



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
CHIEF ADMINISTRATIVE OFFICER

MAR 18 2019

MEMORANDUM FOR: NOAA Assistant Administrators,
Deputy Assistant Administrators, and
Staff Office Directors

FROM: *Deirdre Reynolds Jones*
Deirdre Reynolds Jones
Acting Chief Administrative Officer

SUBJECT: Designated Official Authority for NOAA
Endorsement of Foreign Nationals

This memorandum updates the requirements for Designated Official authority for foreign national (FN) visit request forms. The role of Designated Official at the National Oceanic and Atmospheric Administration (NOAA) is filled by the Line Office Deputy Assistant Administrators (DAA) and Staff Office Directors.

In response to an increased focus on FN oversight by NOAA leadership, FN visit request forms must be signed by Line Office DAAs and Staff Office Directors. Signature authority is applicable to Part C of the NOAA Endorsement Supplement (ESF) and to the Department of Commerce (DOC) Office of Security (OSY) Foreign National Form Part F3, if using the Foreign National Registration System (FNRS). This memorandum supersedes my December 10, 2018, memorandum regarding "Designated Official" delegations in NOAA.

DOC policy requires a Senior Administrative Official (SAO) concurrence on all FN Guest visit requests and the Office of the Chief Administrative Officer (OCAO) is the administrative office that facilitates and centralizes processing of these requests. Responsibility for screening and endorsement of FN visit requests rests with Line Office and Staff Office leadership.


Under certain circumstances, DAAs may be permitted to delegate this responsibility to a second level Senior Executive Service (SES) supervisor in their organization. Delegation requests will be reviewed by the CAO to ensure the delegated reviewer has sufficient distance from the requesting sponsor's organizational unit. All delegations must be approved by the Deputy Under Secretary for Operations (DUS-O).

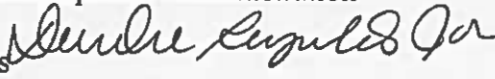
Thank you very much for your assistance as we adjust to evolving priorities at NOAA with respect to FN processing and oversight.



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JUN 14 2019

MEMORANDUM FOR: Ben Friedman
Deputy Under Secretary for Operations
National Oceanic and Atmospheric Administration 

FROM: Deirdre Reynolds Jones 
Acting Chief Administrative Officer

SUBJECT: National Marine Fisheries Service Delegation of "Designated
Official" Authority for Foreign National Guests

I am forwarding for your review of a request from Paul Doremus, National Marine Fisheries Service (NMFS), to delegate his "Designated Official" signature authority for Foreign National (FN) Guests. He proposes adding Sam Rauch, Deputy Assistant Administrator (DAA) for Regulatory Programs and Brian Pawlak, Chief Financial Officer, as Designated Officials to endorse FN requests.

Background: In a memo dated March 20, 2019, the acting Chief Administrative Officer (CAO) communicated NOAA leadership requirements for an acceptable level of signature for FN visit requests (see attached memo: "Designated Official" delegations in NOAA).

In response to adjustments in Office of Security (OSY) requirements and increased focus on FN oversight by NOAA leadership, Line Office (LO) DAAs and Staff Office (SO) Directors must sign FN visit requests.

Responsibility for screening and endorsement of FN visit requests rests with LO/SO leadership. The OCAO facilitates and centralizes processing of these requests

Designated Officials are expected to be cognizant of their organization's mission and responsible for the needs of their programs. They are at the appropriate level to balance the benefit of the proposed FN collaboration against the risk.

DAAs are permitted to delegate this responsibility to a second level Senior Executive Service (SES) supervisor in their organization. The CAO will review delegation requests to ensure the

delegated reviewer has sufficient distance from the requesting sponsor's organizational unit. All delegations must be approved by the Deputy Under Secretary for Operations.

The OCAO will maintain a file of approved delegations.

Contact Person: Ann Murphy, 202-482-2905, ann.murphy@noaa.gov

Concur Don't Concur Let's Discuss

