 2002
(http://www.ofa.noaa.gov/~grants/index.html)
(http://www.osec.doc.gov/oebam/GCA_manual.htm)

GRIEVANCES UNION

DELEGATION DELETED

MEMORANDA OF AGREEMENT/UNDERSTANDING (Unfunded) - Affecting delegation of Under Secretary’s Authority, Positions, Operations

REFERENCE/CONTACT CHANGED: From: NAO 201-105, 10/13/92,
Contact: Director, Management and Budget Office

To: Contact: Director, Management and Budget Office

MEMORANDA OF AGREEMENT/UNDERSTANDING (Unfunded) - Not affecting delegation of Under Secretary’s Authority, Positions, Operations: w/other NOAA/NOS & Interagency

REFERENCE/CONTACT CHANGED: From: NAO 201-105, 10/13/92,
Contact: NOS CFO/CAO
To: Contact: NOS AAAM

PERFORMANCE APPRAISALS - Approving Official

AREA OF DELEGATION CHANGED: From: PERFORMANCE APPRAISALS - Approving Official

To: PERFORMANCE APPRAISALS - Rating Official

APPROVAL LEVEL CHANGED: From: First Level Supervisor (Rating if Does Not Meet requires Second Level Signature)

To: First Level Supervisor (If rating is “Does Not Meet,” requires Second Level Signature)


June 9, 2003

PERSONNEL - Supervisory Positions and Grades GS-14 and above (All actions)

APPROVAL LEVEL CHANGED: From: Concurrence, NOS CFO/CAO, approve NOS-DAA

To: Concurrence NOS AAAM, approved NOS DAA

REFERENCE CHANGED: From: Memorandum from the NOS-CFO/CAO dated 8/6/99
Contact: MB Resources Management Division

To: Memorandum from the NOS-AAAM dated 8/26/02
Contact: MB Resources Management Division

PROCUREMENT - Aircraft and Ship Time Request

DELEGATION ADDED

APPROVAL LEVEL - NOS-AA

REFERENCE/CONTACT - Aircraft Time Requests:
NOAA FORM 56-48
Charter Aircraft Report:
NOAA FORM 56-56
Ship Time Requests:
NOAA FORM 77-65
Charter Vessel and Report:
NOAA FORM 75-91
Draft NAO- 216-104 (Management and Utilization of Aircraft)
NOAA Agreement NO. 76244 between DOC/NOAA and US DOI,
Office of Aircraft Services for Aviation Services Procurement,
Effective 4/02/02
Contact: NOAA's Office of Marine and Aviation Operations

PROCUREMENT - CD-435's for Sole Source Procurement Clearance (Includes all Non Competitive Grants)

DELEGATION ADDED

APPROVAL LEVEL: NOS-Associate Assistant Administrator for Management

REFERENCE/CONTACT: Email from NOS MB Deputy Director dated March 11, 2002
Contact: MB Resources Management Division
(http://www.ofa.noaa.gov/~amd/index.html) Headquarters;
(http://www.casc.noaa.gov/acquisitions/acq_index.htm) CASC;
(http://www.easc.noaa.gov/acq_mgmt_v2.htm) EASC;
(http://www.wasc.noaa.gov/services/amd/proc.htm) WASC

June 9, 2003
PROCUREMENT - Up to $1.0M All Procurements

AREA OF DELEGATION CHANGED: From: Up to $1.0M All Services (including Special Services) Management of contract services and equipment

To: Up to $1.0M All Procurements
(http://www.ofa.noaa.gov/~amd/index.html) Headquarters;
(http://www.casc.noaa.gov/acquisitions/acq_index.htm) CASC;
(http://www.easc.noaa.gov/acq_mgmt_v2.htm) EASC;
(http://www.wasc.noaa.gov/services/ amd/proc.htm) WASC

PROCUREMENT - $1.0M - $5.0M All Procurements

AREA OF DELEGATION CHANGED: From: $1.0M - $5.0M All Services (including Special Services) Management of contract services and equipment

To: $1.0M - $5.0M All Procurements
(http://www.ofa.noaa.gov/~amd/index.html) Headquarters;
(http://www.casc.noaa.gov/acquisitions/acq_index.htm) CASC;
(http://www.easc.noaa.gov/acq_mgmt_v2.htm) EASC;
(http://www.wasc.noaa.gov/services/ amd/proc.htm) WASC

PROCUREMENT - $5.0M - Up

AREA OF DELEGATION CHANGED: From: $5.0M - Up All Services (including Special Services) Management of contract services and equipment

To: $5.0M - Up All Procurements
(http://www.ofa.noaa.gov/~amd/index.html) Headquarters;
(http://www.casc.noaa.gov/acquisitions/acq_index.htm) CASC;
(http://www.easc.noaa.gov/acq_mgmt_v2.htm) EASC;
(http://www.wasc.noaa.gov/services/ amd/proc.htm) WASC

PROCUREMENT - IT expenditures up to $24,999K

DELEGATION ADDED

June 9, 2003
APPROVAL LEVEL: Program and Staff Office Directors

REFERENCE/CONTACT: AAAM memorandum dated 4/1/03

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PROCUREMENT - IT expenditures from $25K to $100,000

DELEGATION ADDED

APPROVAL LEVEL: NOS CIO or Program and Staff Office Directors, if established IT planning and procurement management process has been approved by CIO

REFERENCE/CONTACT: AAAM memorandum dated 4/1/03

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PROCUREMENT - IT expenditures from $100K to $2.5M

AREA OF DELEGATION CHANGED:  From: PROCUREMENT - ADP over $500,000

To: PROCUREMENT - IT expenditures from $100K to $2.5M

APPROVAL LEVEL CHANGED:  From: Clearance by the MB Information Management Division

To: NOS CIO

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PROCUREMENT - IT Expenditures over $25K

DELEGATION ADDED

APPROVAL LEVEL: NOS CIO

REFERENCE/CONTACT: NOS IT Management Restructuring Implementation Plan dated 9/11/01

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PROCUREMENT - IT Standardization (Purchasing non standard computer work stations)

DELEGATION ADDED

APPROVAL LEVEL: NOS CIO

REFERENCE/CONTACT: Memorandum from the NOS AAAM dated 10/9/02; IT Reference Document 11.1.2 dated 10/8/02; Contact: NOS CIO/MB Information Management Division
PROCUREMENT - Non-IT Equipment (All sole source excluding purchase card)

DELEGATION ADDED

APPROVAL LEVEL: NOS AAAM

REFERENCE/CONTACT: If sole source, see email from NOS MB Deputy Director dated March 11, 2002; Commerce Acquisition Manual; Federal Acquisition Manual
Contact: Contracting Officer

PROPERTY MANAGEMENT - New Building Construction


PROPERTY MANAGEMENT - Personal Property - Sales, Transfers, Loans

To: NOAA Personal Property Handbook dated 2/01, DOC Personal Property Management Manual, dated 3/95, FPMR 101-1.1
(http://www.pps.noaa.gov) NOAA Property Office;
(http://www.wasc.noaa.gov/services/flf/prop.htm) WASC Property Office;
(http://www.easc.noaa.gov/prop/flf/prop_per_prop.htm) EASC Property Office;
(http://casc.noaa.gov/facilities_logistics/flf_per_prop.htm) CASC Property Office

PROPERTY MANAGEMENT - Real Property - Major Property Acquisition or Relocation

REFERENCE CHANGED: From: Real Property Management Handbook dated 3/93; FPMR 101-17 dated 7/1/92. Contact: Appropriate ASC
To: DOC Real Property Management Handbook dated 3/93; FMR Part 102. Contact: Appropriate ASC Facilities Office
PROPERTY MANAGEMENT - Real Property - Moves within assigned space, space modifications, telephones

REFERENCE CHANGED: From: Real Property Management Handbook dated 3/93; FPMR 101-17 dated 7/1/92. Contact: Appropriate ASC
To: DOC Real Property Management Handbook dated 3/93; FMR Part 102. Contact: Appropriate ASC Facilities Office

PROPERTY MANAGEMENT - Real Property - Other Property Acquisition or Relocation

REFERENCE CHANGED: From: Real Property Management Handbook; dated 3/93; FPMR 101-17 dated 7/1/92. Contact: Appropriate ASC
To: DOC Real Property Management Handbook dated 3/93; FMR Part 102. Contact: Appropriate ASC Facilities Office

PUBLICATIONS - for Public Distribution, Preparation of NOAA Atlases, Brochures, CDROM and other outreach materials

APPROVAL LEVEL CHANGED: From: Clearance by NOAA Public and Constituent Affairs, clearance through NOS MB Policy, Analysis and Communications Division
To: Clearance by the NOAA Office of Public and Constituent Affairs through the NOS MB Communications and Education Division

PUBLIC INFORMATION - Contact with Congress and legislative matters, Contact with Constituent Organizations

APPROVAL LEVEL CHANGED: From: Clearance by the NOAA Office of Legislative Affairs through NOS MB Policy, Analysis and Communications Division
To: Clearance by the NOAA Office of Legislative Affairs through the NOS MB Communications and Education Division

PUBLIC INFORMATION - Information Dissemination through Conferences and Interviews to News P&C Media

APPROVAL LEVEL CHANGED: From: Clearance by the NOAA Office of Public and Constituent Affairs through NOS MB Policy, Analysis and Communications Division
To: Clearance by the NOAA Office of Public and Constituent Affairs through the NOS MB Communications and Education Division
PUBLIC INFORMATION - Speeches by AA (other than Scientific or Technical)

APPROVAL LEVEL CHANGED: From: Clearance by the NOAA Office of Public and Constituent Affairs through NOS MB Policy, Analysis and Communications Division

To: Clearance by the NOAA Office of Public and Constituent Affairs through the NOS MB Communications and Education Division

PUBLIC INFORMATION - Certification of Documents (to Sign & Affix the DOC Seal to NOS Documents)

REFERENCE CONTACT CHANGED: From: DAO 201-17, NAO 201-17, Memorandum dated 9/23/93

To: DAO 201-17 dated 9/21/92 as amended, NAO 201-17, Memorandum dated 9/23/93

PURCHASE CARD

DELEGATION ADDED: (CHANGED DELEGATION FROM BANKCARD REQUESTS)


Contact: Resources Management Division (http://www.casc.noaa.gov/bankcard/bankcard.html)

REORGANIZATIONS - NOS Program Offices

REFERENCE/CONTACT CHANGED: From: DAO 202-312, DAO 202-250, DAO 200-7, NAO 200-7 and Amendment #1 dated 11/30/89, Contact: MB Resources Management Division

To: DAO 202-250, DAO 200-7, NAO 200-7 and Amendment #1 dated 11/15/89, Contact: MB Resources Management Division
REORGANIZATIONS - NOS Staff Offices

REFERENCE/CONTACT CHANGED: From: DAO 202-312, DAO 202-250, DAO 200-7, NAO 200-7 and Amendment #1 dated 11/30/89, Contact: MB Resources Management Division

To: DAO 202-250, DAO 200-7, NAO 200-7 and Amendment #1 dated 11/15/89, Contact: MB Resources Management Division

SAFEITY - Administer Building Safety Program

APPROVAL LEVEL CHANGED: From: Area Safety Representative appointed by site manager

To: Designated Responsible Official (DRO)

REFERENCE/CONTACT CHANGED: From: DOC Occupational Safety and Health Manual dated 11/97; Contact: MB Resources Management Division

To: DOC Occupational Safety and Health Manual dated 11/97; Stu Remer Memorandum dated 10/4/2000, Contact: MB Resources Management Division

SAFEITY - Administer NOS Safety Program

DELEGATION DELETED

TELEWORK

DELEGATION ADDED

APPROVAL LEVEL: Program and Staff Office Directors. May be redelegated to Division Chiefs for Intermittent or Episodic Agreements.

REFERENCE/CONTACT: NOS Telework Program dated June 2003
Contact: MB Resources Management Division.

TIME AND ATTENDANCE - Begin, End, Change Alternative Work Schedules


TIME AND ATTENDANCE - Premium Pay Overtime, Holiday and Sunday Work, Compensatory Time

REFERENCE/CONTACT CHANGED: From: Premium Pay Manual dated 9/95; Memorandum from
CFO/CAO dated 3/10/00, Contact: Human Resources Servicing Specialist


TIME AND ATTENDANCE - Restoration of Annual Leave

REFERENCE CHANGED: From: Handbook on Hours of Duty and Leave Administration dated 9/95, Memorandum from the NOS-AA to POs & SOs dated 2/26/98

To: Handbook on Hours of Duty and Leave Administration dated 9/95, Memorandum from the NOS-DAA to POs & SOs dated 2/26/98

TRAINING - Long Term Training, 20/20 Program

REFERENCE/CONTACT CHANGED: From: NAO 202-301, Memorandum from Deputy Under Secretary dated 4/7/95, Contact: MB Resources Management Division

To: NAO 202-410A dated 11/29/91, Memorandum from Deputy Under Secretary dated 4/7/95, Contact: MB Resources Management Division

TRAINING - Short Term (less than 120 Days)

REFERENCE/CONTACT CHANGED: From: DAO 202-410, 202-250, Memorandum from the Deputy Under Secretary dated 4/7/95, Contact: MB Resources Management Division

To: DAO 202-410, DAO 202-250, Memorandum from the Deputy Under Secretary dated 4/7/95, Contact: MB Resources Management Division

TRAVEL - Actual Expense Travel

REFERENCE/CONTACT CHANGED: From: New NOAA Travel Handbook 301-2.5 and 301-2.5(j)

To: NOAA Travel Handbook 301-2.5 and 301-2.5(i)

TRAVEL - Approval of Trip Authorizations under Blanket Order (NOAA Form 42-5)

REFERENCE/CONTACT CHANGED: From: New NOAA Travel Handbook 301-2-1 (h)

To: NOAA Travel Handbook 301-2.1(l)
TRAVEL - Blanket Travel Orders (Domestic/non-foreign)

DELEGATION CHANGED:
From: TRAVEL - Blanket Travel Orders (Domestic)
To: TRAVEL - Blanket Travel Orders (Domestic/non-foreign)

APPROVAL LEVEL CHANGED:
From: NOS- AA, Deputy AA (See Reference 301-2.5(r))
To: NOS- AA, Deputy AA (See Reference 301-2.5 (q))

REFERENCE/CONTACT CHANGED:
From: New NOAA Travel Handbook 301-2.5 and 301-2.5 (r)
To: NOAA Travel Handbook 301-2.5 and 301-2.5(q)

TRAVEL - Blanket Travel Orders (Foreign)

REFERENCE/CONTACT CHANGED:
From: New NOAA Travel Handbook 301-2.5, 301-2.1(g) and 301-2.5 (m)
To: NOAA Travel Handbook 301-2.5, and 301-2.5(k)

TRAVEL - Domestic Travel and Permanent Change of Station (PCS) Travel

DELEGATION DELETED and divided into two separate titles.

TRAVEL - Domestic Travel

DELEGATION ADDED

APPROVAL LEVEL: Program and Staff Office Directors, may be re-delegated

REFERENCE/CONTACT: AAAM Memorandum dated 12/18/02
Contact: MB Resources Management Division

TRAVEL - Foreign Travel Orders

REFERENCE/CONTACT CHANGED:
From: DOC Travel Handbook 306-3.2(b)
New NOAA Travel Handbook 301-2.5 and 306-1.2
To: NOAA Travel Handbook 301-2.5 and 306-1.2

TRAVEL - Foreign Travel Vouchers for Program Office/Staff Office Directors

REFERENCE/CONTACT CHANGED:
From: CFO/CAO Memorandum dated 3/10/00
To: AAAM Memorandum dated 3/10/00

TRAVEL - Foreign Travel Vouchers

REFERENCE/CONTACT CHANGED:
From: CFO/CAO Memorandum dated 3/10/00
To: AAAM memorandum dated 3/10/00

TRAVEL - Gifts of Bequest (Under $25,000) from a non-Federal source for travel expenses

REFERENCE/CONTACT CHANGED: From: CFO/CAO Memorandum dated 12/10/99 and New NOAA Travel Handbook 301-2.5 (n) (iii )
To: AAAM Memorandum dated 12/10/99

TRAVEL - Gifts of Bequest (Over $25,000) from a non-Federal source for travel expenses

REFERENCE/CONTACT CHANGED: From: DAO 203-9, DAO 202-739
New NOAA Travel Handbook 301-2.5 (n) (i) and 301-2.5 (n) (iii)
To: NOAA Travel Handbook 301-2.5(m)(i)

TRAVEL - Invitational Travel - Domestic

REFERENCE/CONTACT CHANGED: From: CFO/CAO Memorandum dated 10/1/99
To: AAAM Memorandum dated 10/1/99

TRAVEL - Permanent Change of Station (PCS)

DELEGATION ADDED

APPROVAL LEVEL: AA, DAA, AAAM, Office Directors, Deputy Directors

REFERENCE/CONTACT: AAAM memorandum dated 12/18/02
Contact: MB Resources Management Division

TRAVEL - Premium Class Air Accommodations

REFERENCE/CONTACT CHANGED: From: New NOAA Travel Handbook 301-2.5 (1) and 301-2.5 (a) (i)
To: NOAA Travel Handbook 301-2.5, 301-2.5(a) and 301-2.5(a)(i)

TRAVEL - Travel Vouchers for Costs not included on Order

REFERENCE/CONTACT CHANGED: From: New NOAA Travel Handbook 301-2.1 (e)
To: NOAA Travel Handbook 301-2.1(i)