

MEMORANDUM FOR: All NOAA

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 25

The purpose of this transmittal is to update travel delegations in the NTR, Chapter 301-2.5. Filing Instructions for the NTR, replacement pages for your NTR are attached as follows:

Remove
Page 301-2-10
dated November 01, 2009

Insert
Page 301-2-10
dated May 07, 2010

Remove
Pages 301-2-12 thru 301-2-17
dated November 01, 2009

Insert
Pages 301-2-12 thru 301-2-17
dated May 07, 2010

This Transmittal has been posted on the NOAA Travel Office (NTO) web page at <http://www.corporateservices.noaa.gov/~finance/travel.html>. Please visit our web page to view or to update your NTR. Please contact Chasity Donaldson on (301) 444-2129 if you have any policy related questions.

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

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301-2.5 Who has the authority to authorize all types of travel for NOAA employees?

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may authorize official travel. Within NOAA, the following officials have the authority to authorize all types of travel for NOAA employees:

- Under Secretary and Administrator
- Assistant Secretary and Deputy Administrator
- Deputy Under Secretary
- Chief of Staff
- General Counsel
- Assistant Administrators
- Deputy Assistant Administrators
- Director, NOAA Marine and Aviation Operations
- Director, Marine and Aviation Operations Centers
- Chief Financial Officer (CFO)
- Director, Finance Office/Comptroller
- Director, NOAA Budget Office
- Chief Administrative Officer (CAO)
- Deputy CAO
- Director, Office of Communications and External Affairs
- Director, Office of Education
- Director, Legislative Affairs
- Director, International Affairs
- Director, Acquisition and Grants Office
- Director, Workforce Management Office
- Chief Information Officer (CIO)
- Federal Coordinator, Office of the Federal Coordinator for Meteorological Services and Supporting Research
- Directors, Corporate Offices
- Deputy Directors, Corporate Offices

***For political employees**, the Under Secretary and Administrator will authorize foreign and domestic travel for AAs, DAAs, and Corporate Office Directors.

***For career employees**, the Deputy Under Secretary will authorize foreign and domestic travel for AAs, DAAs, and Corporate Office Directors.

NOTE: Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term “suitable management positions” excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials will be responsible for travel authorizations authorized for them in their absence.

301-2.5(c) Who has the authority to authorize foreign travel?

- Officials listed in *NTR, Chapter 301-2.5*
CFO/CAO, NWS
Director of the Office of Strategic Planning and Policy, NWS
CIO, NWS
Directors, Financial Management Centers, NWS
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Chief Financial Officer, NMFS
Regional Administrators, NMFS
Science Center Directors, NMFS
Chief of Staff, Office of the Assistant Administrator, NESDIS
Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS
Chief Financial Officer, NOS
Deputy Chief Financial Officer, NOS
- Foreign travel for Presidential Appointees must be authorized by the Under Secretary and Administrator.
 - Foreign travel for the Director, Marine and Aviation Operations Centers and Director, Commissioned Personnel Center will be authorized by the Director, NOAA Marine and Aviation Operations.
 - Foreign travel for Assistant Administrators of Line Offices and Directors of Corporate Offices will be authorized by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary. *(All requests for foreign travel will be authorized and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)*

301-2.5(d) Who has the authority to authorize domestic/non-foreign invitational travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Division Chiefs, OAR Laboratories, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Office of Weather and Air Quality, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Policy, Planning and Evaluation, OAR
Chief of Staff, Office of the Assistant Administrator, NESDIS
Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
Special Agents in Charge, NMFS
Division Chiefs, NMFS
Chief Financial Officer, NOS
Deputy Chief Financial Officer, NOS
Director, Office of Coast Survey, NOS
Director, Office of National Geodetic Survey, NOS
Director, Office of Ocean & Coastal Resource Management, NOS
Director, Office of Response and Restoration, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, NOAA Coastal Services Center, NOS
Director, Center for Operational Products and Services, NOS
Director, Office of National Marine Sanctuaries, NOS
Director, International Programs, NOS
Director, Integrated Ocean Observing System (IOOS), NOS
See FTR, Chapter 301-1.2 – 301 -1.3, and NTR, Chapter 301-1. (c) (1) - 301-1.4

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(e)

301-2.5(e) Who has the authority to authorize domestic/non-foreign blanket travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Division Chiefs, OAR Laboratories, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Chief of Enforcement and Deputy, NMFS
Chief Financial Officer, NOS
Deputy Chief Financial Officer, NOS
Director, Office of Coast Survey, NOS
Director, Office of National Geodetic Survey, NOS
Director, Office of Ocean & Coastal Resource Management, NOS
Director, Office of Response and Restoration, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, NOAA Coastal Services Center, NOS
Director, Center for Operational Products and Services, NOS
Director, Office of National Marine Sanctuaries, NOS
Director, International Programs, NOS
Director, Integrated Ocean Observing System (IOOS), NOS
See DOC Travel Handbook, Chapter 301-1.102(a) (2), and NTR, Chapter 301-2.1(j) - 301-2.1(m).

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(f)

301-2.5(f) Who has the authority to authorize actual expenses for domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Director, Office of Research Technology and Applications, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS Chief Financial Officer (CFO)
Chief Information Officer
CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS
Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
Chief Financial Officer, NOS
Deputy Chief Financial Officer, NOS
See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 -301-11.311.

301-2.5(g) Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?

Officials listed in NTR, Chapter 301-2.5
Finance Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Director, Office of Research Technology and Applications, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS
Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
Chief Financial Officer, NOS
Deputy Chief Financial Officer, NOS
See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 - See NTR, Chapter 301-74 for regulations regarding conference planning.

301-2.5(h) Who has the authority to authorize air and/or train premium-class accommodations (business and 1st class) for both foreign and domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-2.5*

Chief Financial Officer/Chief Administrative Officer, OAR

Directors, OAR Laboratories, OAR

Deputy/Assistant Directors, OAR Laboratories, OAR

Division Directors, Earth System Research Laboratory, OAR

Director, National Sea Grant College Program, OAR

Director, Climate Program Offices, OAR

Director, Ocean Exploration and Research, OAR

Director, Policy, Planning and Evaluation, OAR

Chief Financial Officer, NOS

Deputy Chief Financial Officer, NOS

See FTR, Chapter 301-10.121 - 301-10.124 and FTR, Chapter 301-10.160 - 301-10.164.

301-2.5(h) (i) What form authorizes premium-class accommodations?

Form CD-334 is used to authorize premium-class accommodations. A copy of the Form CD-334 and a copy of the travel authorization must be submitted to the NOAA Travel Office whenever first-class travel is authorized. Note, CD-334s are required for both air and train upgrades.

See NTR, Chapter 300-4(l) for a blank Form CD-334.

301-2.5(i) Who has the authority to approve group travel?

1) Domestic group travel: Memoranda of request for groups of twenty or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee,

2) Foreign and non-foreign group travel: Memoranda of request for groups of ten or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee.

See DOC Travel Handbook, Chapter 301-1.102(b) (7).