



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

MEMORANDUM FOR: All NOAA Employees

FROM: Nuthan Kamat Deodhar
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 21-5
Updated Travel Approval Process

DATE: July 28, 2021

Based on recent [travel guidance](#) provided by the Centers for Disease Control and Prevention (CDC) dated June 10, 2021, and the [updated travel FAQs](#) provided by the Safer Federal Workforce Task Force, the Department of Commerce has relaxed its current travel restrictions. Previously, only mission critical travel was approved by NOAA's Under Secretary and Deputy Under Secretary for Operations using a 'NOAA Travel Justification Checklist'.

Effective at Beginning of Business (EDT) on Friday, 7/30/2021, all travel approval will revert back to the authorizing official responsible for approving such travel in E2; travel will no longer require approval from the Under Secretary and Deputy Under Secretary for Operations. Pursuant to Office of Management and Budget (OMB) Memorandum M-21-15, all employees traveling on official business should adhere strictly to the CDC guidance for domestic and international travel before, during and after travel.

Pursuant to guidance from the Safer Federal Workforce and the Department of Commerce:

- Employees who are fully vaccinated may be authorized to travel without any additional "mission critical" determination or approvals beyond standard travel practices. Supervisors should confirm employees' vaccination status, which may include verifying via visual confirmation of vaccination documentation.
- Employees who are not fully vaccinated or decline to confirm vaccination status to their supervisor may only be authorized to perform "mission critical" official travel. Such employees are required to verify their travel is mission critical with their supervisor.
- For all travel, regardless of an employee's vaccination status, travel authorizing officials, after confirmation from a traveler's supervisor, will ensure a notation of, "As [*Employee Name*]'s supervisor, I affirm that the employee is permitted to be placed on travel orders in accordance with Departmental policy," is included in the Remarks section of all travel authorizations in E2.

For questions on how to process travel in E2, please contact Client Services: E-Mail: ClientServices@noaa.gov or phone: (301) 444-3400, select Option 2 for Travel assistance.

For policy questions, please refer to the [Frequently Asked Questions for NOAA Travel Advisory 21-5.](#)