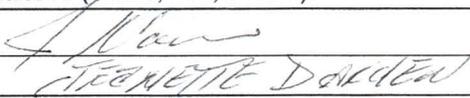


OFFICE of FACILITIES and ENVIRONMENTAL QUALITY		OFEQ Log #	Initials	Date
ROUTING/CLEARANCE SHEET		6961	DBM	4/2/14
To: (Name, Title, Room Number)				
1.	Name, Title, Room Number			
2.	Camille Fields, Chief, MMD, HCHB 2866		CF	4/2/14
3.	Mick Rusten, Associate Director, OSBM, OFEQ 1323 HCHB		mwr	4/31/14
4.	Rhonda M. Hackley, Sr. Mgmt. Advisor, OFEQ, 2865			
5.	Sandra R. Manning, Acting Deputy Director for the Office of Facilities and Environmental Quality		SRM	4/2/14
6.	Kathryn Sullivan, Ph.D., Under Secretary of Commerce of Oceans and Atmosphere			
7.				
8.				
9.				
	Action	For Your Information	X	Signature
X	Approval	Clearance		Other:
<p><b>Subject:</b> Re-delegation of DAO 201-17 Authority to Act as Certifying Officer within the National Ocean Service</p> <p><b>Background:</b></p> <p><b>Discussion:</b></p> <p><b>Recommendation:</b></p> <p><b>Due Date:</b></p> <p>(Optional, as required) Approved: _____ Disapproved with the following comments: _____</p>				
<b>Originator:</b> (Name, Title, & Date)		<b>Originating Office:</b> (Name, Org code)		
 JEANNETTE DARDEN		OFEQ		
<b>Return to:</b> (Name, Room Number)		<b>Phone Number:</b> (Extension)		
2866		3805		



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

APR 04 2014

MEMORANDUM FOR: Kathryn D. Sullivan  
Under Secretary of Commerce for Oceans and Atmosphere

FROM: *Sandra R. Manning*  
Sandra R. Manning  
Acting Deputy Director for Facilities and Environmental Quality

SUBJECT: Delegation of Certifying Officer Authority under DAO 201-17

I have reviewed your request and in accordance with DAO 201-17, I hereby revoke the delegation as Certifying Officer authority for the following National Oceanic Atmospheric Administration (NOAA) official:

Chief, Resource Management Division  
National Ocean Service  
1335 East-West Highway  
Silver Spring, Maryland 20910

Further, I hereby delegate the following NOAA officials, without the power of further re-delegation, the authority to sign as Certifying Officer and to affix the seal of the Department of Commerce to copies of Department documents.

Director  
National Ocean Service Management and Budget Office  
1335 East-West Highway  
Silver Spring, Maryland 20910

Director  
National Geodetic Survey  
1335 East-West Highway  
Silver Spring, Maryland 20910

Director  
Office of Coast Survey  
1335 East-West Highway  
Silver Spring, Maryland 20910

Pursuant to the above delegations of Certifying Officer authority, NOAA will:

- a. Provide embossing dies in accordance with DAO 201-17.
- b. Conduct an annual survey to ensure that all delegations of authority are still required.

c. Take necessary steps to prevent the misuse, loss or theft of embossing dies.

I appreciate your support in ensuring effective oversight of the delegations of Certifying Officer authority granted to NOAA.

If you have any questions, please contact me at 202-482-1200.



UNITED STATES DEPARTMENT OF COMMERCE  
The Under Secretary of Commerce  
for Oceans and Atmosphere  
Washington, D.C. 20230

ACTION-DECISION

MAR 27 2014

MEMORANDUM FOR: Sandra Manning  
Acting Deputy Director  
Office of Facilities and Environment  
Department of Commerce

FROM: Kathryn D. Sullivan, Ph.D.  
Under Secretary of Commerce  
for Oceans and Atmosphere 

SUBJECT: Re-delegation of NAO 201-17 Authority to Act as Certifying Officer  
within the National Ocean Service

1. ACTION FORCING EVENT

The National Ocean Service (NOS) routinely receives annual requests from agencies such as the Department of Justice for certified navigation and geodetic products and data sets for use as exhibits and evidence in court, Freedom of Information Act (FOIA) responses or other legal purposes. The current delegation of authority to certify such documents resides with the NOS Chief, Resource Management Division within the NOS Office of Management and Budget. NOS requests that this authority be re-delegated to include the Directors of the program offices – Office of Coast Survey (OCS) and National Geodetic Survey (NGS) – that have the appropriate expertise and experience to certify the authenticity of these kinds of documents.

2. ANALYSIS

DAO 201-17 gives the Deputy Director, Office of Administrative Services (OAS), Department of Commerce (DOC), the authority (acting for the Chief Financial Officer and Assistant Secretary for Administration - CFO/ASA) to re-delegate the power to "affix the seal of the Department of Commerce (DOC) to certifications as to the official nature of copies of correspondence and record from the files, publications and other documents of the Department." This includes the issue and use of an "embossing die" or stamp with which to affix the ribbon and DOC gold seal. DAO 201-17 only allows OAS to delegate such authority to other offices "without power of further re-delegation," so all re-delegation requests must be submitted to OAS.

NAO 201-17 states that this authority was re-delegated by the Deputy Director of OAS to the NOS Chief, Resource Management Division (RMD). Experience since that delegation has shown that, in the particular case of OCS and NGS, the Deputy Director of OAS should delegate this authority directly to the Directors of OCS and NGS.

THE ADMINISTRATOR



Since 2008, when this authority was re-delegated to RMD (see the attached Appendix for NAO 201-17), RMD has been doing the official certifications of OCS and NGS products and data in response to external requests for this information for FOIA and litigation purposes. The RMD, which is supervised by the NOS Management and Budget Office, is responsible for administrative and financial functions and does not have the technical and programmatic expertise to certify the requested products and datasets.

It is most appropriate and efficient for this authority to also be delegated to the Program Office Directors who have the relevant mission responsibility. The current NAO 201-17 Appendix indicates that this kind of re-delegation has been given to similar organizational units.

### 3. RECOMMENDATION

I recommend that the certification authority should be removed from the NOS, Chief, RMD (which reports to the NOS Management and Budget Director) and be re-delegated to the following officials:

Director, NOS Management and Budget Office, Silver Spring, MD  
Director, National Geodetic Survey, Silver Spring, MD  
Director, Office of Coast Survey, Silver Spring, MD

Thus, NGS and OCS will have designated responsibility for certifying products and data associated with their programs, and the NOS Management and Budget Office will retain responsibility to certify any administrative or financial information requested of NOS.

Attachment

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Let's Discuss \_\_\_\_\_

# THE SEAL OF THE DEPARTMENT OF COMMERCE

Number: DAO 201-17  
Effective Date: 2008-03-17

## SECTION 1. PURPOSE.

.01 This Order describes the seal of the Department of Commerce (The Department) and delegates authority to affix the seal to certifications and documents of the Department for individuals or organizations both inside and outside the Department.

.02 This revision updates titles of officials; replaces hard copies of the exhibits to the Order with electronic links; and provides a general update of the Order.

## SECTION 2. DESCRIPTION AND DESIGN.

.01 The Act of February 14, 1903 (32 Stat. 825, as amended) (15 U.S.C. 1501), which established the Department, provided that "The said Secretary shall cause a seal of office to be made for the said department of such device as the President shall approve, and judicial notice shall be taken of the said seal." On April 4, 1913, the President approved and declared the seal of the Department the device that he described as follows:

"Arms: Per fesse azure and or, a ship in full sail on waves of the sea, in chief proper; and in base a lighthouse illumined proper.

Crest: The American Eagle displayed.

Around the Arms, between two concentric circles, are the words:

'DEPARTMENT OF COMMERCE UNITED STATES OF AMERICA' "

.02 The approved seals are found at [http://www.osec.doc.gov/oas/md/doc\\_seals.htm](http://www.osec.doc.gov/oas/md/doc_seals.htm).

.03 The official symbolism of the seal shall be the following:

The ship is a symbol of commerce, the blue denotes uprightness and constancy; the lighthouse is a well known symbol representing guidance from the darkness which is translated to commercial enlightenment; and the gold denotes purity. The crest is the American bald eagle denoting the national scope of the Department's activities.

(The above is a modification of the original symbolism issued with the President's approval of the seal, made necessary by changes in the functions of the Department.)

### SECTION 3. DELEGATION OF CERTIFYING OFFICER AUTHORITY.

.01 Pursuant to the authority vested in the Secretary of Commerce by law, the chief administrative official of each operating unit, and the Deputy Director, Office of Administrative Services (OAS), Office of the Secretary, are hereby authorized, without power of further re-delegation, to sign as Certifying Officers attesting to the official nature of copies of correspondence and records from the files, publications, and other documents of the Department; and to affix the seal of the Department to such certifications for all purposes, including the purpose authorized by 28 U.S.C. 1733(b).

.02 Requests for delegation of Certifying Officer authority to officials other than those specified in paragraph .01 above, shall be submitted in writing to the Deputy Director, OAS, who shall act for the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA) in ruling on such requests.

.03 The chief administrative official in each primary operating unit is responsible for monitoring all delegations of Certifying Officer authority granted for that operating unit, under paragraph .02, above. An annual survey shall be conducted to ensure that all delegations of authority are still required. The Deputy Director, OAS, shall be requested to revoke those no longer required.

.04 Each Certifying Officer is authorized to acquire one embossing die for impressing the Department's seal on copies of documents. The die shall be obtained through the primary operating unit's chief administrative official or the Deputy Director, OAS.

.05 Certifying Officers shall take necessary steps to prevent the misuse, loss or theft of embossing dies. Should such an event occur, it shall be reported immediately to the chief administrative official in the primary operating unit, who shall provide a written report to the Deputy Director, OAS. Unserviceable or unneeded embossing dies shall be sent to either the operating unit's chief administrative official or the Deputy Director, OAS, for disposal or reassignment.

.06 Nothing in this order shall affect the acquisition, use, or control by primary operating units of seals authorized by law, as covered in DAO 201-1, "Approval and Use of Seals, Emblems, Insignia and Logos."

### SECTION 4. FORMS OF CERTIFICATION.

.01 Form CD-64, [http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic\\_Forms/index.htm](http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/index.htm), has been designed for use when the custodian of the records certifies material as a true copy of the record and the Certifying Officer certifies that the official named in the certification is in fact the custodian of the records.

.02 In instances when the Certifying Officer may certify material as a true copy of the record, the language shall be the same as the custodian's certification and, added thereto, the statement "For the

Secretary of Commerce," the signature and title "Certifying Officer," and the imprint of the seal of the Department. The certification may be made on a separate sheet of paper for attachment to the material to be certified or typed on the first page of the material to be certified.

## SECTION 5. REQUESTS FOR SPECIAL USE OF THE DEPARTMENT OF COMMERCE SEAL BY OUTSIDERS OR DEPARTMENT OPERATING UNITS.

.01 A request from an individual or organization outside the Department to use the Department seal, or any request by an operating unit proposing to use the seal in a manner not covered by this Order, shall be approved by the Deputy Director, OAS, with the concurrence of the Assistant General Counsel for Administration.

.02 Requests to use the seal shall be directed to the Deputy Director, OAS, who will coordinate the necessary reviews and concurrence on behalf of the CFO/ASA. The review of the Deputy Director, OAS, shall ensure that any request for the use of a Department seal shall meet the following criteria:

- a. use of the seal by the outside party must satisfy some interest of the Department;
- b. the use may not result in embarrassment to the Department;
- c. there must be no conflict with trademark rights; and
- d. there can be no endorsement, favoritism, or other appearance of impropriety toward the entity using the seal.

.03 To support the need for complete and considered review, all requests to use the Department seal shall include the following information:

- a. a specific description of how the Department seal will be used, including its location, size and proximity to the seals, logos, emblems, or banners of other organizations, agencies, businesses or corporations. When available, the request shall be accompanied by a draft document (representing the final product), which clearly demonstrates where the Department seal will be placed;
- b. a specific description of the Departmental interest(s) that will be satisfied, supported, or fulfilled through the requested use of the seal;
- c. a description of the Department's relationship, if any, to the requesting party; and
- d. operating unit requests shall be accompanied by a brief statement explaining how the use of the seal in the given circumstance will not result in embarrassment to or a perception of favoritism or endorsement by the Department.

.04 The Deputy Director, OAS, will approve or disapprove the proposed use of the Department seal. The operating unit receiving a request from an outside party will notify that party of the Department's

determination. If the request is originated by an operating unit, OAS will notify the operating unit of the determination.

SECTION 6. EFFECT ON OTHER ORDERS.

This Order supersedes Department Administrative Order 201-17, dated June 7, 2004.

**Signed by:** Secretary of Commerce

**Office of Primary Interest:**

Office of Administrative Operations,  
Office of Administrative Services



## REDELEGATION OF AUTHORITY TO ACT AS CERTIFYING OFFICER

### SECTION 1. PURPOSE.

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

.02 This revision updates the Order to indicate the Administrative Issuances Staff's (AIS) responsibilities in administering the Certifying Officer program on behalf of the Chief Administrative Officer, updates titles of officials, and reflects the latest redelegations of authority.

### SECTION 2. DELEGATION OF AUTHORITY.

.01 In accordance with DAO 201-17, the NOAA Chief Administrative Officer (CAO), in his/her capacity as chief administrative official of the operating unit, has been delegated, without the power of further redelegation, authority to sign as Certifying Officer.

.02 Pursuant to authority vested in the Secretary of Commerce by law and under the provisions of DAO 201-17, Deputy Director, Office of Administrative Services, on behalf of the Chief Financial Officer and Assistant Secretary for Administration, has redelegated, without the power of further redelegation, Certifying Officer authority to additional NOAA officials. The CAO shall monitor the continuing need for redelegations of Certifying Officer authority to NOAA officials. A list of the redelegations of Certifying Officer authority is found in the Appendix to this Order. The list will be updated occasionally to reflect changes.

.03 The duties of Certifying Officer shall be performed in accordance with the provisions of DAO 201-17.

### SECTION 3. REPORTING REQUIREMENTS.

.01 Pursuant to the redelegations of Certifying Officer authority, the Administrative Issuances Staff (AIS), on behalf of the CAO, shall conduct an annual survey to determine whether the redelegations of authority remain valid and that accountability is maintained

for all embossing dies. The CAO shall request the Deputy Director, Office of Administrative Services, revoke those redelegations no longer needed.

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

#### SECTION 4. EMBOSSING DIES.

.01 Each Certifying Officer is authorized to acquire one embossing die for affixing the Department's seal to documents. Requests for embossing dies shall be submitted to AIS, which shall either provide an available embossing die or inform the requesting official of vendors from whom a new die can be procured.

.02 Certifying Officers shall take appropriate measures to ensure that embossing dies are not misused, lost, or stolen. Such incidents shall be reported immediately to AIS. A written report providing details of the incident shall be sent to AIS which will forward the report through the CAO to the Deputy Director, Office of Administrative Services.

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

#### SECTION 5. EFFECT ON OTHER ISSUANCES.

This Order supersedes NOAA Administrative Order 201-17, Redelegation of Authority to Act as Certifying Officer, dated November 13, 2006.

*/s/*

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Chief Administrative Officer

Attachment

Office of Primary Interest  
Office of the Chief Administrative Officer  
Administrative Issuances Staff

APPENDIX

The following officials of the National Oceanic and Atmospheric Administration are authorized under Department Administrative Order 201-17 and subsequent redelegation by the Department's Director, Office of Administrative Operations, to sign as Certifying Officers and affix the seal of the Department of Commerce to copies of Department documents.

Office of the Chief Administrative Officer:

NOAA Chief Administrative Officer (authority assigned in DAO 201-17)

National Ocean Service:

Chief, Resources Management Division, Management and Budget Office,  
Silver Spring, MD

National Weather Service:

Chief, Executive Affairs, Management and Organization, Silver Spring, MD

National Marine Fisheries Service:

Assistant Administrator, National Marine Fisheries Service, Silver Spring, MD

Regional Administrator, National Marine Fisheries Service, Long Beach, CA

Regional Administrator National Marine Fisheries Service, Gloucester, MA

Regional Administrator, National Marine Fisheries Service, St. Petersburg, FL

Regional Administrator, National Marine Fisheries Service, Seattle, WA

Chief, Northeast Inspection Branch, Seafood Inspection Program, Gloucester, MA

Chief, Southeast Inspection Branch, Seafood Inspection Program, St. Petersburg, FL

Chief, Documentation Approval and Supply Services Section, Technical Services  
Branch, Seafood Inspection Program, Pascagoula, MS

APPENDIX  
*(continued)*

National Environmental Satellite and Data Service:

Director, National Climatic Data Center, Asheville, NC

Chief, Climate Services Division, National Climatic Data Center, Asheville, NC

Chief, Data Access Branch, National Climatic Data Center, Asheville, NC

Chief, Customer Services Branch, National Climatic Data Center, Asheville, NC

Director, National Geophysical Data Center, Boulder, CO

Freedom of Information Act Officer, Silver Spring, MD

Office of Marine and Aviation Operations:

Chief, Officer Personnel Management Division, Silver Spring, MD