

U.S. DEPARTMENT OF COMMERCE  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
**\*Manual/Handbook (Handbook) Update NOTICE\***

NOTE: this form is only required for substantive updates to Handbooks; minor repairs to broken links and corrections to typos for example, do not require this form. Email the NAO coordinator to make minor corrections.

NUMBER: NAO 216-107A

DATE: June 04, 2021

SUBJECT:

NOAA Policy on Cooperative Institutes

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1. THIS TRANSMITS:

Handbook Update Notice of NOAA Administrative Order (NAO) 216-107A, NOAA Policy on Cooperative Institutes, dated June 04, 2021.

2. PURPOSE:

This Update Notice is for 216-107A, NOAA Policy on Cooperative Institutes, Interim Handbook. The CI handbook went through substantial updates in all sections, pages 1-85. The update(s) have been made for the following reason: the CI program NAO was revised and therefore changed and or/added some of the program's operations, policies and processes.

3. CLEARANCE:

This Handbook Update has been cleared by the following:

- Dr. Sarah Kapnick, NOAA Chief Scientist, NOAA Science Council Chair
- Dr. Gary Matlock, Representative, NOAA Science Council, OAR
- Shannon Louie, Director, CI Administration Office Director
- Jeff Dillen, the Office of General Counsel
- Roxie Allison-Holman, the Office of General Counsel
- Hugh Schratwieser, the Office of General Counsel

4. OFFICE OF PRIMARY INTEREST POINT OF CONTACT:

- For further information, contact Shannon Louie, CI Office Director, CIAO,OAR, 301-743-1180

5. OPI AUTHORIZATION

As the Highest Authority for Cooperative Institute Program on this matter, I ensure that the updated Handbook is within the intended scope of NAO 216-107A, NOAA Policy on Cooperative Institutes and is ready to be posted to the Office of the Chief Administrative Officer NAO Website.

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Shannon Louie, CIAO Director

Enclosure, Cooperative Institute Interim Handbook