

NAO 201-17

Eff: 8/5/08; Iss: 8/11/08

## 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.

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/S/  
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