



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Financial Officer
Finance Office

MEMORANDUM FOR: All NOAA

FROM:

Jon P. Alexander
Director, Finance Office/Comptroller

*Jon P. Alexander for
Jon P. Alexander*

SUBJECT:

Travel Transmittal Number 26

The purpose of this transmittal is to update travel delegations in the NOAA Travel Regulations (NTR). 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.

MEMORANDUM FOR: All NOAA

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

SUBJECT: Travel Transmittal Number 26

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

Insert
Pages 301-2-12 thru 301-2-21
dated July 13, 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.

<u>Page</u> <u>Transmittal #</u>	<u>Page</u> <u>Transmittal #</u>	<u>Page</u> <u>Transmittal #</u>
CHAPTER 300	2-17.....26	<u>Part 301-51</u>
300i.....10	2-18.....26	51-1.....23
	2-19.....26	51-2.....23
<u>Part 300-2</u>	2-20.....26	51-3.....23
2-1.....10	2-21.....26	51-4.....24
2-2.....10	<u>Part 301-10</u>	51-5.....23
2-3.....10	10-1.....21	51-6.....23
	10-2.....21	51-7.....23
<u>Part 300-4</u>	10-3.....20	51-8.....23
4-1.....12	10-4.....20	
4-2.....12	10-5.....20	<u>Part 301-52</u>
	10-6.....20	52-1.....24
CHAPTER 301		52-2.....24
301-i.....10	<u>Part 301-11</u>	52-3.....24
	11-1.....10	52-4.....24
<u>Part 301-1</u>	11-2.....10	
1-1.....23	11-3.....23	<u>Part 301-53</u>
1-2.....23	11-4.....10	53-1.....12
	11-5.....10	
<u>Part 301-2</u>	11-6.....10	<u>Part 301-74</u>
2-1.....23		74-1.....10
2-2.....23	<u>Part 301-12</u>	74-2.....23
2-3.....23	12-1.....10	
2-4.....23	12-2.....10	
2-5.....23	12-3.....10	
2-6.....23		
2-7.....23	<u>Part 301-32</u>	
2-8.....23	32-1.....22	
2-9.....24	32-2.....19	
2-10.....25	32-3.....19	
2-11.....23		
2-12.....26		
2-13.....26		
2-14.....26		
2-15.....26		
2-16.....26		

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.

Deputy Director, Marine and Aviation Operations (OMAO)

Deputy Director, Marine and Aviation Operations Centers (MAOC)

Chief Financial Officer and Deputy Chief Financial Officer (OMAO)

Deputy Director, Marine Operations Center (MOC)

Commanding Officer, Atlantic Marine Operations Center (MOC-A)

Commanding Officer, Pacific Marine Operations Center (MOC-P)

Commanding Officer, Aircraft Operations Center (AOC)

Director, Commissioned Personnel Center (CPC)

- 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
Deputy Director, Marine and Aviation Operations (OMAO)
Deputy Director, Marine and Aviation Operations Centers (MAOC)
Chief Financial Officer and Deputy Chief Financial Officer (OMAO)
Deputy Director, Marine Operations Center (MOC)
Commanding Officer, Atlantic Marine Operations Center (MOC-A)
Commanding Officer, Pacific Marine Operations Center (MOC-P)
Commanding Officer, Aircraft Operations Center (AOC)
Director, Commissioned Personnel Center (CPC)

See FTR, Chapter 301-1.2 – 301 -1.3, and NTR, Chapter 301-1. (c) (1) - 301-1.4

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
Deputy Director, Marine and Aviation Operations (OMAO)
Deputy Director, Marine and Aviation Operations Centers (MAOC)
Chief Financial Officer and Deputy Chief Financial Officer (OMAO)
Deputy Director, Marine Operations Center (MOC)
Commanding Officer, Atlantic Marine Operations Center (MOC-A)
Commanding Officer, Pacific Marine Operations Center (MOC-P)
Commanding Officer, Aircraft Operations Center (AOC)
Director, Commissioned Personnel Center (CPC)
See DOC Travel Handbook, Chapter 301-1.102(a) (2), and NTR, Chapter 301-2.1(j) - 301-2.1(m).

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
Deputy Director, Marine and Aviation Operations (OMAO)
Deputy Director, Marine and Aviation Operations Centers (MAOC)
Chief Financial Officer and Deputy Chief Financial Officer (OMAO)
Deputy Director, Marine Operations Center (MOC)
Commanding Officer, Atlantic Marine Operations Center (MOC-A)
Commanding Officer, Pacific Marine Operations Center (MOC-P)
Commanding Officer, Aircraft Operations Center (AOC)
Director, Commissioned Personnel Center (CPC)
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
Deputy Director, Marine and Aviation Operations (OMAO)
Deputy Director, Marine and Aviation Operations Centers (MAOC)
Chief Financial Officer and Deputy Chief Financial Officer (OMAO)
Deputy Director, Marine Operations Center (MOC)
Commanding Officer, Atlantic Marine Operations Center (MOC-A)
Commanding Officer, Pacific Marine Operations Center (MOC-P)
Commanding Officer, Aircraft Operations Center (AOC)
Director, Commissioned Personnel Center (CPC)

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).

301-2.5(j) Who has the authority to approve travel of an immediate family member to attend award ceremonies?

Officials listed in *NTR, Chapter 301-2.5*
Regional Administrators, NMFS
Science Center Directors, NMFS
Office Directors, NMFS

301-2.5(k) Who has the authority to approve Commercial Aviation services (CAS)?

See NTR, Chapter 301-10.500 - 301-10.507.

301-2.5(l) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request for the use of cash to pay for common carrier transportation exceeding \$100 must be submitted to and approved by the Chief, Financial Policy & Compliance Division, Finance Office, or the Chief, Field Financial Branches.

See FTR, Chapter 301-51.100 - 301-51.102.

301-2.5(l)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request must come from the authorizing official and must fully explain why cash was used and must be accompanied by:

- A copy of the travel authorization;
- A copy of the passenger's ticket coupon; and
- Original travel voucher or reclaim travel voucher.

301-2.5(m) Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

301-2.5(n) Who has the authority to request exemptions from the mandatory use of the JPMC Government travel card?

Memoranda of request for exemptions from the mandatory use of the JPMC Government travel card must be signed by the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Corporate Office Director, and be submitted through the Director, Finance Office/Comptroller, to the NOAA CFO. The NOAA CFO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).

See NTR, Chapter 301-51 for regulations regarding exemptions from the mandatory use of the JPMC Government travel card.

301-2.5(o) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$35,000?

Secretary of Commerce

301-2.5(o)(i) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under \$35,000?

Line Office Assistant Administrators

301-2.5(o)(ii) Who has the authority to authorize an in-kind donation for travel which exceeds by \$500 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$500" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$500.)

Chief Financial Officer and Assistant Secretary for Administration, DOC

301-2.5(o)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?

The Form CD-210 (or Form CD-342 if the donation is from a foreign government) authorizes acceptance of payment from a non-Federal source for travel expenses. The Form SF-326, Acceptance of Payment from a Non-Federal Source for Travel Expenses must accompany the CD-210 whenever the payment exceeds \$250.

See NOAA Finance Handbook, Chapter 4, Section 8, and FTR, Chapter 304 and NTR, Chapter 300-4 for blank forms.

301-2.5(o)(iv) How do we know when it is appropriate to accept payment from a non-Federal source for official travel?

You are encouraged to contact the Office of General Council, Ethics Division On (202-482-5384) **prior** to travel, in order to determine if the gift can be accepted.