




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL OCEAN SERVICE
Silver Spring, Maryland 20910

JUN 9 2003

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



DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
AWARDS - Administrator's Award	NOAA Under Secretary	NAO 202-451 dated 5/13/98, as amended 4/13/99 (http://www.rdc.noaa.gov/~nao/202-451.html); and the NOS Awards Implementation Plan dated 10/14/98 (Use Form CD326LF)
AWARDS - Bronze Medal	NOAA Under Secretary	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (http://www.rdc.noaa.gov/~nao/202-451.html); and the NOS Awards Implementation Plan dated 10/14/98 (Use Form CD491)
AWARDS - Cash-In-Your Account	Branch Chief	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (http://www.rdc.noaa.gov/~nao/202-451.html); 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)

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
AWARDS - Gold and Silver Medal	DOC	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (http://www.rdc.noaa.gov/~nao/202-451.html); (Use Form CD491)
AWARDS - Multiple QSI's	NOS-Assistant Administrator (AA)	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (http://www.rdc.noaa.gov/~nao/202-451.html)
AWARDS - QSI's	Program Office and Staff Office Directors	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (http://www.rdc.noaa.gov/~nao/202-451.html); and the NOS Awards Implementation Plan dated 10/14/98

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
AWARDS - Special Act or Service up to \$2500	Program Office and Staff Office Directors, may be redelegated one organizational level below	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (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	Program and Staff Office Directors	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (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	NOAA Under Secretary through NOAA, Director for Human Resources Management Reviewed by NOAA PRB	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (http://www.rdc.noaa.gov/~nao/202-451.html); and the NOS Awards Implementation Plan dated 10/14/98 (Use Form CD326LF)

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
AWARDS - Special Act or Service in excess of \$10,000	Office of Personnel Management	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (http://www.rdc.noaa.gov/~nao/202-451.html); (Use Form CD326LF)
AWARDS - Time Off as an Incentive Award	Branch Chief	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (http://www.rdc.noaa.gov/~nao/202-451.html); and the NOS Awards Implementation Plan dated 10/14/98
AWARDS - Unit Citations	Division Chief	DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (http://www.rdc.noaa.gov/~nao/202-451.html); and the NOS Awards Implementation Plan dated 10/14/98
BLANKET PURCHASE AGREEMENTS - Authority to Purchase	Program & Staff Offices (MB Resources Management Division maintains delegations list)	Commerce Acquisition Manual, Part 13.2 Chapter 9, dated 3/91 Contact: MB Resources Management Division
BUDGET - Budget Operating Plans	NOS Management and Budget Office - RMD	NOS Policy, Contact: MB Resources Management Division

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
BUDGET - Carryover Amounts not Obligated within the Fiscal Year	NOAA Under Secretary, NOAA Assistant Secretary	Budget Handbook 2-01, p. 33-34 dated 6/30/94 Contact: MB Resources Management Division
BUDGET - Commitments to waive elements of cost, including pay increases and cost overruns	Director, NOAA Budget Office	Budget Handbook 2-03, p. 13-14 dated 10/01/00, Contact: MB Resources Management Division
BUDGET - Initial Target Allowance	NOS-AA/DAA (Deputy Assistant Administrator), NOS AAAM	NOS policy, Contact: MB Resources Management Division
BUDGET - Reimbursable Agreements - Authority to enter into agreements for NOAA \$250,000 or less	Program & Staff Office Directors	Memorandum from the Acting Under Secretary, dated April 16, 1998
BUDGET - Reimbursable Agreements - Authority to enter into agreements for NOAA - over \$250,000	NOS-AA/DAA AAAM-	Budget Handbook 2-03 p.15-16, dated 4/1/2000 Contact: MB Resources Management Division
BUDGET - Release of Budget Information Intended for Transmission to DOC, OMB, or the Congress	NOAA AAAM (review and clearance through NOS AAAM)	Budget Handbook 1-03, p.20-28 dated 6/30/94, Contact: MB Policy, Planning and Analysis Division
BUDGET - Reprogramming Actions - up to \$100,000 or 4 positions	NOS-AA (review and clearance through NOS AAAM)	Budget Handbook 2-01, p. 37 dated 6/30/94, Contact: NOS AAAM
BUDGET - Reprogramming Actions - over \$100,000 or 4 positions	NOAA Under Secretary (Congress must Approve if over \$500,000 or 10% of program whichever is less)	Budget Handbook 2-01, pp. 34-37, dated 6/30/94 Memorandum from the NOAA Comptroller dated 1/31/90, Contact: NOS AAAM
BUDGET - Requests for Funds from Administrator's Distribution Fund	NOAA Under Secretary or his/her designee (review and clearance through NOS-AA)	Memorandum from the NOAA CFO/CAO, dated 2/3/00, Contact: MB Resources Management Division

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
BUDGET - Request for reuse of prior year Deobligation	NOAA AAAM	Budget Handbook 2-01, p. 29-32 dated 6/30/94, Contact: MB Resources Management Division
BUSINESS CARDS - Using Appropriated Funds	NOS-AAAM or Deputy Director Management and Budget Office (may not be redelegated)	NOS Assistant Administrator memo dated 9/28/99. Contact: MB Resources Management Division (http://www.ofa.noaa.gov/~fsd/FSD-buscrd.htm)
CELL PHONES	Supervisors/Managers	AAAM memorandum dated 1/21/03
CLAIMS FOR REIMBURSEMENT - for Expenditures on Official Business - Signature Authority	Program & Staff Office Directors, may be re-delegated. (MB, Resources Management Division maintains signature list)	Contact: MB Resources Management Division
DIVERSITY	NOAA Diversity Manager NOS Diversity Manager	NOAA Diversity Plan, February 2000, Civil Service Reform Act 1978, Contact: NOAA Office of Diversity
EEO - Discrimination Complaints	NOS EEO Manager, NOAA EEO Officer	Title 29 CFR Part 1613 (10/30/87), Proposed Title 29 CFR Part 1614, Contact: NOAA Civil Rights Staff
EMPLOYMENT - Outside Employment with Conflict of Interest	Program & Staff Office Directors	NAO 202-735C dated July 13, 1989
FEDERAL REGISTER Clearance Memorandum	May be released after being signed by the Assistant Administrator, Deputy Assistant Administrator or NOS AAAM	Memorandum from the Assistant General Counsel for Ocean Services dated 1/13/98
FREEDOM OF INFORMATION ACT - Denials	NOAA Under Secretary, NOS-AA (coordinated with DOC GC)	NAO 205-14, Contact: MB Policy, Planning and Analysis Division

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
FREEDOM OF INFORMATION ACT - Requests	Information may be released by Branch Chief level or above having custody of the requested records through the NOS FOIA Officer	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	NOS-AA/DAA AAAM	DOC 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)
GRANTS - Non-competitive (Sole Source) or Unsolicited	NOS-AA/DAA AAAM	DOC 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 (Administrative) - Formal-Full Relief Granted	Official designated by HRMO at higher level than official who considered it informally	DAO 202-771 dated 3/18/86, DAO 202-250 dated 7/26/96 http://www.osec.doc.gov/oebam/GCA_manual.htm
GRIEVANCES (Administrative) - Informal	Management Official at lowest organizational level responsible for matter grieved	DAO 202-771 dated 3/18/86, DAO 202-250 dated 7/26/96
IMPREST FUND VOUCHER - Official Signature Authority	Program & Staff Office Directors, may be re-delegated. (MB, Resources Management Division maintains delegations list)	Contact: Chief, Resources Management Division

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
MEMORANDA OF AGREEMENT/UNDERSTANDING (Unfunded) - Affecting delegation of Under Secretary's Authority, Positions, Operations	NOAA Under Secretary	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	Program & Staff Office Directors	Contact: NOS AAAM
PERFORMANCE APPRAISALS - Rating Official	First Level Supervisor (If rating is Does Not Meet , requires Second Level Signature)	DAO 202-250, DAO 202-430, NAO 202-430, dated 2/6/98, as amended; DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm)
PERFORMANCE FILES (Employee Performance Plans and Awards)	Division Chiefs	Memorandum dated 4/7/95 from the Deputy Under Secretary
PERSONNEL - Add New Administrative Position; Select Administrative Staff	Concurrence NOS AAAM approve NOS-DAA	Memorandum from the NOS AAAM dated 8/26/02, Contact: MB Resources Management Division
PERSONNEL - Classification with PD Library System	Division Chief	Memorandum from the Deputy Under Secretary dated 4/7/95 and 8/5/96
PERSONNEL - Intergovernmental Personnel Act Agreements	NOS-AA	5 CFR, Part 334
PERSONNEL - Position Sensitivity	Program and Staff Office Directors, may be re-delegated to Division Chiefs	DAO 202-731, Memorandum from the Management and Budget Office dated 11/19/93
PERSONNEL - Supervisory Positions and Grades GS-14 and above (All actions)	Concurrence, NOS AAAM, approve NOS-DAA	Memorandum from the NOS AAAM dated 8/26/02 Contact: MB Resources Management Division

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
<p>PROCUREMENT - Aircraft and Ship Time Request</p>	<p>NOS-AA</p>	<p>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</p>
<p>PROCUREMENT - CD-435s for Sole Source Procurement Clearance (Includes all non competitive grants)</p>	<p>NOS-Associate Assistant Administrator for Management</p>	<p>E-mail from NOS MB Deputy Director dated 3/11/02 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</p>

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
<p>PROCUREMENT - Up to \$1.0M All Procurements</p>	<p>Program and Staff Office Directors may re-delegate approval authority up to \$100,000 to Divisions.</p>	<p>Commerce Acquisition Manual; Federal Acquisition Regulation, DAO 208-10 dated 1/1/95; NOS AA memorandum dated 9/8/95 Contact: Contracting Officer 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</p>
<p>PROCUREMENT - \$1.0M - \$5.0M All Procurements</p>	<p>NOS-AA/DAA AAAM</p>	<p>Commerce Acquisition Manual; Federal Acquisition Regulation, DAO-208-10 dated 1/1/95; NOS AA memorandum dated 9/8/95, Contact: Contracting Officer 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</p>

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AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
PROCUREMENT - \$5.0M - Up All Procurements	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	Commerce Acquisition Manual; Federal Acquisition Regulation, DAO 208-10 dated 1/1/95; Contact: Contracting Officer (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 \$24,999	Program and Staff Office Directors	AAAM memorandum dated 4/1/03
PROCUREMENT - IT expenditures from \$25K to \$100,000	NOS CIO or Program and Staff Office Directors, if established IT planning and procurement management process has been approved by CIO	AAAM memorandum dated 4/1/03
PROCUREMENT - IT expenditures from \$100K to \$2.5M	NOS CIO	Contact: MB Information Management Division
PROCUREMENT - IT Standardization (Purchasing non standard computer work stations)	NOS CIO	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)	NOS AAAM	If Sole Source, see E-Mail from NOS MB Director dated 3/11/02; Commerce Acquisition Manual; Federal Acquisition Manual Contact: Contracting Officer

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
PROCUREMENT - Simplified Acquisition Authority up to \$100,000 (Open Market)	Program and Staff Office Directors and Division Chiefs	Commerce Acquisition Manual, Federal Acquisition Regulation, NOS AA memorandum dated 9/8/95, Contact: Contracting Officer
PROCUREMENT - Small Business Liaison Officer	Financial Management Specialists	MB memorandum dated 3/31/99 Contact: MB Resources Management Division
PROPERTY MANAGEMENT - New Building Construction —	\$1,000,000 and above - Deputy Under Secretary \$250,000-999,999 - NOS AA, \$5,000 - 249,999 - Program and Staff Office Directors	NAO 217-104 dated 6/22/93; DOC Real Property Management Handbook dated 3/93 and FMR Part 102. Contact: Appropriate ASC Facilities Office
PROPERTY MANAGEMENT - Personal Property - Sales, Transfers, Loans	Administrative Services Centers	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/flld/perprop.htm) WASC Property Office; (http://www.easc.noaa.gov/flld/flldp_v2.htm) EASC Property Office; (http://casc.noaa.gov/facilities_logistics/flld_per_prop.htm) CASC Property Office
PROPERTY MANAGEMENT - Real Property - Major Property Acquisition or Relocation	NOAA Under Secretary	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	Program & Staff Office Directors	DOC Real Property Management Handbook dated 3/93; FMR Part 102. Contact: Appropriate ASC Facilities Office

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
PROPERTY MANAGEMENT - Real Property - Other Property Acquisition or Relocation	NOS-AA	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	Clearance by the NOAA Office of Public and Constituent Affairs, through the NOS MB Communications and Education Division	
PUBLICATIONS - for Publication and Release of Scientific & Technical Publications outside NOAA	NOS-AA, Program and Staff Directors (may be re-delegated)	
PUBLIC INFORMATION - Certification of Documents (to Sign & Affix the DOC Seal to NOS Documents)	Chief, Resources Management Division	DAO 201-17 dated 9/21/92 as amended, NAO 201-17, Memorandum dated 9/23/93
PUBLIC INFORMATION - Contact with Congress and legislative matters, Contact with Constituent Organizations	Clearance by the NOAA Office of Legislative Affairs through the NOS MB Communications and Education Division	Memorandum from the Director of Public Affairs, DOC., dated 9/12/88
PUBLIC INFORMATION - Information Dissemination through Conferences and Interviews to News P&C Media	Clearance by the NOAA Office of Public and Constituent Affairs through the NOS MB Communications and Education Division	Memorandum from the Counsellor to Secretary of Commerce, dated 3/27/89, Contact: Director of Public Affairs
PUBLIC INFORMATION - Speeches by AA (other than Scientific or Technical)	Clearance by the NOAA Office of Public and Constituent Affairs through the NOS MB Communications and Education Division	DAO 219-1, DAO 219-2, DAO 219-5
PUBLIC INFORMATION - Speeches not involving Policy by Office Directors or Below	Program & Staff Office Directors (may be re-delegated to Division Chiefs)	

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
PURCHASE CARD	NOS Associate Assistant Administrator for Management (AAAM) (Requested by Approving Officials)	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 (http://www.casc.noaa.gov/bankcard/bankcard.html)
REORGANIZATIONS - Below NOS Program Office Level	NOS-AA	DAO 202-312, DAO 202-250, DAO 200-7, NAO 200-7 and Amendment #1 dated 11/15/89, Contact: MB Resources Management Division
REORGANIZATIONS - NOS Program Offices	DOC, clearance through NOS Assistant Administrator	DAO 202-250, DAO 200-7, NAO 200-7 and Amendment #1 dated 11/15/89, Contact: MB Resources Management Division
REORGANIZATIONS - Staff Offices	NOAA Deputy Under Secretary, clearance through NOS Assistant Administrator	DAO 202-250, DAO 200-7, NAO 200-7 and Amendment #1 dated 11/15/89, Contact: MB Resources Management Division
SAFETY - Administer Building Safety Program	Designated Responsible Official (DRO)	DOC Occupational Safety and Health Manual dated 11/97; Stu Remer Memorandum dated 10/4/2000 Contact: MB Resources Management Division
SECURITY - Administer Building Security Program	Designated Building Official	Contact: MB Resources Management Division DOC Security Manual

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
SECURITY - Authority to Classify or Declassify Secret and Confidential	DOC Deputy Assistant Secretary for Security	E.O.12958 - Classified National Security Info.
SECURITY - Property Passes	Program and Staff Office Directors, Property Custodian, may be re-delegated	Contact: MB Resources Management Division DOC Security Manual
TELEWORK	Program and Staff Office Directors May be redelegated to Division Chiefs for Intermittent or Episodic Agreements	NOS Telework Program dated June 2003 Contact: MB Resources Management Division
TIME AND ATTENDANCE - Administrative Dismissals	ASC's (ASC Human Resources provides clearance for regulatory compliance)	Handbook on Hours of Duty and Leave Administration dated 9/95 Contact: NOS AAAM
TIME AND ATTENDANCE - Advance Annual Leave	Second Level Supervisor, NOS Human Resources Division for final processing	Handbook on Hours of Duty and Leave Administration dated 9/95
TIME AND ATTENDANCE - Advance Sick Leave	Second Level Supervisor, NOS Human Resources Division for final processing	Handbook on Hours of Duty and Leave Administration dated 9/95
TIME AND ATTENDANCE - Annual & Sick Leave	Immediate Supervisor	Handbook on Hours of Duty and Leave Administration dated 9/95
TIME AND ATTENDANCE - Begin, End, Change Alternative Work Schedules	Immediate Supervisor	Handbook on Hours of Duty and Leave Administration dated 9/95, NOS AWS Plan dated 6/02 (http://ohrm.doc.gov/handbooks/leave.htm)
TIME AND ATTENDANCE - LWOP Less Than 30 Days	Immediate Supervisor	Handbook on Hours of Duty and Leave Administration dated 9/95

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
TIME AND ATTENDANCE - LWOP greater than 30 Days	Second Level Supervisor, Human Resources for final processing	Handbook on Hours of Duty and Leave Administration dated 9/95
TIME AND ATTENDANCE - Premium Pay Overtime, Holiday and Sunday Work, Compensatory Time	Second Level Supervisor, may be re-delegated in writing to first line supervisor	Premium Pay Manual dated 9/95; Memorandum from AAAM dated 3/10/00 (http://ohrm.doc.gov/handbooks/premium_pay_manual.htm) Contact: Human Resources Servicing Specialist
TIME AND ATTENDANCE - Restoration of Annual Leave	Management and Budget Office Clearance required prior to approval by NOS-AA	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	Division Chief	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)	Branch Chief	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	NOS-AA, Deputy AA	NOAA Travel Handbook 301-2.5 and 301-2.5(i)
TRAVEL - Approval of Trip Authorizations under Blanket Order (NOAA Form 42-5)	Supervisor (prior to travel)	NOAA Travel Handbook 301-2.1(1)
TRAVEL - Blanket Travel Orders (Domestic/non-foreign)	NOS-AA, Deputy AA (See Reference 301-2.5(q))	NOAA Travel Handbook 301-2.5 and 301-2.5(q)
TRAVEL - Blanket Travel Orders (Foreign)	NOS-AA, Deputy AA	NOAA Travel Handbook 301-2.5, and 301-2.5(k)

DELEGATIONS OF AUTHORITY

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

DELEGATIONS OF AUTHORITY

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCE/CONTACT
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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)

To: NAO 202-451 dated 5/13/98, as amended 4/13/99
(<http://www.rdc.noaa.gov/~nao/202-451.html>); and the NOS Awards Implementation Plan dated 10/14/98 (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)

To: DOC Performance Management Handbook
(http://ohrm.doc.gov/handbooks/perf_management_recogn.htm);
NAO 202-451 dated 5/13/98, as amended 4/13/99
(<http://www.rdc.noaa.gov/~nao/202-451.html>); and the NOS Awards Implementation Plan dated 10/14/98 (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)

To: DOC Performance Management Handbook
(http://ohrm.doc.gov/handbooks/perf_management_recogn.htm);
NAO 202-451 dated 5/13/98, as amended 4/13/99
(<http://www.rdc.noaa.gov/~nao/202-451.html>); E-mail from Zane E. Schauer, Director for Human Resources Management, dated October 31, 2002, Subject: Cash-In-Your-Account Award Changes; and the NOS Awards Implementation Plan dated 10/14/98 (Use Form CD326N)

AWARDS - Gold and Silver Medal

REFERENCE CHANGED: From: DAO 202-451 dated 8/14/90; NAO 202-451 dated 5/13/98 (Use Form CD491)

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

NAO 202-451 dated 5/13/98, as amended 4/13/99
(<http://www.rdc.noaa.gov/~nao/202-451.html>); (Use Form CD491)

AWARDS - Multiple QSI's

REFERENCE CHANGED: From: NAO 202-451, dated 5/13/98

To: DOC Performance Management Handbook
(http://ohrm.doc.gov/handbooks/perf_management_recogn.htm);
NAO 202-451 dated 5/13/98, as amended 4/13/99
(<http://www.rdc.noaa.gov/~nao/202-451.html>)

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);
NAO 202-451 dated 5/13/98, as amended 4/13/99
(<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);
NAO 202-451 dated 5/13/98, as amended 4/13/99
(<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);
NAO 202-451 dated 5/13/98, as amended 4/13/99
(<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

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)

To: DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (<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 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)

To: DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm); NAO 202-451 dated 5/13/98, as amended 4/13/99 (<http://www.rdc.noaa.gov/~nao/202-451.html>); (Use Form CD326LF)

AWARDS - Time Off as an Incentive Award

REFERENCE CHANGED: From: DAO 202-451 dated 8/14/98 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); NAO 202-451 dated 5/13/98, as amended 4/13/99 (<http://www.rdc.noaa.gov/~nao/202-451.html>); and the NOS Awards Implementation Plan dated 10/14/98

AWARDS - Unit Citations

REFERENCE CHANGED: From: 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); NAO 202-451 dated 5/13/98, as amended 4/13/99 (<http://www.rdc.noaa.gov/~nao/202-451.html>); and the NOS Awards Implementation Plan dated 10/14/98

BANKCARD REQUESTS

CHANGED DELEGATION TO: PURCHASE CARD

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

REFERENCE CHANGED: From: Budget Handbook 2-03, p. 116-117, dated 6/30/94
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

REFERENCE/CONTACT: NOAA Diversity Plan, February 2000, Civil Service Reform Act 1978,
Contact: NOAA Office of Diversity

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

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)

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)

REFERENCE CHANGED: From: DAO 202-250, DAO 202-430, NAO 202-430, dated 2/6/98

To: DAO 202-250, DAO 202-430, NAO 202-430, dated 2/6/98, as amended; DOC Performance Management Handbook (http://ohrm.doc.gov/handbooks/perf_management_recogn.htm)

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

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.casc.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.casc.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.casc.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

APPROVAL LEVEL: Program and Staff Office Directors

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

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

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

PROCUREMENT - IT Expenditures over \$25K

DELEGATION ADDED

APPROVAL LEVEL: NOS CIO

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

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

REFERENCE CHANGED: From: NAO 217-104 dated 6/93, Real Property Management Handbook dated 3/93 and FPMR 101-17 dated 7/1/92. Contact: Appropriate ASC

To: NAO 217-104 dated 6/22/93; DOC Real Property Management Handbook dated 3/93 and FMR Part 102. Contact: Appropriate ASC Facilities Office

PROPERTY MANAGEMENT - Personal Property - Sales, Transfers, Loans

REFERENCE/CONTACT CHANGED: From: NOAA Personal Property Handbook 3/99, DOC Personal Property Management Manual, 3/95, FPMR 101-1.1

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/fld/perprop.htm>) WASC Property Office;
(http://www.easc.noaa.gov/fld/fldpp_v2.htm) EASC Property Office;
(http://casc.noaa.gov/facilities_logistics/fld_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, CD Rom 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)

REFERENCE/CONTACT CHANGED: From: Commerce Acquisition Manual (CAM), Part 13 Section 301, 1313.301, Issued April 5, 2000, Current through CAM Notice 00-02, Department of Commerce Purchase Card Procedures: NOS AAAM memorandum dated 5/4/2000.

To: Commerce Acquisition Manual (CAM), Part 13 Section 301, 1313.301, Issued April 5, 2000, Current through CAM Notice 02-02, February 22, 2002
Department of Commerce Purchase Card Procedures: NOS AAAM memorandum dated 5/4/2000.
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

SAFETY - 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

SAFETY - 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

REFERENCE CHANGED: From: Handbook on Hours of Duty and Leave Administration dated 9/95, NOS AWS Plan dated 3/99

To: Handbook on Hours of Duty and Leave Administration dated 9/95, NOS AWS Plan dated 6/02,
(<http://ohrm.doc.gov/handbooks/leave.htm>)

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

To: Premium Pay Manual dated 9/95; Memorandum from AAAM dated 3/10/00, (http://ohrm.doc.gov/handbooks/premium_pay_manual.htm) 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)
